

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-318-04-13</i>	DATE RECEIVED <i>10-03-2003</i>
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION IT Regulatory Compliance Division			
4. NAME OF PERSON WITH WHOM TO CONFER Evangelina C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE <i>3-22-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>10/2/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Bureau of Engraving and Printing Records Control Schedule INK DESIGN AND MANUFACTURING See attached sheets	NC1-318-78-1	

cc Agency, DR, NWM, NWMW, NWC

INK DESIGN AND MANUFACTURING

1. Ink Research and Design

Records relating to the research and development of new currency inks used for printing U.S. currency and other security products. Records contain reports, studies, correspondence, and other documentation relating to currency ink requirements, design and documentation of ink formulations, laboratory test results, press trial evaluations, initial production performance data, and other verification and validation data.

PERMANENT. Cut off subject files when 5 years old or when associated project is complete. Retire to BEP's records storage area when volume warrants. Transfer to NARA 25 years after cutoff.

2. Ink Manufacturing

Production orders, schedules, reports, forms, logs, and other records that identify and control currency ink manufacturing activities, accountability and traceability of materials, daily production statistics, and other production information.

- a. Orders to Manufacture, Report of Production Batch Samples, Batch Summary Reports.

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 2 years old.

- b. All other records, including Ink Drawdown Test Sheets (BEP 9677-2), Ink Batch Identification Tags (BEP Form 1913-3), daily production reports, and various control forms and drum labels.

TEMPORARY. Destroy after 1 year or when no longer needed.

Electronic Mail and Word Processing System Copies:

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed