

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 N1-318-04-14	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED 2/19/04	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IT Regulatory Compliance Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE 5-17-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>4</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE 2/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division

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 GRS OR SUPERSEDED JOB CITATION	10.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 INVENTORY AND MATERIALS See attached sheets All changes to this proposed schedule have been approved by: <i>Andre G. Smith</i> 2/19/04 <i>Cary C. Conn</i> 2/19/04 NARA appraiser date Agency representative date <i>cc Agency NA nwmwa</i>	NC1-318-78-1	

INVENTORY AND MATERIALS

Requisition and Management

1. Materials Requirements Files

Files on annual usage forecast for currency paper, currency inks, and other production materials, delivery schedules, and monthly inventory tracking, based on Yearly Currency Order and revisions. Information is maintained in electronic spreadsheet system, Materials Requirements Plan (MRP) System. System reports show monthly forecasts for each material, beginning inventory, monthly receipts, ending inventories. Also includes Revised Planning Reports and other working reports for analysis of revised orders and delivery schedules.

a. Materials Requirements Plan end of year reports

TEMPORARY. Destroy when 2 years old.

b. Interim reports

TEMPORARY. Destroy when superseded

2. Supplier Files (COTR Files) (Supercedes N1-318-78-1, Item 21.2-24)

Working files maintained by program analysts containing contract documents and modifications, statements of work, product specifications, correspondence, reports, and other information relating to monitoring and analysis of supplier deliveries, inventory balances, product conformance, etc.

TEMPORARY. Destroy 2 years after contract is completed

3. Storeroom and Warehouse Inventory Requisition and Distribution Files (Supercedes N1-318, Item 21.2-48)

Files include requisition forms, order summaries, checklists, logs, control sheets, and other documentation of storeroom and warehouse inventory and distribution management. Contain various official Bureau forms and other internal logs and control sheets, including: Stores Requisition (BEP Form 8610), Landover Warehouse Requisition (BEP Form 2455), Service Request, Security Seals Control Register (BEP 2045), and Transfer/Delivery Schedules (BEP Form 2446).

a. Currency Paper Requisition and Control

Includes Currency Paper Checklist (BEP Form 2061), Blank Printing Paper Requisition (BEP Form 8513-A), Blank Paper Daily Sheet, Currency Paper Capacity Reports, currency paper vault check lists and control registers, and other inspection logs, checklists, and control forms

TEMPORARY. Destroy 2 years after currency is issued.

b. Currency Ink Requisition and Control

Includes ink order sheets, Requisition and Receipt – Ink and Related Supplies (BEP Form 8577), inventory and shelf life inspection logs, and other control forms for storeroom ink stocks.

TEMPORARY. Destroy 2 years after ink supply is entered into production.

4. Cyclic Inventory Control Report Files (Supercedes N1-318-78-1, Items 21.2-7)

Work package files for daily cycle count inventories conducted to verify physical inventory of items against BEPMIS inventory. Files include Summary Sheets, showing BEPMIS count vs. actual physical count, Inventory Reports (BEP Form 1933 – Part 1), Cycle Count Sheets (printed out from BEPMIS and completed by the counters), Inventory Verification Worksheets, and Reconciliation sheets.

TEMPORARY. Destroy 1 year after reconciliation of inventory.

Material Review

5. Currency Materials Inspection and Testing (Supercedes N1-318-78-1, Item 21-2.19)

Records documenting the inspection and testing of currency materials, and verifications and certifications that the materials conform to applicable production specifications and contract requirements. Materials required to undergo testing include currency papers, currency inks and rollers, and miscellaneous materials that are acquired under contract or by the simplified acquisition process, and currency inks manufactured by the Bureau.

a. Test Records (N1-318-78-1, Item 42.2-60)

Results, data, logbooks, and reports resulting from BEP laboratory tests, in-process inspections, non-critical feature and performance testing, and finished product inspections. Records are maintained by the unit performing tests (BEP laboratory, Currency Production units, etc.).

TEMPORARY. Destroy when 2 years old.

b. Non-conforming Materials Reports

Includes Discrepant Material Reports (BEP Form 2146), inspection and test results, correspondence, and other records relating to non-conforming materials.

TEMPORARY. Destroy 2 years after correction of nonconformance.

6. Material Review Corrective and Preventive Actions

Records relating to corrective and preventive action process to identify and address customer complaints, nonconforming products, and other preventive actions. Records include notifications of nonconformance, actions taken, verification of effectiveness and final closeout records. Files are organized as customer complaints, reports of non-conformances, and preventive action records, and are identified and maintained by sequential number.

TEMPORARY. Destroy 2 years after closeout of corrective or preventive action.

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