

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	N1-318-04-10
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	2/25/04
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
		2-17-04	<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 4 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 2/25/04	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 GRS OR SUPERSEDED JOB CITATION	10.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 CURRENCY STANDARDS See attached sheets	N1-318-93-4	
<p>All changes to this proposed schedule have been approved by:</p> <p><i>[Signature]</i> <u>2/25/04</u> <i>Cary C. Conn</i> <u>2/25/04</u> NARA appraiser date Agency representative date</p> <p><i>cc Agency, NR NWMD NUNWA</i></p>			

CURRENCY STANDARDS

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1. Mutilated Currency Case Files

Case files documenting the process of examination, redemption, destruction and check issuance for all mutilated currency redemption claims. The files consist of original correspondence, identifying materials from the outside of the currency package, evidence relating to the investigation of the claim, and the Mutilated Currency Examiner's Report (BEP Form 2494). Files are identified and filed by fiscal year and sequential case file number.

a. Case files

TEMPORARY. Retain files in office 4 years, then transfer to BEP's records storage area. Destroy 7 years after case is closed.

b. Mutilated Currency Case File Log

- (1) Hard copy log books and forms recording the receipt of accountable mail, assignment of case file number, and examiners assigned, includes Register of Accountable mail -BEP form 2489.

TEMPORARY. Destroy when 7 years old.

- (2) Mutilated Currency Tracking System (MUTS)- electronic tracking system containing log information (for cases received starting FY 2002)

- (a) Inputs- Data is keyed from Mutilated Case File log books and forms.

TEMPORARY. Disposition is covered by item 1b of this schedule.

- (b) Outputs- Hard copy reports printed from the system

TEMPORARY. Destroy when 7 years old.

- (c) Master Files- Case file number, examiner assigned, date received, denomination of mutilated currency and reimbursable amount.

TEMPORARY. Update as needed for current business and delete electronic version when no longer needed for administrative, legal, or operational purposes.

- (d) System Documentation- User guides and manuals, record layouts, system specifications and operating procedures.

TEMPORARY. Destroy/delete this documentation when superseded or obsolete, or 1 year after discontinuance of the system.

2. Mutilated Currency Reimbursement Records

Records of disbursements from Philadelphia Federal Reserve Bank for mutilated currency claims. Reports (Check Vendor Payment Schedule) are generated from Electronic Certification System and filed separately from case files.

TEMPORARY. Destroy 3 years after check is paid

3. Mutilated Currency Accountability Reports

a. Daily Settlement Balance Reports

Daily accountability records of currency on hand by denomination (BEP Form 2488).

TEMPORARY. Destroy when 5 years old.

b. Monthly Reports to Federal Reserve Board

Monthly input to Federal Reserve reporting amount of currency destroyed, reported via Richmond Reserve Bank.

TEMPORARY. Destroy when 1 year old.

4. General Currency Files

General subject files containing correspondence, memorandums, regulations, reports, bulletins, articles, and other material pertaining to currency, counterfeit currency, special destructions of currency, Federal Reserve Notes, U.S. Notes, Gold Certificates, and assumptions.

TEMPORARY. Destroy when 10 years old or when no longer needed for current operations, whichever occurs first. (N1-318-93-4 Item 4)

5. Federal Reserve Bank "Permanent" Files

Technical reference files containing general correspondence, memorandums, manuals, bulletins, reports, and other records relating to currency operations and audits at Federal Reserve Banks. Files include videotapes of bank facilities and operations.

- a. Files relating to specific currency destruction activities, including waivers, exemptions, notices of deviations relating to currency destruction activities.

TEMPORARY. Destroy when 7 years old.

- b. General reference materials.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. (N1-318-93-4)

6. Federal Reserve Bank Audits and Reviews

Files relating to the Bureau's oversight of destruction of currency at Federal Reserve Banks. The official audit file includes the final audit report and summary of findings (Findings Worksheet).

- a. Official Audit File - filed as part of Federal Reserve Bank "Permanent File."

TEMPORARY. Destroy 7 years after correction or reconciliation of cited deficiencies.

- b. Audit work papers -

TEMPORARY. Destroy 7 years after correction or reconciliation of cited deficiencies.

- c. Audit program files, including schedules, auditor training and qualifications, etc.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

7. Federal Reserve Currency Processing and Destruction Equipment Files

Technical reference files consisting of correspondence, test documents, specification requirements, memorandums, test results, and reports, concerning the testing, approval/disapproval, and use of currency inspection equipment and currency destruction equipment by the Federal Reserve Board, and specifically including the files relating to the BPS 3000 machines.

TEMPORARY. Destroy 2 years after discontinuation of use of machine by Federal Reserve.

9. Treasury Currency Verification and Destruction Manual

The Bureau develops and administers Treasury policy over destruction of unfit currency through this manual. Files contain the official record copy of approved versions of the Manual, and working files for current revision.

a. Official record of approved version:

PERMANENT. Cut off files when superseded. Transfer superseded files to the BEP's records storage area after 5 years or when volume warrants. Transfer to NARA in five year blocks when the most recent record is 25 years old.

b. Revision files include justifications for revisions, drafts revisions, comments, and approved document:

TEMPORARY. Destroy when revision is superseded.

10. Currency Residue Novelty Items Case Files

Case files relating to requests for use of shredded currency residue for use in novelty consumer products. Files include correspondence, approvals and disapprovals, and examples of finished products. Files may also include requests from law enforcement for training purposes and other requests from outside organizations.

TEMPORARY. Destroy when 12 years old. (N1-318-93-4)

11. Counterfeit Deterrence Control Files

Records pertaining to the control and monitoring of the issuance of Department of Treasury counterfeit test decks. The files consist of correspondence, copies of counterfeit currency, test decks used by the Federal Reserve Bank, reports, and memorandums.

TEMPORARY. Destroy when no longer needed for current operations.
(N1-318-93-4)

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