

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 N1-318-04-17	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED 3/10/04	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Evangelina 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 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 3/10/04	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 GRS OR SUPERSEDED JOB CITATION	10.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 SPECIAL STUDIES AND PROJECTS See attached sheets	New	
<p>All changes to this proposed schedule have been approved by:</p> <p><i>Anke A. Lind</i> <u>3/10/04</u> <i>Cary C. Conn</i> <u>3/10/04</u> NARA appraiser date Agency representative date</p> <p><i>cc Agency, NR nwm, nwmE, nwmWA, nwcTE</i></p>			

SPECIAL STUDIES AND PROJECTS

1. Washington, DC Facility Records

Official Bureau records of various special studies and projects relating to the Washington, DC Bureau facility and operations that are not covered elsewhere in this schedule. Includes records of unique projects and initiatives or projects of historical interest (e.g., the Southwest Gateway Project).

PERMANENT. Close file when associated study or project is complete. Transfer to BEP's records storage area when no longer needed for reference. Offer to NARA when 25 years old.

2. Western Currency Facility Historical Records

Official Bureau records documenting the planning, design, and construction of the Western Currency Facility in Fort Worth, TX. Files include site evaluations, design criteria, proposals, staffing plans, correspondence, and other historical documentation.

PERMANENT. Transfer to BEP's records storage area when no longer needed for reference. Offer to NARA when 25 years old.

3. Other Special Studies

Records relating to other special studies and analyses conducted or sponsored by the Bureau on various currency-related issues, such as the dollar coin, currency for the blind, the future of money, marketing strategies, etc. This item does not apply to electronic databases or spreadsheets that contain data used in statistical analysis. This item also applies only to special studies closed prior to FY 2004. Future studies which may include electronic records will be scheduled separately.

PERMANENT. Cut off file when associated study or project is complete. Transfer to BEP's records storage area when no longer needed for reference. Offer to NARA when 25 years old.

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