

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>71-318-04-20</i>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED <i>10-3-2003</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>1-12-05</i>	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 5 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 GRS OR SUPERSEDED JOB CITATION	10.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 CURRENCY PRINTING AND PROCESSING See attached sheets	NC1-318-78-1, NC1-318-84-1	
<i>Agency, NR, NWMW, NWMD</i>			

CURRENCY PRINTING AND PROCESSING

1. Annual Currency Orders

Official Bureau records documenting the annual currency order from the Federal Reserve Board (FRB). Records include the FRB's written letters of request, the Bureau's order confirmation and detailed master delivery schedule, and other related correspondence and materials.

- a. Federal Reserve Board correspondence, year-end Yearly Currency Orders (YCO) report and master currency delivery schedule

PERMANENT. Cut off files at end of each fiscal year and transfer to the BEP's records storage area when volume warrants or when 5 years old. Transfer to NARA in five year blocks when the most recent record is 25 years old.

- b. Interim YCOs

TEMPORARY. Destroy when 2 months old or no longer needed, whichever is later.

2. Currency Production History Records

Production History Records (YCO Currency Process Sheet Record) documenting master schedule of serial numbers to be produced by denomination for each bank.

- a. Year-end final report:

PERMANENT. Cut off files at end of each fiscal year and transfer to the BEP's records storage area when volume warrants or when 5 years old. Transfer to NARA in five year blocks when the most recent record is 25 years old.

- b. Interim monthly reports:

TEMPORARY. Destroy when superseded by next update.

3. Currency Production Ordering and Scheduling

a. Currency-Related Production Orders

Official records of the production orders for currency-related printing and production activities, resource planning and production scheduling. Includes Print Orders (~~BEP Form 9133~~), Orders for Supplies and Services (~~BEP Form 8098~~), Manufacturing Orders, Work Authorizations.

(supersedes NC1-318-78-1, items 31.2/48 + 31.2/17.)

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

b. Production Scheduling

Production scheduling records generated from the Yearly Currency Order system, including Monthly Delivery Schedules, Monthly Overprinting Requirements, Estimated Daily Production and Delivery Requirements, Projected Press Schedule, Monthly Intaglio Plate Report.

(supersedes NC1-318-78-1, item 31.2/15)

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

4. Currency Production & Internal Controls Manuals

a. Official file copy

TEMPORARY. Destroy when procedure is superseded, obsolete, or no longer needed for reference.

b. Working files

TEMPORARY. Destroy when procedure is superseded, obsolete, or no longer needed for reference.

5. OPERATIONAL RECORDS

a. Product Accountability and Load Forms

These records provide in-process accountability and traceability of currency-related materials throughout currency printing and processing operations. Files are normally maintained by the originating section and include, but are not limited to, the following forms and associated logs:

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- GRS
- Product Processing Accountability Records (PPAR) (BEP Form 9120), used to record printing and ink information and reconcile the load by identifying and annotating “good” and “bad” work.
 - Notice of Plate Change (BEP Form 8198), Press Plate Record logs, and Plate Printing Inventory Logs
 - BEP Security Seals Control Register (BEP 2045-2)
 - Mechanical Exam Load Examining Results (LER) (BEP Form 2597-1)
 - Mechanical Exam Inventory Reports
 - COPE Process Results (BEP Form 2600) and associated Process Sheets/Process Sheet Cards – identifies COPE load numbers and describes the notes and specifies serial number range to be printed (Per accountability procedure, process paperwork package includes Process sheet, Order Job Detail Sheet, COPE Process results (2600), Currency Assignment Tags (9924), and the Transfer/Delivery schedule for Picklist.)
 - Transfer and Delivery Schedules (BEP Form 2446)
 - Schedules of Delivery (BEP Form 8334)
 - Schedule of Delivery – Stock Dropped from Press (BEP Form 8215)
 - Schedules of Delivery of Mutilated Paper (BEP Form 8333)
 - Daily Record of Currency Shipments (BEP Form 1972)

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

b. Other Operations Data and Control Forms

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These records identify and control in-process work, in-process inspection data, daily production statistics, and other production information. Files are normally maintained by the originating section and include, but are not limited to, the following forms and associated logs:

Plate Printing:

- Requisition and Receipt (Plates and Miscellaneous) (BEP Form 8343)
- List of Authorized Signatures for BEP 8343
- Nota-Save data reports (filed by printing date, electronic in WCF) (QA retention: destroy after 3 months)
- Daily Production Equipment Operational Summary – BEP Form 2137 (Pressman’s log, filed by press number and date)
- Universal Magnetic Authentication System (UMAS) log sheets (filed by printing date)
- Mylar Overlay Control Sheets

- Plate Printing Overage and Shortage Reports

Mechanical Exam

- Golden Specification Form (WCF only)
- Specification Data Form (WCF only)
- Nota-Save Loads Examining Form (WCF only)
- Mechanical Daily Production Report – BEP Form 2454
- Verifier's Daily Production Report – BEP Form 9912

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- Note Examiner Daily Production Record – BEP Form 8922
- Numeral/Seal Plate Card
- Blanket maintenance sheet (DC only)
- Starting Number Assignment Notice – BEP Form 9048
- Record of Star Stock Issued by Package Number – BEP Form 1991
- Record of Star Stock Issued in Cassettes – BEP Form 1754
- Sheet Exchange Record – BEP Form 9761

Note Packaging

- Shrink Wrap Daily Production Record – BEP Form 2226
- D-300 Report – BEP Form 9091

Federal Reserve Vault

- Federal Reserve Vault Shipment Report – BEP Form 2050

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 1 year old.

c. Daily Production Summary Reports

Summary reports of daily currency printing and processing statistics, equipment downtime, shift staffing, and other routine operational activities. Files are maintained within associated currency production sections and include:

- Currency Printing Division Daily Production Summary
- Mechanical Examining Section Shift Staffing
- Mechanical Exam Summary of Examination for Day, Evening, and Midnight Shifts
- Mechanical Exam OCIS Electronic Inspection downtime for repairs summary
- Current Washington Currency Production Status
- COPE Summary of Note Production for Day, Evening, and Midnight Shifts

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- COPE Press Downtime Summary
- Schedule of Delivery (Federal Reserve Currency Notes)
- Vault Status Report
- Daily Brick Total Summary
- Daily Shipment Total Summary
- Offset Printing Summary of Sheet Production for Day, Evening, and Midnight Shifts.

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 1 year old.

6. Currency Manufacturing Support Materials

Production orders, schedules, reports, forms, logs and other records relating to support materials and equipment used in currency manufacturing, including roller manufacturing and recovery of inking-in and wiper rollers.

TEMPORARY. Destroy after 1 year.

7. Currency Production Analytical Reports

Routine management reports to monitor and analyze productivity, spoilage, and inventory accuracy, returns, and other production data. Reports are compiled and distributed by Production Management and include:

- Currency Spoilage Report
- Spoilage Trend Analysis
- Inventory Accuracy Reports
- Currency Productivity Reports
- Federal Reserve Board Returns
- Post Office Returns (move to Postage schedule)
- Monthly Downtime Report
- Currency Weekend Production
- Overtime Tracking Report

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

8. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the 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 recordkeeping 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.

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.

Destroy/delete when dissemination, revision, or updating is completed.