

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	71-318-04-21
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	10-3-2003
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6-25-04	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 2 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 10/2/03	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 GRS OR SUPERSEDED JOB CITATION	10.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 PUBLIC SERVICES See attached sheets	NC1-318-78-1	

*cc Agency, NR, NNM, NNM, NNM*

## PUBLIC SERVICES

### 1. Public Tour Program

Files relating to tours of the Bureau of Engraving and Printing's Washington DC and Ft. Worth, Texas facilities, including Congressional and VIP tours, school group tours, and daily scheduled tours conducted for the general public.

- a. Program Subject Files  
Includes files on planning and design of tours, tour informational materials, introductory video/DVD materials, tour guide training, press releases, etc.

TEMPORARY. Cut off file when no longer needed or obsolete. Destroy 3 years after the cutoff.

- b. Tour Reservation Files

Tracking system for scheduling reservations for Congressional tours, school groups, and other special tours. Files are maintained electronically in Public Service Division Tracking System, and consist of calendar files and contact files.

- (1) Calendar files –

- TEMPORARY. Cutoff at end of fiscal year. Delete 1 year from cutoff.

- (2) Contact files –

- TEMPORARY. Delete when superseded or obsolete.

- c. Public correspondence and visitor comment files

Files include general public correspondence and comment cards filled out by visitors completing the tour and year end compilation of comments, used to assess customer satisfaction and accomplishment of performance measures.

TEMPORARY. Destroy when 3 years old.

2. Public Education Campaign

Records relating to educational campaigns to inform the general public, media, industry, law enforcement, and other applicable organizations about New Currency Design.

Includes general informational materials, press releases, correspondence, announcements, post cards, brochures, posters, CDs, Web site content, and other outreach materials, instructional materials for training industry groups, public opinion research, awareness surveys, vendor files and mailing lists used for distribution of educational materials, etc.

a. Current Campaign files (2003 Series and beyond) –

TEMPORARY. Retain until no longer needed for use in subsequent currency redesign campaign.

b. Prior Campaign files (1996-2000 Series) –

TEMPORARY. Destroy when no longer needed for reference.

3. Public Sales

Hardcopy and electronic records relating to sale of currency products and souvenirs to the public, via the public Web Site or Visitor Center. Includes records on products available for sale, customer orders and payment transactions, inventory status and restocking, summary reports of sales, related correspondence and supporting materials.

a. Hardcopy records

TEMPORARY. Destroy after audit or when ~~2~~ <sup>3</sup> years old, whichever is later.

*3 approved by R.O. 4/20/04*

b. Electronic records

TEMPORARY. Destroy after ~~2~~ <sup>3</sup> years or when no longer needed for administrative, legal, fiscal, audit, or other operational purpose. (if hardcopy is record)

*3 approved by R.O. 4/20/04*

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