

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-318-04-23</i>	DATE RECEIVED <i>10-3-2003</i>
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION IT Regulatory Compliance Division			
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE <i>5-17-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 3 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 GRS OR SUPERSEDED JOB CITATION	10.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 OFFICIAL FILES OF THE DIRECTOR AND SENIOR BUREAU OFFICIALS See attached sheets	NC1-318-78-1	
<i>cc Agency, NB NWMD, NWME NWYWA</i>			

## OFFICIAL FILES OF THE DIRECTOR AND SENIOR BUREAU OFFICIALS

### 1. Official Files of the Director of the Bureau

Official files including incoming and outgoing correspondence, memoranda, reports, special studies, speeches and similar records of the Bureau Director. These records include subject files relating to Bureau policy, decisions, initiatives, long-range planning, organization, functions, and other mission-related, program-related or policy-related management issues which are not covered elsewhere in this schedule.

- a. Records relating to the primary mission of the Bureau and documenting the policies, programs and organizational structure to fulfill the primary mission.

PERMANENT. Cut off subject files at end of calendar year. Transfer to BEP's records storage area when two years old. Transfer to National Archives in five year blocks when most recent record is 30 years old.

- b. Records of a routine or non-policy nature, and all files not covered by "a" above.

TEMPORARY. Cut off subject files at end of calendar year. Transfer to BEP's records storage area when volume warrants. Destroy when 7 years old.

### 2. Official Files of Deputy Director, Associate Directors, and other Senior Bureau Officials

Official files including correspondence, reports, memorandums, significant comments, and other related records pertaining to the administration and operation of the Bureau's organizational offices and components subordinate to the Director. These records include subject files which contain correspondence, reports, forms and other materials relating to activities and functions, as well as, project files which are not covered elsewhere in this schedule. Included are the Deputy Director, Associate Directors, Chief Counsel, office chiefs, and plant managers.

- a. Records relating to the primary mission of the Bureau and documenting the policies, programs and organizational structure to fulfill the primary mission.

PERMANENT. Cut off subject files at end of calendar year. Close project files when project is completed. Transfer to BEP's records storage area when two years old. Transfer to National Archives in five year blocks when 30 years old.

- b. Program records of a non-policy nature and records documenting policies of administrative units and functions which are not covered under program-specific schedules.

TEMPORARY. Cut off subject files at end of calendar year. Close project files when project is completed and file with that year's subject file. Transfer to BEP's records storage area when volume warrants. Destroy when 7 years old.

- c. Records used in conducting routine Bureau business.

TEMPORARY. Destroy when 7 years old.

### 3. Working Files

Working files such as notes, and other similar materials NOT maintained as part of the official project file or subject file which: (1) were circulated or made available to employees, other than the creator, for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with Bureau staff about Bureau business; and (2) contain unique substantive annotations or comments, that add to a proper understanding of the Bureau's formulation and execution of policies, decisions, or programs.

TEMPORARY. Destroy when 3 years old.

### 4. Schedule of Daily Activities

Official calendars, appointment books, schedules, logs, diaries and other official records documenting meetings, appointments, telephone calls, trips, visits and other activities while serving in official capacity, created and maintained in hard copy or ~~electronic form~~, EXCLUDING materials determined to be personal.

*↳ approved by BEP - 12/4/05*

- a. Records relating to the official activities of the Bureau Director.

PERMANENT. Cut off file upon departure of the incumbent Director. Transfer to NARA when 30 years old.

- b. Records containing substantive information relating to the official activities of other Bureau senior officials, the substance of which has not been incorporated into official files.

TEMPORARY. Destroy or delete when 7 years old.

- c. Records containing substantive information relating to the official activities of other Bureau senior officials, the substance of which has been incorporated into official files.

TEMPORARY. Destroy or delete when no longer needed.

5. Congressional Correspondence and Inquiries

Contains copies of congressional correspondence received and referred to the Bureau for reply. Includes copies of responses and background materials such as letters and memoranda, notes from meetings or telephone calls, transcripts from Congressional inquiries or hearings, testimonies, and public hearing records. Includes correspondence from members of Congress and its committees.

TEMPORARY. Cut off file at end of Congressional session; bring forward active materials. Retire to BEP's records storage area after 1 year. Destroy when 5 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