

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>N1-318-05-1</i>	DATE RECEIVED <i>4/4/05</i>
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE FOR <i>5/5/05</i>	ARCHIVIST OF THE UNITED STATES <i>Howard Power</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 <i>4/1/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 SECURITIES DESTRUCTION VERIFICATION See attached sheets	N1/318/04/25, Item 8	

cc Agency NR NWMWA

SECURITIES DESTRUCTION VERIFICATION

1. Securities Destruction Verification

Records documenting the physical examination, verification, and reconciliation of discrepancies in all accountable security products scheduled for destruction due to printing and processing imperfections or excess stock of finished product. Files contain various forms, logs, and worksheets, including Record of Mutilated Paper Received and Delivered (BEP Form 1267), Final Verifier's Production Report (BEP Form 8637), and copies of Schedule of Delivery of Mutilated Paper (BEP Form 8333).

TEMPORARY. Destroy when 10 years old.