# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

**1. FROM (Agency or establishment):**  
Bureau of Engraving and Printing

**2. MAJOR SUBDIVISION:**  
Office of Administrative Services

**3. MINOR SUBDIVISION:**  
Records Management Division

**4. NAME OF PERSON WITH WHOM TO CONFERENCE:**  
Evangelia C. Wimbush-Jeffrey

**5. TELEPHONE:**  
202-874-3219

**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 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;  
- [ ] has been requested.

**DATE:** 4/1/05  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Cary C. Comm  
**TITLE:** Records Officer/Manager, Records Management Division

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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|          | Bureau of Engraving and Printing Records Control Schedule SECURITIES DESTRUCTION VERIFICATION  
See attached sheets | N1/318/04/25, Item 8 | |

**LEAVE BLANK (NARA use only)**  

**JOB NUMBER:** N1-318-05-1  
**DATE RECEIVED:** 4/1/05  
**NOTIFICATION TO AGENCY:**  
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE OF ARCHIVIST OF THE UNITED STATES:**  

**STANDARD FORM 115 (REV. 3-91)**  
PREVIOUS EDITION NOT USABLE  
Prescribed by NARA 36 CFR 1228
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.