

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

Job Number

NI-318-09-1

Date Received

6/12/09

1. From: (Agency or establishment)

Bureau of Engraving and Printing

2. Major Subdivision

Office of Enterprise Solutions

3. Minor Subdivision

Documentation, Forms and Records Management Div.

4. Name of Person with whom to confer

Cary C. Conn

5. Telephone (include area code)

202-874-2396

Date

9-2-09

Archivist of the United States

Adrienne Thomas

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

### 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 4 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

Signature of Agency Representative

Cary C. Conn

Title

Records Officer

Date (mm/dd/yyyy)

06/08/2009

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bureau of Engraving and Printing Control Schedule Currency Printing and Processing See 3 attached sheets.	NC1-318-78 -1	Per discussion with Cary C. Conn, Records Officer, and Steve Cooper, NWML, it was determined that this schedule does not supersede Job # NC1-318-78-1 NI-318-06-002 It was determined that NI-318-09-001 superseded NI-318-06-002. See attached correspondence for more information. -Jeremy P. Schmidt, 8/10/17

## CURRENCY PRINTING AND PROCESSING

### 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:

- 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 2997-1)
- 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 Pick list.)
- 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

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

**COPE-PAK**

- 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**

- Shipment and Receipt Ledgers
- Receipt For Federal Reserve Notes and Letter of Advice of Shipment (BEP Form 1907)

**TEMPORARY.** Cut off files at end of each fiscal year. Destroy when most recent file is 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
- 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 most recent file is 1 year old.