

# Request for Records Disposition Authority

(See Instructions on reverse)

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

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 Division

4. Name of Person with whom to confer

Cary C. Conn

5. Telephone (include area code)

202 874-2396

## Leave Blank (NARA Use Only)

Job Number

N1-318-11-1

Date Received

7/20/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

15 Jul 2011

Archivist of the United States

*[Signature]*

### 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 5 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/Mgr. of Docs., Forms and Records Mgt.

Date (mm/dd/yyyy)

07/14/2011

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>Bureau of Engraving and Printing Records Control Schedule BEP SECURITY SYSTEMS AND SERVICES. See 5 sheets attached.</p>	<p>N1-318-04-8 Items 1, 2, 3, 4, 5, 8, 9, 11, 15, 18, 19, 20, and 21</p>	

## SECURITY SYSTEMS AND SERVICES

### Office of Security Investigative Files

1. Special Investigative Unit (SIU) Files  
*LC*  
~~Case files of security investigations~~ *Investigative files LC*  
relating to alleged losses and discrepancies in Bureau securities products and breaches of product security procedures occurring within the Bureau and at contractor facilities; employee misconduct, fraud, off-duty arrests, workers compensation fraud.
  - a. Routine investigations.  
  
TEMPORARY: Destroy 5 years after investigation is closed.
  - b. Significant case files concerning large losses and devious means unique to the history of the Bureau.  
  
PERMANENT: Remove from office after 5 years, place in Bureau/NARA storage for 20 years. ~~Offer~~ *Transfer LC* to the National Archives when 25 years old.
2. Federal Reserve Bank (FRB) Report Investigations  
~~Case files of security investigations~~ *Investigative files LC*  
relating to Federal Reserve Bank letters reporting currency defects, shortages, and overages occurring in new currency shipments from the Bureau to the Federal Reserve Banks. Files include FRB report of discrepancy and other correspondence, relevant currency production data, investigation findings and resolution.  
  
TEMPORARY: Destroy when 7 years old.
3. Security assessments  
  
Reports of site surveys conducted to ensure appropriate physical security systems and procedures are in place in production sections, and at off-site contractor and vendor facilities. Files may include finalized assessment reports, completed physical security checklists, police reports, assessment photos, and associated documents.  
  
TEMPORARY: Retain last two (2) most recent surveys. Destroy older surveys when a newer survey is put in place.
4. Escort Trip Report

Files relating to secure escorts and transmittals of security products and other controlled items that are shipped out of or received by the Bureau.

TEMPORARY: Destroy when 3 years old.

Facility Security

5. Access Controls and Intrusion Detection

Electronic and hardcopy records relating to management and operation of the Bureau's security systems that monitor and protect Bureau employees and products. Systems include the Access Control Security System (ACAMS), the video badging security subsystem, and the Intrusion Detection Alarm System, which work in conjunction to provide for the control and monitoring of personnel entering the Bureau and controlled areas within the Bureau. Files include policies and procedures, correspondence, reports, equipment and system documentation, related materials.

- a. Security systems operations files.

TEMPORARY: Destroy after system replacement or when superseded.

- b. System and equipment documentation (including facility plans & drawings documenting the location and coverage of all security construction features, equipment, and devices.)

TEMPORARY: Destroy when superseded or obsolete.

- c. Action/Response records concerning alarm, ACAMS and badge events.

TEMPORARY: Destroy when 5 years old.

6. ~~Visual Surveillance Files~~

~~Files relating to the Bureau's camera/video security surveillance system that monitor outside areas, building portals, and security production areas. Files include audiovisual records (VHS video tapes and digital recordings) and related hard copy files.~~

Superseded by:

- a. ~~General Video tapes and digital recordings.~~

~~DAA-0318-2017-0001-0001~~

~~DATE (MM/DD/YYYY): TEMPORARY: Destroy when 2 years old.~~

~~02/27/2017~~

- b. ~~Video tapes from surveillance in vaults and work areas where two person rule applies.~~

Superseded by:

~~DAA - 0318 - 2017 - 0001 - 0002~~

~~DATE (MM/DD/YYYY):~~

~~02/27/2017~~

~~TEMPORARY: Destroy when 2 years old or retain video footage of NEXGEN/Test work until the work has been destroyed, officially released, accepted by the Federal Reserve Board or another determination of disposition has been made by the Director, whichever is the longer.~~

~~c. System and equipment documentation.~~

GRS 20.11

~~TEMPORARY: Destroy when superseded or obsolete.~~

7. Storage and Product Access Security

Hard copy and electronic files documenting policies, guidance, specifications, and security controls relating to physical storage of security products and access to vaults, safes, and containers. Records include correspondence, reports, logs, and various Bureau forms to authorize and control vault and safe combinations, key control systems, and use of security straps and seals.

TEMPORARY: Destroy when superseded or obsolete.

8. Police General Orders and Procedures

Operational orders, memos, policies and procedures issued by Bureau Police. Official police procedures manual (Black Binder) is updated every five years or as needed to incorporate policies and orders issued.

a. Police Procedure Manual (Black Binder)

Official record copy of each manual version

TEMPORARY: Destroy when obsolete or superseded.

b. Other copies of operational orders and memos

TEMPORARY: Destroy when incorporated into next manual, or when superseded, obsolete, or no longer needed.

Security Training

9. Security Training

a. Security Training Program

Information relating to specialized security training courses for police officers, security specialists, and other security personnel, including curriculum, lesson plans, training materials, training schedules and summary reports, etc.

TEMPORARY: Destroy 3 years after course is superseded or discontinued or in accordance with FLETA guidelines.

b. Individual Security Training Records

Individual training records including Training Request forms (BEP Form 182) and other materials documenting security training activities of Police Officers. These files relate exclusively to security training and are maintained separately from the general Bureau training files.

TEMPORARY: Destroy 5 years after separation or transfer of employee.

10. Weapons Files

a. BEP Weapons Receipts

Records documenting the issuance of Bureau weapons to uniformed officers and other security personnel and return of these weapons to the Bureau.

TEMPORARY: Destroy 3 years after return of weapon.

b. Range Score Cards

Records of quarterly firearms qualifications for uniformed officers and other security personnel. Active cards maintained at firing range, completed cards filed by date in security office.

TEMPORARY: Close out at end of year and transfer to Bureau records storage area. Destroy when 5 years old.

c. Annual weapons inventory

Official inventory of Bureau weapons conducted annually by Management Control and issued to the Chief of Security.

TEMPORARY: Destroy when 5 years old.

11. Ammunition Accountability Files

Daily and monthly inventory of ammunition.

**TEMPORARY: Destroy when 5 years old.**

**12. Police Uniforms, Security Supplies and Equipment**

**a. Security Supply Management**

**Records relating to procurement and inventory management of police uniforms and supplies and equipment required for uniformed police officers, includes vendor files and requisitions and inventory lists.**

**TEMPORARY: Destroy when 3 years old.**

**b. Police Uniform and Equipment Issuance**

**Records relating to the issuance of police uniforms, security supplies and equipment required to Police Officers and other security personnel, includes annual inventory reviews of all equipment issued to each individual.**

**TEMPORARY: Destroy 3 years after separation or transfer of employee.**