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| 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-318-93-2 | DATE RECEIVED 4-30-93 |
| 1. FROM (Agency or establishment) Bureau of Engraving and Printing | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Margaret G. Pape | 874-2504 | 9-11-95 | <i>John W. Carl</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.

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| DATE 4-29-93 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas R. Watson</i> | TITLE Records Officer, Manager, Administrative Services 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|--|-----------------------------------|----------------------------------|
| | <p>FUNCTIONAL RECORDS SCHEDULE</p> <p>Attached is a continuation of the Bureau of Engraving and Printing functional records schedule. This continuation of the functional records schedule covers records not covered elsewhere for Legal records.</p> <p>These records date from 1980 to 1993.</p> <p>Approximate accumulation: 60 c.f. Annual accumulation: 8 c.f.</p> | | |

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1. Subject/Case Files

Provides complete documentation on litigation or the legal position of the Bureau. Includes correspondence, memorandums, periodic narrative reports, and similar materials which relate to a specific action, event, person, place, project or other subject and provide complete documentation of BEP activities from initiation to conclusion. Upon closing, these cases are used as subject files for reference purposes.

- a. Closed case files dealing with matters relating to personnel, health and safety, administration, fiscal, production and environmental concerns.

AUTHORIZED DISPOSITION: PERMANENT. Cut-off after case is no longer needed for current business and retire to Federal Records Center in 5 year blocks. Transfer to National Archives 15 years after cut-off.

- b. Index to Case Files

AUTHORIZED DISPOSITION: TEMPORARY. Destroy individual cards when related case files are destroyed.

- c. Routine Facilitative Materials
Includes transmittal slip, internal sign-off sheets, routing slips, reference files and similar materials.

AUTHORIZED DISPOSITION: TEMPORARY. Destroy when no longer needed.

2. Ethics Files

Includes records relating to confidential statements of employment, conflicts of interest, debriefing, ethics in government (post employment restrictions: honorariums, speaking, teaching, writing, gifts accepted by BEP employees), negotiations for employment, office of government ethics files, (outside employment), political activity, and standards of conduct.

AUTHORIZED DISPOSITION: Destroy when superseded or obsolete.

3. Interagency Agreements

Official record copy of material relating to the contractual nature of these records is kept by the

* Agency agreed to modification of SF 115 7/14/95. See attached facsimile & correspondence.

Office of Financial Management. Files in the Chief Counsel's office consist of additional legal documents and other program support files, including memoranda of understanding.

a. Agreements also Filed with Office of Financial Management

1) Files covering projects for which the Bureau of Engraving and Printing is reimbursed by another Federal Agency including records of Bilateral cooperation with foreign countries.

AUTHORIZED DISPOSITION: PERMANENT.
Cut-off annually. Retire to FRC 5 years after cut-off. Transfer to National Archives 10 years after cut-off.

2) Files covering projects for which the Bureau of Engraving and Printing Reimburses another Federal Agency.

Includes background documents, general correspondence, interim financial reports and supporting materials.

AUTHORIZED DISPOSITION: TEMPORARY.
Destroy seven years after termination of project.

b. Agreements not filed with the Office of Financial Management

Includes materials relating to Land owned or formerly owned by the Bureau exclusive of agreements covering the Holocaust Museum.

AUTHORIZED DISPOSITION: PERMANENT.

Transfer directly to the National Archives five years after agreement is terminated or suspended.