# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408  

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

**2. MAJOR SUBDIVISION:**  

**3. MINOR SUBDIVISION:**  

**4. NAME OF PERSON WITH WHOM TO CONFER:** Margaret G. Pape  
**5. TELEPHONE:** 874-2504  

**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; or  
- has been requested.  

**DATE:** 4-29-93  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Thomas R. Watson  
**TITLE:** Records Officer, Manager, Administrative Services Division

## 7. ITEM NO.  

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

**FUNCTIONAL RECORDS SCHEDULE**

Attached is a continuation of the Bureau of Engraving and Printing functional records schedule. This continuation of the functional schedule covers records not covered elsewhere in the functional records schedule for Currency Standards records.

These records date from 1970s to 1993.

**Approximate accumulation:** 90 c.f.  
**Annual accumulation:** 8 c.f.

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**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA  
36 CFR 1228  

Copy to: Agency
Currency Standards

Item No.

1. ACPS Test and Acceptance Workgroup Files.

   DISPOSITION: Temporary. Destroy when superseded, obsolete, or no longer needed for reference, whichever occurs first.

   b. Currency Destruction Equipment Files. Technical reference files consisting of correspondence, memorandums, and reports pertaining to the testing and approval/disapproval of equipment used in the destruction of currency.

   DISPOSITION: Temporary. Destroy when superseded, obsolete, or no longer needed for reference, whichever occurs first.

2. Federal Reserve Bank Files. Technical reference files containing general correspondence, memorandums, manuals, bulletins, reports and other records relating to such matters as currency operations and audits at Federal Reserve Banks.

   DISPOSITION: Temporary. Destroy when superseded, obsolete, or no longer needed for reference, whichever occurs first.

3. Novelty Items Files. Reference files containing general correspondence for prior approvals and disapprovals regarding shredded currency residue.

   DISPOSITION: Temporary. Destroy when 12 years old.

4. Currency Files. Reference Files containing correspondence, memorandums, regulations, reports, bulletins, and other material pertaining to currency, counterfeit currency, special destructions of currency, Federal Reserve Notes, U. S. Notes, Gold Certificates, and assumptions.

   DISPOSITION: Temporary. Destroy when 10 years old or when no longer needed for current operations, whichever occurs first.
5. Counterfeit Deterrence Control Files. Records pertaining to the control and monitoring of the issuance of Department of the Treasury counterfeit test decks. The files consist of correspondence, copies of counterfeit currency, test decks used by the Federal Reserve Bank, reports, and memorandums.

DISPOSITION: Temporary. Destroy when no longer needed for current operations.