

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 N1318-93-5	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	1-23-96	<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 2 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 <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 GRS OR SUPERSEDED JOB CITATION	10.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 covering records for Research, Development, and Technology.</p> <p>These records date from 1980 to 1993.</p> <p>Approximate accumulation: 24 c.f. Annual accumulation: 4 c.f.</p>		

JUL 25 1996 *MAR*

Copy to: Agency, NCF
WNT

Research and Development

Item No.	Description	
30.01	Research Report Files.	
	Reports, special studies, issuances, special studies, quality control files, materials, analysis and other research analysis, and other research generating materials, graphs, blueprints, samples, drawings, correspondence.	Permanent. Cut-off when file is 5 years old. Retire to FRC 10 years after cut-off. Transfer to NARA 15 years after cut-off.
	Duplicate copies.	Destroy when no longer needed
30.02	Research Data Collection Files.	Permanent.
	Includes specifications, chemical analysis, ink formula records and testing, linen/paper formula and testing, counter-intelligence files.	Cut-off file after case closes. Retire to FRC in 5 year blocks Transfer to NARA in 5 year blocks when 25 years old.
	Duplicate copies.	Destroy when no longer needed

30.03	Contract Officer Technology Representative Files	Temporary.
	Information concerning the development and monitoring of materials contracts. Includes material test results, requisitions and other contractor related documents (from inception to completion of deliverables).	Cut-off file after series case closes. Retire to FRC 5 years after cut-off. Destroy 10 years after cut-off.
30.04	Quality Management Studies	Temporary.
	Studies conducted by either employee or contractor which relate to a specific action, event, person, place, or project and provide complete documentation of the Bureau's activities from initiation to conclusion. Includes safety and environmental case files.	Cut-off after case closes. Retire to FRC 5 years after cut-off. Destroy 10 years after cut-off.

Research and Development

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Item No.	Description	Disposition/ Authorization
30.01	Research Report Files. Reports, special studies, issuances, special analyses, ink studies, quality control files, materials analysis, and other research generating materials, graphs, blueprints, samples, drawings, correspondence.	Permanent. Cut off file after the series case closes. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
30.02	Research Data Collection Files. Includes specifications, chemical analysis, ink formula records and testing, linen/paper formula and testing, counter-intelligence files.	Permanent. Cut off file after the series case closes. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
30.03	Contract Studies Files. Complete history of each research study, including final project plan, authorizations, and funding.	Permanent. Cut off file after the series case closes. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.

Duplicate copy.

Destroy all other copies when no longer needed.

- 30.04 Quality Management Studies. Filed alpha-numerically by study-- either contractor or employee conducted--on reports, special studies, analyses, charts, statistical reviews. These include selected case files which have correspondence, memoranda, periodic narrative reports, and similar materials which relate to a specific action, event, person, place, project, or other subject and provide complete documentation of the Bureau's activities from initiation to conclusion.
- 30.04 Safety Case Files. Filed alphabetically by case. Contain studies, analyses, charts, memoranda, and similar material which relate to a specific action, event, person, place, project, or other subject and provide complete documentation of the Bureau's activities and initiation on Safety.
- 30.04 Environmental Case Files. Filed alphabetically by case. Contain studies, analysis, charts, memoranda, and similar material which relate to a specific action, event, person, place, project, or other subject and provide complete documentation of the Bureau's activities and initiation on environmental issues.
- Temporary. Cut off file after the series case closes. Transfer to FRC after 5 years. Destroy when 25 years old.
- Permanent. Cut off file after close of case file. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
- Permanent. Cut off file after close of case file. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.