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	**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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Margaret G. Pape	874-2504	7-22-93	WITHDRAWN

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONL
	FUNCTIONAL RECORDS SCHEDULE Attached is a continuation of the Bureau of Engraving and Printing functional records schedule. This continuation covers records maintained in an Electronic format unique to the BEP. These records date from 1980 to 1993. Approximate accumulation: Annual accumulation:		WITHDRAWN

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Electronic records maintained in this format unique to the Bureau of Engraving and Printing (BEP).

Item No.	Description	Disposition/ Authorization
1.	Corrective Action Tracking System (CATS) to track submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the review. Information for input into the system comes from Bureau managers, OIG, GAO, and external review entity reports. Information contained in this electronic system pertains to audit management reports, recommendations from these reports, assessable units ratings, target and completion dates for the recommendations, name of assessable unit and name of assessable unit manager.	Destroy when no longer needed.
	Printout of data for action.	Cut off closed files annually. Destroy after next reporting cycle.
2.	Finding Aids (or Indexes). Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by GRS or a NARA-approved SF-115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Temporary unless paper listed as permanent. Destroy or delete when no longer needed.
3.	Electronic Mail System. A short-term, high-level notification system of messages used for temporary authority, delegations, special announcements to Associate Directors, Assistant Directors, Office Chiefs, and supervisors for quick notification.	Temporary. Delete/ destroy when no longer needed.

Printout of electronic mail system.   Temporary.
Delete/destroy
when no longer
needed.

4.   Visitor Access Control System (VACS).
A computer system whereby Office Chiefs
have capability for permitting access
into the Bureau by visitors. Keeps a
valid record of BEP visitors and temporary
badges issued to employees. Data are
entered via online tranactions. Managers
inform authorized users as to whom
should be permitted into the Bureau.
Major inputs include: screen listing
of scheduled visitors, screen listing
of persons with temporary badges,
screen listing of persons desiring parking,
5-day temporary badge history, and 5-
day visitor history. System contains
visitor's name, scheduled arrival date/
time, name of the company represented,
destination, cost center, contact's
identification badge numbers for
employees and visitors, actual arrival
and departure times. System located
in Police Operations Center.

Computer-generated system.   Temporary.
Cut off closed
files
quarterly.
Destroy after
next reporting
cycle.

Signature/initial paper verifi-
cation on computer-generated
printout.   Temporary.
Cut off closed
files annually.
Destroy after 3
calendar years.

5.   System for Records Management
Tracking System. This is a PC-based
management system for analysts,
assistants, and other records
for tracking, input, adding,
locating, printing reports, and
performing other operations to
maintain an effective records
management program. This system
is maintained on an Enable software-
based package which extensively   Delete when no
longer needed
for current
business.

utilizes menus and macros for its
operation. The system is used
to assign box location and destruction
or transfer date.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

6. Documentation for Records Management
Tracking System. Data systems
specifications, code books, record
layouts, user guides, and other
documentation for operating and
maintaining the system.

Destroy when
superseded or
obsolete, or
upon authorized
destruction of
related master
file or data
base.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

7. Technical Computer Network. This
PC-based computer network provides
database services to the logistical
support divisions of the Bureau of
Engraving and Printing. Its major
functions include automation of
library/historical catalogs,
property management, fleet
management, public transportation
incentive, parking program, locker
assignment program, planning for
special Bureau projects, and system
administration of this
PC-based computer network.

Destroy when
no longer
needed for
current
business.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

8. Product Accountability System.
Electronic system performed and
and supported by currency
processing function of the Bureau.
This system tracks currency

Temporary.
Cut off
annually.
Destroy when
no longer

production, mutilated work, crew
assignments, surface pieces,
plate use and departmental
workers enhancement to the
shop floor control system. Data
are entered via online, interactive
dialogs. Source documents--
Product Processing Accountability
Record (PPAR), Load Examining
Results (LER), COPE Process
Results, and barcode labels.
Major outputs include:
Barcoded labels for plate printing,
Mechanical and COPE work-in-process
inventory by department, manage-
ment reports, crane loads in a COPE,
COPEs in a process. The system
contains job number, work center,
product code, perfect sheets,
mutilated sheets by type, register
readings, printers load examining
results in mechanical imperfect
sheets, mutilated sheets, and
press. System is located in
Rm. 711A.

needed.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

9.   Shop Floor Control. Program
supported by the currency and
postage processing function of
the Bureau. Schedule and
monitor production activity on the
shop floor. Data are entered via
online, interactive dialogs. Source
documents--Product Processing
Accountability Record (PPAR), Load
Examining Results (LER), COPE
process results, order job
detail sheet, barcode labels.
Major outputs are manufacturing
orders, jobs and their
processing results, management
reports, work-in-process inventory,
Monthly Reports Receipts Delivery
and Inventory (Form 9200).

Temporary.
Cut off
annually.
Destroy when
no longer
needed.

Information contains order
number, part number, order quantity,
quantity released, quantity com-
pleted, quantity received, quantity
transferred, work center, quantity
scrapped, quantity closed, quantity
split, and job status. System
located in Rm. 711A.

Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
Duplicate copy.	Temporary. Delete/destroy when no longer needed.
10. Bill of Material. Program supported by the production management function of the Bureau. Maintain product structures online that define and relate the part, components, or ingredients for each end item. All data are entered via online, interactive dialog. Major outputs include parts/product structures and material catalog. The system contains part number, process control code (buy, expenses, make), issue unit of measure, standard cost, commodity code, serial/lot control code, part description, drawing size, inventory data purchasing data, and components of an assembly. Location of system is Rm. 711A.	Temporary. Cut off annually. Destroy when no longer needed.
Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
Duplicate copy.	Temporary. Delete/destroy when no longer needed.
11. Key Access Control System. Program supported by security operations function of the Bureau. Maintains records of all security keys	Temporary. Cut off annually. Destroy when

which are distributed through the
Police Operations Center. All data
are entered on line by specified
users. Data is entered at the
request of either an Office Chief
or designated manager. Major
outputs include: key ring detail
screen, listing of valid users
and authorizers, key ring inventory
screen, and key ring activity report.
This system contains key ring numbers,
location, description, cost center,
time of withdrawal/return, seal
number, name of valid user,
telephone number, title of
authorized user. Location of
system is Rm. 711A.

no longer
needed.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

12.

Vault Inventory Control System
(VICS). This system was designed
to tract Bureau products not
recorded elsewhere. Maintains
records of all items stored in and
issued out of the plate vault.
All data is entered via online trans-
actions. Source documents include:
Transfer Delivery Schedule (APRTD2),
Canceled Work Schedule (BEP Form
1-89), and Scheduled Delivery (BEP
Form 8215). Major outputs include:
inquiries on items stored, issued,
archived, canceled, or destroyed;
item history; and management reports.
Information contains name of vault,
item number, drawer, category code,
subject, series, product code, type
unit, form, quantity, assignment
date, and description.   This
system is located in Rm. 711A.

Temporary.
Cut off
annually.
Destroy after
3 calendar
years.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

13.   Accounts Payable. This is a general
ledger electronic system. This system
retains records on travel advances
and expenses, vendor invoices, vendor
payments, and journal entries for
general ledger. All data are input
via online, interactive dialogs.
Source documents include: travel
authorizations, travel vouchers,
and vendor invoices. Major outputs
include: management reports,
magnetic tape for creating checks
at FMS distribution, disbursement,
and accrual files for general
ledger. System includes: vendor
names, ID's, addresses, invoice number,
dates, status, bank codes, accounting
codes, invoice dollar amounts and
quantities, travel advance numbers,
travel expense numbers and amounts,
check numbers, check date and amount,
and discounts taken or lost. This
system is located in Rm. 711A.

Temporary.
Cut off at
end of fiscal
year. Delete/
destroy 6 years
and 3 months
after final
payment.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

14.   Inventory Control System. This is an
electronic system. This system
retains records on currency and
stamp manufacturing. Purpose of
system is to record receipt of
purchased goods into materials
inventory, record receipt of
manufactured products into finished
goods inventory, record quantity
and location of all parts, record
issues of parts from inventory.

Temporary.
Cut off closed
files at end
of calendar.
year. Delete/
destroy 3
years after
close of case.

Data are entered via online, inter-
active dialogs either from a key-
board or barcode scanners. Source
documents include: packing slips,
stores requisitions, transfer
delivery schedules. Major outputs
include: management reports and
catalogs. System information
includes: part numbers, bin loca-
tions, part quantity per bin, quantity
on order, transaction history,
projected shortage, reorder point,
safety stock, reorder quantity, unit
of measure, and quantity allocated to
manufacture order. This
system is located in Rm. 711A.

Printout of reports of system.   Temporary.
                                                  Delete/destroy
                                                  when no longer
                                                  needed.

Duplicate copy.   Temporary.
                                                  Delete/destroy
                                                  when no longer
                                                  needed.

15.   Order Entry System. This is an   Temporary.
        electronic system of currency   Cut off closed
        shipments to Federal Reserve   files at close
        Banks. Records items, dates,   of case.
        quantities shipped to the Federal   Delete/destroy
        Reserve. All data are entered via   2 years after
        online, interactive dialogs   close of case.
        either by keyboard or barcode
        scanner. Source documents include:
        notification from Federal Reserve.
        Major outputs include: bills of
        lading and management reports.
        System contains part number, order
        number, billing address, shipping
        address, quantity shipped, price,
        order status, and plant code.
        This system is located in Rm. 711A.
        (This is an Administrative Tracking
        System.)

        Printout of reports of system.   Temporary.
                                                  Delete/destroy
                                                  when no longer
                                                  needed.

Duplicate copy.	Temporary. Delete/destroy when no longer needed.
16. Purchasing Electronic System. This system supports the procurement of goods and services. The system maintains vendor files, records print purchase orders, and records requisitions. All data are entered via online, interactive dialogs. Source documents include: "Requisitions for Stock," BEP 8516. Major outputs include purchase orders, stock item purchasing history, and management reports. System contains vendor ID number, name, addresses, payment terms, statistics, purchase order number, date, accounting data, project number, contract number, buyer approver, line item number, item description, quantity, unit price, delivery date, delivery address, freight charge, and discount terms.	Temporary. Cut off at end of fiscal year. Delete/destroy 6 years and 3 months after close of case.
Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
Duplicate copy.	Temporary. Delete/destroy when no longer needed.
17. Materials Requirements Planning (MRP) System. This system is utilized by the production management function of the Bureau. The purpose of the system is to signal need for requisitions for raw materials used in manufacturing BEP products or used by construction and maintenance support personnel. Data inputs include order controls for individual supplies. Major outputs include MRP Net Change and Planning Report. System contains recommended orders, amounts, and due dates. This system is located in Rm. 711A. (This is an Administrative Tracking System.)	Temporary. Cut off at end of fiscal year. Delete/destroy 2 years after close of case.

	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
18.	Master Production Scheduling (MPS) System. This system issues the manufacturing orders for finished and semi-finished currency and postage items. Data inputs include: data frequency and amounts controlled by MPS controls. Major outputs include MPS Extension and Planning Report. System contains recommended orders, amounts, and due dates for manufactured goods. This system is located in Rm. 711A.	Temporary. Cut off at end of fiscal year. Delete/ destroy 2 years after close of case.
	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
19.	General Ledger System. This is an electronic maintenance and upkeep of BEP financial records. Data are entered via online, interactive dialogs. Other sources include accounting subsystems: Accounts Payable, Labor (Payroll) Distribution, Fixed Assets, and Stores. Major outputs: General ledger information for forms (e.g., SF-224) for Treasury. System contains BEP account numbers (OCN codes), BEP cost centers, BEP expenses-- actual and budgeted, and BEP expenses-- periodic and accumulative. This system is located in Rms. 711A and 302A.	Temporary. Cut off at end of fiscal year. Delete/destroy 6 years and 3 months after close of case.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

20.   Cost Control System. This is an
electronic system supported by
the financial management function
of the Bureau. This system provides
valuation of purchased and manufactured
parts at standard cost and a means
of comparing actual costs to standard
costs for the purpose of evaluating
the effectiveness and the efficiency
of current operations. Data informa-
tion are received from Inventory
Control System (INV), Shop Floor
Control (SFC), Bill of Materials
(BOM), Master Production Scheduling
(MPS), Cost Purchasing Report (CPR),
and Accounts Payable. Data are
manually entered by Cost Analysis
and Pricing Division (CAPD) for
defining standard labor and overtime
rates at each work center and for
defining standard costs and non-
manufactured parts and manufactured
inks. Major outputs include standard
costs setting, BOM cost rollups, routing
cost rollup, cost rollovers, history
purge/archive, part cost summary,
inventory cost valuation, inventory
movement, account summary report,
variance reports. System contains:
cost types (historical standard, frozen
standard, pending standard, current
standard, last actual cost, simulated
cost, engineering cost, and user-defined
costs); manual and calculated costs;
burden code rates and inventory
valuation; selected model and
affectivity costs; and multiple cost
elements for each cost type. This
system is maintained in Rm. 711A.

Temporary.
Cut off closed
files at end of
fiscal year.
Delete/destroy
6 years and 3
months after
close of file.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

21.   Yearly Currency Order (YCO) System.
This is an electronic system supported
by the production management
function of the Bureau. The
purpose of the system is to schedule
production (currency overprinting
areas) in order to meet the Federal
requirements and to maintain a level
rate of production throughout the year.
All data are entered via online, inter-
active dialogs. Source documents
include: yearly Federal Reserve
Board orders. Major outputs include:
Manufacturing order log, monthly
delivery schedule, master schedule,
process sheets, working schedule,
Federal Reserve note report, inter-
face with Management Manufacturing
Screen (MMS) to update Bureau of
Engraving and Printing Management
Information System (BEPMIS).
System contains presses/denomination
effective workdays, optimum production,
months to print high denominations,
priority of banks, notes/bank/denomin-
ations information, absenteeism
allowance, master schedule modification
history, star notes, series, suffix/
process, manufacturing order number,
serial number, sheets/notes, part
number, and delivery dates. This
system is maintained in Rm. 711A.

Temporary.
Cut off at
end of fiscal
year. Delete/
destroy
2 years after
close of case.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NUMBER	
DATE RECEIVED	

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		

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONL
	FUNCTIONAL RECORDS SCHEDULE Attached is a continuation of the Bureau of Engraving and Printing functional records schedule. This continuation covers records maintained in an Electronic format unique to the BEP. These records date from 1980 to 1993. Approximate accumulation: Annual accumulation:		

Electronic Records

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Electronic records maintained in this format unique to the Bureau of Engraving and Printing (BEP).

Item No.	Description	Disposition/ Authorization
1.	Corrective Action Tracking System (CATS) to track submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the review. Information for input into the system comes from Bureau managers, OIG, GAO, and external review entity reports. Information contained in this electronic system pertains to audit management reports, recommendations from these reports, assessable units ratings, target and completion dates for the recommendations, name of assessable unit and name of assessable unit manager.	Destroy when no longer needed. (GRS 23, Item 8)
	Printout of data for action.	Cut off closed files annually. Destroy after next reporting cycle.
2.	Finding Aids (or Indexes). Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by GRS or a NARA-approved SF-115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Temporary unless paper listed as permanent. Destroy or delete when no longer needed. (GRS 23, Item 9)

3.	Electronic Mail System. A short-term, high-level notification system of messages used for temporary authority, delegations, special announcements to Associate Directors, Assistant Directors, Office Chiefs, and supervisors for quick notification.	Temporary. Delete/ destroy when no longer needed. (RESCIND UNTIL COURT CASE RESOLVED.)
	Printout of electronic mail system.	Temporary. Delete/destroy when no longer needed. (RESCIND UNTIL COURT CASE RESOLVED.)
4.	Visitor Access Control System (VACS). A computer system whereby Office Chiefs have capability for permitting access into the Bureau by visitors. Keeps a valid record of BEP visitors and temp. badges issued to employees. Data entered via online tranactions. Mngrs. inform authorized users as to whom should be permitted into the Bureau. Major inputs include: screen listing of scheduled visitors, screen listing of persons with temporary badges, screen listing of persons desiring parking, 5-day temporary badge history, and 5-day visitor history. System contains visitor's name, scheduled arrival date/ time, name of the company represented, destination, cost center, contact's identification badge numbers for employees and visitors, actual arrival and departure times. System located in Police Operations Center.	Destroy or delete when no longer needed. (GRS 23, Item 8 ref to GRS 18, Item 7)
	Computer-generated system.	Temporary. Cut off closed files quarterly. Destroy after next reporting cycle.

	Signature/initial paper verification on computer-generated printout.	Temporary. Cut off closed files annually. Destroy after 3 calendar years.
5.	System for Records Management Tracking System. This is a PC-based management system for analysts, assistants, and other records for tracking, input, adding, locating, printing reports, and performing other operations to maintain an effective records management program. This system is maintained on an Enable software-based package which extensively utilizes menus and macros for its operation. The system is used to assign box location and destruction or transfer date.	Delete when no longer needed for current business. (GRS 23, Item 8 with ref. to GRS 16, Items 2, 4, and 7.)
	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
6.	Documentation for Records Management Tracking System. Data systems specifications, code books, record layouts, user guides, and other documentation for operating and maintaining the system.	Destroy when superseded or obsolete, or upon authorized destruction of related master file or data base. (GRS 20, Item 11)
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
7.	Technical Computer Network. This PC-based computer network provides database services to the logistical support divisions of the Bureau of Engraving and Printing. Its major functions include automation of library/historical catalogs, property management, fleet management, public transportation incentive, parking program, locker assignment program, planning for special Bureau projects, and system	Destroy when no longer needed for current business. (RESCIND ITEM UNTIL FURTHER CONSULTATION WITH NARA.)

administration of this
PC-based computer network.

Printout of reports of system.	Temporary. Delete/destroy when no longer needed. (RESCIND ITEM UNTIL FURTHER CONSULTATION WITH NARA.)
Duplicate copy.	Temporary. Delete/destroy when no longer needed. (RESCIND ITEM UNTIL FURTHER CONSULTATION WITH NARA.)

8. Product Accountability System.
    Electronic system performed and
    and supported by currency
    processing function of the Bureau.
    This system tracks currency
    production, mutilated work, crew
    assignments, surface pieces,
    plate use and departmental
    workers enhancement to the
    shop floor control system. Data
    are entered via online, interactive
    dialogs. Source documents--
    Product Processing Accountability
    Record (PPAR), Load Examining
    Results (LER), COPE Process
    Results, and barcode labels.
    Major outputs include:
    Barcoded labels for plate printing,
    Mechanical and COPE work-in-process
    inventory by department, manage-
    ment reports, Crane loads in a COPE,
    COPEs in a process. The system
    contains job number, work center,
    product code, perfect sheets,
    mutilated sheets by type, register
    readings, printer's load examining
    results in mechanical imperfect
    sheets, mutilated sheets, and
    press. System is located in
    Rm. 711A.

Temporary.
Cut off
annually.
Destroy when
no longer
needed.
(GRS 23,
Item 1
with ref.
to GRS 16,
Item 5.)

	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
9.	Shop Floor Control. Program supported by the currency and postage processing function of the Bureau. Schedule and monitor production activity on the shop floor. Data are entered via online, interactive dialogs. Source documents--Product Processing Accountability Record (PPAR), Load Examining Results (LER), COPE process results, order job detail sheet, barcode labels. Major outputs are manufacturing orders, jobs and their processing results, management reports, work-in-process inventory, Monthly Reports Receipts Delivery and Inventory (Form 9200). Information contains order number, part number, order quantity, quantity released, quantity completed, quantity received, quantity transferred, work center, quantity scrapped, quantity closed, quantity split, and job status. System located in Rm. 711A.	Temporary. Cut off annually. Destroy when no longer needed. (GRS 23, Item 1 with ref. to GRS 16, Item 5.)
	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
10.	Bill of Material. Program supported by the production management function of the Bureau. Maintain product structures online that define and relate the part, components, or ingredients for each end item.	Temporary. Cut off annually. Destroy when no longer needed. (GRS 23,

All data are entered via online, interactive dialogs. Major outputs include parts/product structures and material catalog. The system contains part number, process control code (buy, expense, make), issue unit of measure, standard cost, commodity code, serial/lot control code, part description, drawing size, inventory data purchasing data, and components of an assembly. Location of system is Rm. 711A.

Items 1 with ref. to GRS 3, Items 4 and 9.)

Printout of reports of system.

Temporary. Delete/destroy when no longer needed.

Duplicate copy.

Temporary. Delete/destroy when no longer needed.

11. Key Access Control System. Program supported by security operations function of the Bureau. Maintains records of all security keys which are distributed through the Police Operations Center. All data are entered on line by specified users. Data is entered at the request of either an Office Chief or designated manager. Major outputs include: key ring detail screen, listing of valid users and authorizers, key ring inventory screen, and key ring activity report. This system contains key ring numbers, location, description, cost center, time of withdrawal/return, seal number, name of valid user, telephone number, title of authorized user. Location of system is Rm. 711A.

Temporary. Cut off annually. Destroy when no longer needed. (GRS 23, Item 8 with ref. to GRS 18, Item 16.)

Printout of reports of system.

Temporary. Delete/destroy when no longer needed.

Duplicate copy.

Temporary. Delete/destroy when no longer

needed.

12.   Vault Inventory Control System (VICS). This system was designed to track Bureau products not recorded elsewhere. Maintains records of all items stored in and issued out of the plate vault. All data is entered via online transactions. Source documents include: Transfer Delivery Schedule (APRTD2), Canceled Work Schedule (BEP Form 1-89), and Scheduled Delivery (BEP Form 8215). Major outputs include: inquiries on items stored, issued, archived, canceled, or destroyed; item history; and management reports. Information contains name of vault, item number, drawer, category code, subject, series, product code, type unit, form, quantity, assignment date, and description. This system is located in Rm. 711A.

Temporary. Cut off annually. Destroy after 3 calendar years. (GRS 23, Item 8 with ref. to GRS 18, Item 9.)

Printout of reports of system.

Temporary. Delete/destroy when no longer needed.

Duplicate copy.

Temporary. Delete/destroy when no longer needed.

13.   Accounts Payable. This is an electronic system. This system retains records on travel advances and expenses, vendor invoices, vendor payments, and journal entries for general ledger. All data are input via online, interactive dialogs. Source documents include: travel authorizations, travel vouchers, and vendor invoices. Major outputs include: management reports, magnetic tape for creating checks at FMS, distribution, disbursement, and accrual files for general ledger. System includes: vendor names, ID's, addresses, invoice number,

Temporary. Cut off at end of fiscal year. Delete/destroy 6 years and 3 months after final payment. (GRS 23, Item 1 with ref. to GRS 6, Item 1; GRS 8, Item 7; and GRS 20, Item 6)

dates, status, bank codes, accounting
codes, invoice dollar amounts and
quantities, travel advance numbers,
travel expense numbers and amounts,
check numbers, check date and amount,
and discounts taken or lost. This is
a sub-system supporting general
ledgers. This system is located in
Rm. 711A.

Printout of reports of system.   Temporary.
                                          Delete/destroy
                                          when no longer
                                          needed.

Duplicate copy.   Temporary.
                                          Delete/destroy
                                          when no longer
                                          needed.

14.   Inventory Control System. This is an   Temporary.
       electronic system. This system   Cut off closed
       retains records on supply, currency,   files at end
       and stamp inventory. Purpose of   of calendar.
       system is to record receipt of   year. Delete/
       purchased goods into materials   destroy 3
       inventory, record receipt of   years after
       manufactured products into finished   close of case.
       goods inventory, record quantity   (GRS 23, Item
       and location of all parts, record   1 with ref.
       issues of parts from inventory.   to GRS 3,
       Data are entered via online, inter-   Item 9)
       active dialogs either from a key-
       board or barcode scanners. Source
       documents include: packing slips,
       stores requisitions, transfer
       delivery schedules. Major outputs
       include: management reports and
       catalogs. System information
       includes: part numbers, bin loca-
       tions, part quantity per bin, quantity
       on order, transaction history,
       projected shortage, reorder point,
       safety stock, reorder quantity, unit
       of measure, and quantity allocated to
       manufacturing order. This
       system is located in Rm. 711A.

       Printout of reports of system.   Temporary.
                                                Delete/destroy
                                                when no longer
                                                needed.

	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
15.	Order Entry System. This is an electronic system of currency shipments to Federal Reserve Banks. Records items, dates, quantities shipped to the Federal Reserve. All data are entered via online, interactive dialogs either by keyboard or barcode scanner. Source documents include: notification from Federal Reserve. Major outputs include: bills of lading and management reports. System contains part number, order number, billing address, shipping address, quantity shipped, price, order status, and plant code. This system is located in Rm. 711A.	Temporary. Cut off closed files at close of case. Delete/destroy 2 years after close of file. (GRS 23, Item 1 with ref. to GRS 9, Item 1.)
	Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
	Duplicate copy.	Temporary. Delete/destroy when no longer needed.
16.	Purchasing Electronic System. This system supports the procurement of goods and services. The system maintains vendor files, records and print purchase orders, and records requisitions. All data are entered via online, interactive dialogs. Source documents include: "Requisitions for Stock," BEP 8516. Major outputs include purchase orders, stock item purchasing history, and management reports. System contains vendor ID number, name, addresses, payment terms, statistics, purchase order number, date, accounting data, project number, contract number, buyer approver, line item number, item description, quantity, unit price, delivery date, delivery	Temporary. Cut off at end of fiscal year. Delete/destroy 6 years and 3 months after close of case. (GRS 23, Item 1 with ref. to GRS 3, Item 8)

address, freight charge, and
discount terms.

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.
Delete/destroy
when no longer
needed.

17.   Materials Requirements Planning (MRP)   Temporary.
       System. This system is utilized by   Cut off at
       the production management function   end of fiscal
       of the Bureau. The purpose of the   year. Delete/
       system is to signal need for   destroy
       requisitions for raw materials used   2 years after
       in manufacturing BEP products or   close of file.
       used by construction and maintenance   (GRS 23, Item
       support personnel. Data inputs   1 with ref. to
       include order controls for   GRS 3, Item 8)
       individual supplies. Major outputs
       include MRP Net Change and Planning
       Report. System contains recommended
       orders, amounts, and due dates. This
       system is located in Rm. 711A.

18.   Master Production Scheduling (MPS)   Temporary.
       System. This system issues the   Cut off at
       manufacturing orders for finished   end of fiscal
       and semi-finished currency and   year. Delete/
       postage items. Data inputs include: destroy
       data frequency and amounts controlled   2 years after
       by MPS controls. Major outputs   close of file.
       include MPS Extension and Planning   (GRS 23, Item
       Report. System contains recommended   1 with ref. to
       orders, amounts, and due dates for   GRS 3, Item 8
       manufactured goods. This system   and GRS 16,
       is located in Rm. 711A.   Item 5.)

Printout of reports of system.

Temporary.
Delete/destroy
when no longer
needed.

Duplicate copy.

Temporary.

Delete/destroy
                                                    when no longer
                                                    needed.

19.   General Ledger System. This   Temporary.
           is an electronic maintenance and   Cut off at
           upkeep of BEP financial records.   end of
           Data are entered via online, inter-   fiscal year.
           active dialogs. Other sources   Delete/destroy
           include accounting subsystems: 6 years and 3
           Accounts Payable, Labor (Payroll)   months after
           Distribution, Fixed Assets, and   close of file.
           Stores. Major outputs: General   (GRS 23, Item
           ledger information for forms (e.g.,   1 with ref.
           SF-224) for Treasury. System   to GRS 8, Item
           contains BEP account numbers (OCN   7, and GRS 20,
           codes), BEP cost centers, BEP expenses--Item 6.)
           actual and budgeted, and BEP expenses--
           periodic and accumulative. This
           system is located in Rms. 711A and
           302A.

           Printout of reports of system.   Temporary.
                                                   Delete/destroy
                                                   when no longer
                                                   needed.

           Duplicate copy.   Temporary.
                                                   Delete/destroy
                                                   when no longer
                                                   needed.

20.   Cost Control System. This is an   Temporary.
           electronic system supported by   Cut off closed
           the financial management function   files at end of
           of the Bureau. This system provides   fiscal year.
           valuation of purchased and manufactured Delete/destroy
           parts at standard cost and a means   6 years and 3
           of comparing actual costs to standard months after
           costs for the purpose of evaluating   close of file.
           the effectiveness and the efficiency   (GRS 23, Item
           of current operations. Data   1 with ref. to
           are received from Inventory   GRS 8, Item 7,
           Control System (INV), Shop Floor   and GRS 20,
           Control (SFC), Bill of Materials   Item 6.)
           (BOM), Master Production Scheduling
           (MPS), Purchasing Report (PR),
           and Accounts Payable. Data are
           manually entered by Cost Analysis
           and Pricing Division (CAPD) for
           defining standard labor and overtime

rates at each work center and for
defining standard costs and non-
manufactured parts and manufactured
inks. Major outputs include standard
cost setting, BOM cost rollups, routing
cost rollup, cost rollovers, history
purge/archive, part cost summary,
inventory cost valuation, inventory
movement, account summary report,
variance reports. System contains:
cost types (historical standard, frozen
standard, pending standard, current
standard, last actual cost, simulated
cost, engineering cost, and user-defined
costs); manual and calculated costs;
burden code rates and inventory
valuation; selected model and
effectivity costs; and multiple cost
elements for each cost type. This
system is maintained in Rm. 711A.

Printout of reports of system.	Temporary. Delete/destroy when no longer needed.
Duplicate copy.	Temporary. Delete/destroy when no longer needed.
21. Yearly Currency Order (YCO) System. This is an electronic system supported by the production management function of the Bureau. The purpose of the system is to schedule production in order to meet the Federal requirements and to maintain a level rate of production throughout the year. All data are entered via online interactive dialogs. Source documents include: yearly Federal Reserve Board orders. Major outputs include: Manufacturing order log, monthly delivery schedule, master schedule, process sheets, working schedule, Federal Reserve note report, inter- face with Management Manufacturing Screen (MMS) to update Bureau of Engraving and Printing Management Information System (BEPMIS). System contains presses/denomination effective workdays, optimum production,	Temporary. Cut off at end of fiscal year. Delete/ destroy 2 years after close of file. (GRS 23, Item 1 with ref. to GRS 3, Item 8; GRS 16, Item 5; and GRS 2, Item 3.)

months to print high denominations, priority of banks, notes/bank/denominations information, absenteeism allowance, master schedule modification history, star notes, series, suffix/process, manufacturing order number, serial number, sheets/notes, part number, and delivery dates. This system is maintained in Rm. 711A.

Printout of reports of system.   Temporary. Delete/destroy when no longer needed.

Duplicate copy.   Temporary. Delete/destroy when no longer needed.