INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-318-93-007

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS-6-1-0318-2017-0001 (Capstone)

Date Reported: 09/11/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
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**  
Thomas R. Watson

5. **TELEPHONE**  
874-2504

6. **DATE RECEIVED**  
8-4-93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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**  
6-7-95

**ARCHIVIST OF THE UNITED STATES**

**10. ACTION TAKEN (NARA USE ONLY)**

**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

The attached schedule covers records maintained in an electronic format unique to the BEP.

These records date from 1980.

(See Attached Sheet)
BUREAU OF ENGRAVING AND PRINTING  
DEPARTMENT OF THE TREASURY

The Bureau of Engraving and Printing designs, prints, and finishes a large variety of security products including federal reserve notes, U.S. postage stamps, Treasury securities, identification cards, and certificates. It is also responsible for advising and assisting agencies in the design and production of other government documents that, because of their innate value or some other reason, require security or counterfeit-deterrence characteristics.

ITEM 1. Electronic Mail System, 1985 -

Description:

The administrators at the Bureau utilize an e-mail system as a short-term, high-level notification system of messages. These messages primarily include temporary authority delegations and special announcements to Associate Directors, Office Chiefs, and supervisors between the Washington DC and Fort Worth, TX offices. Messages which are considered records must be printed and maintained in a recordkeeping system. Printouts must include necessary transmission data.

a) Electronic Messages:

Disposition: TEMPORARY. Maintain on the current automated system and destroy when no longer needed. Review the system periodically for compliance with regulations as specified in NARA guidance regarding Electronic Mail Systems.

b) Printed Messages

Disposition: File with other records and handle in accordance with approved schedule.