

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

*NI-318-94-1*

DATE RECEIVED

*5-23-94*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*12-6-94*

ARCHIVIST OF THE UNITED STATES

*Cludy Huskamp Peters*

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

1. FROM (Agency or establishment)

*Department of the Treasury*

2. MAJOR SUBDIVISION

*Bureau of Engraving & Printing*

3. MINOR SUBDIVISION

*Office of Facilities, Ft. Worth, TX*

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

*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

*8-19-94*

SIGNATURE OF AGENCY REPRESENTATIVE

*Thomas R. Watson*

TITLE

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 GRS OR SUPERSEDED JOB CITATION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 ONLY)

1.

Records relating to the Clearwater Constructors, Inc (CCI) contract to monitor the building construction and completion of the finish-out of the Bureau of Engraving and Printing 's Western Currency Production Facility in Fort Worth, TX. Records include shop drawings, floor plans, inspection and compliance records, warranty monitoring records, purchase orders, requests for information, product information, specifications, and a general subject file.

At the discretion of the agency, BEP may microfilm selected documents relating to the long-term maintenance of the building and to health and safety. Such documents would include sprinkler system diagrams, etc.

Contract was closed in August, 1993.

### DISPOSITION

a) Paper records:

Destroy 3 years after close of contract.

b) Microfilmed records:

Destroy microfilm upon BEP's disposal of facility.

*Copies sent to Agency, NSE, NNT, NNE, NCF @ 12/15/94*