

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

Bureau of Engraving and Printing

2. MAJOR SUBDIVISION

Office of External Relations and Customer Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Margaret G. Pape
Harold J. Rogers

5. TELEPHONE

202-874-2504
202-874-3504

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-318-97-1

DATE RECEIVED

11-0-0

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARC: VIST OF THE UNITED STATES

3-4-97

Handwritten signature

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 1 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

11/1/96

SIGNATURE OF AGENCY REPRESENTATIVE

Handwritten signature

TITLE

Manager, Planning, Acquisition and Records Division, OIS/IRM

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached.		

MAR 11 1997
Handwritten initials

copy to: Agency, NWDD, NWDD

Office of External Relations and Customer Service

1. PUBLICATIONS

A. One official record copy of each brochure, pamphlet, or other printed material relating to BEP mission or functions (the manufacturing of currency, postage stamps, and other agency products).

Disposition: PERMANENT. Cut off annually. Transfer to NARA 10 years after cutoff.

B. Stock copies of publications issued by the agency. (non-record).

Disposition: TEMPORARY. Destroy when superseded or no longer needed for agency use.

2. VIDEO RECORDINGS AND RELATED RECORDS

Note: Videos recordings and/or related documentation accessioned by NARA that are found to be fragmentary, duplicative, redundant, or otherwise lacking historical value can be destroyed during archival processing without concurrence from BEP.

A. One original (or the earliest generation if original is not available) and one copy of videos depicting the mission, program, significant activities, or functions of the agency (in VHS or Betacam format).

[36 CFR 1228.184 d] MWD 1/22/97

Disposition: PERMANENT. Cut off annually. Transfer to NARA 5 years after cutoff.

B. Scripts, production files, finding aids, other records that bear upon the origin of videos recordings scheduled for transfer to NARA. Also any records relating to the Government's ownership of the video such as those that document the existence of copyright or other proprietary rights that are legally enforceable in subsequent use.

Disposition: PERMANENT. Cut off annually. Transfer with the corresponding video recording.

C. Stock copies of video recordings (non-record)

Disposition: Destroy when superseded or no longer needed for agency use.

D. Video recordings created by the Bureau or acquired from outside sources for internal personnel and administrative training programs that do not reflect the mission of the agency. (GRS 21, items 14 and 17).

Disposition: TEMPORARY. Destroy 1 year after completion of training program.

E. Scripts, production files or similar files that document origin, development, acquisition, use and ownership of temporary video records.

Disposition: TEMPORARY. Dispose of according to the instructions covering the related video records. (GRS 21, item 28)