Schedule Number: NC1-318-77-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

As per confirmation from agency, the records covered under this schedule were destroyed, as required.

Date Reported: 4/30/2020
REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2 MAJOR SUBDIVISION
Bureau of Engraving and Printing

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. H. T. Krisak

5 TEL EXT

6 CERTIFICATE OF AGENCY REPRESENTATIVE
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE
8-11-77

D SIGNATURE OF AGENCY REPRESENTATIVE
H. T. Krisak

E TITLE
Superintendent
Management Services Division

7 ITEM NO

8 DESCRIPTION OF ITEM
Bureau Forms Record Books - 1923
Each of the 22 volumes measures 17" x 24" and contains samples of all forms, ledger sheets, reports, etc., in use at the time. Brief narrative explanations describe originator, data recorded and routing, and many of the forms are filled in to reflect typical use. The forms relate to a wide variety of organizational components.
Total volume - 3 cubic feet.

Destory Immediately Upon Approval
of this Schedule. EB 8/19/77

NINF-2 has informally agreed to
the destruction of these records. EB 8/19/77

Sent to agency and NINF-8/30/77