REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Bureau of Engraving and Printing-Treasury Dept.

2. MAJOR SUBDIVISION
Office of Management and Systems

3. MINOR SUBDIVISION
Administrative Services Div.-Paperwork Mgmt. Br.

4. NAME OF PERSON WITH WHOM TO CONFER
Augustine Abad

5. TEL. EXT.
447-0195

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.

4/25/80 Dolores Santos
Date

Mgr., Adm. Services Division

(Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

OFFICE OF ENGRAVING AND
OFFICE OF CURRENCY AND STAMP PRINTING

1

PLATE HISTORY CARDS (Dated: 1878 to present)
Forms - 8318, 9590, 8961, 8311, L-3, 8318-1,2,3,4, etc.
and numerous un-numbered forms.

This file series is used as detailed work control cards and plate history record of active and inactive numbered engraving plates, rolls, dies, masks, etc. used in the manufacture of U.S. Government securities produced by the Bureau. Principal information contained in this record material are: plate number, subject, certification, printing impressions, date-to-press, repairs, cancellations, reactivation and certified plate destruction.

These records originate in Engraving and Plate Printing Offices and are primary accountability, workflow and verification registers.

Frequent references and cross-references are made to these Plate Cards for investigative, administrative, numismatic and philatelic purposes.

PERMANENT - Offer to NARS after 30 years

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4