



NATIONAL  
ARCHIVES

August 29, 2017

Mr. Miguel Martinez  
Department of the Treasury  
Bureau of Engraving and Printing  
Office of Administrative Services  
14th and C Streets, SW  
Washington, DC 20228

Mr. Martinez:

It has come to our attention through NARA records appraisal staff that during the course of developing a records schedule for the Bureau of Engraving and Printing (BEP) that preliminary product design records (e.g., for currency, etc.) were being disposed of without having an approved disposition authority.

BEP was notified that this constituted an unauthorized disposition and was asked to cease destruction of these materials until a schedule covering these items has been approved. NARA understands that a schedule to cover these materials is currently being developed.

Federal agencies are required to report any instance of actual or potential alienation or unauthorized disposition of Federal records, whether temporary or permanent. Please submit a report satisfying 36 CFR 1230.14 requirements regarding this incident within 30 days.

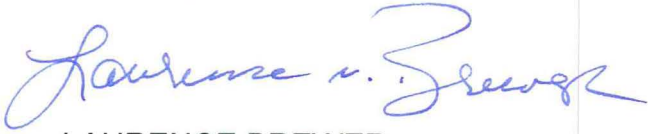
This case will remain open until a schedule for these records is approved. Until such time all disposal action must cease.

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

Thank you for your cooperation. If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or [dawn.sherman@nara.gov](mailto:dawn.sherman@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial "L" and a stylized "B".

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government