



Office of the Chief  
Records Officer for the  
U.S. Government

***Sent Via Email. No Hard Copy to Follow.***

January 4, 2021

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

Dear Mr. Martinez,

During the review of the proposed schedule, DAA-0318-2020-0003, it has come to NARA's attention that the agency cannot locate its pre-1980 records that are related to the security features that BEP incorporates (or decides not to incorporate) into banknote design to address potential and current counterfeiting threats.

In accordance with 36 CFR 1230.16, NARA is requesting you provide us with a report within 30 days. Your report should include a complete description of the records described above, including volume and dates of the records, the records schedule disposition authority that covers the files, and if appropriate, the details of the circumstances regarding the records destruction, along with documentation of any salvage, recovery, or restoration efforts, and safeguards that will be implemented to prevent future unauthorized disposals of such records.

Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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