

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-318-04-18</i>	DATE RECEIVED <i>10-03-2003</i>
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION IT Regulatory Compliance Division			
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE <i>1-12-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 5 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 <i>10/2/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Bureau of Engraving and Printing Records Control Schedule POSTAGE STAMP AND SPECIAL PRODUCTS PRINTING AND PROCESSING See attached sheets	NC1-318-78-1	

*cc. Agency NR DWM MD DWMW*

## POSTAGE STAMP AND SPECIAL PRODUCTS PRINTING AND PROCESSING

This chapter describes records relating to the Bureau's program for the production of United States postal products, special security products, and other miscellaneous printed products.

### 1. Postage Stamp Annual Orders

Annual postage stamp order from the United States Postal Service for postage stamp items.

PERMANENT.. Cut off files at end of each fiscal year and transfer to the BEP's records storage area when volume warrants or 5 years after cutoff. Transfer to NARA in five year blocks when the most recent record is 25 years old.

### 2. Postage Stamp Production Ordering and Scheduling

#### a. Postage Stamp-Related Production Orders

Records of the official production orders for postage stamp and special products printing and processing, resource planning and production scheduling. Includes Print Orders (BEP Form 9133), Orders for Supplies and Services (BEP Form 8098), Four-Week Postage Product Delivery Orders, and related Postage Stamp Ordering System (PSOS) generated reports.

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 2 years old.

#### b. Master Production Schedule for Postage Items

Master schedule for postage stamp production that identifies individual postage items to be produced, equipment required, etc., and Monthly 4-week Delivery schedules

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 2 years old.

### 3. Postage Stamp Production Records

#### a. Daily and Monthly Production Summary Reports

Includes daily inventory reports and daily production statistics, monthly Manufacturing Reports, Spoilage reports, Summary of Defects Reports, Vaults and Shipping reports, for postage stamp and special product printing and processing.

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 1 year old.

#### b. Operations Data and Records

Forms, logs, schedules, and other records that identify and control in-process work, daily production statistics, and other accountability and operational information relating to printing, examining, and processing postage stamps and special products.

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 1 year old.

#### c. Stamp Production Tracking System

Electronic tracking system maintaining postage stamp production data used to generate hard-copy reports.

TEMPORARY. Update as needed for current business. Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

### 4. Postage Stamp Receiving and Shipping Records

Records documenting transfer and shipment of postage products from Stamp Processing to BEP vaults, USPS vaults, and final delivery to post office distribution centers. Records contain copies of 4-Week Delivery Orders, stamp shipping labels and documentation, vault transfer logs, processing records of partial carton shipments, print orders for special shipments of simulated coils for testing, other special shipments, and related documentation. Files include the following forms:

- Vault Withdrawal (BEP Form 9535)
- USPS Registered Mail Label (BEP Form 9542)

- Registered Package Receipt - Stamp Shipments (BEP Form 9531)
- Vault Stock Balance Sheets (BEP Form 9132)
- Transfer and Delivery Schedules
- Employees Daily Production Report – Examining and Selecting (BEP Form 9930)
- Shipment – Processor’s Record of Work Performed (BEP Form 8426)
- Receipt of Registered Packages Shipment – Tank Contents (BEP Form 9881)
- Order for Supplies of Services – Postage Stamps (BEP Form 9098)
- Schedule of Delivery (BEP Form 8334, 8334-W, and 8334-M)

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 3 years old.

5. Postage Stamp History Case Files

Records containing production history of every postage stamp produced by the Bureau. Files include copies of Print Orders (BEP Form 9133), associated correspondence, background information on the design and history of the postage stamp, and stamp production information identifying date produced, plates used, type of paper used, etc. Files are arranged by Postal Service assigned serial number by type of item (coil, commemoratives, sheets, etc.) and retained in Production Control.

PERMANENT. Cut off files at end of each fiscal year and transfer to the BEP’s records storage area when volume warrants or 5 years after cutoff. Transfer to NARA in five year blocks when the most recent record is 25 years old.

6. Special Security Products Files

Records relating to the production of special security products by the Bureau for external customers. Files contain work authorizations, cost estimates, print orders, correspondence, and production information for certificates, diplomas, commissions, identification cards, and other security products ordered by customer agencies.

a. Official file of final orders for special security products:

PERMANENT. Cut off files at end of each fiscal year and transfer to the BEP’s records storage area when volume warrants or 5 years after cutoff. Transfer to NARA in five year blocks when the most recent record is 25 years old.

b. Working files and interim records:

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

7. USPS Standard 27 Quality Program Files:

Program records relating to the Interagency Agreement between the Bureau and the Postal Service, and the USPS Standard 27 Manual, containing postage stamp production quality standards and requirements, production specifications, acceptable error rates, etc., correspondence and documentation relating to the Bureau's acceptance and implementation of the USPS quality program.

TEMPORARY. Destroy 5 years after termination of agreement.

8. Stamp Production Internal Controls Manual

Manufacturing, security, safety, and accountability procedures for Stamp Production operations, covering those portions of the Bureau directives that pertain to stamp production, and incorporating production requirements specified in USPS STD-27.

a. Official file copy

TEMPORARY. Destroy when procedure is superseded, obsolete, or no longer needed for reference.

b. Working files

TEMPORARY. Destroy when procedure is superseded, obsolete, or no longer needed for reference.

9. Corrective Action Files on Postal Service Returns

a. Corrective Action Files

Files contain original report of a discrepancy or defect in postage stamp items delivered to the Postal Service (Stamp Discrepancy Report PS Form 8144) and related correspondence, the Bureau's analysis and response to the report, and corrective actions taken to resolve the discrepancy.

TEMPORARY. Destroy 3 years after corrective action is closed.

b. Corrective Action Tracking System

Electronic spreadsheet files maintained for tracking corrective actions and status of responses.

TEMPORARY. Update as needed for current business and delete electronic version when no longer needed for administrative, legal, audit, or other operational purposes."

10. USPS Discrepancy Reports

Monthly, quarterly, and annual reports compiled from USPS returns and generated by the Office of Stamp Production for internal summary reporting and trend analysis.

a. Annual Reports

TEMPORARY. Cut off files at end of each fiscal year. Destroy when 2 years old.

b. Interim Reports

TEMPORARY. Destroy when superseded by next version or no longer needed.

11. Stamp Program Phase-out Planning Records

Records relating to transition planning and schedules for phasing out stamp production operations at the Bureau. Files contain correspondence, reports, schedules, and data on manpower planning, staff reassignment, cross-training, and other related documentation.

a. Planning records

TEMPORARY. Destroy 5 years after shut down of Stamp Operations.

b. Records pertaining to individual personnel actions

TEMPORARY. File in employee's official personnel folder and destroy other copies.

12. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.