

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-318-95-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/7/95	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Director			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret Pape/Harold Rogers	5. TELEPHONE (202) 874-2504	DATE 12-5-96	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/24/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Manager, Planning, Acquisition, and Records Division Records Officer OIS/IRM	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

Bureau of Engraving and Printing
Office of the Director
1993-Present

1. Correspondence Files

A. Correspondence with ^{ASSOCIATE} Assistant Directors and Office Chiefs

Incoming correspondence addressed to the Director from the ^{ASSOCIATE} Assistant Directors and senior staff, and replies thereto.

Arranged by correspondent, thereunder chronologically.

Annual accumulation: .5 cubic feet

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 5 years after cutoff. Transfer to NARA 10 years after cutoff.

B. International Correspondence

Incoming and outgoing correspondence with foreign governments and organizations, and replies referred by the Director to subordinating offices.

Arranged alphabetically by name of organization.

Annual accumulation: .25 cubic feet

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 5 years after cutoff (in 4 year blocks). Transfer to NARA 10 years after cutoff.

C. Chronological Files

Copies of correspondence, weekly reports, minutes of meetings and other records.

Arranged chronologically by week.

Annual accumulation: 4 cubic feet.

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 5 years after cutoff. Transfer to NARA 10 years after cutoff.

2. Correspondence Log

Textual log of all controlled correspondence delegated to various BEP ^{ASSOCIATE} assistant directors and others.

Arranged chronologically.

Annual accumulation: .10 cubic feet.

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 5 years after cutoff (in 5 year blocks). Transfer to NARA 10 years after cutoff.

3. Subject Files

Correspondence with private sector, Congress, government agencies, and other entities. Also include background information, studies, and other records used by the Director. Arranged alphabetically by subject. Annual accumulation: 1 cubic foot.

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 5 years after cutoff. Transfer to NARA 10 years after cutoff.

4. Public Relations Files

Speeches, biography, and photographs of the Director. Arranged by type of record. Annual accumulation: negligible.

Disposition: PERMANENT. Cut off every 5 years or upon resignation of the Director, whichever is sooner. Retire to BEP record center. Transfer to NARA 10 years after cutoff.

5. Appointment calendar and schedule of meetings (textual version)

Disposition: PERMANENT. Cut off annually. Retire to BEP record center 3 years after cutoff. Retire to Federal Record Center 10 years after cutoff. Transfer to NARA 25 years after cutoff.

NOTE: DUPLICATE, FRAGMENTARY, NONRECORD, AND G.R.S. RECORDS
MAY BE DESTROYED BY N.A.R.A. UPON TRANSFER WITHOUT
FURTHER PERMISSION OF THE AGENCY.

OK
per phone
communication
with Peggy Page 10/21/96