Request for Records Disposition Authority

Records Schedule Number

DAA-0318-2017-0001

Schedule Status

Approved

Agency or Establishment

Bureau of Engraving and Printing

Record Group / Scheduling Group

Records of the Bureau of Engraving and Printing

Records Schedule applies to

Agency-wide

Schedule Subject

Facility Security Surveillance Recordings

Internal agency concurrences will

be provided

No

Background Information

Records relating to the Bureau's facility security surveillance systems that monitor outside areas, building portals, elevators, testing labs, and securities (i.e., currency, plates, etc.) production areas. This schedule covers records created by or for the Bureau of Engraving

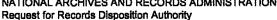
and Printing and or acquired in the course of business.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2 ,	0	2	0

GAO Approval

0001,0002



Outline of Records Schedule Items for DAA-0318-2017-0001

Sequence Number	
1	Facility Security Surveillance Recordings of Non-Production Areas. Disposition Authority Number: DAA-0318-2017-0001-0001
2	Facility Security Surveillance Recordings of Sensitive Production Areas. Disposition Authority Number: DAA-0318-2017-0001-0002



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Sequence Number			
1	Facility Security Surveillance Recordings of Non-Production Areas.		
	Disposition Authority Number	DAA-0318-2017-0001-0001	
	Records include still pictures, motion pictures, and sound and video recordings of portions of facilities not covered by item 0002 captured during the course of facilities security surveillance.		
	Final Disposition	Temporary	
	Item Status	Active	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	Yes	
	Do any of the records covered by this item exist as structured electronic data?	No .	
	GRS or Superseded Authority Citation	N1-318-11-001 / 6/a N1-GRS-98-002 / 39	
	Disposition Instruction		
	Retention Period	Destroy after 30 days old or when no longer needed for evidence or reference related to incidents or studies, whichever is later.	
	Additional Information		
	GAO Approval	Required and Received	
2	Facility Security Surveillance	Recordings of Sensitive Production Areas.	
	Disposition Authority Number	DAA-0318-2017-0001-0002	
	Records include still pictures, motion pictures, and sound and video recording portions of facilities involved in sensitive production activities (Finished Production, Work In Process Vaults, Production Areas, Test Areas, and other at where the "two-person rule" applies) captured during the course of facility surveillance.		
	Final Disposition	Temporary	
	Item Status	Active	
	Is this item media neutral?	Yes	

Do any of the records covered		
by this item currently exist in		
electronic format(s) other than e-		

mail and word processing?

Do any of the records covered by this item exist as structured

by this item exist as si electronic data?

GRS or Superseded Authority Citation

N1-318-11-001 / 6/b N1-GRS-98-002 / 39

Yes

No

Disposition Instruction

Retention Period Destroy immediately after 365 days old or when no

longer needed for evidence or reference related to

incidents or studies, whichever is later.

Additional Information

GAO Approval Required and Received

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	Ву	Title	Organization
11/08/2016	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
11/22/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/01/2016	Submit For Certific ation	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/01/2016	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/01/2016	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/01/2016	Submit For Certific ation	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/01/2016	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
02/14/2017	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces

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02/22/2017	Concur	Margaret Hawkins		National Records Management Program - ACNR Records Management Serivces
02/27/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist