

## Request for Records Disposition Authority

Records Schedule Number DAA-0318-2022-0001

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 Military and Foreign Securities (M&FS) Records

Internal agency concurrences will be provided No

Background Information Military and Foreign Securities (M&FS), c.1903-1973.

Pre-press materials developed in support of U.S. Department of Defense, Military Allies, Treaty's, and Acts or as a result of the design process of various Foreign Securities.

Pre-press materials are grouped into four general subsets that illustrate the progressive stages towards a final product or specimen. These are: design source materials, artwork, models, and proofs. Some M&FS products but not all, include pre-press materials and final product or specimens.

The M&FS collection consists of five different types.

- 1) Currency, Philippine Islands 1903-1949
- 2) Currency, Republic of Cuba 1934-1949
- 3) Allied Military Currency 1942-1946 – Collection samples include Allied Military Lire, Supplemental French Francis, Allied Military Marks, Philippine Victory Notes, Committee French Francis, Military Yen, Type A, Military Yen, Type B, Allied Military Schilling
- 4) Allied Military Postage Stamps 1942-1946
- 5) Military Payment Certificates 1946-1973- Collection samples include Austria, Belgium, England, France, Germany, Greece, Hungary, Iceland, Italy, Japan, South Korea, Morocco, Netherlands, Philippines, Ryukyu Islands, Scotland, Trieste, and Yugoslavia, Northern Ireland, Cyprus, Vietnam, Libya

M&FS can be monochrome or multi-color. The palette of ink colors includes black and various shades, tints, and blends of blue, red, yellow, purple, orange, green, cyan, and magenta.

M&FS records approximate 94 cubic feet.

Many of these materials reside in the Bureau of Engraving and Printing (BEP) Historical Resource Center (HRC) which is tasked with making them available for reference, inspiration, ideation, and training for employees involved in the currency and non-currency design process and the production process.

**BEP Historical Research Center (HRC) – Product Defined:**

The historical collection is organized and cataloged around broad categories of product types such as currency, postage stamps, miscellaneous products, etc. Product types are grouped into lots. A lot is identified by an individual product's unique name. Objects associated with the individual product make up the lot. Some lots include a number of different types of objects such as items associated with the product's design (e.g., artwork or models) along with samples of the final product or specimen. Other lots include only the final product or specimen. A product lot is a means of identifying and describing an individual product and its associated objects and ensuring they remain related as a group.

**For example:**

"Progressive Impressions and Composite Impressions of Military Payment Certificates for Series 472, 5c, 10c, 25c, 50c, \$1, \$5, \$10" is a unique product name. Objects associated with the product include: 2 books with progressive proofs.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	5	0	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0318-2022-0001

Sequence Number	
1	Design Source Materials Disposition Authority Number: DAA-0318-2022-0001-0001
2	Artwork Disposition Authority Number: DAA-0318-2022-0001-0002
3	Models Disposition Authority Number: DAA-0318-2022-0001-0003
4	Proofs Disposition Authority Number: DAA-0318-2022-0001-0004
5	Specimens Disposition Authority Number: DAA-0318-2022-0001-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Design Source Materials</b></p> <p>Disposition Authority Number      <b>DAA-0318-2022-0001-0001</b></p> <p>M&amp;FS design source materials consist of visual reference materials that a BEP designer might work with in developing design concepts; frequently these are photographs or copies of other images that will serve as the inspiration for visual elements in the design.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>No</b></p> <p>Explanation of limitation      <b>Paper records, items are stored in envelopes in boxes on shelves or in folders in flat files.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cutoff when product is no longer printed.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 30 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1903</b></p> <p>End year of records accumulation      <b>1973</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1903 To 1973</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 3 Years</b></p>
2	<p><b>Artwork</b></p> <p>Disposition Authority Number      <b>DAA-0318-2022-0001-0002</b></p>

M&FS artwork consists of sketches and other visual elements (based on design source materials and/or the designer's own ideas) to be developed into a product design by a BEP designer.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Paper records, items are stored in envelopes in boxes on shelves or in folders in flat files.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Cutoff Instruction Cutoff when product is no longer printed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

### Additional Information

First year of records accumulation 1903

End year of records accumulation 1973

What will be the date span of the initial transfer of records to the National Archives? From 1903 To 1973

How frequently will your agency transfer these records to the National Archives? Every 3 Years

### Models

Disposition Authority Number DAA-0318-2022-0001-0003

M&FS models are detailed representations of the product design that are used as an example to follow or as reference for production. Models generally consist of a paper-based presentation board slightly larger than the proposed final product with a paper dust flap and a photographic print of the approved design adhered to the board.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

4	Explanation of limitation	Paper records, items are stored in envelopes in boxes on shelves or in folders in flat files.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff when product is no longer printed.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
	<b>Additional Information</b>	
	First year of records accumulation	1903
	End year of records accumulation	1973
	What will be the date span of the initial transfer of records to the National Archives?	From 1903 To 1973
	How frequently will your agency transfer these records to the National Archives?	Every 3 Years
	<b>Proofs</b>	
	Disposition Authority Number	DAA-0318-2022-0001-0004
	<b>M&amp;FS Proofs are: (1) a preliminary print of a design used as a trial impression for making corrections before commencing print production or (2) an example of the final print of a design that is approved for print production.</b>	
	Final Disposition	Permanent
	Item Status	Active
Is this item media neutral?	No	
Explanation of limitation	Paper records, items are stored in envelopes in boxes on shelves or in folders in flat files.	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cutoff when product is no longer printed.	

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Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
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#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1903 To 1973
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How frequently will your agency transfer these records to the National Archives?	Every 3 Years
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#### Specimens

Disposition Authority Number	DAA-0318-2022-0001-0005
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M&FS are essentially the same product that will be delivered to the requesting client for use and/or distribution. However, they are considered exemplars and are retained by the BEP as reference for the visual and technical standard that should be met by all print runs of that product.

Final Disposition	Permanent
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Item Status	Active
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Is this item media neutral?	No
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Explanation of limitation	Paper records, items are stored in envelopes in boxes on shelves or in folders in flat files.
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
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#### Disposition Instruction

Cutoff Instruction	Cutoff when product is no longer printed.
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Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
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#### Additional Information

First year of records accumulation	1903
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End year of records accumulation	1973
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What will be the date span of the initial transfer of records to the National Archives?	From 1903 To 1973
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How frequently will your agency  
transfer these records to the  
National Archives?

**Every 3 Years**



## 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	By	Title	Organization
10/07/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/28/2021	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
10/28/2021	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/28/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/28/2021	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
12/09/2021	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/09/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/13/2021	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
02/18/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing

02/23/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
03/03/2022	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
04/21/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
04/21/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
05/16/2022	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/23/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
05/23/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
06/29/2022	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
07/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/12/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office