

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER *71-318-04-5*

DATE RECEIVED *10-03-2003*

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
Bureau of Engraving and Printing

2. MAJOR SUBDIVISION
Office of IT Budget and Strategic Planning

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 *5-17-04* ARCHIVIST OF THE UNITED STATES
John W. Paul

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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 4 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 *10/2/03*

SIGNATURE OF AGENCY REPRESENTATIVE
Cary C. Conn

TITLE
Records Officer/Manager,
IT Regulatory Compliance Division

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 GRS OR SUPERSEDED JOB CITATION	10.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 SECURITIES TECHNOLOGY RESEARCH AND TESTING See attached sheets	NC1-318-78-1, NC1-318-93-5	

cc Agency, NR, NWMD, NWMDA, NWCTC

SECURITIES TECHNOLOGY RESEARCH AND TESTING

1. BEP Advanced Counterfeit Deterrence (ACD) and Securities Technology Research and Testing

a. Official Bureau Policy and Research Files

Official Bureau records of policy, research, development, procurement, testing, and implementation of counterfeit deterrence features in U.S. currency and other securities technology research. The records include, but are not limited to, correspondence, meeting minutes, technical reports, issue papers, special studies, procurement actions, test data, research analysis, and other documentary materials relating to ACD feature development and implementation.

PERMANENT. Cut off subject files when 5 years old or when associated project is complete. Close project files when project is completed. Retire to BEP's records storage area when volume warrants. Transfer to NARA 25 years after cutoff.

b. Product Development Test Files

Case files of Bureau testing of ACD counterfeit technology, new currency design features, inks, substrates, and other securities materials testing. These files are the official Bureau record of tests conducted on ACD/NCD features prior to implementation as well as testing of processes/products already in production. (Case files also contain copies of proposals, test plans, evaluations and authorizations that are included in Product Change Control Board files maintained by Production Management.)

PERMANENT. Cut off files when associated project is complete. Retire closed files to BEP's records storage area annually or when volume warrants. Transfer to NARA 25 years after cutoff.

2. Advanced Counterfeit Deterrence Steering Committee

Official Bureau records of the Advanced Counterfeit Deterrence Steering Committee comprised of representatives from the Bureau, the Department of Treasury, the Federal Reserve Board, and Secret Service. The records include policy documents, technical reports, proposals, correspondence, meeting minutes,

and other materials. From 1988 to 1999, the Bureau was the official keeper of the meeting minutes. After 1999, the official committee files are maintained by the Department of the Treasury.

- a. Official steering committee files dated 1988 through 1999.

PERMANENT. Retire to BEP's records storage area when no longer needed for reference. Transfer to NARA when 25 years old.

- b. Bureau copies of committee files

TEMPORARY. Destroy when 25 years old or when no longer needed for reference, whichever is later.

3. ACD International Policy, Research and Development

- a. Central Bank Counterfeit Deterrence Group files

Bureau records relating to participation in the Central Bank Counterfeit Deterrence Group, an international consortium of central banks working on counterfeit deterrence policy, issues, and technical research. Files include correspondence, policy documents, technical reports, contractor reports, issue papers, presentations, special study case files, etc. Many files maintained in electronic form (Email, word processing, spreadsheets, presentation files).

PERMANENT. Cut off subject files at end of calendar year. Close project files or case files when project is completed and file with that year's subject files. Transfer to the BEP's records storage area when volume warrants. Transfer to NARA in five year blocks when the most recent record is 25 years old.

- b. Other International Forums and Proceedings (4-Nation Proceedings/Forums)

PERMANENT. Cut off subject files at end of calendar year. Close project files or case files when project is completed and file with that year's subject files. 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.

4. Currency Image Files

Electronic files containing images of domestic and foreign currency used for testing of digital counterfeiting techniques.

TEMPORARY. Destroy in accordance with appropriate security procedures when no longer needed.

5. New Currency Designs/NexGen Records

a. Decision documentation

Records of Bureau meetings, activities, recommendations, and decisions relating to the introduction of new currency design into production. Files include agendas and meeting minutes, reports and other records documenting design, feature, and policy recommendations and decisions, of the Currency Design Review Group, Currency Design Technical Group, and others.

PERMANENT. Cut off files annually. Retire to BEP's records storage area when volume warrants. Transfer to NARA 25 years after cutoff.

b. Design documentation

Records documenting activities relating to new currency design implementation, including reports on contract activity, tracking of proposed features and design elements, summaries of evaluation and test results, special studies and reports relating to design effectiveness, currency use or public perception, proposals for changes to note design already in production, and related correspondence.

PERMANENT. Cut off files annually or when associated activity/project is complete. Retire to BEP's records storage area when volume warrants. Transfer to NARA 25 years after cutoff.

c. New Currency Design Testing and Implementation

(1) Test and Implementation Schedules

Official record copy of complete actual chronology outlining the introduction of each new currency design.

PERMANENT. Cut off files upon introduction of new currency design. Retire to BEP's records storage area when volume warrants. Transfer to NARA 25 years after cutoff.

(2) Test and Implementation Status Reports

TEMPORARY. Destroy 10 years subsequent to the introduction of a new design into circulation.

6. Research and Testing

a. Process Change Control Board (PCCB) Files

Records supporting the evaluation and approval process for conducting tests on new currency design, securities technology, and other testing. Files document the proposal, evaluation, and approval process. (Note: Product Development Test Files contain the official record of the test procedures, test results, reporting and outcomes.)

TEMPORARY. Cut off files at end of each fiscal year. Transfer to BEP's records storage area when 5 years old. Destroy when 20 years old.

a. Request for Assessment Files

Case files include Request for Assessment (BEP Form 8584) or project manager's memo requesting test, with applicable signatures/approvals, test plans, security and accountability plans, materials and equipment required, test schedules, Print Orders (BEP Form 9133-4), Material Safety Data Sheets (when applicable), security agreements and security reviews if required, lab reports, test reports, destruction reports, applicable BEPMIS Transfer/Delivery Schedules and manual schedules, and related correspondence.

PERMANENT. Cut off files when associated project is complete. Retire closed files to BEP's records storage area annually or when volume warrants. Transfer to NARA 25 years after cutoff.

Electronic Mail and Word Processing System Copies:

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by 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 record keeping 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.

Disposition: 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.

Disposition: Destroy/delete when dissemination, revision, or updating is completed