REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)		
		JOB NUMBER 771-318-04-7		
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 10-3-2003		
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY		
Bureau of Engraving and Printing				
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
Office of IT Budget and Strategic Planning				
3. MINOR SUBDIVISION				
IT Regulatory Compliance Division				
OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE ARCHIVI	ST OF THE UNITED STATES	
vangela C. Wimbush-Jeffrey	202-874-3219	5-24-04 106	W. Cal	
				
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 2 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. Conw		TITLE Records Officer/Manager, IT Regulatory Compliance Division		
D. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
T T T		NC1-318-78-1 GRS 16		
	ONAL ARCHIVES & RECORDS ADMINIST ADELPHI ROAD, COLLEGE PARK, MD 20 Agency or establishment) Bureau of Engraving and Printing SUBDIVISION Office of IT Budget and Strategic Planning SUBDIVISION T Regulatory Compliance Division OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey EY CERTIFICATION Pertify that I am authorized to act for this agency is for disposal on the attached 2 page(s) are not periods specified; and that written concurrence for Guidance of Federal Agencies, Is not required; SIGNATURE OF AGENCY REPR COMMENTAL OF AGENCY REPR BURGAN OF ITEM AND PROPOSED BURGAU OF Engraving and Printing Record ADMINISTRATIVE PROGRAMS AND SE	ONAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 Agency or establishment) Bureau of Engraving and Printing SUBDIVISION Office of IT Budget and Strategic Planning SUBDIVISION T Regulatory Compliance Division OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey SUBDIVISION OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey SUBDIVISION OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey SUBDIVISION OF PERSON WITH WHOM TO CONFER OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey SUBDIVISION OF PERSON WITH WHOM TO CONFER OF PERSON WITH WHOM TO	JOB NUMBER 70. ONAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 Agency or establishment) NOTIFIC Bureau of Engraving and Printing SUBDIVISION OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey TY CERTIFICATION Pertify that I am authorized to act for this agency in matters pertaining to the disposition of its recorder disposal on the attached 2 page(s) are not now needed for the business of this agency or regional specified; and that written concurrence from the General Accounting Office, under the profession of Federal Agencies. SIGNATURE OF AGENCY REPRESENTATIVE Bureau of Engraving and Printing Records Control Schedule ADMINISTRATIVE PROGRAMS AND SERVICES NC1-318-78-1	

ADMINISTRATIVE PROGRAMS AND SERVICES

1. Administrative Services Program Files

Files relating to the management and operations of Bureau-specific administrative programs and operations not covered by the General Records Schedules or elsewhere in this chapter. Files include associated regulations, Bureau policies and procedures, interim and year-end project reports, routine correspondence, planning and scheduling documentation, control logs, vendor files, background materials, and supporting papers. Programs include, but are not limited to, Health Center Services, Safety Shoes, Safety Glasses, Uniforms, Lockers, Public Transportation Incentives, Fleet Management, Shuttle Services, Copier Management, Copy Center, Mail Room, Bloodmobile Drives, Pagers, and others.

TEMPORARY. Destroy when 2 years out after file is closed.

Approved

3/3/104

2. Administrative Services Program System (ASPS)

Electronic database system used for maintaining, scheduling, tracking, and reporting Administrative Program Services activities.

TEMPORARY. Update as needed for current business. Delete electronic records when no longer needed for administrative, legal, fiscal, audit, or other operational purpose.

3. External Reporting Requirements

Records relating to management and oversight of the Bureau's external reporting requirements. Includes schedules, inventories, descriptions of recurring external reports, receiving agency, reporting frequency, due dates, and other supporting documentation.

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

4. FAIR Act (OMB Circular A-76)

Records relating to the Bureau's implementation of OMB Circular A-76, Performance of Commercial Activities and the Federal Activities Inventory Reform Act of 1988 (FAIR ACT). Records contain implementation procedures, including appeal procedures, annual inventory of commercial activities performed in the Bureau, documentation for competitive sourcing studies conducted, and related materials.

TEMPORARY. Destroy when 10 years old.

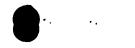
Forms Management (GR5/6/3)

a. Blank Forms Inventory and Management System

Electronic tracking system used to control approved Bureau forms and monitor status of inventory and distribution of forms.

TEMPORARY. Update as needed for current business or delete when no longer needed.





6. 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.