

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	71-318-04-19
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	10-3-2003
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IT Regulatory Compliance Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE 1-12-05	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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 <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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 ENGRAVING AND PLATE PRODUCTION See attached sheets	NC1-318-80-1	
<i>cc Agency, DR, Nwmbw</i>			

## ENGRAVING AND PLATE PRODUCTION

### 1. Plate Production Records

Files containing documentation of production and control of engraving plates, dies, rolls, seals, and other miscellaneous items used in the production of U. S. government securities and postage stamps produced by the Bureau.

- a. Plate Description and Production Time Records - BEP Forms ~~8154-3, 4,~~ <sup>o.k. BEP 11/4/04</sup> ~~6, 7~~ and others *miscellaneous items used for description and production time.*

Detailed work control cards and plate history record of active and inactive numbered engraving plates, rolls, dies, masks, etc. used in the manufacture of U.S. government securities produced by the Bureau.

These records are the primary accountability, workflow, and verification registers.

TEMPORARY. Retain in active engraving files until plate is cancelled. Transfer cancelled plate files to BEP's records storage area. Destroy 30 years after cancellation of plate or request NARA's permission to transfer to an interested numismatic/philatelic organization. *(supercedes NC1-318-80-1 Item 1)*

- b. Identification Number Assignment Records

Records that control and track unique identification numbers assigned to engraving plates and miscellaneous items.

- (1) BEP Form <sup>is used to</sup> ~~8157~~ - Request for Identification Number Assignment, which identifies a description and quantity of new engraving items to be produced and control numbers assigned, filed by sequence number.

TEMPORARY. ~~Retain for life of the item.~~ *Destroy when supereded or obsolete.*

*o.k. BEP 11/5/05*

- (2) Tracking logs, maintained electronically, include Engraving Offset Plate Number Assignment, Engraving Items of Reproduction Number Assignment, and Engineering Rework Surface Piece Assignment logs. Files previously maintained on typed index cards.

TEMPORARY. Update as needed for current business and delete electronic version when no longer needed for administrative, legal, audit, or other operational purposes.

c. Production Control Records

(1) Engraving Production Travelers

Records of engraving production workflow; follows in-process work and initialed at each step of the process. Completed records are filed by completion date.

TEMPORARY. Destroy 30 years after design or plate change.

(2) Transfer and Delivery Schedules

Record of delivery of completed engraving item to Plate Vault.

TEMPORARY. Destroy when 2 years old.

2. Plate Vault Inventory Records

Records of inventories of numbered engraving plates and seals, and other security items, identifying stock items in vault and in production. Includes BEP Forms used to ~~8143-11~~ Weekly Stock Status Report, Currency. <sup>↑</sup>various

Approved +  
OK BEP  
1/10/04

Report status, +

TEMPORARY. Destroy when 2 years old.

3. Plate Production Status Reports

Weekly production statistics on NCD, NexGen, offset currency plates, and miscellaneous items, by denomination, face and back

TEMPORARY. Destroy when 1 year old.

4. 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.