REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: Margaret G. Pape

5. TELEPHONE: 874-2504

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-318-93-3

DATE RECEIVED: 4-30-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES

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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4-29-93	Thomas R. Watson	Records Officer, Manager, Administrative Services Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	FUNCTIONAL RECORDS SCHEDULE Attached is a continuation of the Bureau of Engraving and Printing functional records schedule This continuation of the functional schedule covers records not covered elsewhere in the functional records schedule for Public Affairs records. These records date from 1890s to 1993. Approximate accumulation: 90 c.f. Annual accumulation: 6 c.f.		

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Public Affairs

(PA.wpf)

Item No.	Description	Disposition/ Authorization
10.30	Displays. Filed alphabetically by name. Art renderings, schedules of work, papertrails of securities, requisitions, orders.	Permanent. Cut off at end of calendar year. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
10.31	Master Securities Files. Filed alphabetically. Stamps by class, securities by class and donomination, Federal Reserve notes, stamps by series, Currency Over Printing Production (COPE), data on portraits, vignettes, seals, and documents.	Permanent. Cut off at end of calendar year. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
10.32	Visual Records. B&W Photos, color photos, clides, dry-mounted photos, framed b&w photos, color films, negatives, glass plate negatives, celluloid masks, mixed pkgs. photos slides, and video tapes. Black and white and color negative, accaptioned print, and for duplicative negative, if one exists. Color transparency and slide photography (original and a duplicate), slides sets or filmstrips and accompanying audio	Permanent. Cut off at end of series year. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.

	recordings or scripts: (Two copies).	
	Duplicate copy.	Destroy all other copies when no longer needed.
10.33	Graphic Products. Posters, specimens of stamps, currency, certificates, Treasury Seal Stands.	Permanent. Cut off at end of series years. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
10.34	Original artwork. Includes oil paintings, etchings, ink wash drawings, pencil drawings, lithographs, engravings, vignettes, montages of stamps, currency, certificates, sketches and prints, watercolors.	Permanent. Cut off at end of series years. Transfer to FRC after after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
10.35a	Historical books. Logbooks which include currency stamps, plates and dies, reference books, BEP annual reports, and accounting ledgers where annual report data do not appear.	Permanent. Cut off at end series years. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
10.35b	Historical books. Narrative Bureau histories including oral history projects prepared by historians or public affairs officers or by private historians under contract to the Bureau. Selected background materials (such as interviews with past and present personnel) generated during the research stage.	Permanent. Cut off at end of series years. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.

10.35c	Historical books. Duplicative copies of research documents and copies of Bureau history project.	Destroy all other copies when no longer needed.
10.36	Equipment blueprints, photo layouts, chromalins, stamp grids, and records documenting bluelines/paste ups of inks, tints, and chemicals.	Permanent. Cut off at end series years. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
10.37	Historical files. Maintained by subject and includes original BEP architectural drawings, modellling materials, stamp records, original Ft. Worth transfer records, formally prepared Bureau pamphlets including BEPress, Special Announcements on Bureau Sales (Visitors Center), original set of BEP press releases, and documentation.	Permanent. Cut off at end series years. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.
	Duplicate copy.	Destroy all other copies when no longer needed.
10.38	Proof Set of BEP Stamps. An original set of Bureau stamps with background materials (ink die, drawings, negatives, and statistics, surveys on stamp sets).	Permanent. Cut off at end of series year. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.