

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-318-93-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/18/2021

## ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

30.02 Research Data Collection Files

30.03 Contract Officer Technology Representative Files

30.04 Quality Management Studies

## SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

30.01 Research Report Files was superseded by N1-318-04-005 / 1a (BEP Advanced Counterfeit Deterrence (ACD) and Securities Technology Research and Testing Records.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1318-93-5</b>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED <b>4-30-93</b>	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER			
Margaret G. Pape		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
5. TELEPHONE 874-2504		DATE <b>1-23-96</b>	
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 <u>2</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>4-29-93</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas R. Winton</i>	TITLE 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)
	<p style="text-align: center;">FUNCTIONAL RECORDS SCHEDULE</p> <p>Attached is a continuation of the Bureau of Engraving and Printing functional records covering records for Research, Development, and Technology.</p> <p>These records date from 1980 to 1993.</p> <p>Approximate accumulation: 24 c.f. Annual accumulation: 4 c.f.</p>		

JUL 25 1996 *Copy to: Agency, NCF*

## Research and Development

Item No.	Description	
30.01	Research Report Files.	
	Reports, special studies, issuances, special studies, quality control files, materials, analysis and other research analysis, and other research generating materials, graphs, blueprints, samples, drawings, correspondence.	Permanent. Cut-off when file is 5 years old. Retire to FRC 10 years after cut-off. Transfer to NARA 15 years after cut-off.
	Duplicate copies.	Destroy when no longer needed
30.02	Research Data Collection Files.	Permanent.
	Includes specifications, chemical analysis, ink formula records and testing, linen/paper formula and testing, counter-intelligence files.	Cut-off file after case closes. Retire to FRC in 5 year blocks Transfer to NARA in 5 year blocks when 25 years old.
	Duplicate copies.	Destroy when no longer needed

30.03

Contract Officer Technology Representative Files

Information concerning the development and monitoring of materials contracts. Includes material test results, requisitions and other contractor related documents (from inception to completion of deliverables).

Temporary.

Cut-off file after series case closes.  
Retire to FRC 5 years after cut-off.  
Destroy 10 years after cut-off.

30.04

Quality Management Studies

Studies conducted by either employee or contractor which relate to a specific action, event, person, place, or project and provide complete documentation of the Bureau's activities from initiation to conclusion. Includes safety and environmental case files.

Temporary.

Cut-off after case closes.  
Retire to FRC 5 years after cut-off.  
Destroy 10 years after cut-off.