

## Request for Records Disposition Authority

Records Schedule Number           DAA-0318-2020-0003

Schedule Status                     Approved

  

Agency or Establishment           Bureau of Engraving and Printing

Record Group / Scheduling Group   Records of the Bureau of Engraving and Printing

Records Schedule applies to       Major Subdivision

Major Subdivision                  Product Design and Development (PDD) Directorate

Minor Subdivision                  Office of Technology Development (OTD)

Schedule Subject                    Records of the Security Features Design and Development, Research and Testing

  

Internal agency concurrences will be provided   No

Background Information            The United States Currency Program (USCP) is a combined Treasury, Federal Reserve and United States Secret Service effort that was formed to coordinate counterfeit deterrence activities of the government agencies involved in United States currency production efforts. It is composed by multiple interagency committees; Advance Counterfeit Deterrence Committee (ACD), Interagency Currency Committee (ICC), Program Approval Committee (PAC) and Technology Approval Committee (TAC). The Advance Counterfeit Deterrence (ACD) Steering Committee was formed in Jul 1982 to coordinate the counterfeit deterrence activities of agencies involved in the effort.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0318-2020-0003

Sequence Number	
1	Technology Development Files
1.1	Incorporated into Federal Reserve Notes (FRNs). Disposition Authority Number: DAA-0318-2020-0003-0001
1.2	NOT incorporated into Federal Reserve Notes (FRNs). Disposition Authority Number: DAA-0318-2020-0003-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Technology Development Files</b> Files and reports of BEP R&amp;D efforts for new security features and other materials under development for potential incorporation into Federal Reserve Notes (FRNs). Records include descriptions of technology, measurements, testing at any stage of the technology development process, technical reports, research analyses, materials and application, design and manufacturing processes under development for banknote production. Specific reports may be classified or unclassified.</p>
1.1	<p><b>Incorporated into Federal Reserve Notes (FRNs).</b></p> <p>Disposition Authority Number      <b>DAA-0318-2020-0003-0001</b></p> <p><b>Records of technologies incorporated into currency or employed in banknote production.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-318-04-05 / 1a. N1-318-04-05 / 1.b.</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off files when project is completed.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to NARA 25 years after technology is last incorporated into currency or employed in banknote production.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1980</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1980 To 2020</b></p>

How frequently will your agency transfer these records to the National Archives? **Unknown**  
Transfer timeframe is dependent on technology being incorporated into currency

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

**NOT incorporated into Federal Reserve Notes (FRNs).**

Disposition Authority Number **DAA-0318-2020-0003-0002**

**Records of technologies not incorporated into currency or deployed in banknote production.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-318-04-05 / 1.a.**  
**N1-318-04-05 / 1.b.**

**Disposition Instruction**

Cutoff Instruction **Cut off files when project is completed.**

Retention Period **Destroy 5 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/04/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
03/04/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
03/31/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
03/31/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
05/18/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/19/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
05/19/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/16/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/16/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing

09/16/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/16/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
01/22/2021	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
01/22/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
04/29/2021	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/26/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist