

## Request for Records Disposition Authority

Records Schedule Number	DAA-0318-2020-0004
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
Schedule Subject	Records of the United States Currency Program (USCP) Governance Bodies
Internal agency concurrences will be provided	No
Background Information	<p>This record schedule specifically applies to US Currency Program governance bodies that oversee the Banknote Development Process (BDP) and the Technology Development Process (TDP) owned by the Bureau of Engraving and Printing (BEP), Product Design and Development (PDD) Directorate.</p> <p>Banknote design, redesign and technology changes occur to maintain the security and functionality of Federal Reserve Notes (FRN); these changes are necessary to maintain and ensure the integrity of US Currency in the United States and worldwide.</p> <ul style="list-style-type: none"><li>• The Secretary of the Treasury approves each new currency design.</li><li>• The Federal Reserve (FR) has oversight responsibility for currency issuance and circulation.</li><li>• The United States Secret Service (USSS) has relevant information about how the notes must function in circulation to be user friendly and secure against counterfeiting.</li><li>• In close collaboration with the FR, the BEP leads and implements the decisions related to technology and banknote design, redesign and development, and is ultimately responsible for currency production.</li></ul> <p>The Advanced Counterfeit Deterrence Steering Committee (ACD) supports the Interagency Currency Committee (ICC) with executive oversight and guides the product and technology development portfolios to maintain banknote integrity and confidence. The ACD was formed in July 1982 to coordinate counterfeit deterrence activities of the various government agencies involved in this effort. The ACD has been in operation continuously since its inception, and has been a model of interagency cooperation.</p>

The ICC, in support of the ACD, provides executive oversight for the Program Approval Committee (PAC) and the Technology Approval Committee (TAC), and guides the product and technology development portfolios to maintain the integrity of and confidence in FRN. The ICC executes the vision and strategy established by the ACD.

ICC was chartered in July 2016 establishing a new name for the Interagency Currency Design (ICD) Group which performed similar functions from March 2012 to 2016 coexisting with PAC (implemented in 2012), and prior to the establishment of TAC. This schedule covers ICD records and ICC as described in item 0001 below.

The Program Approval Committee (PAC), in support of the ICC, provides executive oversight and guides product development projects by following the BDP. The PAC monitors project status, and ensures business objectives and requirements are met. The PAC steers banknote projects by providing guidance to product and project managers, and reviewing key project artifacts developed in accordance with the BDP by serving as the gate keeper between BDP phases.

The Technology Approval Committee (TAC), in support of the ICC, provides executive oversight and guides technology development projects by following the TDP. The TAC provides guidance to research scientists and project managers, reviews key artifacts developed in accordance with the TDP, and serves as gate keeper between TDP phases. The TAC monitors project status, ensures business objectives and requirements are met, and compiles, analyzes and monitors threat activities.

BDP and TDP project entry (phase 0), and gate reviews (phases 1-4) are presented to the PAC and TAC, respectively, seeking concurrence to continue efforts regarding projects within Office of Product Development and Office of Technology Development. Phase gate reviews occur at the end of each phase, and also involve governance outside of the records of the PAC and TAC, to include the ACD, ICC, and Secretary of the Treasury.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	3	0	0

GAO Approval



## Outline of Records Schedule Items for DAA-0318-2020-0004

Sequence Number	
1	Records of the Interagency Currency Committee (ICC) and Interagency Currency Design (ICD) group supporting the Advanced Counterfeit Deterrence Committee (ACD): Disposition Authority Number: DAA-0318-2020-0004-0001
2	Records of the Program Approval Committee (PAC) supporting the Interagency Currency Committee (ICC): Disposition Authority Number: DAA-0318-2020-0004-0002
3	Records of the Technology Approval Committee (TAC) supporting the Interagency Currency Committee (ICC): Disposition Authority Number: DAA-0318-2020-0004-0003

## Records Schedule Items

Sequence Number		
1	<p>Records of the Interagency Currency Committee (ICC) and Interagency Currency Design (ICD) group supporting the Advanced Counterfeit Deterrence Committee (ACD):</p> <p>Disposition Authority Number      <b>DAA-0318-2020-0004-0001</b></p> <p>Presentations, meeting notes and decisions; summaries or member discussions, ICD and ICC perspective on key topics, questions, recommendations, and decision request for ACD, notes and summaries of decisions, action items, summary of decisions made in response to PAC and TAC request, guidance on resources, timeframe, or acquisitions.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>Records are maintained electronically</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off subject files yearly.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2012</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2012 To 2013</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 5 Years</b></p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital	888.2 MB	99 MB
Paper		

2

Microform		
Hardcopy or Analog Special Media		

**Records of the Program Approval Committee (PAC) supporting the Interagency Currency Committee (ICC):**

Disposition Authority Number **DAA-0318-2020-0004-0002**

**Presentations, meeting minutes and concurrence documentation; discussed in PAC. Presentations and minutes could be from any component of the USCP and related to banknote projects. Concurrence documentation is a record of decisions reached in meetings.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off subject files yearly.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	651.7 MB	82 MB
Paper		

3

Microform		
Hardcopy or Analog Special Media		

**Records of the Technology Approval Committee (TAC) supporting the Interagency Currency Committee (ICC):**

Disposition Authority Number **DAA-0318-2020-0004-0003**

**Presentations, meeting minutes, and concurrence documentation. Summarized salient points discuss in TAC. Presentations and minutes could be from any component of the USCP and related to banknote technology projects. Concurrence documentation is a record of decisions reached in meetings**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintain electronically**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off subject files yearly.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2016**

What will be the date span of the initial transfer of records to the National Archives? **From 2016 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.4 GB	245 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

## 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
08/13/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
08/17/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
12/18/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/22/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
04/05/2021	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
10/13/2021	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/13/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
11/04/2021	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
11/09/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

11/09/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/09/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist