

Request for Records Disposition Authority

Records Schedule Number DAA-0318-2022-0004
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 Office of External Relations
Minor Subdivision Historical Resource Center (HRC)
Schedule Subject Vignettes, Portraits, and Miscellaneous Engravings Records
Internal agency concurrences will be provided No

Background Information Overview: Vignettes, Portraits, and Miscellaneous Engravings (VPME), c. 1860s-present.

The VPME records collection from the 1860s to the present reside in the Bureau of Engraving and Printing (BEP), Office of External Relations, HRC. The VPME records collection is BEP's comprehensive stock of engraved proofs, design sources materials, artwork, and models. Additionally, it serves as the agency's visual reference index of BEP engraved dies and plates. The VPME records collection does not include BEP engraved dies and plates.

The VPME records collection consists primarily of engraved proofs, i.e., prints taken from BEP's engraved dies and plates. Each engraved proof has a unique number corresponding to the engraved die or plate from which the proof was printed. The VPME records collection consists of thousands of engraved proofs. The collection is active, with new engraved proofs being added.

Additionally, the VPME records collection includes a small amount of design source materials, artwork, and models associated with various engraved proofs. The collection also includes several large (estimate: 18" x 22") bound volumes with engraved proofs adhered to the pages of each book.

The engraved proofs are grouped in the following general categories:

(1) Vignettes—e.g., animals, ships, buildings, historical events, allegorical figures, etc., (2) Portraits—e.g., U.S. Presidents, Chief

Justices, Treasury Secretaries, various other cabinets, house and senate members, and prominent military figures, and (3) Miscellaneous Engravings—e.g., proofs of lettering, script, numerals, ornament, borders, corners, tints, and other decorative elements.

Engraved proofs are almost always monochrome and printed in black ink. Artwork and models are generally rendered in black, white, and greyscale.

The VPME records collection is approximately 288 cubic feet.

Engraved Proof Lot Defined:

An engraved proof lot is a means of identifying and describing an individually engraved proof and its associated objects and ensuring they remain related as a group. Engraved proofs that make up the VPME collection are grouped into lots. A lot is identified by an individual proof's name and unique Object ID consisting of the prefix VPME and the proof's engraved die or plate number. Objects associated with the individually engraved proof make up the lot. Some lots include several objects—e.g., design source materials, artwork, models—others include only the engraving proof.

For example:

“VPME5887, Vignette, Revenue Cutter Gresham” is the unique VPME engraved proof name. Objects associated with the engraved proof include 1 proof and 1 design source.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	5	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0318-2022-0004

Sequence Number	
1	Design Source Materials Disposition Authority Number: DAA-0318-2022-0004-0001
2	Artwork Disposition Authority Number: DAA-0318-2022-0004-0002
3	Models Disposition Authority Number: DAA-0318-2022-0004-0003
4	Proofs Disposition Authority Number: DAA-0318-2022-0004-0004
5	VPMEBOOKs Disposition Authority Number: DAA-0318-2022-0004-0005

Records Schedule Items

Sequence Number	
1	<p>Design Source Materials</p> <p>Disposition Authority Number DAA-0318-2022-0004-0001</p> <p>Visual reference materials that BEP designers use to develop artwork designs that will be engraved. Materials may include photographs that serve as the inspiration for artwork design.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper/analog only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when product is no longer printed.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after after cutoff.</p> <p>Additional Information</p> <p>First year of records accumulation 1860</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1860 To 1900</p> <p>How frequently will your agency transfer these records to the National Archives? Every 3 Years</p>
2	<p>Artwork</p> <p>Disposition Authority Number DAA-0318-2022-0004-0002</p> <p>Sketches and other visual elements based on design source materials and/or the designer's ideas developed into a design that a BEP engraver will engrave.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p>

Is this item media neutral? No

Explanation of limitation Paper/analog only

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 Cutoff when product is no longer printed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after after cutoff.

Additional Information

First year of records accumulation 1860

What will be the date span of the initial transfer of records to the National Archives? From 1860 To 1900

How frequently will your agency transfer these records to the National Archives? Every 3 Years

Models

Disposition Authority Number DAA-0318-2022-0004-0003

Visual representations (e.g., photographic print) of the die and/or plate engraving. Models generally consist of a paper-based presentation board slightly larger than the proposed final die and/or plate engraving with a photographic print of the engraving design adhered to the board and a paper dust flap.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Paper/analog only

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 Cutoff when product is no longer printed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff.

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Additional Information

First year of records accumulation **1860**

What will be the date span of the initial transfer of records to the National Archives? **From 1860 To 1900**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

Proofs

Disposition Authority Number **DAA-0318-2022-0004-0004**

(1) a preliminary print of an engraved die or plate used as a trial impression for making corrections or (2) a final print of an engraved die or plate.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Paper/analog only**

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 **Cutoff when product is no longer printed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after cutoff.**

Additional Information

First year of records accumulation **1860**

What will be the date span of the initial transfer of records to the National Archives? **From 1860 To 1900**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

VPMEBOOKs

Disposition Authority Number **DAA-0318-2022-0004-0005**

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Large (estimate: 18" x 22") bound volumes with engraving proofs adhered to the pages of each book.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Paper/analog only**

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 **Cutoff when product is no longer printed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after cutoff.**

Additional Information

First year of records accumulation **1860**

What will be the date span of the initial transfer of records to the National Archives? **From 1860 To 1900**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

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
07/13/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/27/2022	Submit for Concur rence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/29/2022	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/29/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office