



October 25, 2016

Mr. Miguel A. Martinez  
Bureau Records Officer  
U.S. Department of the Treasury  
Bureau of Engraving and Printing  
Office of Administrative Services  
14th and C Streets SW  
Washington DC 20228

Dear Mr. Martinez:

The National Archives and Records Administration (NARA) reviewed your letter dated 15 October 2016 reporting the unauthorized disposition of Visual Surveillance Files (VSF) (N1-318-11-1, item 6) maintained by the Bureau of Engraving and Printing (BEP), Office of Security. BEP identified that the Digital Video Recording System (DVRS) responsible for capturing VSF does not have the capability to meet the 2-year storage of records per existing retention requirements. The DVRS currently captures and maintains VSF for production area cameras for 365 days and non-production areas for 30 days, resulting in unauthorized disposition of the video files.

As the DVRS is currently in use, all VSF since the FY 2012 operation implementation have been subject to unauthorized disposition. With this in mind, the schedule change cited in your letter to mitigate future loss is critical. BEP should submit a draft schedule to NARA as soon as possible and no later than 30 calendar days from the date of this notification. Once the revised schedule is approved, NARA will consider the case closed and notify BEP via letter. Until the revised schedule is approved, BEP should take steps to prevent any further premature disposal of records.

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8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

[www.archives.gov](http://www.archives.gov)

Thank you for your cooperation. If you have any questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 310.837.2018 or by email at [Dawn.Sherman@nara.gov](mailto:Dawn.Sherman@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence Brewer". The signature is fluid and cursive, with the first name "Laurence" written in a larger, more prominent script than the last name "Brewer".

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government



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March 6, 2017

Mr. Miguel A. Martinez  
Bureau Records Officer  
U.S. Department of the Treasury  
Bureau of Engraving and Printing  
Office of Administrative Services  
14th and C Streets, SW  
Washington DC 20228

Dear Mr. Martinez:

The National Archives and Records Administration (NARA) has closed its unauthorized disposition case file related to Visual Surveillance Files (VSF) maintained by the Bureau of Engraving and Printing (BEP), Office of Security. On February 27, 2017, the Archivist of the United States approved a revised records schedule for these files (i.e., DAA-0138-2017-0001) reducing their retention period to align to current business processes and system capabilities.

Thank you for your attention to this matter. If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 310.837.2018 or by email at [Dawn.Sherman@nara.gov](mailto:Dawn.Sherman@nara.gov).

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

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