



NATIONAL
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August 29, 2017

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

Mr. Martinez:

It has come to our attention through NARA records appraisal staff that during the course of developing a records schedule for the Bureau of Engraving and Printing (BEP) that preliminary product design records (e.g., for currency, etc.) were being disposed of without having an approved disposition authority.

BEP was notified that this constituted an unauthorized disposition and was asked to cease destruction of these materials until a schedule covering these items has been approved. NARA understands that a schedule to cover these materials is currently being developed.

Federal agencies are required to report any instance of actual or potential alienation or unauthorized disposition of Federal records, whether temporary or permanent. Please submit a report satisfying 36 CFR 1230.14 requirements regarding this incident within 30 days.

This case will remain open until a schedule for these records is approved. Until such time all disposal action must cease.

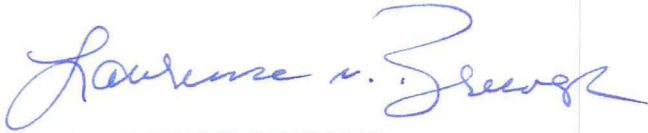
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RECORDS ADMINISTRATION

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Thank you for your cooperation. If you have questions, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst, at 301.837.2083 or dawn.sherman@nara.gov.

Sincerely,

A handwritten signature in blue ink, reading "Laurence Brewer". The signature is written in a cursive style with a large, stylized initial "L".

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



Office of the Chief
Records Officer for the
U.S. Government

Sent Via Email. No Hard Copy to Follow.

December 9, 2022

Denis Trofimov
Acting Agency Records Officer
Department of the Treasury
Bureau of Engraving and Printing
Office of Administrative Services
14th and C Streets SW
Washington DC 20228

Dear Denis Trofimov,

The National Archives and Records Administration has received the final report on November 16, 2022 from the Bureau of Engraving and Printing (BEP) documenting that all of the schedules covering initial artwork records have been approved by the Archivist of the United States.

This unauthorized disposition case was opened on August 29, 2017, based on information that we received from NARA appraisal staff that during the course of developing a records schedule, preliminary design records (e.g., for currency, etc.) were being disposed of without an approved disposition authority. At that time, NARA requested that BEP cease destruction of these materials until schedules to cover the materials were approved. NARA additionally requested in a second letter dated October 19, 2020 that the scope of this case pertains to any records including initial artwork created for all BEP products, not just banknotes and regardless of organizational location, and as determined through the appraisal process.

Based on the information that is contained in this letter and all reports received from BEP during the past two years, we consider this matter to be resolved. Thank you for your attention to this important matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'V'.

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

cc: Harry Singh, Senior Agency Official for Records Management, Associate Director, Chief Information Officer

Robert Faber, Acting Agency Records Officer, Department of the Treasury - Departmental Officers

Enclosures (2)