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RECORDS STORAGE

1. PURPOSE AND SCOPE. This circular prescribes policy and procedures for the preparation of records to be sent to the Bureau of Engraving and Printing (BEP/Bureau) Records Storage Area. The provisions of this directive apply to all Bureau components.

2. POLICY. It is the policy of the BEP to comply with the various statutes and regulations governing the management of Federal records.

3. OBJECTIVES. The objectives of the Bureau's Records Management Program, in reference to the preparation of records to be sent to BEP's Records Storage Area, are as follows:

a. To promote uniformity and efficiency in procedures employed relative to the transfer of records to BEP's Storage Area.

b. To ensure compliance with related statutes and regulations and to conform with prescribed policy and procedures.

4. SUPERSESSION. This circular supersedes Circular No. 80-05.3, "Records Storage," dated June 28, 2001.

5. DEFINITIONS.

Accession. A box or a group of boxes that contain the same series and normally one closing-year. Each group is assigned a three-part number (accession number) that consists of the National Archives records group number, fiscal year, and a four-digit log number that is assigned by the Records Management Officer. (See [Exhibit A](#))

Closing-year. A time interval for grouping records or files usually based on fiscal or calendar year.

Nonrecord materials. Federally owned informational materials that do not meet the statutory definition of records. For example, such materials are extra copies of documents kept only for reference.

Records. All books, papers, maps, photographs, machine-readable materials, or other documentary materials made or received by an agency of the United States Government and preserved or appropriate for preservation by that agency as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

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Retire(ment). The transfer of records to an agency storage facility or a Federal records center.

Series. Documents arranged according to a filing system or kept together because they relate to a particular subject or function. These documents may result from the same activity, document a specific kind of transaction, take a particular form, or have some other relationship arising out of their creation, receipt, or use, such as restrictions on access and use.

6. PROCEDURES. The instructions below must be followed when preparing records to be sent to the BEP's Records Storage Area:

- Before transferring records, dispose of all non-record material and all records which have reached their disposition date.
- Records must be separated into series. Each series must be transferred as a separate accession. Each accession must consist of at least one box and normally only one closing-year. Permanent and disposable files cannot be mixed. Send only completed or closed files.
- Use regulation cartons that are available from BEP Records Storage Area. Specify NSN 8115-00-117-8344 or NSN 8115-00-117-8249 for "tuck-bottom" boxes. Specialized boxes are also available for odd-size records. Contact the Records Management Officer before preparing such shipments.
- Preserve the existing filing arrangement when packing. Pack the boxes as if they were file drawers. They should be in the same order in which they are maintained in active files. Letter size folders should face the front of the carton and legal-size folders should face the left side of the box. Fill box completely.
- Complete [BEP Form 1787, "Records Transfer and Receipt."](#) Forward the form to the Records Management Officer for approval. Upon approval, the Records Management Officer shall assign a unique accession number.
- Number the cartons sequentially with a permanent black marker on the front of the box in the upper right corner. Write the accession number in the upper left corner of the carton. ([Exhibit A](#))
- An approved [BEP Form 1787](#) and a detailed box listing, as specified on the form, for that accession must accompany all transfers.
- The Records Management Officer will not accept an accession if any of the following deficiencies occur:

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- The boxes are not arranged properly as described in Section 5 above.
- The records in the boxes are not in searchable order.
- A detailed box listing, for the entire accession, is not provided.
- The number of boxes in the accession does not match the number stated on the [BEP Form 1787](#).
- The proper boxes are not used.
- Boxes are not full or boxes are over packed.
- The accession and box numbers are not clearly and neatly marked on the front of the box only (no paste labels).
- The accession number or box number is obscured by tape or written on tape.

If further assistance is needed, please contact the Records Officer.

7. OFFICE OF PRIMARY RESPONSIBILITY. Office of Enterprise Solutions.

<SIGNED>

Peter O. Johnson

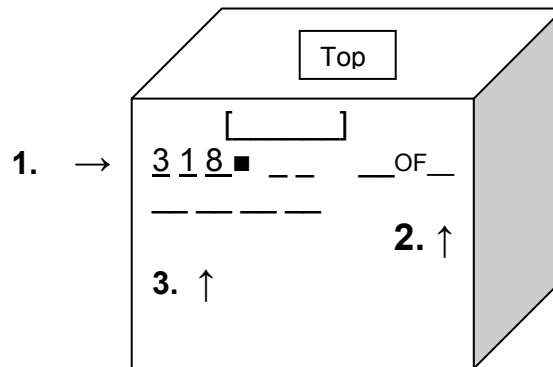
Associate Director (Chief Information Officer)

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EXHIBIT A

Example of A Properly Marked Box



1. The first three spaces are allocated for the Record Group, which is the agency identifying number (318). The numbers in the next two spaces represent the fiscal year in which the records are retired.
2. These spaces are allocated for that specific box number and the last box number of the accession.
3. These spaces are to be filled with the log number that is assigned only by the Records Management Officer.