

# CIRCULAR

DATE December 21, 2016

## ANNUAL TRANSFER OF NUMISMATIC ITEMS AND RELATED MATERIALS TO THE SMITHSONIAN INSTITUTION

REVIEW DATE: December 21, 2021

### 1.0 PURPOSE

This circular establishes policy for transferring numismatic items and related materials annually to the Smithsonian Institution's National Numismatic Collection (NNC).

### 2.0 SCOPE

This circular applies to the Bureau of Engraving and Printing (BEP)-manufactured currency, commemorative numismatic products, and other items described in Section 7.0.

### 3.0 BACKGROUND

The NNC is one of the largest numismatic collections in the world and the largest in North America. Located at the National Museum of American History (NMAH), the NNC includes more than 1.6 million objects. BEP has transferred items to the Smithsonian collection on an ad-hoc basis since the 1920s.

### 4.0 POLICY

Each fiscal year, the BEP will systematically transfer numismatic items and related materials to the NNC in accordance with the terms of this circular.

### 5.0 REFERENCES

- 5.1. [Section 50](#) of Title 20, United States Code (USC), "Reception and Arrangement of Specimens and Objects of Art."
- 5.2. [Section 5144](#) of Title 31, USC, "Providing Impressions of Portraits and Vignettes."
- 5.3. Treasury Order [135-01](#), "Delegation of Authority to the Director, Bureau of Engraving and Printing, to Transfer Dies, Rolls, Plates, and Seals."

### 6.0 RESPONSIBILITIES

- 6.1 The Chief, Office of External Relations (OEX), will determine which products or other materials should be transferred to the NNC. The OEX Chief will also keep an inventory transfer list and all records of the transfer in accordance with applicable records retention schedules. A permanent record of the items transferred to the NNC will be maintained through a document that is jointly signed by a BEP representative and a Smithsonian Institution representative.
- 6.2 The Marketing Division and Historical Resource Center will assemble the items for transfer, including any brochures or other collateral materials.
- 6.3 The Marketing Division will coordinate the accountability for the transfer of products and other materials with the Chief Financial Officer (CFO) Directorate and will execute a write-off for transfer. The OEX Chief or the Chief's designee will also create a letter to the Smithsonian detailing the inventory of the transfer for the Director or the Director's designee to sign.

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## 7.0 NUMISMATIC MATERIALS TO BE TRANSFERRED

BEP's annual transfer of numismatic items and related materials to the Smithsonian's NNC should include the following products offered through the BEP's Public Sales Program: (1) one set of the annual Intaglio Print Collection; (2) a sample of each portrait and vignette offered for sale to the public; (3) one uncut currency sheet (smallest sheet size) of each Series and denomination; (4) one set of each commemorative numismatic product manufactured by the BEP; and (5) a sample specimen of any new Series currency note. The BEP also may transfer to the NNC any other item authorized and approved by the BEP Director (e.g., currency reader devices, special collectibles, etc.).

## 8.0 CRITICAL REQUIREMENTS

- 8.1 Materials will be transferred by the BEP to the Smithsonian on a yearly basis, accompanied by a letter from the BEP Director (or the Director's designee) to the NMAH Director documenting the date of the transfer and a list of all materials approved for transfer.
- 8.2 All transfer materials will be inventoried and accounted for at the BEP, and properly controlled until transferred.
- 8.3 The Marketing Division and Historical Resource Center will retain copies of all signed transfer documents described in Section 6.1 as permanent records of the BEP.

## 9.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of External Relations

**<electronically approved>**

Teresa Dean  
Chief