



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

***Sent Via Email. No Hard Copy to Follow.***

January 4, 2021

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

Dear Mr. Martinez,

During the review of the proposed schedule, DAA-0318-2020-0003, it has come to NARA's attention that the agency cannot locate its pre-1980 records that are related to the security features that BEP incorporates (or decides not to incorporate) into banknote design to address potential and current counterfeiting threats.

In accordance with 36 CFR 1230.16, NARA is requesting you provide us with a report within 30 days. Your report should include a complete description of the records described above, including volume and dates of the records, the records schedule disposition authority that covers the files, and if appropriate, the details of the circumstances regarding the records destruction, along with documentation of any salvage, recovery, or restoration efforts, and safeguards that will be implemented to prevent future unauthorized disposals of such records.

Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

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



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Records Officer for the  
U.S. Government

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June 15, 2023

Denis Trofimov  
Acting Agency Records Officer  
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 (NARA) received your report on May 23, 2023 in regards to the unauthorized disposition case opened on January 4, 2021, in response to information that BEP could not locate pre-1980 records that are related to the security features that BEP incorporates (or decides not to incorporate) into banknote design to address potential and current counterfeiting threats.

NARA received an initial report on February 4, 2021 that stated “records created prior to 1980 cannot be located because, to the best of our knowledge, no such records are likely to exist.” It was stated that “the scarcity of pre-1980s security features development records is due to the fact that the last re-design research and development efforts prior to 1980 occurred prior to 1928; thus, for 52 years (or more), BEP did not perform action research into security features development.” Based on this report, NARA sent BEP a letter on April 5, 2021, requesting the BEP conduct further research on pre-1980 security features records and provide a more detailed report documenting BEP’s further search efforts.

We understand that as a result of our April 5, 2021 letter, interviews were conducted with BEP’s subject matter experts in technology and history and BEP conducted a review of records and historical information. Based on this, former BEP offices/divisions were identified that performed potentially the technology research and development efforts from the 1860s to the 1980s. In summary, the records and materials reviewed do not indicate a clear pre-1980s centralized program equivalent to ACD or the current BEP Security Features Division, which focuses solely on exploring and developing new security features to combat counterfeiting.

Therefore, any security features investigated prior to the 1980s were investigated as a review of non-centralized programs. BEP will continue ongoing efforts to locate and identify pre-1980s technology development records and the legacy offices involved in the process.

We understand if any records are located, then BEP plans to apply the Technology Field Records retention schedule DAA-0318-2020-0003 to the records. However, due to the fact that the schedule you intend to use states that the date span of the records will be from 1980 to 2020, you will not be able to use DAA-0318-2020-0003. You will need to contact NARA and schedule the records if it is determined that the records are not covered by an existing schedule.

Based on the information you have given us, we consider this matter resolved. I appreciate your attention to this important matter. If you have any questions or wish to discuss further, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is written in a cursive style.

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