

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-104.00.2</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>4.14-2000</i>	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION United States Mint			
3 MINOR SUBDIVISION Office of Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford	5 TELEPHONE 202-354-7737	DATE	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="checked" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE <i>March 30, 2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE George F Bamford <i>George F Bamford</i>	TITLE Records Management Officer	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS – UNITED STATES MINT SEE FOLLOWING PAGES.</p> <p style="text-align: right;">WITHDRAWN <i>8/20/02</i></p>		

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<u>INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS</u>			
1.	<p>PRESS RELEASES released by the United States Mint for Public Dissemination. Subjects may include U.S. Commemorative Coins, Medals and Products; Bullion, Uncirculated and Circulating Coin Programs; U.S. Mint Special Events, and General Information regarding the Mint.</p> <p>a. RELEASING OFFICE RECORD COPY</p> <p>DISPOSITION: PERMANENT. File chronologically by Calendar Year. Cut off every 5 years with complete index. Send in 5-year blocks to the Federal Records Center 2 years after cutoff. Transfer to NARA 15 years after Records Center receipt.</p> <p>b. DUPLICATE COPIES MAINTAINED BY OTHER OFFICES</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed for reference or business purposes.</p> <p>c. ELECTRONIC VERSION OF RECORDS CREATED IN WORD PROCESSING, E-MAIL AND SPREADSHEET APPLICATIONS</p> <p>DISPOSITION: TEMPORARY. Destroy after Record Copy is generated and it is no longer needed for reference and updating.</p> <p>d. ELECTRONIC REFERENCE VERSION OF PRESS RELEASES POSTED ON THE U.S. MINT'S WEB SITE (INTERNET AND/OR INTRANET) AND MINT ELECTRONIC REFERENCE LIBRARY</p> <p>DISPOSITION: TEMPORARY. Maintain Electronic reference copy of all Press Releases until no longer needed for reference.</p>	WITHDRAWN	

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2.	<p>PRESS KITS: Official Press Kits distributed for Public Dissemination. Subjects may include U.S. Commemorative Coins, Medals and Products; Bullion, Uncirculated and Circulating Coin Programs; U.S. Mint Special Events, and General Information regarding the Mint for public dissemination. Press Kits may include Coin, Medal or Product Photographs; Fact Sheets; Order Forms; Public Laws; Biographies and Photographs of Treasury Dignitaries and Designers, and General Background on significant programs or events.</p> <p>a. RELEASING OFFICE RECORD COPY</p> <p>DISPOSITION: PERMANENT. Cut off File at the end of the Calendar Year. Send two copies of each to the Federal Records Center in 5-year blocks, with complete index, when the newest record in the block is 2 years old. Transfer to NARA 15 years after Records are received at the Records Center.</p> <p>b. DUPLICATE COPIES MAINTAINED BY OTHER OFFICES</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed for reference or business purposes.</p> <p>c. ELECTRONIC VERSION OF RECORDS CREATED IN WORD PROCESSING, E-MAIL AND SPREADSHEET APPLICATIONS</p> <p>DISPOSITION: TEMPORARY. Destroy after Record Copy is generated and it is no longer needed for reference and updating.</p>	<p>N1-104-97-1 Item #1</p>	<p>WITHDRAWN 8/20/02</p>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p>AUDIOVISUAL TAPES AND FILMS:</p> <p>Audiovisual Tapes and Films, produced by <i>The Mint, Outside Contractors or Obtained from Public Sources</i>, pertaining to significant Mint Programs, Activities or Events. Subjects may include: U.S. Commemorative Coins, Medals and Products; Mint Sponsored Advertisements; Press Conferences; Special Events; Media Outtakes, and other subjects which Document Mint Programs, Activities and Events of Historical or Program Significance. The complete audiovisual record series also includes such items as production files that identify Government ownership rights or provide historical background on the origin of the material.</p> <p>a. OFFICE MAINTAINING RECORD COPY</p> <p>DISPOSITION: PERMANENT. Separate by Film or Tape Type (i.e, VHS, Beta, ¾" Video, 16mm, etc.,). Cut off at the end of the Calendar Year. Transfer 2 Copies of each Tape directly to NARA in 5-year blocks (with complete index) when the newest year in the block is 2 years old.</p> <p>b. DUPLICATE/REFERENCE COPIES</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed for Reference or Business Purposes.</p>		

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4.	<p>OFFICE OF PUBLIC AFFAIRS NEWS CLIPS</p> <p>News Clips collected from various publications on Mint related subjects including: U.S. Mint Commemorative Coins, Medals and Products; Bullion, Uncirculated and Circulating Coin Programs; U.S. Mint Employees and Dignitaries, and U.S. Mint Special Events. Clippings provide a consolidated record of public opinion/perspective of past and current Mint Programs and are an invaluable resource for Research and Mint decision-makers. (Note: News Clips are to be filed by Subject).</p> <p>a. PUBLIC AFFAIRS RECORD COPY</p> <p>DISPOSITION: PERMANENT. Cut off at the end of the Calendar in which the subject is closed. Send to the Records Center with complete index in 5-year blocks when the newest year is 2 years old. Transfer to NARA 20 years after Records Center Receipt.</p> <p>b. DUPLICATE COPIES MAINTAINED BY OTHER OFFICES</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed for reference or business purposes.</p> <p>c. ELECTRONIC VERSION OF RECORDS</p> <p>NOTE: Electronic Versions of Records are not being maintained. Record copies are being obtained from outside sources in paper format only.</p>		<p>WITHDRAWN</p> <p>8/20/02</p>

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5	<p>SPECIAL EVENTS FILES</p> <p>Files documenting Special Events sponsored by the U.S. Mint, promoting Mint Programs and Activities. Events may include Coin, Medal and Product Launches; First Strike Ceremonies; Mint Conferences, and any Events held by the Mint for Promotional Activities. Files may include Copies of Guest Lists; Invitations; Speeches; Agendas; Event Brochures; Photographs; Press Releases, and any significant background documentation supporting the event.</p> <p>a. RECORD COPY MAINTAINED BY PROGRAM OFFICE</p> <p>DISPOSITION: PERMANENT. File by Event. Cut of file at the end of the Calendar Year. Send to the Records Center in 5-Year blocks when the newest year is two years old. Transfer to NARA 15 years after cut off.</p> <p>b. DUPLICATE COPIES</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed for reference and updating.</p> <p>c. ELECTRONIC VERSION OF RECORDS MAINTAINED IN WORD PROCESSING, E-MAIL AND SPREADSHEET APPLICATIONS</p> <p>DISPOSITION: TEMPORARY. Destroy after Record Copy is generated and if no longer needed for reference and updating.</p>		<p>WITHDRAWN 8/20/02</p>