

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>701-104-03-3</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date Received <i>5-19-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Documentation and Programs Division					
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford		5 TELEPHONE 202-772-7306		DATE <i>8-7-03</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 of the attached <u>2</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="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>5/9/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)		

Manufacturing
(SEE ATTACHED)

WITHDRAWN

cc Agency, NR, NUMW

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1 Coins Efficiency Working Group

This is an external technical group that examines various economic aspects of coin production, inventory & use. They are jointly developing a coin order & inventory model that hopefully will generate a lot of coin efficiency information.

a. Records relating to the establishment, organization, membership, and policy of internal committees

TEMPORARY Cut-off at the end of the Calendar Year in which committee is terminated Destroy 10 years after cut-off

b. Records created by committees. Includes, but not limited to, agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.

TEMPORARY Cut-off at the end of the Calendar Year Destroy 10 years after cut-off

c. Electronic versions created by E-mail or Word Processing Applications.

TEMPORARY Cut-off when file copy is generated and no longer needed for reference and updating Destroy immediately upon cut-off

2 Economic Forecasts and Trend Analysis

These records reflect the anticipated changes in coin circulation as they relate to production requirements and show what the past performance has been over specified time periods.

a. Weekly Chart Report (Trend Analysis).

Summarizes weekly activities and shows the demand, net pay, production, changes in inventory new pay forecast by coin, and affects on demand and production.

TEMPORARY File chronologically Cut-off at the end of the fiscal year Destroy 3 years after cut-off

b. Monthly Forecasts of Coin Demand.

Report is the result of combining the information received from the Federal Reserve Board with the Mint's economic models.

TEMPORARY File chronologically Cut-off at the end of the fiscal year Destroy 3 years after cut-off

c. Quarterly Forecasts.

Summarizes activities for the quarter a shows the demand, net pay, production, changes in inventory new pay forecast by coin, and affects on demand and production.

TEMPORARY File chronologically Cut-off at the end of the fiscal year Destroy 3 years after cut-off

d. Inventory Simulations.

Uses parts of the Monthly Forecasts of Coin Demand and combines it with the Production Plan. The simulation report allows the Mint to run simulations on affects of certain demand & production factors on Coin inventories.

TEMPORARY File chronologically Cut-off at the end of the fiscal year Destroy 3 years after cut-off

e. Background Files.

Contains forecast data received from the Federal Reserve Bank and information on changes to the Mint's economic model.

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TEMPORARY File chronologically Cut-off at the end of the fiscal year Destroy 3 years after cut-off

f. Economic Models.

Statistical computer models that using historical data are used for projection purposes

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g Electronic versions created by E-mail or Word Processing Applications.

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