

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-104-03-5</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	
2 MAJOR SUBDIVISION United States Mint		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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>10-9-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Procurement and Contracting
(SEE ATTACHED)

cc Agency, HR, NWMD, NWMAWA
115-109
2003-02

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

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Procurement and Contracting

Records pertaining to procurement of Mint supplies, equipment, and services, contracting for supplies and services, and interagency agreements

1 A-76 (Performance of Commercial Activities) Policy and Procedures Files

Correspondence and other records relating to policies and procedures for acquiring commercial or industrial-type products and services needed by the U S Mint

a. Correspondence and other records relating to Mint policies and procedures for implementing OMB Circular A-76

TEMPORARY Cut-off at the end of the Calendar year in which policy/procedure is superseded or becomes obsolete Destroy 1 year after cut-off

b. Inventory submissions to the Office of Management and Budget (OMB), inventory notices for the Federal Register, and related material.

TEMPORARY Cut-off at the end of the Calendar Year Destroy 2 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 A-76 Studies

Correspondence, working papers, tabulations, and other records relating to individual reviews of NARA commercial or industrial-type activities and to productivity reviews required under OMB Circular A-76, including individual studies submitted to Treasury

a. Case files maintained by the office conducting the study.

TEMPORARY Cut-off upon completion of study Retire to the FRC 3 years after cut-off

Records should be maintained as long as the function being studied is performed at the Mint Destroy at the end of the Calendar Year in which the function is no longer performed

b. Records maintained by other offices, including information copies and background material.

TEMPORARY Cut-off upon completion of study Destroy 2 years after cut-off

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

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3 Special Procurement Files

Documents related to the ongoing Mint purchases under a Basic Ordering Agreement (BOA) of metal for the bullion, proof and commemorative coins manufacturing programs These include BOA, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment related to coin manufacturing programs

a. BOA delineating ongoing contractual purchase of metals for various Mint manufacturing programs.

PERMANENT Cut-off at the end of the Fiscal Year in which final payment is made under the BOA Retire to the FRC 10 years after cut-off Retire to NARA 30 years after cut-off

b. All other records relating to the BOA.

TEMPORARY Cut-off at the end of the Fiscal Year the metal is purchased Retire to the FRC 3 years after cut-off Destroy 6 years and

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3 months after cut-off

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