

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>71-104-03-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>10-9-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	

Safety and Health
(SEE ATTACHED)

DRAFT 10-03-03

Safety and Health Records

1. Environmental Permits

Documentation of permit applications and permits received from the EPA

a. Includes the documentation required by the permit application.

TEMPORARY Cut-off at the end of the calendar year in which permit expires, or application is withdrawn Destroy 5 years after cut-off

b. Permit issued by EPA or other governmental entities.

TEMPORARY Cut-off at the end of the calendar year in which permit expires Destroy 5 years after cut-off

c. Electronic versions created by e-mail or Word Processing

Applications;

TEMPORARY Destroy when recordkeeping copy has been generated

2. Hazardous Substance Transfer Files.

Records involving the receipt, shipment or transfer of chemical wastes or other hazardous or toxic substances Includes logs and records of waste shipment requests and hazardous waste transfer records

a. Official Copy.

TEMPORARY Cut-off at the end of the calendar year Destroy 3 years after cut-off

b. Electronic versions created by e-mail or Word Processing

Applications;

TEMPORARY Destroy when recordkeeping copy has been generated

3. Environmental Reports.

a. Reports from Field Offices on their environmental program, process, reduction and other detailed environmental reports to Federal, State, or local authorities including self-inspections report, and Field

Environmental Score Cards.

TEMPORARY Cut-off at the end of the calendar year Retire to the records

center 25 years after cut-off Destroy 75 years after cut-off

b. Scorecard Analysis – monthly assessment of the field sites performance

measurements conducted by Mint Headquarters.

TEMPORARY Cut-off at the end of the calendar year Retire to the records

center 25 years after cut-off Destroy 75 years after cut-off

c. Electronic versions created by e-mail or Word Processing

Applications;

TEMPORARY Destroy when recordkeeping copy has been generated