REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *71-104-03-8*
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date Received *6-5-2003*

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of the Treasury	
2. MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
United States Mint	
3 MINOR SUBDIVISION	
Documentation and Programs Division	

4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
George F. Bamford	202-772-7306	*1-5-04*	

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 **1** 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/23/2003	*George J. Bamford*	**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 GRS OR SUPERSEDED JOB CITATION	10.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)

Human Resources

(SEE ATTACHED)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Human Resources
Records pertaining to all aspects of Human Resource Programs. See EEO for equal employment opportunity subjects.

1   **Human Resources Program Files**

Files relating to program/projects in the Office of Human Resources

a **Program Files:**

Includes various Human Resources Programs, like life insurance, health insurance, etc.

TEMPORARY. Cut-off at the end of the Calendar Year Destroy 5 years after cut-off

b. **Project Files:**

Includes correspondence and memoranda; project plans and status reports; staff meeting summaries; and other records documenting assignments, progress, and completion of projects.

TEMPORARY Cut-off at the end of the Calendar Year in which the project is completed or terminated Destroy 5 years after cut-off.

d. **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   **Employee Advocate Files**

Files used to assist employees in resolving any employee personnel-related problems.

a. **Case Files:**

Includes original correspondence; memoranda; and other records documenting receipt of the employee requests and resolution of the employee problem by the Employee Advocate.

TEMPORARY Cut-off at the end of the Calendar Year in which the case is resolved or when time period to file grievance or other appeal expires Destroy 3 years after cut-off.

b. **Working Files:**

Includes copies of reference files and background materials of items from the OPF and various personnel-related information systems used to resolve employee personnel-related problems. These include copies of employee's files documenting such things as their workmen's compensation, within grade increase, performance appraisal, IDPs, NFC updates, HRIS updates, thrift savings plan, retirement/death benefits, health benefits, and personnel actions.

TEMPORARY. Cut-off at the end of the Calendar Year in which the case is resolved or when time period to file grievance or other appeal expires. Destroy immediately upon 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

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