

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-104-03-8</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>6-5-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>1-5-04</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>5/23/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)

Human Resources
(SEE ATTACHED)

cc Agency, NR, DWMWA
115-109
2003-15

PREVIOUS EDITION NOT USABLE

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

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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