

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-104-03-12</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) <b>Department of the Treasury</b>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION <b>United States Mint</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Documentation and Programs Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>George F. Bamford</b>	5 TELEPHONE <b>202-772-7306</b>	DATE <i>12-22-03</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>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>5/19/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>George F. Bamford</i>		TITLE <b>Records Management Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

**Electronic Information Systems**  
(SEE ATTACHED)

**Pallet Tracking System**

**DRAFT 10-03-03**

**1. Pallet Tracking System**

Information system used to track coin shipment pallets  
This system is also available to banks through a web browser  
for viewing and downloading

- a. System Content: Order Number, Bill of Lading, Mint, Bank, carrier, Date, Quantity, and Type of Pallet.**

TEMPORARY Cut-off individual records at the end of each Calendar  
Year Delete 3 years after cut-off

- b. System Inputs: Data is extracted (copied) from another information System (Peoplesoft).**

TEMPORARY Destroy upon verification of data into system

- c. System Outputs:  
Various web-based reports.**

TEMPORARY Cut-off when no longer needed for reference  
destroy immediately upon cut-off

- d. System Documentation:  
Requirements specifications, requirements analyses, design documents, programming specifications, test plans, source code, data systems specifications, file specifications, records layouts, data dictionaries, output specifications, final reports, user guides and training documents produced in the course of developing, enhancing, maintaining and supporting Mint program systems. Such documentation is essential to the continuing operation of system.**

TEMPORARY Cut-off when the system is no longer in use by the Mint or data has been migrated to a new information system Destroy 3 years after cut-off or when all data has been migrated or deleted, whichever is earlier