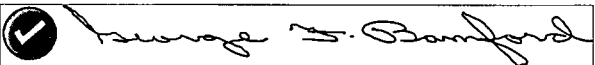


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-104-03-14</i>	DATE RECEIVED <i>7-18-2003</i>
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION United States Mint		In accordance with the provisions of 44 USC 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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 United States Mint, Denver CO		DATE <i>6/28/04</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER George F Bamford	5 TELEPHONE (202) 772-7306		

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 on the attached 2 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

is not required; is attached; or has been requested.

DATE 07/11/2003	SIGNATURE OF AGENCY REPRESENTATIVE 	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	AUDIO-VISUAL RECORDS OF THE UNITED STATES MINT (See attached two pages)		

WITHDRAWN

WITHDRAWN

cl: Agency

1 VIDEO RECORDINGS

A. Video recordings documenting U. S. Mint events of a significant nature, including original productions depicting Mint operations, news releases and information reports, public service announcements, public ceremonies and speeches, important incidents and events, appearances by top Treasury and Mint officials, or other noted dignitaries, documentaries featuring the Mint, recordings acquired from other sources that document Mint mission functions (such as local and national television), and any other recordings that document the mission of the Mint.

PERMANENT. Transfer to NARA when five years old

B. Programs Acquired from Outside Sources for Personnel and Management Training.

Destroy 1 year after completion of training program. (GRS 21, 14)

C. Rehearsal or Practice Tapes.

Destroy immediately (GRS 21, 16)

D. Internal Personnel and Administrative Training Programs that Do Not Reflect the Mission of the Agency. (These include "role-play" sessions, management and supervisory instruction, etc)

Destroy 1 year after completion of training program. (GRS 21, 14)

E. Routine Surveillance Recordings.

Destroy when 6 months old (GRS 21, 18)

F. Routine Engineering Recordings.

Destroy when 2 years old (GRS 21, 19)

G. Recordings that Document Routine Meetings and Award Presentations

Destroy when 2 years old. (GRS 21, 20)

2 RELATED DOCUMENTATION

A. Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Permanent Videorecordings.

PERMANENT Transfer to NARA along with related videorecordings

B. Finding Aids for Identification, Retrieval, or Use of Permanent Audiovisual Records.

PERMANENT Transfer to NARA along with related videorecordings

C. Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records.

Dispose of according to the instructions covering the related audiovisual records (GRS 21, 28)

D. Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual

Records.

Dispose of according to the instructions covering the related audiovisual records (GRS 21, 29)

WITHDRAWN