

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of Treasury	
2. MAJOR SUBDIVISION United States Mint	
3. MINOR SUBDIVISION Directors Office	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Pollard	5. TELEPHONE (202) 772-7310

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-104-054</i>	
DATE RECEIVED <i>7/7/05</i>	
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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE	ARCHIVED BY UNITED STATES WITHDRAWN

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 **3** 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 <i>7/1/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne M. Pollard</i>	TITLE Chief, Records Management Office
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Senior Executive Correspondence Files - See attached pages		

United States Mint
Senior Executive Correspondence Files

The primary mission of the United States Mint is to produce an adequate volume of circulating coinage for the nation to conduct its trade and commerce. In recent history, circulating coin production has varied between 11 billion and 20 billion coins annually. In addition to producing coins, the United States Mint has other responsibilities, including the following: distribution of U.S. coins to the Federal Reserve banks and branches, maintenance of physical custody and protection of the Nation's \$100 billion of U.S. gold and silver assets, production of proof and uncirculated coins, commemorative coins, and medals for sale to the general public and the manufacture and sale of platinum, gold, and silver bullion coins. The Director's Office oversees production facilities in Denver, Philadelphia, San Francisco and West Point, the U.S. Bullion Depository at Fort Knox, Kentucky, and receiving, redeeming, and processing of mutilated coins.

1. Correspondence Subject Files

This series consists of two types of senior executive correspondence, a) controlled correspondence and b) uncontrolled correspondence.

a. Controlled correspondence

This record series contains correspondence initiated by/for the United States Mint Director's Office, Executive Secretariat, and signed by the United States Mint's Director or Deputy Director, or those individuals that acted on their behalf for official business of the United States Mint. It also includes correspondence coordinated by the Director's Office, Executive Secretariat, prepared for the signature of officials from the Department of the Treasury for departmental responses.

The file consists of correspondence on a variety of subjects including but not limited to Coin and Medal Programs and United States Mint Policies. This record series includes the incoming and outgoing responses to inquiries from internal and external sources from members of the Public, Congress, and external sources.

Official Record Copy (Paper)

The Executive Secretariat Record Copy (Senior Executive Correspondence Files) is the official copy for United States Mint controlled correspondence.

File correspondence chronologically by month and year. Index alpha-numerically by:

1) subject; and 2) task number

DISPOSITION: PERMANENT Cut-off at the end of the calendar year. Retire to FRC 5 years after cut-off. Transfer to the NARA 20 years after cut-off.

b. **Uncontrolled correspondence**

This record series includes decision memoranda and opinions initiated by United States Mint, Strategic Business Unit, senior executives for a variety of subjects coordinated internally by Director's Office, Executive Secretariat Office that relate to United States Mint business functions, agency policy issuances, organizational structures and functions. The information initiated can include responses for internal sources and external sources that include the Department of the Treasury and Public

Official Record Copy (Paper)

The Executive Secretariat Record Copy (Senior Executive Correspondence Files) is the official copy for United States Mint controlled correspondence

File correspondence chronologically by month and year Index alpha-numerically by:
1) subject, and 2) task number

DISPOSITON: **PERMANENT**. Cut-off at the end of the calendar year Retire to FRC 5 years after cut-off. Transfer to the NARA 20 years after cut-off

2. **Correspondence Control Manager System (MERCURY)**

Description: The Correspondence Control Manager (Mercury) (3.5 version) is a 32 bit (Windows XP) internal United States Mint computer database application system. CCM (Mercury) tracks all correspondence sent to the Director or Deputy Director of the U.S. Mint for response The database also tracks the Mint's response to all such inquires (whether by the Director's Office or an assigned subordinate office) The database was incorporated in 2000 and is used at present. CCM (Mercury) interfaces with Microsoft Outlook (2002 version). The agency program supported by the system is Work Dynamics and the software environment is a SQL Database.

Restrictions: CCM (Mercury) contains personal information about persons writing to the U.S. Mint such as names, addresses, social security and order numbers. CCM (Mercury) records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards Safeguards include restricting access to those with a need-to-know to perform their official duties. CCM (Mercury) data is restricted from public use Public use versions redact personal identifiers

a. **System Inputs – Director's Office.**

Incoming correspondence (media paper) that is sent to the U S Mint from the public (and addressed to the Director or Deputy Director) is scanned through a standard scanner machine which loads the correspondence "image" into the database for tracking purposes All U.S. Mint responses are also scanned into the CCM (Mercury) database and associated with the initial inquiry. System also includes uncontrolled correspondence information scanned in the system for correspondence initiated by United States Mint, Strategic Business Unit senior executives for electronic reference copy

DISPOSITION **TEMPORARY**. Cutoff at the end of the calendar year Retain in the Executive Secretariat's Files for 5 years Transfer to the FRC for 5 years then destroy

b. **Master File.**

Types of data elements includes. names, addresses, subject matter, social security, order, and U S. Mint tracking numbers, scanned images of documents, along with any associated metadata used to track the document or assign workflow.

DISPOSITION **PERMANENT.** Cut off at the end of the calendar year File correspondence chronologically. Index alpha-numerically by 1) subject, and 2) task number. Retire to FRC 5 years after cut-off Transfer to NARA 20 years after cut-off.

c. **System Outputs.**

Various reports.

DISPOSITION **TEMPORARY** Destroy when no longer needed for reference purposes

d. **System Documentation.**

The CCM (Mercury) system documentation contains a users' manual which explains the systems purpose and how to use it

DISPOSITION: **TEMPORARY.** Retain until updated, superseded or revised