

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 NI-104-05-2

DATE RECEIVED 7/7/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 2/7/06 ARCHIVIST OF THE UNITED STATES
Allen Weinstein

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 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.

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

DATE 7/1/05 SIGNATURE OF AGENCY REPRESENTATIVE Yvonne M Pollard TITLE Chief, Records Management Office

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|--|----------------------------------|---------------------------------|
| | Senior Official Calendars - See attached page Daily Activities CA 9/19/2005 | | |

cc Agency, DA, NWMD, NWMDA, NW ETC

United States Mint

Senior Official Daily Activities

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. Oversee production facilities in Denver, Philadelphia, San Francisco and West Point, as well as the U.S. Bullion Depository at Fort Knox, Kentucky, and receiving, redeeming, and processing mutilated coins.

1. High Level Officials (Record Copy)

These paper files contain substantive information documenting the official activities performed by senior officials of the United States Mint. High level officials include United States Mint Director, Deputy Director, Associate Director's, Deputy Associate Director and Assistant Directors. Files consist of calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity.

CUTOFF: File chronologically by month. Cutoff at the end of the calendar year.

DISPOSITION: Permanent Retire to the Federal Records Center 2 years after cutoff. Transfer to NARA 8 years after cutoff.

2. Electronic Mail and Word Processing System Copies

DISPOSITION: Temporary. Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems maintained for updating, revision, or dissemination.

- A.** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- B.** Copies used for dissemination, revision, or updating is completed.

Destroy/delete when dissemination, revision, or updating is completed.