

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) United States Mint	
2 MAJOR SUBDIVISION Director's Office	
3 MINOR SUBDIVISION Executive Secretariat	
4 NAME OF PERSON WITH WHOM TO CONFER Yvonne Pollard	5 TELEPHONE (202) 354-6784

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-104-07-1</i>	
DATE RECEIVED <i>8/16/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>2/1/08</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 on the attached 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>8/16/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>RMO, Chief Compliance Division</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
	<i>re 2/17/08 copies sent to agency, NWMD, NWMWD, NWCTC, & NR</i>		

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 Mint has other responsibilities, including: 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.

1. Correspondence Subject Files

This series consist of two types of senior executive correspondence: controlled correspondence and 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 documents from external sources, to include, but not limited to: members of the general public, Congress, Senior Treasury Department officials, and other federal government officials.

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, subject matter and assigned tracking 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 cutoff.

b. Uncontrolled Correspondence

This record series includes decision memoranda and opinions initiated by United States Mint, Strategic Business Unit, senior executives on a variety of subjects coordinated internally by the Director's Office or the Executive Secretariat Office that relates to the 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 the general 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, subject matter and assigned tracking number.

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

c. Other Copies

This file consists of copies of the controlled correspondence maintained in the Strategic Business Unit responding to the controlled correspondence that is forwarded to the Executive Secretariat for final response.

DISPOSITION: **TEMPORARY**. Cut off at the end of the calendar year. Destroy 3 years after cutoff, or when no longer needed for reference, whichever is later. Note: Official record copy resides in Executive Secretariat Office