

Request for Records Disposition Authority
(See Instructions on reverse)

Leave Blank (NARA use only)

To National Archives and Records Administration (NARA)

Job Number **01-104-09-3**

Date Received **9/28/09**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 From (Agency or establishment)
Department of the Treasury

2 Major Subdivision
United States Mint

3 Minor Subdivision
Enterprise and Information System Division

4 Name of Person with whom to confer
Yvonne Pollard

5 Telephone (include area code)
202-354-6784

Date **11/16/2010**

Archivist of the United States

WITHDRAWN

6 Agency Certification

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accountability 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

Signature of Agency Representative

Title
Chief, Compliance Branch

Date (mm/dd/yyyy)

09/25/2009

Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>Electronic Information System – Documentum System</p> <p>The Documentum System is comprised of various components (repositories or applications) that provide access, control, review, update, track, and distribute documents Mint-wide via the United States Mint Internet and Intranet websites. The system is used to capture, store, manage and retrieve United States Mint electronic records and information.</p> <p>The Documentum system has various components to support its day-to-day operations for functions such as:</p> <ul style="list-style-type: none"> • Document Management - Headquarters (HQ) Repository • Web Content Management System (WCMS) Repository • Digital Archives Project (DAP) Repository • Philadelphia Coins Design (Philly CDD) Repository • Sales and Marketing (SAM) Correspondence Tracking System (CTS) application • Electronic Records Management (when implemented) <p>Information is filed in electronic cabinets labeled by United States Mint department/office, individual name, and subject/project name within the repository.</p> <p><u>Document Management HQ Repository</u> This repository manages the United States Mint's day-to-day operations by providing a centralized area for documentation of United States Mint business activities. In the future the repository will integrate with an electronic records management system (ERMS) for the proper management and disposition of the electronic documents placed in the Document Management repository and transferred to the ERMS for records retention assignments and disposition.</p>		

Request for Records Disposition Authority - Continuation		Job Number	Page 2 of 2
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)

a	<p>System Content: This repository stores active and inactive electronic records and information that include project status reports, system development life cycle documentation, standard operating procedures, presentations, etc. The applications associated with the Documentum Management HQ repository includes the storage of Process Asset Library documents, United States Mint Directives documents, Coins Library documents and Continuity of Operations Plans/Disaster Recovery documents and documents for United States Mint program departments/offices business functions and activities for electronic access to the information via website access by all United States Mint field offices for submission and retrieval of United States Mint business records and information</p> <p>Disposition: TEMPORARY: Cutoff when record copy is transferred to agency electronic record keeping system for retention assignment. Destroy/delete 3 years after records and information is transferred to ERM system and validated by program office that record copy is in ERM system.</p>		
b	<p>System Inputs: Electronic versions of word processing documents, presentations, diagrams, charts, scanned images, CAD drawings, engineering drawings and diagrams.</p> <p>Disposition: TEMPORARY: Cutoff when record copy is transferred to agency electronic record keeping system. Destroy/delete 3 years after records and information is transferred to ERM system and validated by program office that record copy is in ERM system.</p>		
c	<p>System Outputs: Copies of documents and information filed in the Documentum repository.</p> <p>Disposition: TEMPORARY: Copied document considered reference copy. Destroy/delete copy when no longer needed</p>		
2	<p><u>Web Content Management System (WCMS) Repository</u> This repository is used to create and manage the United States Mint content and supporting documentation for management of the United States Mint's Intranet web pages and website</p>		
a	<p>System Content: Pre-created templates for several of United States Mint's Intranet's standardized web pages to confirm request for posting information to the Intranet, and web content information. This system also utilizes traceable workflow capability for systemic review & approval process for publishing new and modified web pages to the Mint Intranet website. Note: See United States Mint Web Records Schedule for retention of web operations, program, development, and content retention periods</p>		

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b **System Inputs:**
New and modified content for publishing on United States Mint Intranet website

Disposition: TEMPORARY. Cutoff when web content information is taken off live site, moved to archive server and information is successfully transferred to program office (or office of record) and verified Destroy/delete 3 years after cutoff

c. **System Outputs:**
Ad hoc reports for request from users relating to usage statistics, corrections, and updates for published content on the United States Mint Intranet website

Disposition: TEMPORARY. Cutoff when content is published to Intranet site and tasks is completed Destroy/delete 3 years after cutoff or when no longer needed, whichever is sooner

3 Digital Archives Project (DAP) Repository
This repository is used to management the United States Mint Digital Archives of scanned images; copies of artifacts beginning from United States Mint's operations in late 18th century to present for select documents that relate to day-to-day business activities and policies specific to design and marketing of United States Mint coin and medal programs.

a **System Content:**
This repository stores images of photographs, typewritten and handwritten documents, posters, and transparencies scanned in the system The formats for the system include customization to provide metadata details for each scanned archived image (Section 508 accessible in PDF renditions & OCR word documents) into the DAP system for electronic access Images are in black and white or color.

Disposition: PERMANENT. Retain until the closure of the United States Mint Historian Office or office responsible for the Digital Archive Project Transfer to NARA 5 years after the closure of the Historian Office or office responsible for Digital Archive Project

b. **System Inputs:**
Copies of selected artifacts for United States Mint day-to-day business activities and policies specific to the design and marketing of United States Mint coin and medal programs

Disposition: PERMANENT. Retain until the closure of the United States Mint Historian Office or office for Digital Archive Transfer to NARA 5 years after the closure of the Historian Office or office for Digital Archive

c ~~**System Outputs:**
Copies of scanned images from Digital Archive.~~

~~**Disposition: TEMPORARY:** Copied document considered reference copy Destroy/delete copy when no longer needed.~~

4. Philadelphia Coins Design (Philly CDD) Repository
This encrypted repository is used to store various Engineering CAD design and architecture documents. Also used as the backup server repository for the United States Mint Disaster Recovery and

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Continuity of Operations F **Note:** This server also receives and stores digital and scanned coin designs See electronic records retention schedule for Digital Design & Scanning System for retention periods for coin design images

a **System Content:**

Disaster Recovery and Continuity of Operations Plan documentation, engineering CAD design and architecture documents and coin design images

(1) *Disaster Recovery and Continuity of Operations Plan*
Disposition: TEMPORARY Cutoff annually Destroy/delete 3 years after plan is superseded.

(2) *Engineering CAD design and architecture documents*
Disposition: TEMPORARY CAD versions of permanent drawings should be kept current and (if possible) migrated to updated computer applications Upon closing of the facility or when no longer needed for administrative or updating purposes, these versions may be deleted after a copy is generated and placed in a recordkeeping system See NARA-approved records retention schedule N1-104-00-4, item 1b

(3) *Digital Design & Scanning System*
Disposition: PERMANENT See electronic records retention schedule for Digital Design & Scanning System for retention periods for coin design images

b **System Inputs:**

Electronic word processing documents for Disaster Recovery and Continuity of Operations Plan, Engineering CAD design and architecture documents and Digital and Coin Design images

(1) *Disaster Recovery and Continuity of Operations Plan*
Disposition: TEMPORARY Cutoff annually Destroy/delete 3 years after plan is superseded.

(2) *Engineering CAD design and architecture documents*
Disposition: TEMPORARY. CAD versions of permanent drawings should be kept current and (if possible) migrated to updated computer applications Upon closing of the facility or when no longer needed for administrative or updating purposes, the versions may be deleted after a copy is generated and placed in a recordkeeping system. See NARA-approved records retention schedule N1-104-00-4, item 1b

(3) *Digital Design & Scanning System*
Disposition: PERMANENT See electronic records retention schedule for Digital Design & Scanning System for retention periods for coin design images

c **System Outputs:**

Copies of documentation and scanned images stored in the repository.

Disposition: TEMPORARY: Copied document considered reference copy. Destroy/delete copy when no longer needed.

5. Correspondence Tracking System (CTS) Application

The application is used by United States Mint personnel to track, route, and report on correspondence received by/and sent to the

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United States Mint Direct and/or United States Mint departments/offices for response Routing of the correspondence to and from United States Mint offices is based on ad-hoc workflows designed specifically to identify and collect metadata for adequate documentation and development of response

a. **System Content:**
The internal and external documentation associated with customer order inquiries for United States Mint products and information, Freedom of Information Act requests, Congressional inquiry requests and memoranda, and the responses prepared by United States Mint.

Disposition: TEMPORARY Cutoff at the end of each calendar year. Transfer to agency server for offline archive Destroy/delete 7 years old after cutoff **Note:** The paper records are the official copy and covered by NARA approved retention schedule N1-104-07-01

b. **System Inputs:**
Internal and external correspondence scanned into the CTS application for routing to United States Mint departments/offices for response

Disposition PERMANENT. Paper copy is official copy. Cutoff at the end of the calendar year Retire to Federal Records Center 5 years after cutoff. See United States Mint NARA approved retention schedule N1-104-07-01 for records retention

c. **System Outputs:**
Reports listing status of correspondence received and the responses prepared by United States Mint.

Disposition: TEMPORARY Cutoff at the end of each calendar year. Destroy/delete 5 years old after cutoff.

6. Electronic Records Management Application (when implemented)
This application will be used to capture, store, retrieve (copy) of the electronic records and information filed in the ERM repository that document the day-to-day business functions and activities of the United States Mint The ERM application contains a functional file structure of electronic file folders with assigned access controls and applied NARA-approved retention periods for each electronic file folder (Mint-specific and General record schedules) for management and disposition of agency records filed into the ERM application electronic folders

a. **System Content:**
The system contains but is not limited to electronic versions of records in word processing format, scanned images, reports, spreadsheets, presentations, diagrams, email messages, email attachments and electronic artifacts, etc that document agency business functions and activities that support business decisions

Disposition: Cutoff when inactive records are placed in ERM application electronic file folders. Destroy/delete upon authorized disposal authorities per NARA-approved retention schedules that include the General Records Schedule and United States Mint-specific retention schedules

b. **System Inputs:**
Electronic versions of word processing documents, scanned images,

email messages, email attachments reports, spreadsheets, presentations, diagrams, and electronic artifacts, transferred to the ERM application that document agency business functions and activities and/or support business decisions,

Disposition: TEMPORARY. Destroy/delete when record is validated in ERM system

System Outputs:

Copies of documentation and scanned images stored in the repository

Disposition: TEMPORARY: Copied document considered reference copy Destroy/delete copy when no longer needed.

System Documentation

Requirements and Source Documents

Requirements specifications, requirements analyses, design documents, programming specifications, test plans, source code, data systems specifications, file specifications, record layouts, data dictionaries and output specifications

Disposition TEMPORARY. Cut-off when the system documentation is revised or superseded, when application is upgrade and data has been migrated to and validated in new information system
Destroy/delete 3 years after cutoff

Manuals

Application software manuals, user manuals, hardware manuals for each repository capabilities and functions etc

Disposition: TEMPORARY. Cut-off when the manuals are revised or superseded and no longer necessary for the operation of the repository or application. Destroy/delete 3 years after cutoff