

Request for Records Disposition Authority
(See Instructions on reverse)

Leave Blank (NARA use only)

Job Number 01-104-09-04

Date Received 9/28/09

To National Archives and Records Administration (NARA)

1 From (Agency or establishment)
Department of the Treasury

2 Major Subdivision
United States Mint

3 Minor Subdivision
Manufacturing Division

4 Name of Person with whom to confer
Yvonne Pollard

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

Date 5/31/11

Archivist of the United States

WITHDRAWN

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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
Yvonne Pollard

Title
Chief, Compliance Branch

Date (mm/dd/yyyy)
09/25/2009

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 – Digital Design & Scanning System (DDS) The Digital Design and Scanning System encompasses customized Commercial Off the Shelf (COTS) packages to perform laser scanning, digital monitoring of coin and metallic digital design for development of initial design concepts and preliminary digital designs for numismatic products and coins for analysis, revision, measurement, and review and approval for delivery of both circulating and numismatic products authorized by legislation for production</p> <p>DDS is use to capture, store, manage, retrieve, revise, review and approve coin and metallic digital designs</p> <p>System Content: Digital designs, hand drawings, scanned images, 2D images and 3D images</p> <p>Disposition PERMANENT File by coin/medal/product program Cut off files when production begins Transfer electronic images to Federal Record Center 5 years after cut-off Transfer to the National Archives when 30 years old</p> <p>Note: Transfer media will be on compact disk or portable media for acceptance, review and assessment by the National Archives and Records Administration (NARA) with read access only Transfer copy of latest system documentation, file formats, hardware and software requirements with electronic records to NARA</p>		

Request for Records Disposition Authority - Continuation

Job Number

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7
Item
Number

8 Description of Item and Proposed disposition

9 GRS OR
Superseded
Job Citation

10 Action
taken (NARA
Use Only)

b

System Inputs:
Scanned images of hand drawings from United States Mint engraver/sculptors, public designers/artists and drawings from the Artistic Infusion Program

Disposition PERMANENT File by coin/medal/product program Cut off files when production begins Transfer electronic images to Federal Record Center 5 years after cut-off Transfer to the National Archives when 30 years old

Note: Transfer media will be on compact disk or portable media for acceptance, review and assessment by the National Archives and Records Administration (NARA) with **read access only** Transfer copy of latest system documentation, file formats, hardware and software requirements with electronic records to NARA

c

System Outputs:
Images in obverse or reverse digital design in actual size, the design initials, version identification number for the digital design, designer's initials and artists name

Disposition PERMANENT File by coin/medal/product program Cut off files when production begins Transfer electronic images to Federal Record Center 5 years after cut-off Transfer to the National Archives when 30 years old

Note: Transfer media will be on compact disk or portable media for acceptance, review and assessment by the National Archives and Records Administration (NARA) with **read access only** Transfer copy of latest system documentation, file formats, hardware and software requirements with electronic records to NARA.

2

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 is no longer in use by the Mint or data has been migrated to a new information application and/or system Destroy 10 years after cutoff or when all data has been migrated or deleted, whichever is earlier

3

Manuals
Application software manuals, user manuals, hardware manuals, technical manuals and user guides

Disposition TEMPORARY Cut-off after software and hardware upgrade and user guides is obsolete or superseded Destroy 3 years after software and system upgrades

<p>4</p> <p>a</p> <p>5</p> <p>6</p>	<p>Designs Selected, Designs in Final Selection Grouping, Designs by Mint Employees, Designed submitted by a Select Group of Invited Artists, and submission from the Artistic Infusion Program Designs utilized for the production of United States Mint circulating coinage, numismatic products, Commemorative Coin Programs, Bullion Coin Programs, coinage sets, Commemorative and Special Medals Programs, Precious Medal Promotions and Special Promotions (Jewelry, Used Dies, etc) Those designs sent to the Treasury Department for final review and selection (including both public competition and Internal Mint design submissions), designs by United States Mint employees and also designs submitted by selected group of invited artists. May contain copyrighted materials, including third party rights and intellectual property, obtain United States Mint permission prior to copying</p> <p>Disposition PERMANENT File by coin/medal/product program Cut off files when production begins Transfer electronic images to Federal Record Center 5 years after cut-off Transfer to the National Archives when 30 years old Note: Transfer media will be on compact disk or portable media for acceptance, review and assessment by NARA with read access only</p> <p>Duplicate Copies United States Mint Facilities that and should make copies for local use and display purposes These copies are considered reference copies</p> <p>Disposition TEMPORARY Destroy copies when no longer needed</p> <p>Designs NOT Selected for Final Consideration or Production Designs developed, proposed, submitted by members of the general public in an open design competition, United States Mint engravers/sculptors/employees, select group of invited artists and submissions from the Artistic Infusion Program that are not included in the final selection process</p> <p>Disposition TEMPORARY Cutoff after final decision Transfer to Federal Record Center 1 year after the official approval of the selected design Destroy 20 years after cutoff</p> <p>Correspondence Files This file consists of reviewer comments, approvals, disapprovals, legislative authority and background information pertaining to United States Mint circulating coinage, numismatic products, Commemorative Coin Programs, Bullion Coin Programs, coinage sets, Commemorative and Special Medals Programs, Precious Medal Promotions and Special Promotions (Jewelry, Used Dies, etc) Also includes but not limited to (analysis, measurement, revisions, and information technology architecture, tooling and standards documents)</p> <p>Disposition PERMANENT File by coin/medal/product program Cut off files when production begins Transfer electronic images to Federal Record Center 5 years after cut-off Transfer to the National Archives when 30 years old</p>		
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