

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-104-90-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

1-24-91

1. FROM (Agency or establishment)

United States Mint /DEPARTMENT OF TREASURY

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

UNITED STATES MINT

3. MINOR SUBDIVISION

OFFICE OF MANAGEMENT SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

BARBARA A. GORHAM

5. TELEPHONE EXT.

202-376-0557

DATE

4/19/91

ARCHIVIST OF THE UNITED STATES

Claudia Greider

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
1/23/91	<i>D. P. ...</i>	CHIEF, ADMINISTRATIVE PROGRAMS DIVISION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Central File, ca. 1960-1988, maintained in headquarters offices. All subdivisions follow the Mint File Classification scheme</p> <p><u>All files are to be transferred to the Federal Records Center upon approval of this schedule, if retention period exceeds 1 year. All retention periods are to be calculated from 1988.</u></p> <p>100 ADMINISTRATIVE SERVICES</p> <p>a) 120 Buildings and Grounds</p> <p>Destroy when <u>3</u> years old except noted below:</p> <p>b) 122.2 Denver Mint, architectural plans: 1 folder (Box 2)</p> <p>c) 122.4 San Francisco Old Mint, Dedication: 1 folder (Box 3)</p> <p>d) 122.7 New York Assay Office, closing, 1982: 4 folders (Box 3)</p> <p>PERMANENT. Transfer to the National Archives when <u>5</u> years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p>a) 0130 Committees, meetings, conferences and conventions (Box 4)</p> <p style="padding-left: 40px;">Destroy when <u>3</u> except as noted below:</p> <p>b) 0133 Inter-mint Facility Program Conferences, (Box 4)</p> <p>c) 0134 Mint Directors Conferences (international) (Box 4)</p> <p>d) 0138 Interagency (within Treasury) Meetings, Task Forces, 1 folder (Box 4)</p> <p style="padding-left: 40px;">PERMANENT. Transfer to the National Archives when <u>5</u> years old.</p>		
3.	<p>a) 140 Communications (Box 5)</p> <p style="padding-left: 40px;">Destroy all applicable records in accordance with General Records Schedule 12.</p> <p>b) All other records</p> <p style="padding-left: 40px;">Destroy when <u>2</u> years old.</p>		
4.	<p>150 Equipment and Supplies (Box 5-6)</p> <p style="padding-left: 40px;">Destroy when <u>2</u> years old.</p>		
5.	<p>160 Mail and Messenger Services (Box 6-7)</p> <p style="padding-left: 40px;">Destroy all applicable records in accordance with General Records Schedule 12.</p> <p>b) All other records</p> <p style="padding-left: 40px;">Destroy when <u>2</u> years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
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9. GRS OR
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6. **180 Information Management (Box 7)**

Destroy when 2 years old.

200 OPERATIONS

7. a) **200 Operations (Box 8, 10-11, 14-45)**

PERMANENT. Transfer all files to the National Archives when 5 years old except as noted below:

b) **225 Shipments (includes joint sealing and inspection) (Box 9)**

c) **230.2 Coinage metals (Box 12-13)**

Destroy when 3 years old.

8. a) (1) **300 Audits (Box 45-46, 49, 50)**

~~Destroy all applicable records in accordance with General Records Schedule 6.~~

(2) All other records

Destroy when 3 except as noted below:

b) **350 Annual Settlement policy files, 3 files (box 46)**

c) **354 Annual Settlement - Fort Knox Bullion Depository 1 file (Box 46)**

PERMANENT. Transfer to the National Archives when 5 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

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400 - Budget and Finance

9. a) 410-414 Budget (Box 46, 50, 51)
~~Destroy all applicable records in accordance with General Records Schedule 5.~~
- b) All other budget records:
Destroy when 3 years old.
10. a) (1) 420-425 Accounting System (Box 51-56)
Destroy when 3 except as noted below:
(2) 420.2 Material on loan 3 folders dealing with the loan of coins to the Smithsonian.
PERMANENT. Transfer to the National Archives when 5 years old.
- b) 426 Payroll accounting (Box 57)
~~Destroy all applicable records in accordance with General Records Schedule 2.~~
- c) All other payroll records:
Destroy when 3 years old.
11. a) 427 Travel accounting (Box 57-58)
~~Destroy all applicable records in accordance with General Records Schedule 9.~~
- b) All other travel records:
Destroy when 2 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
12.	<p>428 Individual claims (Box 58)</p> <p>Destroy in accordance with General Records Schedule 6, Item 10.</p>		
13.	<p>429 Gifts, donations and contributions (Box 58)</p> <p>Destroy when <u>2</u> years old.</p> <p><u>500 Information Services</u></p>		
14.	<p>a) 510 Audiovisual - General: 9 folders (Box 59)</p> <p>b) 520 Briefing materials - General: 1 folder (Box 59)</p> <p>c) 530 Displays and exhibits/ tours of Mint facilities; visitors, representatives and guests</p> <p>Destroy when <u>1</u> years old.</p> <p>d) (1) 540 Freedom of Information (FOI)/Privacy Act (requests for information): 14 folders (Box 59-60)</p> <p>Destroy all applicable records in accordance with General Records Schedule 14, Items 11-26.</p> <p>d) (2) All other FOI/Privacy records</p> <p>Destroy when <u>3</u> years old.</p>		
15.	<p>550 Mint history</p> <p>a) 550 Historical material on early Mint engravers, medals, etc.: 2 folders (Box 60)</p> <p>b) 551 Biographical material on directors/deputy directors: 10 folders (Box 60)</p> <p>PERMANENT. Transfer to the National Archives when <u>5</u> years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

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(NARS USE
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7.
ITEM
NO.

16.

- a) 560 **Publications** (correspondence): 14 folders (Box 60-61)
- b) 570 **Public Opinion** (commendations, complaints, surveys, etc.): 12 folders (Box 61)
- c) (1) 580 **Public Relations**: 15 folders (Box 61)

~~Destroy all applicable records in accordance with General Records Schedule 14, Items 1-5.~~

(2) All other records.

Destroy when 2 years old.

17.

590 Selling of Mint Products

- a) **General** (numismatic services, souvenir sets, mailing lists, sales activity reports): 20 folders (Box 61-63)

Destroy when 2 years old.

- b) 590.1 **Proof coins - general and public law, 1924-53, 1957**: 3 folders (Box 63)

PERMANENT. Transfer to National Archives when 5 years old.

600 Legal and Legislative

18.

600-602 Legal and Legislative - General

- a) **Accounts of Congressional hearings, general counsel's reports and files**: 3 folders (Box 63)

- b) **Litigation, proposed legislation, revision of Mint statutes**: 43 folders (Box 64-5)

PERMANENT. Transfer to the National Archives when 5 years old.

- c) **Routine personnel policy records**: 2 folders (Box 64)

Destroy when 3 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
19.	<p>603-605 Legal opinions by counsel to the Mint; Protective government obligations (correspondence): 12 folders (Box 67)</p> <p>Destroy when <u>3</u> years old.</p> <p><u>700 Organization, planning and Management</u></p>		
20.	<p>a) 710 Management - general (operations reports, management directives, internal control): 31 folders (Box 67-68)</p> <p>b) 720 Management analysis and improvement - general (management improvement studies, outside surveys, Mint improvements) 39 folders (Box 68-70)</p> <p>Destroy when <u>2</u> years old.</p>		
21.	<p>730-735 Organization and reorganization - general</p> <p>a) 731 Organization charts: 1 folder (Box 70)</p> <p>PERMANENT. Transfer to the National Archives when <u>5</u> years old.</p> <p>b) 732-733 Organization review files: 35 folders (Box 70-71)</p> <p>Destroy when <u>2</u> years old.</p>		
22.	<p>a) 740-745 Program planning and evaluation - general (management by objectives, long-range planning, headquarters and field program evaluations): 10 folders (Box 71-72)</p> <p>b) 750-758 Staff control and utilization - general (headquarters and field staffing plans, productivity management, work measurement): 19 folders (Box 72)</p> <p>Destroy when <u>2</u> years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
23.	<p align="center"><u>900 Procurement and Contracting</u></p> <p>a) 900-940 Procurement, purchase orders, contracts, solicitations, contract administration (Box 72-3)</p> <p>Destroy all applicable records in accordance with General Records Schedule X.</p> <p>b) All other records</p> <p>Destroy when <u>2</u> years old.</p>		
24.	<p align="center"><u>1000 Security</u></p> <p>a) 1000-1060 Security: Personnel, document, security and police operations, emergency preparedness, equipment (Box 74-76, 79)</p> <p>Destroy when <u>2</u> years old except as noted below:</p> <p>b) 1000.3 Storing strategic material for other government agencies 1 file: State Department Operation Klondike (Box 74)</p> <p>PERMANENT. Transfer to the National Archives when <u>5</u> years old.</p>		