

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-104-91-1*

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

DATE RECEIVED

*5/31/91*

1. FROM *(Agency or establishment)*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

U.S. Mint

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

*7/11/91*

ARCHIVIST OF THE UNITED STATES



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 \_\_\_\_\_ 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

*5/15/91*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Wm. L. North*

D. TITLE

*Chief, Admin. Procs. Div.*

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 GRS OR SUPERSEDED JOB CITATION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)*

Miscellaneous Records of the U.S. Mint

1781 - 1981

This job refers only to the WNRC accessions listed therein.

Duplicate and non-record material may be disposed of during archival processing.

*Copies sent to agency, NNA, NNS-W, NNT, NCF 7/30/91*

I. Records of the Director of the U. S. Mint, 1792-1980

- A. Conferences and Meetings Background Files, 1911-78.  
Accession 104-83-0001. 1 cubic foot. Box 1.  
3/91:00-6-2. Arranged by topic and thereunder  
chronologically.

This series consists of correspondence, reports, memorandums, news releases, agendas, and photos concerning industrial development, monetary and coinage legislation, plans for increased use of computers, equipment improvements, financial controls and security. Recurring conferences include: meetings of the superintendents of the different mints, mint financial management conferences, cross-visitation conferences, directors' conferences, meetings of the Assay Commission, and specialized conferences for buildings managers, auditors, accountants, mechanics, die setters, budget analysts, production managers, labor unions, and security supervisors.

Disposition:

Permanent. Offer to the National Archives immediately.

- B. Case Files of the Lend-Lease Program, 1942-80.  
Accession 104-83-0002. 2 cubic feet. Boxes 1-2.  
3/70:33-3-5 - 3/70:33-3-6. Arranged by country or  
subject and thereunder chronologically.

This series includes letters, reports, memorandums, dispatches, telegrams, audits, orders, agreements, receipts, and shipping documents, reports to Congress, proposed legislation, newspaper clippings and miscellaneous publications regarding the loaning of silver to Australia, Belgium, Ethiopia, Fiji, India (and Pakistan), the Netherlands, Saudi Arabia, and the United Kingdom. The bulk of the correspondence deals with negotiations and shipments leading to the return of most of the 410 million troy ounces of silver lent out during World War II. These papers aptly document the difficulties encountered not only by the Mint and Treasury Department but by the State Department in dealing with recalcitrant or silver-poor allies.

Disposition:

Permanent. Offer to the National Archives immediately.

- C. Fractional Coinage Case Files, 1903-79. Accession 104-83-0005. 1 cubic foot. Box 1. 3/69:27-2-4. Arranged by type of coin denomination and thereunder chronologically.

This series consists of correspondence, memorandums, telegrams, speeches, magazine articles, newspaper clippings, design drawings, promotional publications and data sheets plus four miscellaneous coins from private sources. The correspondence is primarily exchanged between Mint officials, the U. S. Congress, Department of Treasury officials and other parties interested in plans, experiments, legislation and other developments relating to the adoption of fractional coinage from a 1/2-cent piece all the way up to a \$ 2.50 coin. Mint officials generally reject plans for additional fractional coinage on grounds that retooling is excessively expensive and there is little public demand for the new denominations. Promoters of these new coins (especially 7 and 1/2 and 12 and 1/2 cent coins) are usually special interest business or consumer groups.

Disposition:

Permanent. Offer to the National Archives immediately.

- D. Coin Complaint Reports, 1952-78. Accession 104-83-0012. 2 cubic feet. Boxes 1-2. 3/35:35-2-4 - 3/35:35-2-5. Arranged by subject and thereunder chronologically.

This includes complaint reports, memorandums, letters, photographs, telegrams, post cards, newspaper clippings, miscellaneous publications, court documents, and Secret Service reports relating to altered coins, the unauthorized melting of U. S. coins, counterfeits, misstrikes, and coins struck in off-metals. The majority of reports concern instances of fraud in the United States; some, concern misdeeds abroad. While many outgoing letters are signed by the Director of the Mint, a large number contain certification statements from the Technical Assistant to the Director who often personally certified the genuineness or lack thereof of coins submitted to the Mint. Government statutes require the Secret Service to investigate many of the

counterfeit or altered coin cases; this led to the seizure of the coin materials and a follow-up investigation report.

Disposition:

Permanent. Offer to the National Archives immediately.

- E. General Files on Gold and Silver Sales, 1918-79. Accession 104-83-0015. 1 cubic foot. Box 1. 3/70:37-3-5. Arranged by subject and thereunder chronologically.

This series includes correspondence, reports, memorandums, publications, invoices, requisition, shipping and receipt forms, draft legislation, photographs, and drawings. These document the Mint's control and supervision over the sale and disbursement of silver and gold in the United States; the recovery and use of silver by the U. S. Navy; gold bars and silver coins salvaged from the Philippines, exchanges of gold and silver worked out between the Mint and the U. S. Armed Forces; the legislative and administrative history of the dollar exchange stabilization fund particularly involving the assaying of gold and silver by the Mint; the loan of gold to the National Bureau of Standards for experimental purposes; United States adherence to the International Monetary Fund in 1962 and its consequences; a report on a visit by Denver Mint officials to the Kennecott Company refinery; and advantages to be gained in assaying fineness of gold by using new spectographic equipment.

Disposition:

Permanent. Offer to the National Archives immediately.

- F. General Files on Gold, Silver, and Mixed Deposits, 1924-80. Accession 104-83-0016. 1 cubic foot. Box 1. 3/71:17-6-4. Arranged by subject and thereunder chronologically.

This series includes letters, reports, memorandums, telegrams, photographs, shipping orders, purchase orders, newspaper clippings, and miscellaneous publications relating to research on gold and silver

deposits, old mines, family heirlooms, closure of the gold and silver exchange privileges, granting of permission to look at classified records of the Mint located at the National Archives, changing values of the dollar in relation to gold and silver, special handling of gold and silver at the various assay offices, and exchanges of precious metals between the Mint and other governmental agencies both domestic and foreign.

Disposition:

Permanent. offer to the National Archives immediately.

- G. Correspondence on Silver Purchases, 1942-67. Accession 104-83-0018. 1 cubic foot. Box 1. 3/31:57-6-1. Arranged by subject or topic and thereunder chronologically.

The documents in this series consist mostly of correspondence, reports, telegrams, transfer documents, receipts, vouchers, and inventories from World War II and the Korean War concerning precious metals accumulated and maintained by Germany and Japan with special emphasis on the looting of gold and silver objects by the Nazis. Mint employees were called upon to assist in compiling and authenticating inventories of the precious metals after World War II. Some of the gold and silver objects ended up in the Mint's possession as a result of reparations from Germany.

Disposition:

Permanent. Offer to the National Archives immediately.

- H. Foreign Coinage Case Files, 1874-1980. Accession 104-83-0020. 17 cubic feet. Boxes 1-17. 3/35:33-5-5 - 3/35:35-1-3. Arranged by country or subject and thereunder chronologically.

This series contains reports, memorandums, letters, telegrams, inventory and estimate forms, newspaper clippings, booklets, photographs, coin samples, and technical studies concerning the types and values of foreign coins, precious metal weight and fineness requirements, technical information on currencies and foreign mints, contractual arrangements for the U. S.

Mint to produce coins for foreign governments, complaints from competitors about how the Mint has undercut their pricing structure by charging less, reference requests about which countries the Mint produced coins for, exchanges of proof coin sets with foreign mints, and the background on the halt in U.S. production of foreign coins in the mid-1960s.

Disposition:

Permanent. Offer to the National Archives immediately.

- I. Case Files on Government Medals, 1932-75. Accession 104-83-0033. 1 cubic foot. Box 1. 3/42:12-6-1. Arranged by government agency or title of medal and thereunder chronologically.

This series contains memorandums, reports, letters, telegrams, accounting forms, estimates of cost, photographs, engravings, postal receipts, purchase orders, enabling legislation, and various authorizations relating to U. S. Government medals and citations. The medals cover not only civilian branches of the U. S. Government but also all branches of the armed forces. Most correspondence relates to the design, cost and actual production of medals; some concerns the establishment of Mint policies with respect to production priorities. The bulk of the material refers to the World War II era and in particular the creation of medals to honor the return of veterans from the war zones.

Disposition:

Permanent. Offer to the National Archives immediately.

- J. General Subject File on Medals, 1781-1978. Accession 104-83-0035. 3 cubic feet. Boxes 1-3. 3/70:37-6-3 - 3/70:37-6-5. Arranged by government unit or organization and thereunder chronologically.

This series includes letters, memorandums, reports, telegrams, purchase and shipping orders, drawings, photographs, and other papers relating to the creation of the Distinguished Service Medals, retirement pins for various agencies, civil service emblems and medals, the Battle of Cowpen Medal established by the Continental Congress, plus various

medals honoring politicians, presidents, civil servants, musicians, artists, institutions, geographic entities, historic events and scientific exploits. Primary concerns here are the design, procurement, production and delivery of medals. The correspondence deals with quality control, scarcity of certain metals, scheduling difficulties, changes in design, reference questions concerning the history of certain medals, and evaluations of the end product.

Disposition:

Permanent. Offer to the National Archives immediately.

- K. Case Files on Commemorative Medals, 1813-1981. Accession 104-83-0036. 10 cubic feet. Boxes 1-10. 3/71:17-1-5 - 3/71:17-3-2. Arranged alphabetically by subject or title of medal.

This series includes detailed plans, drawings, photographs, galvanos, bas reliefs, samples of metal and materials used as well as letters, memorandums, reports, telegrams, and Congressional documents concerning enabling legislation for proposed medals, designs, production and distribution of medals. The proposed and actual medals honor presidents, politicians, civil servants, musicians, artists, government agencies and other types of institutions (both state and Federal), places, events, scientific exploits, and numerous heroes.

Disposition:

Permanent. Offer to the National Archives immediately.

- L. Case Files on Commemorative Coins, 1920-78. Accession 104-83-0037. 4 cubic feet. Boxes 1-4. 3/70:33-4-1 - 3/70:33-4-4. Arranged alphabetically by name or title of commemorative coin and thereunder chronologically.

This series consists of correspondence, memorandums, telegrams, reports, drafts of legislation and other congressional documents, photographs, drawings, blueprints, newspaper clippings, miscellaneous pamphlets and publications concerning enabling legislation, plans, and designs. It documents

controversies surrounding the preparation of coins to commemorate people, places, events, and institutions. Both successful and unsuccessful attempts to get commemorative coins produced by the Mint are documented as well as the evolution of Treasury Department policy which came out strongly against production of these coins on the basis that they confused the public and encouraged profiteering.

Disposition:

Permanent. Offer to the National Archives immediately.

- M. Subject Files on Commemorative Coins, 1893-1980. Accession 104-83-0038. 2 cubic feet. Boxes 1-2. 3/70:37-6-1 - 3/70:37-6-2. Arranged by subject and thereunder chronologically.

This series contains letters, reports, memorandums, drafts of legislation, catalogs, photographs, drawings, newspaper clippings, and miscellaneous publications which document the cataloguing of the U. S. Mint's commemorative coins and medals, the resale of commemoratives for profit, requests for silver dollars, the use of mint marks on commemorative coins, procedures for design competitions, the changing nature and role of the Fine Arts Commission in the process of design selection for all types of coinage, and the consistently negative attitude of Treasury Department officials toward the production of commemoratives at the Mint.

Disposition:

Permanent. Offer to the National Archives immediately.

- N. General Subject Files on Proof Coins, 1955-76. Accession 104-83-0041. 1 cubic foot. Box 1. 3/71:19-1-6. Arranged by subject and thereunder chronologically.

This series consists of letters, memorandums, reports, studies, drawings, photographs, contracts and enabling legislation. It documents proposals for new proof sets, technical information on the blanding processes, engineering studies, data on uncirculated coins, inquiries into the handling of the proof set

program by the Mint, circumstances surrounding mail fraud or losses, variations in proof set production quantity and quality, and the transfer of proof set operations from Philadelphia to San Francisco.

**Disposition:**

Permanent. Offer to the National Archives immediately.

- O. Case Files on U. S. Coins, 1874-1978. Accession 104-83-0042. 3 cubic feet. Boxes 1-3. 3/71:19-2-1 - 3/71:19-2-3. Arranged by type of coin and thereunder chronologically.

This series contains memorandums, reports, letters, telegrams, photographs, drawings, accounting documents, purchase orders, newspaper clippings and periodical articles, biographical sketches, and miscellaneous pamphlets and leaflets concerning the history and production of most major U. S. coin denominations. It also includes complaints about mint services, proposals for special Bicentennial coinage, disposal of U. S. silver dollars by GSA, origination of coin designs, interaction with various numismatic interest groups and the general public-at-large, statistical information on total production of coins, and general reference inquiries about the historical origins and changes in U. S. coins.

**Disposition:**

Permanent. Offer to the National Archives immediately.

- P. Subject Files on Platinum Group Metals, 1938-78. Accession 104-83-0047. 1 cubic foot. Box 1. 3/42:14-1-3. Arranged by general subject heading or type of record and thereunder chronologically.

This series consists of letters, memorandums, reports, inventory and accounting documents, drawings, legislation, intra-agency agreements, Bureau of Mines mineral surveys, and U. S. Mint monthly recapitulation of platinum stocks on hand and those on loan. This documentation relates to contract discussions on the refining and storage of platinum group metals, strategic and critical materials supplies in the U. S., the monitoring of the retrieval and distribution of these metals by the

U. S. Mint, the lifting of some Mint regulations over private production and dissemination, and attempts by U. S. defense agencies to borrow Mint platinum stocks for optical equipment research during the early 1950s.

Disposition:

Permanent. Offer to the National Archives immediately.

- Q. Annual Settlement Files, 1925-57. Accession 104-68A2174. 14 cubic feet. Boxes 1-14. 17/46:48-6-1 - 17/46:50-2-2. Arranged alphabetically by mint and thereunder chronologically.

This series consists of correspondence, reports (including Forms 899, 976, 986, 1068, 1068A, 1068B, and 1068C), memorandums, telegrams, and letters of instruction on conduct of the settlement, pencil notes and certificates verifying contents of coin bags and bars of bullion. These records relate to the annual settlement of the accounts of each of the mints which entails counting all the cash and metallic assets on hand. Correspondence in this series concerns disputes over the accuracy of the settlement statements, problems encountered in assaying and weighing precious metals, complications arising from silver and gold wastage, melts, sweeps, and recoveries and from some metals being held in trust for foreign governments, handling of rejected deposits, and personnel matters concerning the makeup of the Settlement Commissions.

Disposition:

Permanent. Offer to the National Archives immediately.

- R. Miscellaneous Coinage Operations Files, 1921-78. Accession 104-83-0003. 6 cubic feet. Boxes 1-6. 3/51:12-1-5 - 3/51:12-2-4. Arranged alphabetically by subject and thereunder chronologically.

This series includes letters, reports, memorandums, telegrams, coin samples, printed brochures, photographs, drawings, technical studies, newspaper clippings, draft legislation, and inventory and receipt documents. This documentation concerns both actual and anticipated production of coins at various

mint locations, technical aspects of production, the introduction of forecasting systems, storage of coins, the establishment of numismatic services to the public, comparisons of how each mint does its job, surveys and queries concerning the hoarding of silver dimes and quarters in the 1960s, the question of whether or not to produce silver dollars, the possible use of metal powder processes for the minting of medals, and studies seeking to combat the declining supply of coins in circulation.

Disposition:

Permanent. Offer to the National Archives immediately.

- S. General Mint Regulation Files, 1792-1978. Accession 104-83-0009. 4 cubic feet. Boxes 1-4. 3/31:57-4-1 - 3/31:57-4-4. Arranged by subject heading or title of regulation.

This series consists of published regulations or issuances, drafts of regulations, memorandums, reports, speeches, correspondence, management improvement studies, newspaper clippings, tables of organization, biographical sketches and histories, It documents the organization, procedures, and functions of the U. S. Mint and its component parts, business transactions at the Mint and its various depositories, transportation, storage, and export of coins, delegations of authority, procedures for guest speakers and public relations, labor and management relationships, execution and revision of coinage laws, and supervision of the assay offices and possible wastage.

Disposition:

Permanent. Offer to the National Archives immediately.

II. Miscellaneous Records Relating to Mint Activities.

- A. Affidavits and Statements accompanying Deposits of Gold by Mining and Panning, 1952-55. Accession 104-56A0112. 1 cubic foot. Box 7. 17/46:52-1-6. Arranged by type of affidavit and thereunder numerically in sequence.

This series includes affidavits, statements or certificates from persons or companies sent to the Mint's Assay Office at Seattle, Washington. The three different forms utilized by depositors of gold include: TG-19, Certification Accompanying Deposits by Persons Who Have Recovered Gold by Mining or Panning; TG-21, Affidavit Accompanying Deposits by Persons Purchasing Gold Directly from Miners and Panners; and TG-22, Statement of Depositor of Unmelted Scrap Gold. These documents usually list the weight of the gold in troy ounces, the fineness of the gold, the method whereby it was obtained and the amount of money paid for it, the location of where it was obtained and, where pertinent, a license number issued by the Seattle Assay Office.

Disposition:

Permanent. Offer to the National Archives - Pacific Northwest Region immediately.

- B. Correspondence between Laredo Bank (Texas), Gold Merchants, and the U. S. Mint at Philadelphia, 1929-31. Accession 104-61A0276. 4 cubic feet. Boxes 1-4. 17/46:53-3-1 - 17/46:53-3-4. Arranged by type of transaction and thereunder numerically by six-digit file number.

This series includes correspondence, cablegrams, certificates, and affidavits concerning the forwarding of Mexican gold pesos from merchants and banks in Laredo, Texas to the U. S. Mint at Philadelphia requesting reimbursement through the Federal Reserve System.

Disposition:

Permanent. Offer to the National Archives - Southwest Region immediately.

- C. Case Files of Silver Purchases, 1934-63. Accession 104-64A0175. 38 cubic feet. Boxes 1-38. 17/46:53-6-5 - 17/46:55-5-6. Arranged alphabetically by company name and thereunder chronologically.

This series includes correspondence, telegrams, annual reports, private company publications and promotional literature, affidavits for silver purchases, precious metals inventories, photographs, graphs, charts, and Treasury Forms TSA-3 and TSA-30

(Reports of Persons Delivering Silver Pursuant... to the Act of July 6, 1939... [and] the Act of July 31, 1946...). These records include discussions between the Mint and company officials over forms, policies, and practices of the Mint in regard to computations relating to the compensation to be rendered for deposits of gold and silver made by the companies to the Mint. Many of the secondary materials describe the production quantity and quality of leading silver and gold refiners and provide a breakdown of sources of supply.

Disposition:

Permanent. Offer to the National Archives immediately.

- D. Metallurgical Statements and Affidavits, 1934-62.  
Accession 104-64B0175. 3 cubic feet. Boxes 43-45.  
17/46:55-6-1 - 17/45:55-6-3. Arranged by subject or company name and thereunder chronologically.

This series consists of correspondence, cablegrams, reports, memorandums, annual reports, promotional materials, miners' affidavits and Treasury Department forms. The subject matter of this series is quite similar to the previous one involving the Mint's monitoring of the flow of silver in and out of the leading American refineries and smelteries.

Disposition:

Permanent. Offer to the National Archives immediately.

New Schedule

NC1-104-80-2

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