

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of Treasury

2. MAJOR SUBDIVISION 633 3rd St, NW  
 United States Mint Washington, DC 20220

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
 Thomas E. Noziglia (202) 874-5805

LEAVE BLANK (NARA use only)  
 JOB NUMBER: *N1-104-97-1*

DATE RECEIVED  
*1-13-97*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES  
*8-18-97 John W. Paul*

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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/9/97	<i>George F. Bamford</i> George F. Bamford	U.S. Mint Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See 2 Attached Sheets		

*AUG 27 1997 MIAW Copy to Agency, NWDD, NWDD, NWDD*

**N1-104-97-1**

**1. Numismatic Advertising and Promotional Materials**

a) Official record copy of press kits, pamphlets, inserts, sales catalogs, "stand up" displays, and other published materials relating to the marketing of U.S. Mint products including the Commemorative Coin Program, the Bullion Coin Program, Coinage Sets, Commemorative and Special Medals, and Special Promotions.

Pre-1997 (Volume: approximately: 1 cubic foot)

Disposition: PERMANENT. Transfer to NARA upon approval of schedule.

Post-1997. (Volume: annual accumulation: approximately 3 inches)

Disposition: PERMANENT. Cut off at end of the Calendar Year during which they were published. Transfer two copies to NARA in 5 year blocks.

b) Official record copy of posters.

Pre-1997 (Volume: negligible)

Disposition: PERMANENT. Transfer to NARA upon approval of schedule.

Post-1997 (Volume: annual accumulation: negligible)

Disposition: PERMANENT. Transfer 2 copies to NARA upon printing.

**2. U.S. Mint Background Information Series**

Official record copy of information sheets or other publications disseminated to the public to provide background on a variety of numismatic and Mint related topics.

Pre-1997 (Volume: 1 inch)

Disposition: PERMANENT. Transfer to NARA upon approval of schedule.

Post-1997 (Volume: annual accumulation: negligible)

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to NARA in 5 year blocks.

**3. U.S. Mint Educational Program Materials**

a) Pamphlets, background information, and other records concerning numismatic or Mint topics created primarily for use by educators.

Pre-1997 (Volume: 1 inch)

Disposition: PERMANENT. Transfer to NARA upon approval of schedule.

Post-1997 (Volume: annual accumulation: negligible).

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to NARA in 5 year blocks.

b) Teachers Guides

1) Official copy of teachers guide including all textual or photographic material contained in the teaching packet.

2) The original video or audio recording (or earliest generation master if original is not available) and 1 copy of video recording or audio recording [36 CFR 1228.184(c)& (d)] included in the teachers guide.

3) Scripts, production files, or other records that bear upon the origin of the video or audio recording. Also, any records relating to the Government's ownership of the video such as those that document the existence of copyright or other proprietary rights that are legally enforceable in subsequent use. [36 CFR 1228.184(e)].

Pre-1997.

Disposition: PERMANENT. Transfer to NARA upon approval of schedule.

Post-1997.

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to NARA in 5 year blocks.

**4. Stock copies of posters, pamphlets, teachers guides (including video recordings and audio recordings) and other published materials.**

Disposition: TEMPORARY (non-record).

Destroy when superseded or no longer needed for agency use.