Schedule Number: N1-104-97-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 04/01/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

N1-104-97-001 / 2
N1-104-97-001 / 3/a
N1-104-97-001 / 3/b/1
N1-104-97-001 / 3/b/2
N1-104-97-001 / 3/b/3
N1-104-97-001 / 4

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-104-97-001 / 1/a is superseded by N1-104-00-001 / 2/a
N1-104-97-001 / 1/b is superseded by N1-104-00-001 / 2/a
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408 |
<table>
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<td>DATE RECEIVED: 1/13/97</td>
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1. **FROM (Agency or establishment):**
   - Department of Treasury

2. **MAJOR SUBDIVISION:**
   - United States Mint
   - Washington, DC 20220

3. **MINOR SUBDIVISION:**

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

5. **TELEPHONE DATE:**

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 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:** 1/9/97
   - **SIGNATURE OF AGENCY REPRESENTATIVE:**
     - George F. Bamford
   - **TITLE:**
     - U.S. Mint Records Officer

7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**
   - See 2 Attached Sheets

9. **GRS OR SUPERSEDED JOB CITATION:**

10. **ACTION TAKEN (NARA USE ONLY):**

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STANDARD FORM 115 (REV. 3-91)

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

AUG 27 1997 NNW COPY TO AGENCY NWDD
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.
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.