

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-104-99-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9/13/99</i>	
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION United States Mint			
3. MINOR SUBDIVISION Office of Management Services			
4. NAME OF PERSON WITH WHOM TO CONFER George F. Bamford	5. TELEPHONE 202-874-5972 354-7737	DATE <i>3-23-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/2/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE George F. Bamford <i>George F. Bamford</i>	TITLE Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SAFETY AND HEALTH RECORDS - UNITED STATES MINT ASBESTOS ABATEMENT, MONITORING AND TESTING RECORDS - SEE ATTACHED PAGE.		

Agency, Name, NARA, NR, notes

ITEM NO.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
SAFETY AND HEALTH RECORDS			
1.	<p>UNITED STATES MINT ASBESTOS ABATEMENT, MONITORING AND TESTING RECORDS. Consists of asbestos abatement documents maintained by the Mint to include such items as contracts, contract solicitations, contract monitoring reports, inspections, testing reports/results, statements of work, and various other papers and correspondence documenting the Mint's asbestos hazard abatement program.</p> <p>a. Asbestos Abatement Contracting and Related Documents Maintained at Mint Headquarters.</p> <p>DISPOSITION: Temporary. Cut-Off when contract is closed. Transfer to the records center 2 years after cut-off records and any related documents that are not required for immediate access in conducting current Mint business. Destroy when newest documentation in shipment is 70 years old. DESTROY 70 YEARS AFTER TRANSFER TO RECORD CENTER.</p> <p>b. Documents Maintained by Building Management offices indicating existence of asbestos containing materials in the facility and abatement actions completed. Includes such items as copies of asbestos containment maintenance and periodic inspection plans and schedules, copies of surveys to identify asbestos containing materials in building, inspection reports, monitoring reports, selected contract documents and other pertinent documents necessary to reflect the asbestos history/abatement/hazard profile of the facility.</p> <p>DISPOSITION: Temporary. Transfer to the records center upon deactivation of the facility. Destroy when newest documentation in shipment is 70 years old. DESTROY 70 YEARS AFTER TRANSFER TO RECORD CENTER.</p> <p>c. ELECTRONIC VERSIONS. Records created by E-Mail, Word Processing and Spreadsheet Applications may be deleted after file copy is generated, and when no longer needed for reference and updating.</p> <p>Note: Retention of Contract Files pertaining to Asbestos abatement/monitoring will exceed time limits established for contract files by GRS 3-3. This time extension request is due to potential for litigation.</p>		<p><i>Part + sub change notes per conversation with agency RO and NAMWA.</i></p> <p><i>M. Donovan 2/7/00</i></p>