

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

*NCD 12/15/78*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of the Mint

3. MINOR SUBDIVISION

All field offices

4. NAME OF PERSON WITH WHOM TO CONFER

Lois O'Mara

5. TEL EXT

376-0481

LEAVE BLANK	
JOB NO	<b>NC1 104 79 1</b>
DATE RECEIVED	<b>NOV 18 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>12-21-78</u> Date	<u><i>[Signature]</i></u> 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 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11-3-78	<u><i>[Signature]</i></u>	Director of the Mint

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN																				
	<p>The following is a control schedule for the records of the Bureau of the Mint's seven field offices. The records are listed under the following categories:</p> <table border="0"> <tr> <td><u>PART I - ADMINISTRATIVE</u></td> <td><u>PART II - PROGRAM</u></td> </tr> <tr> <td>A. Accounting</td> <td>A. Assaying</td> </tr> <tr> <td>A-1 Cash &amp; Deposits</td> <td>B. Building &amp; Equipment (Production)</td> </tr> <tr> <td>B. Personnel</td> <td>C. Coining</td> </tr> <tr> <td>B-1 Dept. Personnel/Payroll System</td> <td>D. Engraving</td> </tr> <tr> <td>C. Purchasing</td> <td>E. Informational Services</td> </tr> <tr> <td>D. Safety &amp; Health</td> <td>F. Numismatic</td> </tr> <tr> <td>E. Security</td> <td>G. Melting and Refining</td> </tr> <tr> <td>F. Superintendent's or Officers in Charge Records</td> <td></td> </tr> <tr> <td>G. Temporary Records and non-Record Material</td> <td></td> </tr> </table> <p>The application of the disposition standards in this Schedule, in conjunction with the General Records Schedule issued by National Archives and Records Service, provides comprehensive coverage of all field office records.</p> <p><i>Pen and ink changes posted to this schedule have been made with the concurrence of the agency. PFB 12/15/78</i></p>	<u>PART I - ADMINISTRATIVE</u>	<u>PART II - PROGRAM</u>	A. Accounting	A. Assaying	A-1 Cash & Deposits	B. Building & Equipment (Production)	B. Personnel	C. Coining	B-1 Dept. Personnel/Payroll System	D. Engraving	C. Purchasing	E. Informational Services	D. Safety & Health	F. Numismatic	E. Security	G. Melting and Refining	F. Superintendent's or Officers in Charge Records		G. Temporary Records and non-Record Material			
<u>PART I - ADMINISTRATIVE</u>	<u>PART II - PROGRAM</u>																						
A. Accounting	A. Assaying																						
A-1 Cash & Deposits	B. Building & Equipment (Production)																						
B. Personnel	C. Coining																						
B-1 Dept. Personnel/Payroll System	D. Engraving																						
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## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
1 of 24

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>PART I - ADMINISTRATIVE</u>			
1.	A. <u>ACCOUNTING</u>		
1.	BULLION FUND LEDGERS  a. Ledgers dated prior to 1968 record receipt, disbursement, and inventory of refined and unrefined gold and silver bullion held in the custody of the Mint. Information includes name of depositor, date, assay, fineness, weight, and charges assessed for processing. Permanent. Offer to NARS when 25 years old.  b. Ledgers dated 1968 and later. Destroy when obsolete or superseded. Transfer to Federal Records Center is not authorized.	NN 171-98 Item 46	
2.	BULLION AND COINAGE METAL FUND JOURNAL CONTAINING ENTRIES OF BULLION FUND TRANSACTIONS  Destroy - 2 years after GAO Audit	NN 171-98 Item 47	
3.	BULLION ACCOUNT CURRENT FILES  a. BULLION ACCOUNTS CURRENT AND SUPPORTING SCHEDULES, INCLUDING SEIGNIORAGE VOUCHERS, COINAGE METAL UNASSIGNED STOCK REPORTS CONSOLIDATED ABSTRACT OF BULLION DEPOSITS AND GOLD AND SILVER BARS FOR ISSUE RECORD.  Transfer to Federal Records Center after GAO audit or when 2 years old, whichever is earlier. Destroy when 5 years old.  b. OTHER SUPPORTING RECORDS SUCH AS: COIN MELTS REPORTS, UN-CIRCULATED AND PROOF COIN SHIPMENT NOTICES, COIN DELIVERY RECORDS, SEIGNIORAGE COMPUTATIONS ON U.S. COINS AND OTHER POSTING MEDIA TO BULLION FUND LEDGER.  Destroy - 2 years after GAO audit.	NN 171-98 Item 48a	
4.	MATERIAL MEMORANDUM RECEIPTS, BUREAU OF THE MINT, FORM 601 a. ORIGINALS Destroy 5 years after material has been returned  b. DUPLICATES Destroy after material has been returned	NN 171-98 Item 10a	
5.	INSTITUTION SEAL AND SUPPORTING PAPERS OF SEAL  Destroy after removal of seal.	NN 171-98 Item 12	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	MONTHLY STORES AND EQUIPMENT STATEMENT (TRANSACTIONS OF STORES, EQUIPMENT IN PLANT AND EQUIPMENT IN STOCK).  Transfer to Federal Records Center after GAO audit or when 3 years old, whichever is sooner. Destroy when 10 years old.		
7.	COPIES OF VERIFICATIONS OF CASHIER'S BALANCE BY ACCOUNTANT SUBMITTED SEMI-MONTHLY TO SUPERINTENDENT OF MINT  Destroy 1 year after Annual Settlement	NN 171-98 Item 61	
8.	RECEIPTS FOR COIN PRODUCED DAILY.  Destroy 1 year after Annual Settlement	NN 171-98 Item 62	
9.	REPORT OF SWEEPS, SHOWING VALUE AND CONTENTS  Destroy when 3 years old.	NN 171-98 Item 63	
10.	MEDAL DELIVERIES FOR MONTH, RECEIPTS FROM AND SHIPMENT TO OTHER MINTS, ADJUSTMENTS ON OVER-THE-COUNTER SALES.  Destroy when 5 years old.		
11.	COPY OF THE DESIGNATION OF AN AGENT TO RECEIVE AND DELIVER CHECKS.  Destroy when superseded.		
12.	STATEMENT OF FUNDED CHECKING ACCOUNT AND REPORT OF CHECKS DRAWN ON TREASURER, U.S., S.F. 1178 (COINAGE METAL FUND CHECKS DRAWN BY CASH DIVISION).  Destroy when 4 years old.		
13.	SCHEDULE OF BULLION SHIPMENTS  Destroy when 5 years old.	NN 171-98 Item 49	
14.	JOINT SEALING RECORDS AND SUPPORTING PAPERS  Destroy 10 years after all metal covered by seal and previous seals is removed.	NN 171-98 Item 5	
15.	BULLION USED IN MANUFACTURE OF MEDALS CONTAINING DESCRIPTIONS OF MEDALS, VALUE AND OTHER DATA  Destroy when 4 years old.	NN 171-98 Item 50	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
3 OF 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16.	MEDALS COMPLETED AND BILLED SHOWING ORDER NUMBER, DATE, TO WHOM SHIPPED, AND NUMBER OF CASES  Destroy when 4 years old.	NN 171-98 Item 51	
17.	FOREIGN METAL STATEMENTS SHOWING MONTHLY ACCOUNTING OF COINS AND/OR BLANKS MADE FOR FOREIGN COUNTRIES  Destroy when 5 years old.	NN 171-98 Item 52	
18.	COINS RECEIVED FOR REDEMPTION (OTHER THAN MINOR COINS) AND UNCURRENT GOLD AND SILVER MELTED, INCLUDING REPORT OF UNCURRENT AND LIGHTWEIGHT COINS, UNITED STATES COINS RECEIVED FOR MELTING AND RECOINAGE AND DEPOSIT TRANSFER MEMORANDA.  Destroy when 4 years old.	NN 171-98 Item 53	
19.	RECEIPT OF UNCURRENT COINS FOR RECOINAGE  Destroy when 4 years old.	NN 171-98 Item 54	
20.	RECEIPTS FOR COIN SHIPMENTS AND TRANSFERS OF COIN MELTING LOSSES AND FOR UNCURRENT COINS RECEIVED OR PURCHASED  Destroy when 4 years old.	NN 171-98 Item 56	
21.	MONTHLY REPORT OF PLATINUM GROUP METALS  Destroy when 2 years old.	NN 171-98 Item 57	
22.	QUARTERLY REPORT OF TRANSACTIONS ABROAD  Destroy when 2 years old.	NN 171-98 Item 58	
23.	SCHEDULE OF METAL UNDER JOINT SEAL  Destroy 1 year after metal is withdrawn from vault	NN 171-98 Item 59	
24.	COPIES OF STATEMENTS OF OPERATING ORGANIZATIONS SUBMITTED TO TREASURER INCLUDING MONTHLY CHECK LIST OF STATEMENTS OF DEPOSITORY ACCOUNT, DAILY STATEMENTS OF NEW AND CIRCULATED SILVER AND MINOR COINS HELD AND DAILY STATEMENTS OF ASSETS AND LIABILITIES.  Destroy when 2 years old.	NN 171-98 Item 60	
25.	RECAPITULATION OF BLOCK CONTROL (LEVEL TOTAL OF CHECKS ISSUED SF 1179)		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
4 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25	Destroy when 4 years old. (Cont)		
26.	DAILY SEIGNIORAGE AND COST OF METALS CONSUMED FOR FINISHED COIN, DELIVERED TO CASH DIVISION  Destroy when 4 years old.		
27.	AUTHORIZATION FOR WORK, MINT FORM 1005 (MANUFACTURE OF MEDALS, BAG MANUFACTURE, ENGRAVING, ETC.)  Destroy when 10 years old.		
28.	CORRESPONDENCE ON COINAGE METALS INCLUDING COPIES OF CONTRACTS  Destroy when 2 years old.		
29.	CERTIFICATE OF DEPOSIT SF 119, SUMMARY OF DAILY DEPOSIT OF GENERAL FUND REVENUE, SEIGNIORAGE, SALE OF SCRAP  Destroy when 4 years old.		
30.	CONSOLIDATED ABSTRACT OF DEPOSITS FORM TUS 17, SUMMARY OF CASHIERS' AND ACCOUNTING DAILY CERTIFICATE OF DEPOSIT  Destroy when 4 years old.		
31.	SCHEDULE OF REVENUE COLLECTED IN CASH (MISCELLANEOUS MONTHLY RECEIPTS IN CASH)  Destroy when 4 years old.		
32.	TRANSPORTATION CHARGE FOR TRANSFER OF METALS BETWEEN FIELD OFFICES, FORM TUS 12.  Destroy when 4 years old.		
33.	RECORD OF TRANSPORTATION OF INJURED PERSONNEL (TAXI FUND RECORD)  Destroy when 3 years old.		
34.	SILVER RECORD, MONTHLY (AMOUNT RECEIVED, USED, AND BALANCE)  Destroy when 2 years old.		
<del>25</del>	<del>U.S. DEPT. OF LABOR COMPENSATION CLAIMS  Destroy when 5 years old.</del>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
5 OF 24

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
36.	PROPOSED FISCAL YEAR FINANCIAL PLANS  Destroy when 3 years old		
37.	OVER-THE-COUNTER MEDALS SALES, PUNCH CARD (MEDAL NO., COST, DESCRIPTIONS)  Destroy when 1 month old.		
38.	LABOR COSTS, PUNCH CARD (LABOR HOURS AND COST FOR A PARTICULAR MACHINE)  Destroy when 2 years old		
39.	MATERIAL COSTS, PUNCH CARD (BY REQUEST NUMBER)  Destroy when 2 years old.		
40.	EQUIPMENT INVENTORY, PUNCH CARD (MACHINE NUMBER, DESCRIPTIONS, COST TO ACQUIRE, BOOK VALUE, RESERVE COST)  Destroy when specific item is deleted.		
41.	EQUIPMENT PREVENTIVE MAINTENANCE PUNCH CARD (MACHINE TYPE, NUMBER AND MAINTENANCE REQUESTS)  Destroy when the equipment goes out of service.		
42.	EMPLOYEE RECORD, PUNCH CARD (EMPLOYEE NAME, CLOCK NUMBER, SHIFT ASSIGNED, HOURLY RATE, ASSIGNED DIVISION-USED TO PREPARE TIME AND ATTENDANCE CARDS)  Destroy when 2 years old.		
43.	EMPLOYEE NAME/ADDRESS, PUNCH CARD (CLOCK NUMBER, SOCIAL SECURITY NUMBER, FULL NAME, HOME ADDRESS, CITY, STATE, AND ZIP CODE)  Destroy when employee goes off the rolls		
44.	ORGANIZATIONAL RECORD, PUNCH CARD (EMPLOYEE NAME, OCCUPATION, CODE, GRADE LEVEL, RATE, EMPLOYEE NUMBER)  Destroy when employee goes off the rolls.		
45.	DAILY ACCOUNTING STATEMENT, NUMISMATIC ITEMS (TRANSACTIONS AND BALANCES)  Destroy when 3 years old.		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
6 OF 24

7. - ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	WEEKLY REPORT OF THE NUMBER OF BLANKS STRUCK ON A COIN PRESS (FOR INVENTORY PURPOSES.)  Destroy when 1 year old.		
47. a.	COPIES OF ANNUAL SETTLEMENT RECORDS AND SUPPORTING PAPERS (MAINTAINED IN THE OFFICE OF THE SUPERINTENDENT OR OFFICER IN CHARGE  Destroy when 2 years old.	NN 171-98 Item 2a	
b.	SETTLEMENT DATA KEPT IN INDIVIDUAL DIVISIONS  Destroy when 1 year old.	NN 171-98 Item 2b	
48.	UNACCEPTED DEPOSITS  Destroy when 5 years old.	NN 171-98 Item 45	
49.	INSTRUCTIONS TO IMPREST FUND CASHIER REGARDING DISBURSEMENT OF FUNDS  Destroy when 1 year old.		
50.	DAILY LOG OF MELTING ALLOY (MIXED SCRAP RECEIVED FROM THE VARIOUS USERS OF METALS, INCLUDING DESTRUCTION OF DIES)  Destroy when 2 years old.		
51.	RECORD OF PALLETS USED IN COIN SHIPMENTS  Destroy 1 year after last entry.		
52.	COST ESTIMATES, REQUESTS, AND CORRESPONDENCE ON PACKAGING OF FOREIGN COINAGE  Destroy 2 years after the contract is completed.		
53.	DESIGNATED AGENT RECORDS (EMPLOYEE LISTINGS, AMOUNT PAID, CHECK AND HAND RECEIPTS, RECORD OF MAILINGS)  Destroy when 1 year old.		
54.	RECORDS OF MEDALS AND BRONZE BLANKS FOR SALE FORM 574  Destroy when 4 years old.		
55.	COPIES OF ENERGY RESOURCES REPORTS (POWER CONSUMPTION BREAK- DOWN AND COST BREAKDOWN ON TRIPS)  Destroy when 2 years old.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
7 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>A-1 CASH &amp; DEPOSITS</u>		
56.	SCHEDULE OF GOLD BULLION SHIPMENTS TO FORT KNOX AND SUPPORTING ATTACHMENTS  Destroy when 3 years old.	NN 171-98 Item 28	
57.	REGISTER OF DEPOSITS OF BULLION SHOWING DATE OF DEPOSIT, RECEIPT NUMBER, NAME OF DEPOSITOR AND OTHER DESCRIPTIVE DETAILS  <i>PERMANENT: Offer to NARS when 25 years old.</i> <del>Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.</del>	NN 171-98 Item 29	
58.	RECORD OF DEPOSITS RECEIVED BY EXPRESS MAIL, ETC., FOR VARIOUS CONSIGNORS  Destroy when 10 years old.	NN 171-98 Item 30	
59.	CASHIER'S DAILY STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCES  Destroy when 3 years old.	NN 171-98 Item 31	
60.	ABSTRACT OF BULLION DEPOSITS AND SUPPORTING PAPERS INCLUDING BULLION DEPOSIT CALCULATION SHEETS, COPIES OF INVOICES, AND BILLS OF LADING, BULLION DEPOSIT RECORD OF CERTIFICATE AND COINAGE METAL (MINT FORM 39X) OR EQUIVALENT AND RELATED CORRESPONDENCE.  Destroy when 5 years old.	NN 171-98 Item 32	
61.	RECORDS REFLECTING DAILY TRANSACTIONS OF THE CASHIER, SUCH AS RECEIPTS OF GOLD AND SILVER BARS FROM DEPOSIT WEIGH CLERK, RECEIPTS AND ADJUSTMENTS OF UNCURRENT AND UNCIRCULATED COINS, SALE OF MEDALS, PROOF AND UNCIRCULATED COINS, SPECIAL ASSAY. INCLUDED ARE SUCH RECORDS AS CASHIERS RECORD OF RECEIPTS AND PAYMENTS (MINT FORM 234) CASHIER'S RECORD OF UNCIRCULATED COIN (MINT FORM 232) AND CASHIER'S RECORD OF UNCURRENT COIN (MINT FORM 233) OR EQUIVALENT RECORDS.  Destroy when 3 years old.	NN 171-98 Item 33	
62.	RECORD OF COIN RECEIPTS, DELIVERIES AND RESERVATIONS FOR ASSAY  Destroy when 3 years old.	NN 171-98 Item 34	



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
8 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	POSTING MEDIA TO CASHIER'S RECORD OF RECEIPTS AND PAYMENTS CASHIER'S RECORD OF UNCIRCULATED COIN, CASHIER'S RECORD OF UNCURRENT COIN AND REGISTER OF DEPOSITS, INCLUDING COPIES OF RECEIPT FOR COIN, SHIPPING REPORTS, TRANSFER OF FUNDS DOCUMENTS CERTIFICATES OF DEPOSIT, REPORTS OF UNCURRENT COIN RECEIVED AND MELTED, PROOF, UNCIRCULATED AND/OR SPECIAL COIN SET DAILY SALES REPORTS, COPIES OF SUPPORTING PAPERS ON FUNDS RECEIVED, VARIOUS INTER-OFFICE RECEIPTS AND TRANSFER SLIPS, MELTER'S TICKETS SCALE BOOKS AND RELATED FORMS AND RECORDS.  Destroy when 2 years old.	NN 171-98 Item 35	
64.	DUPLICATE BULLION FUND AND COINAGE METAL CHECKS  Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.	NN 171-98 Item 44	
65.	INTER-DEPARTMENTAL TRANSFER SHEETS FOR UNCURRENT COIN AND RELATED WORK SHEETS  Destroy when 2 years old.	NN 171-98 Item 36	
66.	CONSOLIDATED REPORT OF COUNT OF MUTILATED AND UNCURRENT COINS  Destroy when 2 years old.	NN 171-98 Item 37	
67.	CASHIER'S VAULT RECORDS SHOWING ALL TRANSACTIONS OF BULLION IN OR OUT OF VAULT  Destroy 2 years after date of transactions.	NN 171-98 Item 38	
68.	REGISTER OF CERTIFICATES AND RECEIPTS FOR PAYMENT OF BULLION DEPOSITS <i>PERMANENT: Offer to NARS when 25 years old.</i> <del>Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.</del>	NN 171-98 Item 39	
69.	COINAGE STATEMENTS  Destroy when 2 years old	NN 171-98 Item 40	
70.	RECORD OF DEPOSITS DELIVERED TO MELTING AND REFINING  Destroy when 5 years old.	NN 171-98 Item 41	
71.	INTER-DEPARTMENTAL TRANSFER DOCUMENTS FOR GOLD AND SILVER BULLION AND RELATED WORK SHEETS  Destroy when 2 years old.	NN 171-98 Item 42	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
9 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
72.	REGISTER OF DISBURSEMENT OF BULLION FUNDS (RECORD OF CHECKS ISSUED)  Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.	NN 171-98 Item 43	
73.	INVENTORY OF ALL COIN AND MEDAL SETS (IBM CARDS)  Destroy when 7 years old.		
74.	COIN AND MEDAL SET REPLACEMENT CONTROL RECORDS. DOCUMENTS THE SHIPMENT OF REPLACEMENT SETS TO THE CUSTOMER.  Destroy when 5 years old.		
75.	IBM LISTINGS OF EMPLOYEE BONDS AND CHECKS  Destroy when 2 years old.		
<u>B. PERSONNEL</u>			
76.	REPORTS ON IN-HOUSE TRAINING, MINT FORM 234  Destroy when 3 years old.		
<del>77.</del>	<del>EMPLOYEE DEVELOPMENT FILES INCLUDING COUNSELING, CAREER PLANS, UPWARD MOBILITY AND LISTINGS OF TRAINING PROGRAMS ATTENDED BY MINT PERSONNEL  Destroy when 3 years old.</del>		
<del>78.</del>	<del>LABOR RELATIONS FILES  a. CORRESPONDENCE ON THE PROGRAM INCLUDING PLANS, MEETINGS, DESIGNATION OF UNION OFFICERS AND DUES WITHHOLDING  Destroy when 3 years old.</del>		
b.	ADVERSE ACTION APPEALS  <del>Destroy 2 years after date of final action.</del>		
<u>B-1 - DEPARTMENT PERSONNEL/PAYROLL SYSTEM</u>			
79.	KEYPUNCH CARDS FROM T&A PAYROLL & PERSONNEL EDITS  Hold 3 pay periods; then destroy.		
80.	PAYROLL, PERSONNEL & T&A EDITS  Hold 3 pay periods, then destroy.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
10 OF 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>C. PURCHASING</u>		
81.	CONSOLIDATED LIST OF CURRENT ADMINISTRATIVE DEBARMENTS BY EXECUTIVE AGENCIES OF COMMERCIAL FIRMS  Destroy when obsolete.		
82.	DELIVERY TO STORES OF INTERNALLY MANUFACTURED ITEMS (FINISHED WORK FORM 1011)  Destroy when 3 years old.		
83.	MONTHLY INVENTORY OF DIE STEEL STOCK (TREASURY FORM 8910)  Destroy when 3 years old.		
84.	GSA SUPPLY SCHEDULES  Destroy when 1 year old.		
	<u>D. SAFETY AND HEALTH</u>		
85.	INTER-OFFICE CORRESPONDENCE ON SAFETY PROGRAM PROJECTS  Destroy when 2 years old.		
86.	DIVISION REPORTS ON SAFETY MEETINGS  Destroy when 2 years old		
87.	SAFETY REGULATIONS ON MATERIAL HANDLING EQUIPMENT  Destroy when superseded or obsolete.		
88.	GENERAL INFORMATION ON THE INSPECTION OF CRANES, SLINGS, AND CABLES  Destroy when 3 years old.		
89.	GENERAL CORRESPONDENCE WITH THE BUREAU ON ACCIDENTS AND COPIES OF ALL FIELD OFFICES ACCIDENT REPORTS FORWARDED BY BUREAU  Destroy when 3 years old.		
90.	EMPLOYEE ACCIDENTS, DISABLING INJURIES AND MOTOR VEHICLE ACCIDENTS  Destroy when 5 years old unless legal action is pending.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
11 of 24

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
91.	INDUSTRIAL HYGIENE, CAFETERIA INSPECTIONS, TEMPERATURE READINGS AND TRAINING ON HYGIENE  Destroy when 3 years old.		
92.	CASE FILES OF INJURIES OF VISITORS OR CONTRACTORS IN THE MINTS, ASSAY OFFICES, OR BULLION DEPOSITORIES  Destroy when 10 years old unless legal action is pending.		
93.	MONTHLY REPORTS "SUMMARY ACCIDENT EXPERIENCE"  Destroy when 3 years old	NN 171-98  Item 70	
94.	PRESIDENT'S CONFERENCE ON SAFETY, FEDERAL, INTERDEPARTMENTAL AND SUPERINTENDENT'S FIRE, SAFETY AND ACTIVITY PROGRESS REPORTS  Destroy when 3 years old.  <u>E. SECURITY</u>	NN 171-98  Item 71	
95.	MONTHLY SECURITY REPORT TO THE DIRECTOR OF THE MINT  Destroy when 5 years old.		
<del>96.</del>	<del>DISCREPANCY REPORT SUCH AS VAULT UNATTENDED OR COINS, MEDALS OUT OF THE SYSTEM  Destroy when 3 years old.</del>		
97.	VAULT COMBINATIONS  Destroy upon receipt of combination change.	NN 171-98  Item 13	
<del>98.</del>	<del>INSPECTION OF VAULTS AND SAFES WITH COMBINATION LOCKING DEVICES  Destroy when superseded.</del>		
99.	EMPLOYEE IDENTIFICATION DATA CARDS (TO MAINTAIN REQUIRED INFORMATION FOR REISSUANCE OF ID CARDS)  Hold 3 years until reissue of new card, then destroy.		
100.	TEMPORARY IDENTIFICATION CARD REGISTER (LOST OR MISPLACED CARDS)  Destroy when 1 year old		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
12 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
101.	VAULT AND TIME LOCK MAINTENANCE AND OPERATION RECORDS  Destroy when 4 years old	NN 171-98  Item 65	
<del>102.</del>	<del>VISITORS' LOGS AND REGISTERS</del>  <del>Destroy 3 years after last entry.</del>	NN 171-98 Item 66	
<del>103.</del>	<del>SECURITY LOGS RECORDING ENTRY INTO VAULTS</del>  <del>Destroy 2 years after last entry.</del>	NN 171-98 Item 67	
104.	MAIL LOG ON PACKAGES DISPATCHED FROM BUILDING  Destroy when 3 years old.	NN 171-98 Item 68	
105.	LIST OF EMPLOYEES HAVING VAULT COMBINATIONS  Destroy when superseded.	NN 171-98 Item 69	
106.	<u>F. SUPERINTENDENT'S OR OFFICER'S IN CHARGE RECORDS</u>  GENERAL CORRESPONDENCE	NN 171-98 Item 1 a. b.	
a.	LETTERS, TELETYPES, MEMORANDA AND OTHER RECORDS OF A GENERAL NATURE WITH RELATED INDEXES MAINTAINED BY THE SUPERINTENDENT OR OFFICER IN CHARGE RELATING TO MINT OPERATIONS.  Destroy 2 years after close of tenure of office of Superintendent or Officer in Charge.		
b.	CORRESPONDENCE, REPORTS, AND OTHER RECORDS PERTAINING TO THE OVERALL ADMINISTRATION AND OPERATION OF INDIVIDUAL OFFICES. INCLUDED ARE INFORMATION COPIES OF PROCUREMENT, PAYMENT AND PERSONNEL DOCUMENTS.  Destroy 2 years after creation of records.		
107.	<u>G. TEMPORARY RECORDS AND NON-RECORD MATERIAL</u>  TEMPORARY FILES CONSISTING OF ROUTINE TRANSMITTALS, INFORMATION REQUESTS AND REPLIES AND OTHER TRANSITORY CORRESPONDENCE.  Destroy 2 years after creation of records.	NN 171-98 Item 1c	
108.	OFFICE REFERENCE FILES INCLUDING COPIES OF DIRECTIVES, INSTRUCTIONS AND OTHER PRINTED OR PROCESSED MATERIAL  Destroy when superseded or obsolete.	NN 171-98 Item 7	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
13 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
109.	WORK PAPERS WHICH DO NOT BECOME A PART OF OFFICIAL FILES COVERED ELSEWHERE IN THIS SCHEDULE  Destroy when 1 year old.	NN 171-98 Item 8	
110.	CHRONOLOGICAL OR READING FILE OF CORRESPONDENCE  Destroy when 1 year old.	NN 171-98 Item 9	
<u>PART II - PROGRAM</u>			
<u>A. ASSAYING</u>			
111.	REGISTER OF ALL GOLD AND SILVER ASSAYS <i>RECORDS FINENESS OF METALS AT VARIOUS PROCESSING STAGES.</i>  Permanent. Transfer to Federal Records Center when 10 years old. Offer to NARS when 25 years old.	NN 171-98 Item 80	
112.	CORRESPONDENCE AND REPORTS ON USE OF X-RAY QUANTOMETER INCLUDING TEST DATA ON EFFECTS OF RADIATION ON EMPLOYEES USING EQUIPMENT  Destroy when 10 years old.	NN 171-98 Item 85	
113.	EQUIPMENT MANUAL (TECHNICAL SPECIFICATIONS, SPARE PARTS LIST OF LABORATORY EQUIPMENT)  Hold for life of equipment, then destroy.		
114.	WEEKLY TABULATION OF THE NUMBER OF TESTS (MATERIAL AND TIME) PER INDIVIDUAL  Destroy when 1 year old.		
115.	STANDARD TEST METHODS AND SPECIFICATIONS MANUAL (ESTABLISHED LAB TEST PROCEDURES AND MATERIAL SPECIFICATIONS)  Destroy after revision.		
116.	COPIES OF ASSAY COMMISSION INFORMATION, DATA, NOTES, PROCEDURES AND WEIGHT CALIBRATION REPORT  Destroy when 2 years old.		
117.	COPPER CATHODES REPORT (RESULTS OF ANALYSIS)  Destroy when 2 years old.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
14 of 24

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
118.	ATMOSPHERE ANALYSIS (GAS ANALYSES OF ANNEALING AND HEAT TREATING FURNACES)  Destroy when 6 months old		
119.	FIRST COIN REPORT (TABULATION, FIRST COINS INSPECTED AND STONED DIES)  Destroy when 6 months old.		
120.	DAILY REPORT OF STRIP AND BLANKS INCLUDING SUPPLIER, DENOMINATION, ORDER NO., COIL NO., PHYSICAL AND TEST DATA  Destroy when 6 months old.		
121.	INSPECTION OF PURCHASED AND IN-HOUSE MANUFACTURED COIL (TABULATION OF HARDNESS, THICKNESS OF CLAD COIL)  Destroy when 6 months old.		
<u>122.</u>	REPORT OF HARDNESS OF ANNEALED PLANCHETS  Destroy when 1 month old		
123.	DELAMINATION REPORT (SUMMARY OF RESULTS FROM STATISTICAL SAMPLING AND 100% SEPARATIONS OF PLANCHETS)  Destroy when 2 years old.		
124.	MONTHLY TABULATION OF THE HARDNESS TESTING OF COIN DIES  Destroy when 1 year old.		
125.	MONTHLY SUMMARY OF DIE INSPECTION  Destroy when 2 years old.		
126.	TABULATION OF DIE COLLAR INSPECTION  Destroy when 2 years old		
127.	MEMOS, CERTIFICATIONS, PHOTOS, ANALYTICAL/METALLURGICAL RESULTS ON DIE STEEL - 52100  Destroy when 2 years old.		
128.	TABULATION ON WEEKLY MEDAL INSPECTIONS  <del>Destroy when 2 years old</del>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

15 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
129.	LABORATORY WORK BOOKS (ANALYTICAL AND PHYSICAL TEST DATA ON COINAGE INGOTS, STRIPS, STEEL LUBRICANTS, PLANCHETS, ETC)  Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.		
130.	TITRATION WORK BOOK  Destroy when 1 year old.	NN 171-98  Item 81	
131.	MINOR COINAGE ANALYSES - RECORD BOOKS  Destroy 1 year after final entry.	NN 171-98  Item 82	
132.	ASSAYER'S TRANSCRIPTS OF GOLD AND SILVER BULLION, SPECIAL ASSAY COIN TRANSMITTALS AND WORK BOOKS  Destroy when 3 years old	NN 171-98 Item 83	
133.	HUMID ASSAY WORK RECORD  Destroy when 1 month old	NN 171-98  Item 84	
134.	ASSAYER'S REPORT (METALS) T.D. FORM 629  Destroy when 1 year old.	NN 171-98 Item 86a	
135.	ASSAYER'S REPORT (MINOR COINAGE ALLOYS) T.D. FORM 629A  Destroy when 1 year old.	NN 171-98 Item 86b	
136.	REPORT OF ASSAY OF SWEEPS - GOLD AND SILVER  Destroy when 1 year old.	NN 171-98 Item 87	
137.	MONTHLY REPORT TO THE BUREAU ON QUALITY CONTROL OF THE COINAGE  Destroy when 5 years old.		
138.	ROVING INSPECTION REPORT - TABULATION OF PERCENT PRODUCT FAILURES, WEEKLY  Destroy when 1 year old.		
	<u>B. BUILDING AND EQUIPMENT (PRODUCTION)</u>		
139.	GENERAL SERVICES ADMINISTRATION'S EQUIPMENT SCHEDULES  Destroy when 1 year old.		



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
16 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
140.	MANUALS - MANUFACTURING AND BUILDING EQUIPMENT	NN 171-98	
a.	OPERATING AND MAINTENANCE - BUILDING EQUIPMENT  Hold for life of equipment, then destroy.	Item 22a	
b.	PROCESS OPERATING AND MAINTENANCE - MANUFACTURING EQUIPMENT  Hold for life of equipment, then destroy.	NN 171-98 Item 22b	
c.	SPARE PARTS  Hold for life of equipment, then destroy.	NN 171-98 Item 22c	
141.	EQUIPMENT MAINTENANCE RECORDS  Hold for life of equipment, then destroy	NN 171-98 Item 26.	
	<u>C. COINING</u>		
142.	RECORD OF DOMESTIC AND FOREIGN DIES USED AND MUTILATED  Destroy when 2 years old.	NN 171-98 Item 88	
143.	PRODUCTION MEETING REPORTS (MINUTES OF MEETINGS)  Destroy when 3 years old.		
144.	PRODUCTION STUDIES - INDIVIDUAL DIVISION REVIEWS  Destroy when 5 years old.		
145.	MONTHLY COINAGE STATEMENTS, FORM 280  Destroy when 2 years old.		
146.	AMOUNT OF COIN TRANSFERRED TO THE CASHIER (MONTHLY REPORT)  Destroy when 3 years old.		
147.	WEEKLY LISTING OF COIN ORDERS  Destroy when 1 year old.		
148.	REJECT MATERIAL FROM COINING OPERATIONS INCLUDING REASONS FOR REJECTION  Destroy when 1 year old.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
17 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
149.	DOWN TIME REPORTS (MILL-OPERATING TIME AND TIME DOWN FOR REPAIRS)  Destroy when 2 years old.		
150.	RECORD OF NUMBER OF MEDALS PRODUCED FOR SALE - DAILY  Destroy when 3 years old.		
151.	MEDAL PACKAGING WEEKLY INVENTORY REPORT (LIST OF SUPPLIES AVAILABLE IN MEDAL PRODUCTION)  Destroy when 3 years old.		
152.	POSTAL ORDER REPORT (AMOUNT OF MEDALS SHIPPED TO VARIOUS AGENCIES)  Destroy when 10 years old.		
153.	AMOUNT OF BRONZE USED IN LIST MEDALS  Destroy when 3 years old.		
154.	WORK AUTHORIZATION (MEDAL PRODUCTION, ALLOY AND NUMBER OF PIECES REQUESTED)  Destroy when 10 years old.		
155.	TRANSFER SHEETS MATERIAL FROM STRIP PRODUCTION TO COINING AREA  Destroy when 2 years old.		
156.	STRIP PRODUCTION LEDGERS (INVENTORY OF MATERIAL RECEIVED SCRAP LOSS)  Destroy when 5 years old.		
157.	DAILY INGOT WORKSHEETS (NUMBER AND WEIGHT OF INGOTS DELIVERED TO STRIP PRODUCTION BY MELTING DIVISION)  Destroy when 2 years old.		
158.	RECAP OF CLAD MATERIAL BONDED (DAILY - CUMULATIVE FIGURES MONTHLY)  Destroy when 2 years old.		
159.	DAILY WEIGHT SHEETS (WEIGHT OF ALL COILS DELIVERED TO COINING BY STRIP PRODUCTION)		

## Request for Records Disposition Authority -- Continuation

JOB NO

PAGE OF  
18 of 24

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
159. (Con't)	Destroy when 1 year old.		
160.	RECORD OF PURCHASED STRIP ROLLED TO FINISHED MATERIAL  Destroy when 5 years old.		
161..	MEDALS, MEDALLIONS, PROOF AND UNCIRCULATED COIN AND FOREIGN COINAGE COST ESTIMATES, PRODUCTION RECORDS, COMPUTATIONS, SPECIFICATIONS AND RELATED CORRESPONDENCE  a. COST ESTIMATES  Destroy when 10 years old.  b. SPECIFICATION AND PRODUCTION RECORDS  Destroy when superseded or obsolete. Transfer to a Federal Record Center . not authorized.  c. COMPUTATIONS, RELATED CORRESPONDENCE  Hold for life of project, then destroy.	NN 171-98 Item 3	
162.	COINAGE PRODUCTION CONTROL RECORDS  a. DAILY PROCESS RECORDS  Destroy when 2 years old  b. WORK PAPERS  Destroy when no longer needed.	NN 171-98 Item 89 a & b	
163.	RECEIPTS FOR COIN DELIVERIES  Destroy when 10 years old.	NN 171-98 Item 90	
164.	COINAGE METAL LEDGERS SHOWING DAILY BALANCES IN DIVISION  Transfer to FRC when 10 years old. Destroy when 20 years old.	NN 171-98 Item 91	
165.	SHIPPING DOCUMENTS ON RECEIPTS AND DELIVERIES OF INGOT BLANKS AND COILS  Destroy when 2 years old	NN 171-98 Item 92	
166.	MONTHLY RECAPITULATION OF DIES RECEIVED FROM ENGRAVING DIVISION  <del>Destroy when 5 years old.</del>	NN 171-98 Item 93	

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
19 of 24

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
167.	RECORD OF COILS, SCRAP, AND BLANKS, SHOWING INCOMING, OUTGOING, AND BALANCE ON HAND  Destroy 2 years after last entry in book.	NN171-98 Item 94	
168.	RECORD OF CUT BLANKS STORED IN VAULT  Destroy after removal from vault	NN 171-98  Item 95	
169.	PRODUCTION REPORTS, SUCH AS MATERIALS IN PROCESS, MACHINERY OPERATING AND PERSONNEL USED  Destroy when 1 year old.	NN 171-98 Item 96	
170.	TRANSMITTAL OF SPECIAL ASSAY COINS (PYX)  Destroy after meeting of Annual Assay Commission and settlement is made.	NN 171-98 Item 11	
171.	TRIAL STRIKES - THE STRIKING OF EXPERIMENTAL COINAGE AND DIES  Destroy when obsolete or superseded. Transfer to a Federal Records Center is not authorized.  <u>D. ENGRAVING</u>		
172.	REQUISITION TO ENGRAVER FOR COINAGE DIES AND REPORTS OF DELIVERY TO COINER  Destroy when 5 years old.	NN171-98 Item 72	
173.	DIE CONTROL BOOK (PARENT NUMBERS AND ASSIGNED NUMBERS OF EACH TRIAL DIE AND HUB PRODUCED)  Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.		
174.	WORK PROGRESS AND PRODUCTION (STATUS OF WORK IN ENGRAVING AND DIE SHOP)  Destroy when 2 years old.		
175.	DAILY INVENTORY OF DIES PRODUCED AND SHIPPED (ALL DIES PRODUCED IN DIE MFG. IN EACH STAGE PLUS BLANK COUNT)  Destroy when 2 years old.		
176.	DIE STOCK CARDS (USED IN CONJUNCTION WITH THE DAILY INVENTORY GIVING A RUNNING TOTAL OF ALL DIES)		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
20 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
176.	Destroy when 1 year old. (Con't)		
177.	COINAGE DIE TRANSACTION REPORT (DIES STRUCK, CONDEMNED, HARDENED, SHIPPED, DIES FINISHED STRUCK - USED TO COMPILE DAILY INVENTORY)  Destroy when 1 year old.		
178.	SEQUENTIAL NUMBERING OF DIES (INDIVIDUALLY NUMBERED BEFORE SHIPMENT)  Destroy when 1 year old.		
179.	TENTATIVE SCHEDULE OF DAILY AND MONTHLY DIE REQUIREMENTS (BROKEN DOWN INTO WEEKLY SHIPMENT)  Destroy when 1 year old.		
180.	DIES CONDEMNED DAILY  Destroy when 1 year old.		
181.	DIE COUNT REPORT (COMPILATION OF DIE TRANSACTIONS REPORTS FOR A 4 TO 6 WEEK PERIOD)  Destroy when 1 year old.		
182.	DIES DELIVERED DAILY (BY NUMBER - TO COINING FACILITIES)  Destroy when 2 years old.		
183.	ORDERS AND DELIVERIES OF DIES MANUFACTURED FOR FOREIGN COUNTRIES  Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.		
184.	U.S. MINT ENGRAVERS - BIOGRAPHIES, PHOTOS AND NEWS CLIPPINGS  PERMANENT - Offer to NARS 6 months after close of the Engraver's term of office.		
185.	DIE MANUFACTURING ANNUAL REPORT  Destroy when 5 years old.	NN 171-98  Item 74	
186.	ENGRAVERS' MONTHLY REPORT OF DIES MADE AND DELIVERED  Destory when 5 years old.	NN 171-98 Item 75	

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
21 of 24

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
187.	REQUISITION, RECEIPTS, AND INVENTORIES OF STEEL STOCK AND DIES  Destroy when 1 year old	NN 171-98 Item 76	
188.	IBM DIES COST PRODUCTION REPORTS  Destroy when 1 year old	NN 171-98 Item 77	
189.	IBM LISTING - CERTIFICATION OF DIES  Destroyed (Duplicate field copies)  Destroy when 2 years old	NN 171-98 Item 14	
190.	IBM LISTING OF DIES SHIPPED TO INSTITUTIONS  a. ORIGINALS  Shipped with dies, destroy when dies are destroyed.  b. DUPLICATES  Destroy when 5 years old.	NN 171-98 Item 79	
191.	RECORD OF MEDALS ENGRAVED AND DELIVERED TO COINER. FORM 1005.  Destroy when 1 year old.		
192.	MEDAL HUBS, DIES, GALVANOS, CORRESPONDENCE REGARDING LOAN OF AND ITEMS HELD IN CUSTODY FOR OTHER ORGANIZATIONS AND DISPOSITION <i>PERMANENT: offer to NARS when 25 years old.</i> <del>Destroy when obsolete or superseded. Transfer to Federal Records Center is not authorized.</del> E. INFORMATIONAL SERVICES		
193.	PUBLICITY REGARDING THE OLD MINT, SAN FRANCISCO  Destroy when 3 years old.		
194.	APPLICATION FROM OUTSIDE ORGANIZATIONS FOR THE USE OF THE MUSEUM, OLD MINT, SAN FRANCISCO  Destroy when 3 years old.		
195.	VISITORS COUNT - DATE AND NUMBER OF VISITORS INCLUDING LOG OF SCHOOL GROUPS  Destroy when 1 year old.		

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
22 of 24

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>F. NUMISMATIC</u>		
196.	IBM LISTING, DAILY, OF ITEMS SOLD AND BALANCE ON HAND  Destroy when 30 days old.		
197.	IBM LISTING, WEEKLY, TOTAL ITEMS SOLD FOR WEEK AND BALANCE ON HAND  Destroy when 3 years old.		
198.	DAILY SALES LOG OF CATEGORIES OF MEDALS SOLD (FOR INVENTORY PURPOSES)  Destroy when 1 year old.		
199.	DAILY SALES REPORT (LEDGER OF INDIVIDUAL EMPLOYEE SALES)  Destroy when 1 year old.		
200.	INVENTORY CARD LISTING BRONZE BLANKS RECEIVED, SOLD AND BALANCE (DAILY)  Destroy when 1 year old.		
201.	CASH SUMMARY (REPORT ATTACHED TO IBM RUN OF DAILY CASH SALES AND CASH REGISTER TAPES FOR THE DAY)  Destroy when 1 year old.		
202.	CASH LOG (CASH CUSTOMER LISTING FOR PURCHASE OF COINS OR MEDALS)  Destroy when 2 years old.		
203.	SOUVENIR SET REPORT (NUMBER OF SETS SOLD DAILY)  Destroy when 1 year old.		
204.	MONTHLY ACTIVITY REPORT (SALES OF MEDALS, COIN SETS, MISC. ITEMS)  Destroy when 3 years old.		
205.	MONTHLY INVENTORY OF MEDALS IN THE SALES AREA INCLUDING INDIVIDUAL MEDAL SALES  Destroy when 1 year old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
206.	RECORD OF CASH SALES INCLUDING, DATE, REFERENCE NUMBER, VALUE OF ITEM, TOTAL SALES (DISTRIBUTION LEDGER - FORM 1016)  Destroy when 1 year old.		
207.	COPIES OF LITHOGRAPH ORDER FORMS SEND TO BUREAU OF ENGRAVING AND PRINTING, SCHEDULE OF DELIVERY AND RECEIVING REPORT.  Destroy when 1 year old.		
208.	TRANSFER OF FUNDS TO COUNTER CASH (WEEKLY MEMO TO CASH DIVISION)  Destroy when 3 years old.		
209.	UNDELIVERABLE SETS FILE (CUSTOMER NAME, ADDRESS)  Destroy when 12 years old.		
210.	RECORD OF CUSTOMER'S RETURNED COIN/MEDAL ORDERS  Destroy upon final disposal of coin sets or medals.		
211.	CHARGE BACK CHECKS (STATUS OF CUSTOMER'S FINANCIAL ABILITY)  Hold until condition is rectified, then destroy.		
212.	LISTING OF CHECKS (MICROFILM) PROFESSED ORDERS FOR NUMISMATIC PRODUCTS.  Destroy when 5 years old.		
<u>G. MELTING &amp; REFINING</u>			
213.	MINOR BASE METALS LEDGER (ACCOUNT OF VIRGIN AND ALLOY MEDALS)  Destroy when 3 years old.		
214.	COINAGE METAL CUSTODY AND WORKING ACCOUNTS  Transfer to FRC when 5 years old. Destroy when 10 years old.	NN 171-98 Item 98	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
215.	INGOT MAKEUP, MELTING AND CASTING RECORDS INCLUDING PRECIOUS METALS, WHERE APPLICABLE  Destroy when 5 years old.	NN 171-98 Item 99	
216.	RECORDS OF SWEEPS, SHOWING AMOUNT OF PRECIOUS METAL RECOVERED PER SWEEP  Destroy when 2 years old.	NN 171-98 Item 100	
217.	RUNNING ACCOUNT OF SILVER CLIPPINGS SHOWING AMOUNTS RECEIVED, USED AND BALANCE  Destroy when 2 years old.	NN 171-98 Item 101	
218.	RECEIPT AND DELIVERY OF UNCURRENT COINS  Destroy when 2 years old.	NN 171-98 Item 103	
219.	DAILY AND WEEKLY PRODUCTION REPORTS INCLUDING FURNACE RECORD, INGOT MELTING REPORT, METAL AND PERSONNEL USED  Destroy when 2 years old.	NN 171-98 Item 105	
220.	ASSAY RECORDS FOR MASS MELTS  Destroy when 2 years old.	NN 171-98 Item 106	
221.	LEDGER RECORDS - MASS MELTS  Destroy when 10 years old.	NN 171-98 Item 107	
222.	DEPOSITS DELIVERED TO SUPERINTENDENT OF MELTING AND REFINING  Destroy when 2 years old.	NN 171-98 Item 102	
223.	RECEIPT BOOK SHOWING DELIVERY OF METALS TO DEPOSIT WEIGH CLERK FOR EXCHANGE  Destroy when 3 years old.	NN 171-98 Item 104	