

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 6 May 80

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
Office of the Director

4 NAME OF PERSON WITH WHOM TO CONFER

Lois O'Mara

5. TEL EXT

376-0617

LEAVE BLANK

JOB NO

NC1-104-80-2

DATE RECEIVED

5-6-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-26-80

Date

Mark W. [Signature]
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 33 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 <i>5/1/80</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE | E TITLE <i>[Signature]</i> 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 Office of the Director, Bureau of the Mint Headquarters. The records are listed under the following categories:</p> <table><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>B. Auditing</td><td>B. Building & Equipment (Production)</td></tr><tr><td>C. Automatic Data Processing</td><td>C. Coining</td></tr><tr><td>D. Budget</td><td>C-1. Coin Distribution</td></tr><tr><td>E. Emergency Planning</td><td>D. Informational Services</td></tr><tr><td>F. Legislative</td><td>E. Melting & Refining</td></tr><tr><td>G. Management</td><td>F. Numismatic</td></tr><tr><td>H. Personnel</td><td>G. Purchase, Sale, Loan, Recovery & Storage of Precious Metals</td></tr><tr><td>I. Regulative & Directives</td><td>H. Research & Development</td></tr><tr><td>J. Safety & Health</td><td></td></tr><tr><td>K. Security</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 records of the Office of the Director.</p> | <u>PART I - ADMINISTRATIVE</u> | <u>PART II - PROGRAM</u> | A. Accounting | A. Assaying | B. Auditing | B. Building & Equipment (Production) | C. Automatic Data Processing | C. Coining | D. Budget | C-1. Coin Distribution | E. Emergency Planning | D. Informational Services | F. Legislative | E. Melting & Refining | G. Management | F. Numismatic | H. Personnel | G. Purchase, Sale, Loan, Recovery & Storage of Precious Metals | I. Regulative & Directives | H. Research & Development | J. Safety & Health | | K. Security | | | <p>All records designated for permanent retention will be offered to NARS in 10 year blocks.</p> <p>166 items</p> |
| <u>PART I - ADMINISTRATIVE</u> | <u>PART II - PROGRAM</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. Accounting | A. Assaying | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Auditing | B. Building & Equipment (Production) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Automatic Data Processing | C. Coining | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Budget | C-1. Coin Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. Emergency Planning | D. Informational Services | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Legislative | E. Melting & Refining | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Management | F. Numismatic | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. Personnel | G. Purchase, Sale, Loan, Recovery & Storage of Precious Metals | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. Regulative & Directives | H. Research & Development | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. Safety & Health | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K. Security | | | | | | | | | | | | | | | | | | | | | | | | | | | |

166 items

All per and in k changes have been made with the agency's concurrence. JTB 9/12/80

Copy sent to Agency, NCD, NWH, NAF, NWS Rel 10/12/80

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| | <u>PART I - ADMINISTRATIVE</u> | | |
| | A. <u>ACCOUNTING</u> | | |
| 1. | <p>BULLION ACCOUNTS CURRENT AND SUPPORTING PAPERS</p> <p>Monthly report including supporting papers from field offices showing amount of bullion on hand. Also included is internal memoranda and Headquarters notification to field offices of approval of account.</p> <p>Destroy when 20 years old.</p> | NN 163-79 (a) | |
| 2. | <p>REPORTS OF CASH TRANSACTIONS ABROAD</p> <p>Quarterly reports showing deposits of bullion and charges assessed, by country; manufacturing cost, metal cost and balance of foreign coinage orders.</p> <p>Destroy when <u>20</u> yrs. old.</p> | | |
| 3. | <p>a. GENERAL FILES ON ACCOUNTING PROCEDURES</p> <p>Internal memoranda and operating procedures relating to the Bureau of the Mint accounting system.</p> <p>Destroy when <u>15</u> yrs. old.</p> <p>b. SUBJECT FILES ON LOAN OF MATERIAL TO PRIVATE COMPANIES FOR VARIOUS PURPOSES, MINT FORM 601</p> <p>Destroy 10 years after return of material.</p> <p>c. SUBJECT FILES ON PROPOSED MINT FINANCING</p> <p>Destroy when all reference needs have ended. Transfer to Federal Records Center is not authorized.</p> | NN 163-79 2 (a) 10. | |
| 4. | <p>GENERAL FILES ON PAYROLL SAVINGS PLAN</p> <p>Correspondence and reports on the payroll deduction savings bond program.</p> <p>Destroy when <u>10</u> yrs. old.</p> | NN 163-79 1 (J) 2. | |

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| 5. | CASHIER'S DAILY STATEMENTS Receipts, disbursements and balances for field offices. Destroy when 10 years old. | NN 163-79 9. | |
| 6. | SUBJECT FILES ON PAYMENT FROM EXCHANGE STABILIZATION FUND OF GOLD SHIPMENTS TO NEW YORK ASSAY OFFICE. Destroy when <u>20</u> yrs. old. | NN 163-79 2 (b) 3. | |
| 7. | SUBJECT FILES ON SILVER PROFIT FUND Correspondence with field offices, internal memoranda. Fund is charged with wastage incurred in coinage from silver bullion recoinage loss, cost of distribution of silver coins. Replaced by Coinage Profit Fund. Destroy when <u>20</u> yrs. old. | NN 163-79 2 (1) 5. | |
| 8. | SUBJECT FILES ON COINAGE PROFIT FUND Correspondence relating to the Coinage Profit Fund, established by the Coinage Act of 1965. Destroy when <u>20</u> yrs. old. | | |
| 9. | SUBJECT FILES ON MINOR COINAGE METAL FUND Correspondence, internal memoranda. Fund is used to purchase metal for minor coinage. Replaced by the Coinage Metal Fund. Destroy when <u>20</u> yrs. old. | NN 163-79 2 (1) 6. | |
| 10. | SUBJECT FILE ON THE COINAGE METAL FUND Correspondence relating to the Coinage Metal Fund, established by the Coinage Act of 1965. Fund is for purchase of metals for minor coins and for the new alloy subsidiary coins. Destroy when <u>20</u> yrs. old. | | |

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| 11. | <p>SILVER POLICY FILES, 6 cu. ft, 1951-Present</p> <p>Arranged by subject.</p> <p>Internal memoranda, silver statistics and correspondence with the public concerning the purchase of silver by Treasury, sale of silver to government agencies and industrial users, stockpiling of silver, exchange of silver certificates for silver bullion and silver for coinage.</p> <p>Permanent Offer to NARS when <u>30</u> yrs. old.</p> | | |
| 12. | <p>SUBJECT FILES ON GOLD POLICY, 2 cu. ft. 1943-Present</p> <p>Arranged chronologically.</p> <p>Correspondence relating to the Treasury Gold Regulations pertaining to gold acquired, held, transported, melted or treated, imported, exported or earmarked for industrial, professional and artistic use.</p> <p>Permanent Offer to NARS when <u>30</u> yrs. old.</p> | | |
| 13. | <p>LABOR DISTRIBUTION WORKSHEET AND RECAP SHEET, MINT FORM 4001</p> <p>Completed copies retained by Time and Attendance Clerk after submitting bi-weekly time and attendance report.</p> <p>Destroy when <u>6</u> months old.</p> <p>B. <u>AUDITING</u></p> | | |
| 14. | <p>ANNUAL SETTLEMENT FILES, 16 cu. ft. 1958-PRESENT</p> <p>Arranged by subject and thereunder chronologically.</p> <p>Includes documents relating to the transfer of assets from outgoing to incoming field office superintendent or officer in charge. Also included are procedures and instructions relating to the annual settlement of Mint accounts and settlement papers signed by settlement committee at each field location.</p> <p>Permanent Offer to NARS when <u>10³⁰</u> yrs. old.</p> | <p>NN 163-79</p> <p>2 (a) 12.</p> | |

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| 15. | MANAGEMENT AUDIT SURVEY REPORTS a. Internal audit reports resulting from surveys in Headquarters and field offices. Destroy when <u>10</u> yrs. old. b. Audit workpapers used for reference and to support issued audit reports. Destroy 7 years after issue date of audit report. c. SUBJECT FILES ON COMPREHENSIVE SITE AUDITS BY THE GENERAL ACCT. OFFICE Destroy when <u>5</u> yrs. old. | NN 163-79 2, (a) 1. NN 163-79 2 (g) 1. | |
| 16. | a. GENERAL SUBJECT FILES ON OFFICIAL JOINT SEALING Internal memoranda and instructions on the joint sealing of vaults and compartments containing Mint values. Destroy when <u>10</u> yrs. old. b. SUBJECT FILES ON OFFICIAL JOINT SEALING AT FIELD OFFICES Correspondence and interoffice memoranda relating to the authorized release of values from a vault or compartment by a Official Joint Sealing Committee and relocation of values to another vault, compartment or field office. Destroy when <u>10</u> yrs. old. c. <u>AUTOMATIC DATA PROCESSING</u> | | |
| 17. | SUBJECT FILES ON AUTOMATIC DATA PROCESSING Correspondence on automatic data processing. Destroy when 15 years old. | | |

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| 18. | <p>D. <u>BUDGET</u></p> <p>BUDGET FILES</p> <p>Internal memoranda concerning budget matters including fiscal year budget preparations, estimates, justifications and financial plans.</p> <p>Destroy when <u>20</u> yrs. old.</p> | NN 163-79 1 (J) 1. | |
| 19. | <p>E. <u>EMERGENCY PLANNING</u></p> <p>EMERGENCY PLANNING RECORDS</p> <p>a. MINT READINESS PLANNING MANUAL</p> <p>Destroy when superseded. Transfer to Federal Records Center is not authorized.</p> <p>b. ORDER OF SUCCESSION.</p> <p>Persons to Act as Director of the Mint in an Emergency.</p> <p>Destroy when superseded. Transfer to Federal Records Center is not authorized.</p> <p>c. EMERGENCY PLANS, CORRESPONDENCE, LISTINGS OF EMPLOYEES HOLDING VAULT COMBINATIONS, IDENTIFICATION CARDS.</p> <p>Destroy when superseded. Transfer to Federal Records Center is not authorized.</p> <p>d. DIES STORED AT FORT KNOX BULLION DEPOSITORY FOR USE IN NATIONAL EMERGENCY</p> <p>Destroy when all reference needs have ended. Transfer to Federal Records Center is not authorized.</p> | | |

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| 20. | <p>F. <u>LEGISLATIVE</u></p> <p>LEGISLATIVE HISTORY FILES</p> <p>Internal memoranda and correspondence on various legislation including legislation originated in the Mint and Mint comments on legislation originated elsewhere.</p> <p>Destroy when all reference needs have ended. Transfer to Federal Records Center is not authorized.</p> | | |
| 21. | <p>G. <u>MANAGEMENT</u></p> <p>ORGANIZATION MANAGEMENT STUDIES</p> <p>Internal memoranda relating to organization reviews of Headquarters and field offices.</p> <p>Destroy when <u>15</u> yrs. old.</p> | | |
| 22. | <p>HISTORY FILES ON MINT FORMS</p> <p>Record copy of each form created with related instructions and documentation showing inception, scope and purpose of the form.</p> <p>Destroy 2 years after form is declared obsolete.</p> | | |
| 23. | <p>PROGRAM MANAGEMENT STUDIES</p> <p>a. INTERNAL STUDIES ON VARIOUS PROGRAM AREAS</p> <p>Destroy <u>5</u> yrs. after implementation of recommendations.</p> <p>b. SUBJECT FILES ON LONG RANGE PLANNING</p> <p>Destroy when <u>10</u> yrs. old.</p> <p>c. MANAGEMENT IMPROVEMENT REPORTS AND RELATED CORRESPONDENCE</p> <p>Destroy when <u>10</u> yrs. old.</p> | <p>NN 163-79 2 (c) 7.</p> <p>NN 163-79 2 (a) 9.</p> | |

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| | <p>d. BRIEFING BOOKS</p> <p>Information compiled for new incoming officials.</p> <p>Destroy when <u>5</u> yrs. old.</p> <p>e. BIWEEKLY ACTIVITY REPORTS</p> <p>Destroy when <u>3</u> yrs. old.</p> <p>f. SURVEYS PERFORMED BY OUTSIDE ORGANIZATIONS 1 cu. ft., 1972-Present</p> <p>Arranged by subject.</p> <p>Record copy of the management survey made by Arthur D. Little Co. (1962) and related corres. and other similiar surveys.</p> <p>Permanent Offer to NARS when <u>15 30</u> yrs. old.</p> | NN 163-79 1 (a) 1. | |
| 24. | <p>CROSS REFERENCE FILE, Alphabetical 48 cu. ft.</p> <p>Copies of correspondence filed in subject files and correspondence with the public on general Mint matters which does not pertain to subject files.</p> <p>Break files every 5 years. Destroy when <u>10</u> yrs. old.</p> | | |
| 25. | <p>VARIOUS OFFICIAL CHRON FILES</p> <p>Copies of all correspondence filed in subject files used for cross reference purpose.</p> <p>Break files every year. Destroy when <u>3</u> yrs. old.</p> | | |
| 26. | <p>BACKGROUND FILES ON MEETINGS AND CONFERENCES, 1.5 cu. ft. 1938-Present</p> <p>Arranged by subject and thereunder chronologically.</p> <p>Correspondence and reports concerning Mint-wide confer- ences of Headquarters and field officials. Review of major issues in various functional areas.</p> <p>Permanent Offer to NARS when <u>8 30</u> yrs. old.</p> | NN 163-79 2 (d) 1. | |

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| 27. | <p>MINT HISTORY FILES, 6 in.</p> <p>General correspondence, relating to Mints, Assay Offices and Bullion Depositories.</p> <p>Destroy when Mint History is formally documented or when all reference needs have ended. Transfer to Federal Records Center is not authorized.</p> | | |
| 28. | <p>CIRCULAR LETTERS, CORRESPONDENCE WITH FEDERAL AGENCIES, 14 cu. ft.</p> <p>Various reports to other agencies and copies of correspondence with other federal agencies serving as a cross-reference to subject files.</p> <p>Destroy when <u>5</u> yrs. old.</p> <p>H. <u>PERSONNEL</u></p> | | |
| 29. | <p>SUBJECT FILES ON UPWARD MOBILITY PROGRAM</p> <p>Destroy when 3 years old.</p> <p>I. <u>REGULATIVE & DIRECTIVES</u></p> | | |
| 30. | <p>SUBJECT FILES ON MINT REGULATIONS, 10 cu. ft.</p> <p>a. DIRECTIVES CASE FILES</p> <p>Record copy of the directive and supporting papers on the development of the directive.</p> <p>Permanent. Offer to NARS ³⁰/5 yrs. after supersession of the directive.</p> <p>b. REGULATIONS FOR THE TRANSACTION OF BUSINESS, MINTS AND ASSAY OFFICES INCLUDING AMENDMENTS. DATED - 1956 1947</p> <p>Permanent Offer to NARS when ³⁰/20 yrs. old.</p> | NN 163-79 2 (a) 4. | |

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| | <p>c. DELEGATION OF AUTHORITY</p> <p>Delegations of authority from Secretary of the Treasury to the Director of the Mint and redelegations to Mint officials from the Director.</p> <p>Permanent. Offer to NARS ³⁰/₅ yrs. after authority is revoked or redelegated.</p> <p>d. GENERAL FILES ON REGULATIONS</p> <p>Instructions and interoffice correspondence on various program areas.</p> <p>Permanent. Offer to NARS when ³⁰/₂₀ yrs. old.</p> <p>e. TABLE OF CHARGES</p> <p>Subject files amending the Table of Charges, Code of Federal Regulations. Charges are for various Mint services.</p> <p>Destroy 5 yrs. after supersession except for material not published in the Federal Register or printed by the Government Printing Office - Permanent. Offer to NARS ³⁰/₅ yrs. after supersession.</p> <p>J. <u>SAFETY AND HEALTH</u></p> | | |
| 31. | <p>SAFETY AND HEALTH</p> <p>Correspondence and reports concerning accident experience, fire and industrial hygiene.</p> <p>Destroy when 3 years old.</p> <p>K. <u>SECURITY</u></p> | <p>NN 163-79 2 (a) 1.</p> <p>NN 163-79 16, 17, 3</p> | |
| 32. | <p>GENERAL FILES ON SECURITY POLICY FILES, 2 in. 1960-Present</p> <p>Arranged chronologically.</p> <p>a. Internal memoranda and correspondence relating to safeguarding bullion and other values in the Mint's custody.</p> <p>Permanent Offer to NARS when ³⁰/₂ yrs. old.</p> | <p>NN 163-79 2 (a) 5.</p> | |

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| | <p>b. SUBJECT FILES ON ALARM SYSTEMS FOR MINTS AND ASSAY OFFICES</p> <p>Correspondence on protective systems.</p> <p>Destroy when 5 years old.</p> | | |
| | <p>c. SUBJECT FILES ON MECHANICAL PROTECTIVE EQUIPMENT</p> <p>Correspondence and reports relating to tear gas, guns, ADT emergency call stations and two-way radio, teletalk and other communication systems (Excluding policies and procedures developed in the administration and direction of security and protective services program).</p> <p>Destroy when 5 years old.</p> | NN 163-79 4. | |
| | <p>d. SECRET SERVICE SURVEY REPORTS AND REPORTS OF SURVEYS MADE BY THE MINT ON SECURITY MATTERS</p> <p>Excluding special survey reports that result in significant changes in plans, policies, programs or procedures.</p> <p>Destroy when superseded. Transfer to Federal Records Center is not authorized.</p> | NN 163-79 19. | |
| | <p>e. SUBJECT FILES ON INVASION OF PRIVACY</p> <p>Correspondence on the searching of employees and employee lockers.</p> <p>Destroy when 5 years old.</p> | | |
| | <p>f. REPORTS ON MARKSMANSHIP, PISTOL MATCHES AND TRAINING OF MINT GUARDS</p> <p>Destroy when 2 years old.</p> | NN 163-79 22 | |
| | <p>g. SUBJECT FILES ON STORING OF STRATEGIC MATERIAL FOR OTHER GOVERNMENT AGENCIES</p> <p>Destroy when <u>2</u> yrs. old or when all reference needs have ended.</p> | NN 163-79 2 (b) 1. | |

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| | <p align="center"><u>PART II - PROGRAM</u></p> <p>A. <u>ASSAYING</u></p> <p>33. CERTIFICATES OF TEST ON STRIP MATERIALS</p> <p>Results of assays on purchased clad and cupro-nickel strip for coinage.</p> <p>Destroy when <u>5</u> yrs. old.</p> <p>34. ASSAY REPORTS</p> <p>a. ASSAY REPORTS ON BRASS AND BRONZE PURCHASED STRIP AND BLANKS</p> <p>Destroy when 5 years old.</p> <p>b. SPECIAL ASSAY REPORTS ON SILVER COINS PRODUCED</p> <p>Destroy when 2 years old.</p> <p>c. SPECIAL ASSAY REPORTS ON FINE GOLD AND COIN GOLD issue MELTS</p> <p>Permanent. Offer to NARS when 30 yrs. old.</p> <p>35. ASSAYER'S QUALITY CONTROL REPORTS, 1970's</p> <p>Reports on purchased strip and blanks.</p> <p>Destroy when <u>5</u> yrs. old.</p> <p>36. SUBJECT FILES ON ASSAYING</p> <p>Correspondence and instructions to field offices on procedures to be used for assay determinations.</p> <p>Destroy when <u>10</u> yrs. old.</p> <p>37. SUBJECT FILES ON PROOF GOLD AND SILVER</p> <p>Correspondence on the manufacture of proof gold and silver to be used as a reference standard for assaying purposes and the sale of to private companies.</p> <p>Destroy when 10 years old</p> | <p>NN 163-79 15.</p> <p>NN 163-79 (a)</p> | |

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| 38. | <p>FILES ON THE ASSAY COMMISSION, ANNUAL TESTING OF COIN 14 cu. ft. 1914-1979</p> <p>Arranged by subject</p> <p>a. IMPORTANT DATA (CHRON) FILES, 3 in.</p> <p>Internal memoranda and general correspondence with the public regarding the Commission and former members of past Commissions.</p> <p>Permanent. Offer to NARS when <u>5</u> yrs. old.</p> <p>b. GENERAL SUBJECT FILES,</p> <p>(1) Files on the yearly Commission including agenda, material supplied for Commissioners information, coins reserved for assay, medals for the Commissioners and the original Proceedings of the Commission signed by the members.</p> <p>Permanent, Offer to NARS when <u>5</u> yrs. old.</p> <p>(2) Separate file(s) of correspondence with applicants for each yearly Commission. Arranged by name of applicant.</p> <p>Permanent, Offer to NARS when <u>5</u> yrs. old.</p> <p>NOTE: In early years, the material in Items 1) and 2) of b was combined in 1 file.</p> <p>B. <u>BUILDING & EQUIPMENT (PRODUCTION)</u></p> | <p>NN 163-79 3 (a) 1.</p> <p>NN 163-79 3 (a) 2.</p> | |
| 39. | <p>PROJECT CASE FILES ON FACILITIES AND EQUIPMENT 2 cu. ft. 1934-1969</p> <p>a. <u>BUILDING FILES</u></p> <p>Arranged alphabetically by field office.</p> <p>Internal memoranda and correspondence on Mints, Assay Offices, Bullion Depositories, in operation and closed institutions. Includes site selection, acquisition of land, construction, acceptance of property by U.S. Government and additions to the structure.</p> <p>Permanent Offer to NARS when <u>30</u> <u>20</u> yrs. old.</p> | <p>NN 163-79 2 (a) 18 2 (a) 19 2 (a) 20</p> | |

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| | <p>2) FILES ON RENOVATIONS TO BUILDINGS</p> <p>Correspondence and internal memoranda on the remodeling, repairing and maintenance of Mints, Assay Offices and Bullion Depositories.</p> <p>Destroy when 15 years old.</p> <p>3) FILES ON UTILITIES</p> <p>Correspondence concerning gas, electricity, steam, ventilation, elevator and escalator service in the Mints, Assay Offices and Bullion Depositories.</p> <p>Destroy when all reference needs are ended. Transfer to Federal Records Center is not authorized.</p> <p>4) FILES ON NONPRODUCTION AREAS IN MINTS, PUBLIC AREAS, NUMISMATIC ROOMS INCLUDING DISPLAYS</p> <p>Destroy when all reference needs are ended. Transfer to Federal Records Center is not authorized.</p> <p>5) FILES - GENERAL CORRESPONDENCE WITH GSA'S PUBLIC BLDG. SERVICE</p> <p>Destroy when 5 years old.</p> <p>b. EQUIPMENT FILES</p> <p>1) CASE FILES ON EXPERIMENTAL EQUIPMENT 2 in. 1964-1972</p> <p>Arranged chronologically.</p> <p>Contract and correspondence with General Motors Corp. relating to a coin rolling machine designed to replace conventional presses and other similar files.</p> <p>Permanent Offer to NARS when <u>30</u> <u>28</u> yrs. old.</p> | NN 163-79 2 (1) 3. | |

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| | <p>2) CASE FILES ON EMPLOYEE SUGGESTIONS RESULTING IN THE ISSUANCE OF PATENTS BY THE U.S. PATENT OFFICE</p> <p>Correspondence on molds for casting and pouring ingots (Shook and Neisser) and dual device, attachment for coining presses (Steel and Kruse) and other similar files.</p> <p>Destroy when <u>10</u> yrs. old.</p> <p>3) SUBJECT FILES ON MAJOR PRODUCTION EQUIPMENT 4 cu. ft. 1940-Present</p> <p>Internal memoranda, correspondence and intermixed contracts. Includes furnaces, presses and rolling mills.</p> <p>Permanent. Offer to NARS when <u>³⁰20</u> yrs. old.</p> <p>4) SUBJECT FILES ON MINOR PRODUCTION EQUIPMENT 2½ cu. ft. 1944-Present</p> <p>Arranged chronologically.</p> <p>Internal memoranda, correspondence and intermixed contracts. Includes cranes, hoists, fork lift trucks, tanks, grinders, upsetting machine and other similar equipment.</p> <p>Permanent. Offer to NARS when <u>³⁰10</u> yrs. old.</p> <p>5) SUBJECT FILES ON LABORATORY AND QUALITY CONTROL EQUIPMENT ½ cu. ft. 1965-Present</p> <p>Arranged chronologically.</p> <p>Internal memoranda, correspondence, intermixed contracts on equipment used to assay and to maintain quality control. Includes atomic absorption units, quantometer, spectrograph, x-ray equipment and other similar equipment.</p> <p>Permanent. Offer to NARS when <u>³⁰5</u> yrs. old.</p> <p>6) GENERAL FILES ON PROOF COIN EQUIPMENT</p> <p>Correspondence on equipment for processing, inspecting and packaging proof coins.</p> <p>Destroy when <u>10</u> yrs. old.</p> | | |

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| 40. | <p>C. <u>COINING</u></p> <p>CASE FILES ON FOREIGN COINAGE, 23 cu. ft. - 1903 - Present</p> <p>Arranged alphabetically by country and thereunder chronologically or by Mint order number. Correspondence and cables with Mint field locations and officials of foreign nations including their ambassadors in Washington, D.C. concerning the minting of currency coinage. Subjects include specific information on production, costs, and Mint advice on the development of native minting operations.</p> <p>Permanent. Offer to NARS when <u>30</u> <u>20</u> yrs. old</p> | NN 163-79 2 (e) 1. | |
| 41. | <p>GENERAL SUBJECT FILES ON FOREIGN MINTING, 1 cu. ft. 1956 - Present</p> <p>Arranged by subject.</p> <p>Correspondence and internal memoranda concerning minting operations in foreign nations, production of coins for foreign nations, US. Companies authorized to mint foreign coins, lists of active mints in foreign nations and status reports on foreign minting orders.</p> <p>Permanent. Offer to NARS when <u>30</u> <u>20</u> yrs. old.</p> | NN 163-79 2 (e) 1. | |
| 42. | <p>MISCELLANEOUS COINAGE OPERATIONS FILES, 8 cu. ft. 1926-Present</p> <p>Arranged by subject.</p> <p>a. Correspondence with field offices and interoffice memoranda concerning the production of domestic coins. Included is the storage of surplus coin at various Mint field offices and the establishment of a numismatic service to provide numismatic items for sale to the public.</p> <p>Permanent. Offer to NARS when <u>30</u> <u>10</u> yrs. old.</p> | NN 163-79 (a) | |

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| | <p>b. Production reports from Coining and Melting & Refining Division and spot check of coinage.</p> <p>Destroy when <u>5</u> yrs. old.</p> | | |
| 43. | <p>CRASH PROGRAM TO INCREASE COIN PRODUCTION 1960's</p> <p>Correspondence, reports from field offices, reports to the Secretary and copies of press release on the program.</p> <p>Destroy <u>10</u> years after program end.</p> | | |
| 44. | <p>SUBJECT FILES ON PRODUCTION OF CLAD COINAGE</p> <p>Correspondence relating to production of silver-clad and cupro-nickel clad coins.</p> <p>Destroy when <u>10</u> years old.</p> | | |
| 45. | <p>DOMESTIC COINAGE EXECUTED</p> <p>Monthly statement showing domestic coinage produced.</p> <p>Destroy when <u>25</u> years old.</p> | | |
| 46. | <p>SUBJECT FILES ON COINAGE DIES</p> <p>a. Correspondence, general, life of and destruction of coinage dies.</p> <p>Destroy when <u>10</u> yrs. old.</p> <p>b. CERTIFICATION OF DIES DESTROYED (print out)</p> <p>Destroy when <u>2</u> years old.</p> | <p>NN 163-79 2 (c) 5.</p> | |
| 47. | <p>SUBJECT FILES ON METALS</p> <p>a. Correspondence on copper, nickel, zinc, steel, blanks, coils and strip.</p> <p>Destroy when <u>15</u> years old.</p> | | |

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| | <p>b. SUBJECT FILES ON STORAGE OF METALS AND EQUIPMENT IN WAREHOUSES AND GSA DEPOTS</p> <p>Destroy <u>5</u> years after end of storage.</p> | | |
| 48. | <p>CASE FILE CONCERNING LICENSE AGREEMENT BETWEEN THE MINT AND OLIN CORPORATION, USE OF THE OLIN PROCESS FOR MINT MANUFACTURE OF CLAD STRIP, 1 in. 1965-1974</p> <p>Arranged chronologically</p> <p>Permanent. Offer to NARS when <u>30</u> <u>20</u> yrs. old.</p> | | |
| 49. | <p>SUBJECT FILES, ENERGY CONSERVATION PROGRAM</p> <p>Correspondence, reports.</p> <p>Destroy when <u>10</u> years old.</p> | | |
| 50. | <p>POLICY FILES ON MISSTRUCK COINS, 2 in. 1936-Present</p> <p>Arranged chronologically.</p> <p>Correspondence and internal memoranda relating to the return to the Mint by the Federal Reserve Banks, misstruck coins. Also included are the certificates showing destruction of misstruck coin by the Bureau of the Mint Laboratory.</p> <p>Permanent. Offer to NARS when <u>30</u> <u>20</u> yrs. old.</p> | NN 163-79 2 (a) 17. | |
| 51. | <p>SUBJECT FILES ON COIN COMPLAINTS, 2 cu. ft. 1958-Present</p> <p>Arranged by subject and thereunder chronologically.</p> <p>a) Reports to U.S. Secret Service and the Bureau of Customs on the examination of coins and the determination as to whether the coins are counterfeit, mutilated, abraded or altered. Reports are often used in court testimony.</p> <p>Permanent. Offer to NARS when <u>30</u> yrs. old.</p> | NN 163-79 5-1. | |

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| | <p><i>b</i> Correspondence with the public concerning general coin complaints.</p> <p>Destroy when 3 years old.</p> | NN 163-79 1. | |
| 52. | <p>CASE FILES ON U.S. MINT vs TEXAS INSTRUMENTS</p> <p>Copies of contracts, reports, exhibits, claims, interrogatories, replies, related documents (indexed) concerning the disputes and claims related to Texas Instruments Corp. performance under three contracts with Mint for providing clad strip.</p> <p>Destroy when <u>20</u> yrs. old.</p> <p>C-1. <u>COIN DISTRIBUTION</u></p> | | |
| 53. | <p>SUBJECT FILES ON MUTILATED AND UNCURRENT COINS, 1 cu. ft. 1927-Present</p> <p>Arranged chronologically.</p> <p>Circular #55 and all amendments as published in the Federal Register relating to the handling of mutilated and uncurrent coinage including internal memoranda and correspondence with the Federal Reserve Banks concerning redemption and destruction of such coinage.</p> <p>Permanent Offer to NARS when <u>10 30</u> yrs. old.</p> | NN 163-79 2 (a) 3. | |
| 54. | <p>GENERAL FILES ON REDEMPTION OF MUTILATED COINAGE</p> <p>Correspondence with the public concerning the redemption of mutilated coinage.</p> <p>Destroy when 3 years old.</p> | NN 163-79 2. | |
| 55. | <p>GENERAL FILES ON COIN SHORTAGES</p> <p>Correspondence with the public regarding shortage of coins (1968) and returning the one cent coin to circulation.</p> <p>Destroy when 5 yrs. old.</p> | | |

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| 56. | <p>SUBJECT FILES ON COIN SHIPMENT</p> <p>a. Internal memoranda and correspondence with Federal Reserve System concerning coin shipment. Destroy when <u>25</u> yrs. old.</p> <p>b. Record of daily coin shipments to the Federal Reserve Banks. Destroy when 5 years old.</p> <p>c. Monthly report of coin balances and net payments. Destroy when <u>25</u> yrs. old.</p> <p>d. Federal Reserve Coin Activity Reports Projecting short and long term coin demand. Destroy when <u>25</u> yrs. old.</p> <p>e. Forecasting Coin Demand Correspondence concerning the amount of coin needed in the future. Destroy when 10 years old.</p> <p>f. Coin Activity Transactions Between Mint And The Federal Reserve Banks Monthly report from field offices S.F. 290. Destroy when 25 years old.</p> <p>g. Federal Reserve Liaison Mailing List For Annual Statements Retain and update as necessary. Transfer to Federal Records Center is not authorized.</p> <p>h. Coin Bags Correspondence on the manufacture of bags and the return of empty bags from the Federal Reserve Banks after shipment. Destroy when 10 years old.</p> | <p>NN 163-79 2 (a) 15.</p> <p>NN 163-79 (a)</p> <p>NN 163-79 (a)</p> | |

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| 57. | <p>D. <u>INFORMATIONAL SERVICES</u></p> <p>CASE FILES ON U.S. COINS, 4 cu. ft. 1938-Present</p> <p>Arranged by denomination of coin.</p> <p>Internal memoranda and correspondence on current and former denominations and designs of regular issue domestic coinage. Includes information on the selection of design and initial striking of coin.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> | | |
| 58. | <p>SUBJECT FILES ON U.S. COINS, 4 cu. ft.</p> <p>Correspondence with the public relating to the various denominations and designs of domestic coinage.</p> <p>Destroy when 3 years old.</p> | | |
| 59. | <p>COINS IN CIRCULATION, MONTHLY REPORT</p> <p>Circulation statements of U.S. money.</p> <p>Destroy when 15 years old.</p> | NN 163-79 13. | |
| 60. | <p>TREASURY DEPARTMENT DAILY STATEMENT</p> <p>Destroy when 5 years old.</p> | NN 163-79 20. | |
| 61. | <p>MONTHLY STATEMENT OF RECEIPTS AND EXPENDITURES OF THE U.S. Gov't.</p> <p>Destroy when 2 years old.</p> | NN 163-79 21. | |
| 62. | <p>POLICY FILE ON THE DAILY STATEMENT OF U.S. TREASURY, 1 in., 1937-1972</p> <p>Arranged chronologically.</p> <p>Internal memoranda and correspondence with the public relating to items in the published statement. Statement is an accounting of the financial condition of Treasury, receipts and expenditures of cash, the issue and redemption of public debt obligations and daily Treasury balance.</p> <p>Permanent Offer to NARS when <u>1030</u> yrs. old.</p> | | |

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| 63. | <p>POLICY FILE ON COINS IN CIRCULATION, 1 in., 1944-1975</p> <p>Arranged chronologically.</p> <p>Internal memoranda and correspondence with the public relating to the Circulation Statement of the U.S. published monthly by Treasury. Statement lists each kind of money held in Treasury and amount held outside Treasury.</p> <p>Permanent Offer to NARS when <u>1030</u> yrs. old.</p> | | |
| 64. | <p>PUBLIC CORRESPONDENCE CONCERNING GOLD</p> <p>Correspondence relating to inquiries from the public on gold bullion.</p> <p>Destroy when 3 yrs. old.</p> | | |
| 65. | <p>BACKGROUND FILES ON MINT EXHIBITS</p> <p>Internal memoranda and correspondence on Mint exhibits.</p> <p>a. Exhibits in the Office of the Director of the Mint, Office of the Secretary of the Treasury and the Bureau of the Mint Office of Technology.</p> <p>Destroy 5 years after termination of exhibit.</p> <p>b. Exhibits on loan to various organizations for display such as numismatic shows.</p> <p>Destroy when <u>1</u> yr. old.</p> <p>c. Smithsonian Institution Exhibit correspondence relating to coins and medals transferred to Smithsonian Institution for exhibit.</p> <p>Destroy 5 years after termination of exhibit.</p> | | |

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| 66. | CASE FILES ON PRESENT AND FORMER DIRECTORS, SUPERINTENDENTS AND ASSAYERS Correspondence with the public, semi-personal such as offers of membership in clubs, requesting advice and other general matters. Copies of press releases giving biographical data. Destroy when <u>5</u> yrs. old. | | |
| 67. | MINT PUBLICATIONS, 19 cu. ft. 1873-Present Arranged by subject Record copy of press releases, organizational charts, manuals and reports. Includes the Annual Report of the Director of the Mint, Bullion and Monetary Accounting Policies Manuals, Cost Accounting Manual, Mint Personnel Manual, Data Sheet Series, Internal Audit Rept. to the Office of the Secretary and other similar documents. Includes the supporting papers which document the inception, scope and purpose. Permanent Offer to NARS when <u>830</u> yrs. old. | NN 163-79 1 (a) 1. 1 (b) 1. 1 (i) 3. | WITHDRAWN |
| 68. | SUBJECT FILES ON REQUESTS FROM PUBLIC a. Correspondence with the suppliers of Mint equipment regarding advertising and Mint endorsement of their products. Destroy when 10 years old. b. Correspondence with public regarding requests for photos of Mint operations, buildings, coins and medals. Destroy when 3 years old. c. Correspondence with public regarding visits to Mints and Assay Offices 1) general public Destroy when 2 years old. 2) foreign visitors - Destroy when 10 years old. | NN 163-79 7, 8. | |

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| | <p>d. Correspondence with the public and with the Federal Trade Commission and Federal Reserve Board regarding the advertising practices of private Mints.</p> <p>Destroy when 20 years old.</p> <p>e. Correspondence with the public as to the Location of a New Mint.</p> <p>Destroy 3 years after site selection or discontinuance of project.</p> | | |
| 69. | <p>INTERROGATORIES, REPORTS OF FOREIGN COINAGE AND MONETARY SYSTEMS</p> <p>Information compiled from foreign countries for inclusion in the Annual Report of the Director of the Mint.</p> <p>Destroy when 5 yrs. old.</p> | NN 163-79 12. | |
| 70. | <p>CASE FILES ON FRACTIONAL COINAGE 1 cu. ft., 1934-Present</p> <p>Arranged by denomination of coin.</p> <p>Internal memoranda and correspondence relating to former and proposed denominations of regular issue coinage.</p> <p>Permanent Offer to NARS when <u>10 30</u> yrs. old.</p> | | |
| 71. | <p>POLICY FILE ON REISSUANCE OF COIN OF PRIOR YEARS ½ in. 1961-1967</p> <p>Arranged chronologically.</p> <p>Internal memoranda and correspondence relating to the reissuance by the Mint, of coins with date of prior years, including interpretation of the statute by Mint Legal Counsel relating to inscriptions on coins.</p> <p>Permanent Offer to NARS when <u>10 30</u> yrs. old.</p> | | |

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| 7. TEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10 ACTI TAKE |
| 72. | FILES ON GOLD COINS ½cu. ft., 1905-Present Arranged chronologically. Internal memoranda and correspondence with the public concerning various gold coins including copies of correspondence between the Director of the Mint and the Secretary of the Treasury and the Secretary and the President relating to the \$10 and \$20 gold coins designed by St. Gaudens. Permanent Offer to NARS when <u>1030</u> yrs. old. | | |
| 73. | FILES ON MOTTO "IN GOD WE TRUST" ON COINS Arranged chronologically a) Copies (from Archives Records) of correspondence between Secretary of Treasury and Director of the Mint and copy of a report from Secretary (1865) re: establishing a motto on coins. Destroy when all reference needs have ended. Transfer to Federal Records Center is not authorized. b) Correspondence with the public concerning the motto on coins. Destroy when 2 years old. | NN 163-79 1 (i) 2. | |
| 74. | SUBJECT FILES ON MINT MARKS ON COINS 1 in., 1939-Present Arranged chronologically. a. Correspondence & memoranda concerning the removal of mint marks and later, the resumption of mint marks. Permanent Offer to NARS when <u>1030</u> yrs. old. b. Correspondence with the public concerning Mint marks on coins. Destroy when 2 years old. | | |

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| 75. | SUBJECT FILES ON COINAGE CHANGES Correspondence to the public in response to suggested changes in alloy, design, size, weight, shape and denomination of regular issue coinage. Destroy when 3 years old. | : | |
| 76. | SUBJECT FILES ON MISCELLANEOUS INFORMATION ON COINS Correspondence with the public responding to inquiries on various coins, current or prior issuances. Destroy when 3 years old. | | |
| 77. | SUBJECT FILES ON COMPLAINTS FROM THE PUBLIC ON OVERALL MINT OPERATIONS Destroy when 3 years old. | | |
| 78. | PROTECTION OF GOVERNMENT OBLIGATIONS a. IMPORTANT DATA FILES (CHRON) Correspondence concerning the reproduction, mutilation, alteration and plating of coins and medals by private persons or concerns. Destroy when <u>10</u> yrs. old. b. OPINION FILES OF GENERAL COUNSEL, TREASURY Copies of correspondence originated by the the General Counsel's Office, Treasury in reply to inquiries relating to private manufacture of coin replicas, reproduction, mutilation and alteration of coins. Possible violations of Title 17, U.S.C. Destroy when all reference needs have ended. Transfer to Federal Records Center is not authorized. | NN 163-79 2 (f) 2. < | |

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| | <p>c. SUBJECT FILES ON TRADE DOLLARS</p> <p>Correspondence relating to the manufacture and use of privately manufactured "coins" in various compositions such as plastic, glass or cardboard "Coins" are used to purchase items at fairs, exhibits etc.</p> <p>Destroy when <u>10</u> yrs. old.</p> | NN 163-79 2 (f) 2. | |
| | <p>d. SUBJECT FILES (YEARLY) ON INQUIRIES RELATING TO TITLE 18, U.S.C.</p> <p>Correspondence relating to reproduction, mutilation, alteration of coins.</p> <p>Destroy when <u>10</u> yrs. old.</p> | NN 163-79 2 (f) 2. | |
| | E. <u>MELTING & REFINING</u> | | |
| 79. | <p>SUBJECT FILES ON REFINING OF METALS</p> <p>a. Instructions and correspondence on refining procedures.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> <p>b. Correspondence on values held by Bureau Laboratory for field offices from mass melting operations.</p> <p>Destroy when 5 yrs. old.</p> | | |
| 80. | <p>CASE FILES ON THE DENVER MINT INVESTIGATION 1955-57</p> <p>Correspondence on the Investigation regarding refinery losses including typed minutes of meetings (from tape recorder).</p> <p>Destroy when <u>30</u> yrs. old.</p> | | |

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| | F. <u>NUMISMATIC</u> | | |
| 81. | CASE FILES ON FEDERAL GOVERNMENT AND ARMED SERVICES MEDALS, 4.5. cu. ft. 1942-1948 Arranged alphabetically by name of agency or branch of the service. Correspondence with and orders from federal agencies and branches of the armed services for medals, medallions, emblems and service badges and pins for award presentations. Permanent Offer to NARS when <u>2030</u> yrs. old. | | |
| 82. | GENERAL SUBJECT FILES ON MEDALS, 1½ cu. ft. 1928-Present Arranged by subject. Correspondence and internal memoranda concerning the production of medals including production cost and selling price of list medals of various sizes and composition. Permanent Offer to NARS when <u>2030</u> yrs. old. | NN 163-79 2 (c) 4. | |
| 83. | GENERAL FILES ON THE PURCHASE OF MEDALS BY THE PUBLIC: Inquires from the public regarding purchase of medals, status of customer's order and complaints on non-receipt of medals. Destroy when 3 years old. | | |
| 84. | SUBJECT FILES ON COINS AND MEDALS, COMMEMORATIVE, 2 cu. ft. 1925 - Present Arranged chronologically. Internal memoranda and correspondence with the public concerning the striking of medals in lieu of coins to commemorate historic events or outstanding accomplishments of individuals. Permanent Offer to NARS when <u>2030</u> yrs. old. | NN 163-79 1 (i) 4. | |

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| 85. | <p>CASE FILES ON COMMEMORATIVE COINS, 8 cu. ft. 1920-1960.</p> <p>Arranged alphabetically by file title.</p> <p>Correspondence with the organization sponsoring the commemoration of an individual or event and with the field office producing the coin. Also includes the authorizing legislation, internal memoranda containing cost and production information.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> | NN 163-79 2 (c) 2. | |
| 86. | <p>CASE FILES ON COMMEMORATIVE MEDALS, 18 cu. ft. 1926-</p> <p>Arranged alphabetically by file title.</p> <p>Correspondence with the organization sponsoring the commemoration of an individual or event and with the field office producing the medal. Also includes the authorizing legislation, cost and production information.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> | NN 163-79 2 (c) 2. | |
| 87a. | <p>GENERAL SUBJECT FILES ON PROOF COINS 2 cu. ft. - 1924-Present</p> <p>Arranged chronologically.</p> <p>Internal memoranda and correspondence with field offices concerning the production and sale of proof coin, specially struck U.S. Coins in current denominations. Includes information on production cost and selling prices.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> | NN 163-79 2 (c) 1. | |
| b. | <p>GENERAL PUBLIC CORRESPONDENCE ON PROOF COINS</p> <p>Correspondence with the public relating to the purchase of proof coins. Includes status of customer's order and complaints on non-receipt of coins.</p> <p>Destroy when 3 years old.</p> | NN 163-79 6. | |

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| 88. | STATISTICAL, MISC. REPORTS, INVENTORY AND SALES LISTINGS ON NUMISMATIC ITEMS Destroy when 3 years old. | | |
| 89. | CASE FILES ON REPLACEMENT OF DAMAGED COIN SETS Correspondence with the public regarding coin set replacements for sets damaged by the hurricane "AGNES" in 1971. Destroy when 10 years old. | | |
| 90. | SUBJECT FILES ON CIRCULATED AND UNCIRCULATED COINS, 2 in. 1961-1967 Arranged chronologically. | | |
| | a. TRANSFER OF FUNCTIONS Correspondence concerning the transfer of functions relating to the sale and distribution of such coins from Treasurer's Office to the Bureau of the Mint. (Treasury Dept. Order 179-3). Permanent Offer to NARS when <u>2030</u> yrs. old. | NN 163-79 2 (a) 16. | |
| | b. SUBJECT FILE ON UNCIRCULATED COIN SETS, 1 in., 1968-Present Arranged chronologically. Internal memoranda concerning the sale of uncirculated coin sets to the public. Permanent Offer to NARS when <u>2030</u> yrs. old. | NN 163-79 2 (a) 16. | |
| | c. GENERAL PUBLIC CORRESPONDENCE FILES ON UNCIRCULATED COIN Correspondence with the public relating to the purchase of uncirculated coin. Includes inquiries on purchase, and complaints on non-receipt. Destroy when 3 years old. | NN 163-79 5. | |

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| 91a. | SUBJECT FILE ON SPECIAL MINT SETS, 1 in. 1966-1976 Arranged chronologically. Correspondence relating to proof-like coin sets sold as a numismatic item in the 1960's. Permanent Offer to NARS when <u>2030</u> yrs. old. | | |
| b. | GENERAL PUBLIC CORRESPONDENCE FILES ON SPECIAL MINT SETS Destroy when 3 yrs. old. | | |
| | G. <u>PURCHASE, SALE, LOAN, RECOVERY & STORAGE OF PRECIOUS METALS</u> | | |
| 92. | GENERAL FILES ON SILVER AND PRECIOUS METALS, 6 in. 1942-1973 Arranged by subject and includes: a. 1) Correspondence on the lease of silver to the War Department for subsequent transfer to Atomic Energy Commission, Manhattan Corps of Engineers for a World War II war project. Permanent Offer to NARS when <u>1030</u> yrs. old. 2) Receipts for return of silver from Atomic Energy Comm. (Interim and Permanent Receipts). Destroy when <u>10</u> yrs. old. b. Correspondence relating to the sale of silver by Mint to Navy for manufacture of a classified item. Permanent Offer to NARS when <u>1030</u> yrs. old. c. Correspondence on the proposed purchase of silver by U.S. for stockpile purposes. Silver surplus in Japan (1950's). Permanent Offer to NARS when <u>1030</u> yrs. old. | NN 163-79 2 (a) 7. | |

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| | <p>d. Correspondence relating to inventories of precious metals from defeated countries in World War II.</p> <p>Permanent Offer to NARS when <u>1030</u> yrs. old.</p> | | |
| 93. | <p>SUBJECT FILES ON GOLD COIN AND GOLD BARS, SEIZURES BY THE BUREAU OF CUSTOMS</p> <p>Destroy when 10 yrs. old.</p> | | |
| 94. | <p>SUBJECT FILES ON PLATINUM GROUP METALS</p> <p>Arranged by subject, 1 cu. ft., 1951-1971</p> <p>Correspondence with field offices and the Emergency Procurement Service concerning the transfer of strategic surplus and critical matter to the stock-pile. Group Metals consist of platinum, palladium and crude iridium sponge.</p> <p>Permanent Offer to NARS when <u>1030</u> yrs. old.</p> | | |
| 95. | <p>CASE FILES ON THE LEASE OF SILVER TO THE RECONSTRUCTION FINANCE CORPORATION</p> <p>Arranged chronologically, 1.5 cu. ft. 1942-1968</p> <p>a. Correspondence relating to the loan of silver by the Mint to Defense Plant Corp. (corporate instrumentality of the U.S. created by the Reconstruction Finance Corp) for essential war effort (WWII) and the return of silver to the Mint.</p> <p>Permanent Offer to NARS when <u>1030</u> yrs. old.</p> <p>b. Receipts for the return of silver leased to the Reconstruction Finance Corp. (Permanent and Custody Receipts)</p> <p>Destroy when <u>10</u> yrs. old.</p> | <p>NN 163-79 2 (a) 7.</p> <p>NN 163-79 2 (a) 7.</p> | |

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| 96. | GENERAL FILES ON GOLD, SILVER, AND MIXED DEPOSITS 1932-1978 2 cu. ft. Arranged chronologically. Internal memoranda and correspondence with the public concerning deposits of gold and silver bullion with the Mint. Requests for payment for deposits are frequently from heirs of deceased depositors and refer to assays made on deposits by assay offices now closed. Permanent Offer to NARS when <u>30</u> yrs. old. | NN 163-79 2 (a) 13. | |
| 97. | GENERAL FILES ON SALE OF GOLD AND SILVER BARS, 8 in., 1931-Present Arranged chronologically. Internal memoranda and correspondence with the public on Mint sales of gold and silver bars to the public and to the armed services. Permanent Offer to NARS when <u>30</u> yrs. old. | | |
| 98. | BACKGROUND FILES ON RECOVERY OF PRECIOUS METALS, 8 in. 1936-Present Arranged by subject and thereunder chronologically. Correspondence with private concerns relating to the recovery of gold and silver from wastage solutions, x-rays and photographic fixing baths. Permanent Offer to NARS when <u>30</u> yrs. old. | | |
| 99. | CASE FILES ON THE LEND LEASE PROGRAMS, 1940's, 6 cu. ft. 1943-1974 Arranged alphabetically by country. Correspondence concerning the loan of silver by the Mint, through the Department of State, to various friendly countries during World War II and the subsequent return of silver to the Mint. Included are final receipts documenting the return of the silver. Permanent Offer to NARS when <u>30</u> yrs. old. | NN 163-79 2 (a) 7. | |

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| 100. | <p>H. <u>RESEARCH & DEVELOPMENT</u></p> <p>SUBJECT FILES ON ALTERNATIVE COINAGE ALLOYS 1 cu. ft., 1963-Present</p> <p>Arranged chronologically.</p> <p>Correspondence concerning the use of substitute alloys for coinage to replace metals in short supply. Included is the cladding alloy used in the current coinage and the destruction of experimental dies used in trial striking.</p> <p>Permanent Offer to NARS when <u>2030</u> yrs. old.</p> | | |