

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>71-104-03-1</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date Received <i>5-19-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Documentation and Programs Division					
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford		5 TELEPHONE 202-772-7306	DATE <i>8-13-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 of the attached <u>2</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>5/9/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)

Security - Police Force Records
(SEE ATTACHED)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
Security - Police Force Records Records pertaining to the training of the police and other police-related activities			

1 Police Officer Training

This series consists of the master training file for each police officer and a cumulative training file for firearms, defensive tactics, driving and dynamic training

a The master file records reflect the training each officer has received through out the year and is signed by the officer at the end of the year attesting to the master file's accuracy.

TEMPORARY Cut-off after the officer signs the master training file record Delete the network copy of the file immediately upon cut-off. Delete master training file record 5 years after the officer is no longer employed by the Mint

b. The cumulative training files show the dates, locations, conditions (example indoor firing range versus outdoor), scores and training instructors.

TEMPORARY Cut-off when the police officer is no longer employed by the Mint Delete master training file record 5 years after the officer is no longer employed by the Mint

c Semi-annual Mint Police Qualification report provides a summary of the police officers training.

TEMPORARY Cut-off at the end of the Calendar Year Destroy 5 years after cut-off

d Includes the daily observation reports and summary of daily activities completed by the field-training instructor for the new Mint police officer.

TEMPORARY Cut-off when officer is no longer employed by the Mint Destroy 5 years after cut-off.

e. Electronic versions created by E-mail or Word Processing Applications.

TEMPORARY Cut-off when file copy is generated and no longer needed for reference and updating. Destroy immediately upon cut-off

2 Police Training Courses

This series includes the training record copy of manuals, syllabuses, textbooks, and other training aids used in the training given to Mint Police Officers

a. Official Copy

TEMPORARY Cut-off when superseded by revised materials. Destroy when all employed Mint police have received the revised training

b Electronic versions created by E-mail or Word Processing Applications

TEMPORARY Cut-off when file copy is generated and no longer needed for reference and updating Destroy immediately upon cut-off

3 Surveillance Tapes

These are tapes produced by the surveillance cameras over an 8-hour period If an incident is recorded that undergoes investigation, the tape becomes part of the investigation file

TEMPORARY Cut-off at the end of the day of taping. Destroy or overwrite tape one month after cut-off

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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4 Police Inventories

These records are the inventories maintained by the Police on their firearms, ammunition, and badges. They consist of the updates to the inventories that are done whenever any of this equipment is removed from the safe, the logs of who has removed and restored the equipment and the daily count conducted by the supervisors at the beginning of their shift.

a. Official Copy

TEMPORARY Cut-off at the end of the Calendar Year. Destroy 3 years after cut-off

b. Electronic versions created by E-mail or Word Processing Applications.

TEMPORARY Cut-off when file copy is generated and no longer needed for reference and updating. Destroy immediately upon cut-off