REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER _71-104-03-9_
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date Received _6-5-2003_

1 FROM (Agency or establishment) **Department of the Treasury**	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION **United States Mint**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION **Documentation and Programs Division**	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
George F. Bamford	**202-772-7306**	_10-9-03_	_John W. Carl_

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 **1** 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,

[X] is not required,   [ ] is attached; or   [ ] has been requested

DATE _3/19/2003_	SIGNATURE OF AGENCY REPRESENTATIVE _George J Bamford_	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Electronic Information Systems
(SEE ATTACHED)

Computerized Maintenance Management System (CMMS)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITON	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Electronic Information Systems			
Records related to Electronic Information Systems, including the inputs, outputs, data within the system, and system documentation			

1   Computerized Maintenance Management System (CMMS)

CMMS is an integrated software package used to manage maintenance, maintenance repair operations (MRO) inventory management, and requisitioning business functions

All maintenance work order functions are managed in this system   The MRO inventory is also managed in this system, including inventory valuation, inventory quantity transactions, and inventory replenishment PeopleSoft owns the Item Master record for all MRO items   Purchase requisitions are prepared in the system and interfaced to PeopleSoft where they are processed into Purchase Orders All receiving is processed within PeopleSoft where the General Ledger is updated and item information is passed to Maximo via the interface

Software currently in use is Maximo

a. System Content:

Job plans, labor information, work orders (requests & master records), inventory information (purchase, reciept, issues, cost, bill of material), and preventative maintenance information (master records, scheduling, associated job plans and work orders).

TEMPORARY   Cut-off maintenance related records at the end of the Calendar Year in which work is completed

Cut-off inventory related records at the end of the Calendar Year in which item is no longer stocked   Delete maintenance related records 5 years after cut-off

Delete inventory related records 2 years after cut-off

b. System Inputs:

Information is manually input into the system from telephonic input and various paper documents.

TEMPORARY   File with the appropriate manufacturing or financial files as found on Field Office File Maintenance and Disposition Plan

c. System Outputs:

Reports relating to work orders, inventory, equipment, and purchasing.

TEMPORARY   File with the appropriate manufacturing or financial files as found on Field Office File Maintenance and Disposition Plan

d. System Documentation:

Requirements specifications, requirements analyses, design documents, programming specifications, tests plans, source code, data systems specifications, file specifications, records layouts, data dictionaries, output specification

TEMPORARY. Cut-off when the system documentation becomes obsolete (due to updated documentation or obsolescence of the system)   Destroy 6 months after cut-off

Electronic Mail and Word Processing Systems Copies

Electronic copies of records created on electronic mail and word processing or other electronic systems and used solely to generate a recordkeeping copy of the records covered by other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing and other electronic systems that are maintained for updating, revision, or dissemination.

a. Copies having no further administrative value after the recordkeeping copy have been produced. This also includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal mail directories on hard disk or network drives that are used only to produce the recordkeekping copy.

Temporary. Destroy/delete with in 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision or updating is completed