

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>				JOB NUMBER <i>71-104-03-11</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date Received <i>6-5-2003</i>	
1. FROM (Agency or establishment) <b>Department of the Treasury</b>				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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>United States Mint</b>					
3 MINOR SUBDIVISION <b>Documentation and Programs Division</b>					
4 NAME OF PERSON WITH WHOM TO CONFER <b>George F. Bamford</b>		5 TELEPHONE <b>202-772-7306</b>	DATE <i>12-22-03</i> <del>06-12-02</del>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal of the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>5/29/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>George F. Bamford</i>			TITLE <b>Records Management Officer</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Die Information System (DIS)**  
(SEE ATTACHED)

*cc: Agency*

## **ELECTRONIC INFORMATION SYSTEMS**

### **1. Die Information System (DIS)**

Information system used to monitor and track coinage die usage and die life

#### **a. System Content:**

**Information relating to die life and usage. Specific data Fields include alloy, serial #, user ID, and system maintenance information.**

TEMPORARY Cut-off individual records at the end of the calendar year in which the die has been destroyed Delete 10 years after cut-off

#### **b. System Inputs:**

**Information from the dies is manually input at the Mint field locations. This information is taken directly from the dies and extracted from information already present in other information systems such as Peoplesoft. No additional records are created or maintained during this process.**

#### **c. System Outputs:**

**Reports regarding die processing, die life, press number, operator and die retired code.**

TEMPORARY Cut-off at the end of the calendar year and destroy 10 years after cut-off

#### **d. System Documentation:**

**Requirements specifications, requirements analyses, design documents, programming specifications, test plans, source code, data systems specifications, file specifications, records layouts, data dictionaries, output specifications.**

TEMPORARY Cut-off when the system is no longer in use by the Mint or data has been migrated to a new information system Destroy 10 years after cut-off or when all data has been migrated or deleted, whichever is earlier