REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *N/-104-03-13*

To   NATIONAL ARCHIVES and RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date Received *6/5/03*

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of the Treasury

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
George F. Bamford	**202-772-7306**	2-3-04	*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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/19/2003	*George F. Bamford*	**Records Management Officer**

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITON	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 MARCUS (SEE ATTACHED)		

2003-09

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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		
Records related to Electronic Information Systems, including the inputs, outputs, data within the system, and system documentation		

1 MARCUS

Information System used for marketing planning, research and analysis, and campaign management for the U S Mint's Marketing Division

a. System Content:

Customer information such as: name, address, phone number, order information (non-financial); product and offers information; and campaign set-up information. This data is used for long term analysis and research resulting in markets plans.

TEMPORARY Cut-off individual records at the end of the Calendar Year Delete data 20 years after cut-off

b. System Inputs:

Input sources include daily batch processes from RDC (Retail DotCom).

TEMPORARY Cut-off order information at the end of the Fiscal Year

Cut-off Inventory and Product Information at the end of the Calendar Year in which product sale is discontinued Delete order, product and inventory information 6 years, 3 months after cut-off

Customer Information should not be deleted until all of the related order information has been removed

c. System Outputs:

Sales reports, customer lists for sales campaign & mailings, and ad hoc query results for analysis.

TEMPORARY Cut-off when no longer needed for reference Destroy immediately upon cut-off

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 specifications, final reports, user guides and training documents produced in the course of developing, enhancing, maintaining and supporting Mint program systems. Such documentation is essential to the continuing operation of systems.

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

PREVIOUS EDITION NOT USABLE

Information System Inventory Form

1. *Name of the System* — Marcus
2. *System control #* — IT-EIS: 14
3. *Agency program supported by the system* — Sales and Marketing
4. *Purpose of the system* — Information System used for marketing planning, research and analysis, and campaign management for the U.S. Mint's Marketing Division
5. *Data input and sources* — Input sources include daily batch processes from RDC (Retail Dot Com). This data is used for long term analysis and research resulting in markets plans.
6. *Major outputs* — Sales reports, customer lists for sales campaign & mailings, and ad hoc query results for analysis.
7. *Information content* — Customer information such as: name, address, phone number, order information (non-financial); product and offers information; and campaign set-up information.
8. Hardware/software — software environment: operating system Windows NT 4.0 SP6, gui: Power Builder,database: sql server 7.0, c++ programs, sas modules. hardware (production) DELL Poweredge 6450 with 4 550 Mhz. PIII, 8GB ram, 260 GB hard drive, raid level 5.
9. System managers — Sandeep Saxena
801 9th Street NW
Washington, DC 20220
(202) 772-7201
10. Location of documentation needed to read/understand the files — COINS Library, Office of Application Development
11. *Restrictions on access and use* — end users at Numismatics access through Marketing Workbench (MWB), which is a GUI. only the authorized users with user id and password can logon to the MWB to access information adhoc request are served by direct access to the database by database analyst/DBA, mainly by me (Sandeep Saxena). a few prime users at Numismatics also have access to the database.
12. *Authorized disposition* — UNSCHEDULED; Cut-off individual records at the end of the Calendar Year. Delete data 20 years after cut-off.
13. *Disposition authority* — None
14 Location/volume of storage media containing identical information
15. *Person conducting the inventory* — George Bamford
801 9th Street
NW Washington, DC 20220
(202) 772-7306
16. *Date prepared* — 5/22/02