

**Request for Records Disposition Authority**  
(See Instructions on reverse)

**Leave Blank (NARA use only)**

Job Number

01-104-09-1

Date Received

1/15/09

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

To: National Archives and Records Administration (NARA)

1. From: (Agency or establishment)

United States Mint

2. Major Subdivision

Headquarters and Field Offices

3. Minor Subdivision

Workforce Solutions

4. Name of Person with whom to confer

Yvonne Pollard, Agency Records Officer

5. Telephone (include area code)

202-354-6784

Date

Archivist of the United States

11-18-09 Adrienne Thomas

6. Agency Certification

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not 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,

☒ is not required; ☐ is attached; or ☐ has been requested.

Signature of Agency Representative

Yvonne M. Pollard

Title

Chief, ISD Compliance Branch

Date (mm/dd/yyyy)

06/10/2009

Item Number	8. Description of Item and Proposed disposition	9. GRS OR Superseded Job Citation	10. Action taken (NARA Use Only)
	<p><b>United States Mint Organization and Position Management Records</b></p> <p>Records may consist of organizational charts, functional statements, and related records that document the essential organization structure, staffing, procedures, and job functions specific to the United States Mint Headquarters and Field Offices.</p> <p><b>1. Organization and Position Management Records</b></p> <p>PERMANENT. Cutoff at the end of the Fiscal Year, in which records are superseded, cancelled, or become obsolete. Retire to the FRC in 5 year blocks. Transfer to NARA in 5 year blocks 20 years after retiring to the FRC.</p> <p>This schedule is media neutral and covers all media format for the records identified on this schedule.</p>		