

		JOB NUMBER N1-104-00-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8/27/02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER George F Bamford	5 TELEPHONE 202-772-7306	DATE <i>11-25-02</i>	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 on the attached <u>5</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 August 21 2002	SIGNATURE OF AGENCY REPRESENTATIVE George F Bamford <i>George F Bamford</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>COIN, MEDAL AND OTHER MINT PRODUCT RECORDS (Production, Marketing, Sales and Design Records)</b></p> <p><b>SEE FOLLOWING FIVE PAGES.</b></p> <p><i>cc Agency NA NWMD, NWMA</i></p>		

ITEM NO.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
<p><b>COIN, MEDAL AND OTHER MINT PRODUCT RECORDS (PRODUCTION MARKETING, SALES, AND DESIGN).</b> <i>Records consist of case files documenting the Program Authority, Design Selection, Public Relations, Advertising and Promotion, Marketing Strategy, Authorized Distribution, Sales, Consumer Affairs and Program Summaries of all United States Mint Products</i> <b>Note:</b> Reference copies (non-record) of selected documents may be marked and filed as such and maintained in an action office or library until no longer needed for administrative or reference purposes</p>			
1.	<p><b>MINT PRODUCT PROGRAM RECORDS.</b> Case files containing program authority files, program marketing strategy/plan files, program summary and final sales reports, press releases, advertising agency final reports, and copies of relevant program correspondence</p> <p><b>a. Official Record Copy:</b> Disposition <b>PERMANENT.</b> Filed by Program Name, i.e., Olympic Commemorative Coins 1995-1996. Cut-off at end of program for commemorative or one time programs and at the end of the sales period for recurring (annual) programs. Records for circulating Coinage will be cut off at the end of each calendar year. Transfer all records to the Federal Records Center two years after cut-off. Transfer to the National Archives when 30 years old</p> <p><b>b. Electronic Files.</b> Disposition <b>TEMPORARY</b> Electronic Version of records created by electronic mail, or word processing applications may be deleted when file copy is generated and they are no longer needed for reference or updating. Spreadsheet application versions used to create annual and cumulative sales/summary reports may be destroyed after record copy is generated and they are no longer needed for reference or updating</p>		
2.	<p><b>NUMISMATIC ADVERTISING AND PROMOTIONAL MATERIALS.</b> ( See N1-104-97-1) Official record copy of press kits, pamphlets, inserts, sales catalogs, "stand-up" displays, posters and other published materials relating to the marketing of U S Mint products. Includes programs <u>such as</u> Commemorative Coin Program, the Bullion Coin Program, Coinage Sets, Commemorative and Special Medals, and Special Promotions (Jewelry, Used Dies, etc )</p> <p><b>a. Official Record Copies:</b> Disposition <b>PERMANENT.</b> Cut off at end of the Calendar Year during which they were published. Transfer two copies to NARA in 5 year blocks.</p> <p><b>b. Duplicate reference copies:</b> Disposition <b>TEMPORARY</b> (non-record) Destroy when superseded or no longer needed for agency use</p> <p><b>c. Electronic Version:</b> Disposition - <b>TEMPORARY</b> Versions created by Electronic Mail and Word Processing Applications may be deleted after record copy is generated and they are no longer needed for reference or updating. Electronic Versions of art work created by various Graphics Arts applications may be deleted after final printing and when no longer needed for reference or updating</p>		

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3	<p><b>COIN AND MEDAL DESIGN RECORDS.</b> Records consist of original coin and medal design records. Includes original artwork, if available, or printed copies of designs or artwork if created with the aid of computerized drawing applications. Includes listings containing information pertaining to individuals who submitted the designs, and correspondence/documents such as approvals/reviews of final designs by Mint Personnel, program sponsors, the Department of the Treasury and other organizations involved in the design selection process.</p> <p><b>a. Designs Selected, Designs in Final Selection Grouping, Designs by Mint Employees, and Designs submitted by a Selected Group of invited Artists.</b> Records pertaining to those designs utilized for the production of a coin or medal, those designs sent to the Treasury Department for final review and selection (including both public competition and internal Mint design submissions), designs by Mint employees and also designs submitted by a selected group of invited artists. May contain copywrited materials, obtain U S Mint permission prior to copying.</p> <p><b>(1). Official Record Copy:</b> Disposition <b>PERMANENT.</b> Filed by coin/medal program. Cut off files when production begins, send to Records Center two years after cut-off. Transfer to the National Archives when 30 years old.</p> <p><b>(2). Duplicate Copies:</b> Disposition <b>TEMPORARY.</b> Mint Facilities should make copies for local use and display purposes if desired. These copies will be reference copies and may be destroyed when no longer needed.</p> <p><b>(3). Electronic Versions:</b> Disposition <b>TEMPORARY.</b> Electronic versions of records created in word processing or e-mail applications may be deleted after record copy is generated and when no longer needed for reference or updating. Electronic version of designs created with the aid of computerized drawing applications may be deleted after record copy is generated and when no longer needed for update or reference.</p> <p><b>b. Designs not Selected for Final Consideration.</b> Designs submitted by members of the general public in an open design competition that are not included in the final selection process.</p> <p><b>(1). Official Record Copy:</b> Disposition <b>TEMPORARY.</b> Send to the Federal Records Center one year after the official approval of the selected design. Destroy 20 years after approval of the selected design.</p> <p><b>(2). Electronic Versions:</b> Disposition <b>TEMPORARY.</b> Electronic versions of documents created in word processing or e-mail applications, or electronic versions of designs may be deleted after record copies are generated and they are no longer needed for reference or updating.</p>		

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4	<p><b>COIN, MEDAL AND OTHER PRODUCT SUMMARY REPORTS.</b> This series contains various consolidated reports (covering more than one product program) that document cumulative production figures, sales, surcharges, profits, losses, expenditures and other summarized data not included in individual program case files. They will be filed by title of report.</p> <p><b>a. Reports Reflecting Data Covering an Entire Calendar or Fiscal Year.</b> Disposition <b>PERMANENT</b>. Cut-off at end of Fiscal or Calendar year and send to Federal Records Center two years after cut-off. Transfer to the National Archives when 10 years old.</p> <p><b>b. Feeder Reports and Periodic Update Reports.</b> Disposition <b>TEMPORARY</b>. Cut-off at end of calendar or fiscal corresponding with final reports. Send to Records Center 2 years after cut-off. Destroy when 10 years old.</p> <p><b>c. Electronic Versions.</b> Disposition <b>TEMPORARY</b>. Records created by Electronic Mail, Word Processing or Spreadsheet Applications may be deleted after record copy is generated if they are no longer needed for updating.</p>		
5.	<p><b>SALES/AUTHORIZED DISTRIBUTION AGREEMENTS.</b> Signed Distribution Agreements between the U S Mint and Authorized Distributors/Suppliers of Numismatic products. This includes, but is not limited to, such agreements as those authorizing bulk distribution of bullion coins and other Mint Products. Also agreements to allow the Mint to act as authorized distributor/retailer for products such as foreign coins commemorating overseas Olympic programs. Also included is general correspondence (other than the actual agreements).</p> <p><b>a. Record Copy of Agreements.</b> Disposition <b>PERMANENT</b>. Cut-off at the end of the Fiscal Year in which agreement was terminated. Send to the Records Center with complete index, in five-year blocks when newest record in block is two years old. Transfer to the National Archives when latest record in block is 15 years old. For program specific (one-time) agreements, cut-off at the end of the program and file with permanent Mint product case file.</p> <p><b>b. General Correspondence pertaining to Sales/Distribution Agreements.</b> Disposition <b>TEMPORARY</b>. Cut-off at end of calendar year. (Does not include documents that support terms of the agreement that would be filed in the actual agreement files.) Destroy 3 years after cut-off.</p> <p><b>c. Electronic Versions.</b> Disposition <b>TEMPORARY</b>. Cut off at end of calendar year. Records created by electronic mail and word processing applications may be deleted after record copy is generated and they are no longer needed for updating or reference.</p>		

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6	<p><b>PRODUCT MARKETING STRATEGY RECORDS.</b> Records consist of various demographic studies and analyses utilized to determine overall Mint marketing strategies. They may also include commercial U S Mint Commissioned studies, correspondence/Reports and other documents reflecting basis for marketing activities. These records do not include those pertaining to specific product marketing strategies as those would be filed with their related program case file (i.e. 1999 Proof Silver Eagle Program)</p> <p><b>a. Official Record Copies.</b> Disposition TEMPORARY Cut-off at the end of each calendar year. Destroy when 10 years old or when no longer needed for reference, whichever is sooner</p> <p><b>b. Electronic Version.</b> Disposition TEMPORARY Versions created by Electronic Mail and Word Processing Applications may be deleted after record copy is generated and they are no longer needed for reference or updating</p>		
7	<p><b>CONSUMER AFFAIRS (CUSTOMER SERVICE) RECORDS.</b> These records consist of <u>Congressional or other High-level Inquiry</u> files pertaining to U S Mint Marketing Operations, policies and procedures. <u>Customer Inquiry (complaint) files</u> pertaining to individual late shipments, damaged or defective products and equivalent subjects. Correspondence includes, but is not limited to memoranda, authorization for coin shipment, product write-off memoranda, shipment documentation, and related correspondence. Also included are <u>Non-complaint Inquiry Files</u> such as requesting general information from the Mint. This includes, but is not limited to Coin Program Information, Mint Product Information, Requests for Point of Sale Material, Catalogues and Order Forms</p> <p><b>a. Congressional or other High-level Inquiry Records.</b></p> <p>(1) <b>Paper Copies.</b> Only those inquiries that involve Mint Operations and Policies are included in this grouping of records. Consists of the inquiries and responses. Disposition <b>PERMANENT</b>: Cut-off at end of calendar year and send to the Records Center in five year blocks once the newest record in block is three years old. Transfer to the National Archives in five-year blocks when newest record in block is 30 years old</p> <p>(2) <b>Scanned Images of Documents.</b> Disposition: TEMPORARY. Copies scanned in the electronic document control system will be cut off at the end of the calendar year when they become three years old and will be stored on disk/tape until six years old then they will be deleted</p> <p>(3) <b>Electronic copies of records created in word processing or e-mail applications.</b> Disposition TEMPORARY. Delete when no longer needed for updating or reference</p>		

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	<p><b>b. Customer Inquiry Complaint/Service Records.</b>  Consists of those records documenting inquiries pertaining to the status of individual orders for Mint products. Also included is correspondence pertaining to changes in customer account data such as change of name or address, change in customer number, late or non-receipt of shipments, damaged or defective products, complaints from the general public concerning Mint operations, policies and procedures and equivalent subjects. Correspondence includes, but is not limited to memoranda, authorizations for coin shipment, write-off memoranda, shipment documentation, and copies of responses</p> <p><b>(1). Documents scanned into a Document Control System.</b> Disposition TEMPORARY. Cut-off accumulated, scanned and verified documents at the end of each month and destroy three months after cut-off</p> <p><b>(2). Documents not scanned.</b> Disposition TEMPORARY. Cut-off accumulated documents at the end of each calendar year. Send to Records Center two years after cut-off. Destroy when six years old</p> <p><b>(3). Scanned Images of Documents.</b> Disposition TEMPORARY. Move images off-line to tape/disk at end of calendar year in one year increments, when three years old. Delete from tape/disk when latest record is six years old</p> <p><b>(4). Electronic versions of documents created on word processing or e-mail applications.</b> Disposition TEMPORARY. Delete after record copy is generated and no longer needed for updating or reference</p> <p><b>c. Non-complaint Inquiry Records.</b> Correspondence pertaining to non-complaint public inquiries requesting general information from the Mint concerning Coin Program Information, Mint, other Mint product information, requests for point of sale material, catalogues and order forms</p> <p><b>(1). Paper Copies.</b> Disposition TEMPORARY. Cut-off at the end of each month. Destroy 1 month after cut-off</p> <p><b>(2). Electronic versions (not from the electronic document control system) created by word processing or e-mail applications.</b> Disposition TEMPORARY. Delete when no longer needed for updating or reference</p>		