

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>21-104-03-4</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date Received <i>5-19-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Documentation and Programs Division					
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford		5 TELEPHONE 202-772-7306	DATE <i>10-9-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>5/9/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	

Security/Internal Review
(SEE ATTACHED)

cc: Agency, NWMD, NWMW
115-109
2003-06

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<p>Security/Internal Review Records pertaining to Mint-wide security programs to enforce Federal and local laws on Mint-occupied properties relating to the protection of human life, the inherent civil rights of individuals, and the protection of Mint buildings, ground, equipment and monetary assets. Also includes the personnel security clearance and classified document control programs, the Emergency Preparedness Program, and internal reviews and analysis for assuring adequate control and utilization of Mint assets and resources</p>			

1 IG Investigation Records

IG files to document allegations of fraud, waste, abuse, and violations of Federal laws/regulations involving U S Mint programs operations, employees and/or monies. The allegations relate to prohibited or improper activities against the Bureau by its contractors, vendors, employees, and others having a relationship to the Mint. This included allegations reported in writing, via telephone, in person or to the Hotline, email, or to any IG staff. These are files (including investigation reports, none of which may be released to the public) developed in connection with activities that may attract Congressional or national media attention, result in substantive changes in Bureau policies or procedures, or be cited in semiannual reports to Congress.

a. Official Copy

TEMPORARY Cut-off at the end of the Fiscal Year in which investigation is completed. Transfer to Treasury IG immediately upon cut-off. TRANSFER TO FRC NOT AUTHORIZED.

b. Economic Crimes Unit Reference Copy:

Includes Original Complaint, transmittal memos, and documentation of actions taken.

TEMPORARY Cut-off at the end of the Fiscal Year in which investigation is completed. Destroy 3 years after cut-off.

c. Electronic versions created by E-mail or Word Processing Applications.

TEMPORARY Cut-off when file copy is generated and no longer needed for reference and updating. Destroy immediately upon cut-off.