

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-104-03-7</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) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION United States Mint		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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>March 2003</i>	ARCHIVIST OF THE UNITED STATES <i>Larry Bellard Acting Archivist of the U.S.</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>5/19/2003</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Electronic Information Systems Unemployment Compensation Processing System
(SEE ATTACHED)

cc Agency, NAWMA, KR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 **Unemployment Compensation Processing System**

System used to process unemployment compensation claims

a. System Content:

Data regarding unemployment compensation claims.

TEMPORARY Cut-off data annually Delete 3 years after cut-off

b. System Input.

Claimant/Employer Separation Statement on form DC DOES.

TEMPORARY → cutoff annually. Destroy 5 years of the cutoff
approved by R.O. 8/29/03

c System Output:

Ad Hoc Reports

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