

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Treasury	
2 MAJOR SUBDIVISION United States Mint	
3 MINOR SUBDIVISION Office of Chief Information Officer and Field Offices	
4 NAME OF PERSON WITH WHOM TO CONFER Yvonne Pollard	5 TELEPHONE (202) 772-7310

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-104-05-3</i>	
DATE RECEIVED <i>6/5/05</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE <i>6/27/05</i>	ARCHIVIST OF THE UNITED STATES <i>W. S. [Signature]</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 **3** 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.

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

DATE <i>6/27/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne M Pollard</i>	TITLE Chief, Records Management Office
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Year 2000 (Y2K) Records - See attached pages		

C. C. [Signature] NARA NWMWA

United States Mint
Year 2000 (Y2K) Records Retention Schedule
Office of Chief Information Officer

Records relating to the projects and procedures completed for ensuring the United States Mint automated systems continued to function reliably when the date changed to the year 2000. The projects related to functions and activities by the United States Mint, Office of the Chief Information Officer, Washington, DC office (headquarters) and Mint Field Offices and all offices and divisions of the United States Mint may include but are not limited to:

1. Y2K Policy and Planning Records.

Records created or approved by the agency heads or heads of program and staff offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

- a. Recordkeeping copy maintained in the Office of Chief Information Officer.

DISPOSITION: Temporary. Cut off files at project completion.
Destroy 7 years after cut off.

- b. All other copies.

DISPOSITION: Temporary. Destroy when no longer needed for administrative purposes

2. Y2K Administrative Records.

Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, equipment, organizational charts, statements of work, training, work request forms, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

DISPOSITION: Temporary. Cut off files at project completion.
Maintain on site. Destroy 7 years after cut off.

3. System Implementation Records.

These records document the system testing, modification, and verification for Y2K compliance.

- a. These are summary records that may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to

system documentation, and final reports or audits of system status. The records document justifications to repair, retire, or replace system in relation to Y2K concerns.

DISPOSITION: Temporary. Cut off at project completion. Maintain on site. Destroy 7 years after cut off, or when the system is superseded or retired, whichever is later.

b. Records of the revision, testing, and validation of a specific system or group of systems. Series can include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.

DISPOSITION: Temporary. Cut off at project completion. Destroy when 7 years old.

4. Meeting Records.

Records include minutes of meetings held by the Department of the Treasury, CIO Council Committee on Year 2000, Office of Management and Budget and United States Mint Washington DC offices attended by the United States Mint senior officials including Mint Field Office representatives. Other records may include materials, memoranda, and reports and related materials distributed or received at the meetings for Y2K.

DISPOSITION: Temporary. Cut off at project completion. Destroy when 7 years old.

5. Y2K Website Records.

Records uploaded to the United States Mint Websites. These are duplicate files used for dissemination purposes.

DISPOSITION: Temporary. Destroy when dissemination is complete.

6. Electronic Mail and Word Processing System Records.

Records created and received on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision or dissemination.

a. Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personnel electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: Temporary. Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system.

b. Records used for dissemination, revision, or updating.

DISPOSITION: Temporary. Destroy/delete when dissemination, revision, or updating is complete.