

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

Leave Blank (NARA use only)

Job Number **01-104-09-5**

Date Received **9/28/09**

To: National Archives and Records Administration (NARA)

- 1 From (Agency or establishment)  
**Department of the Treasury**
- 2 Major Subdivision  
**United States Mint**
- 3 Minor Subdivision  
**ITD/Enterprise and Information Services Division**
- 4 Name of Person with whom to confer  
**Yvonne Pollard**

5 Telephone (include area code)  
**202-354-6784**

Date **07/20/10** Archivist of the United States  
*[Signature]*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**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 Accountability 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, Compliance Branch**

Date (mm/dd/yyyy)  
**09/25/2009**

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p><b>United States Mint Web Records (Media Neutral)</b></p> <p>This schedule covers the disposition of United States Mint web records for use to document operations, development and design, and content publishing of web pages for United States Mint websites that facilitate communications to internal and external sources in a secure environment for information sharing, announcement of United States Mint programs, products, and information about United States Mint business functions and activities</p> <p><u>Web Operation Records</u> This series includes information and documentation that relate to the locating, measuring, and reporting on the usage of either the United States Mint Intranet or Internet web sites. Such records include reports on user statistics (number of visits to the websites), requests for correction of incorrect links or content posted, request for removal of duplicate information, user logs, search engine logs, and audit logs, and internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act</p> <p><b>Disposition: TEMPORARY.</b> Cutoff when action is completed Delete/destroy when 3 years old after cutoff.</p>		

## Request for Records Disposition Authority - Continuation

Job Number

Page 2 of 2

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
a	<p><u>Manuals</u> Application software, hardware, technical and user manuals for use to create, maintain, update, revise and operation United States Mint web pages, website sites</p> <p><b>Disposition: TEMPORARY.</b> Cutoff when the manuals are revised or superseded Destroy 3 years after cutoff</p>		
2.	<p><u>Web Content Publishing Records</u> This series includes information and documentation such as email requests, initial and follow-up requests for initial and subsequent postings, corrections, updates and revisions of agency web pages for agency websites Also includes internal systems use to track requests for postings, corrections, revisions, updates and ongoing maintenance and minor enhancements to existing web pages for agency websites</p> <p><b>Disposition: TEMPORARY.</b> Cutoff when action is completed Delete/destroy 3 years old after cutoff</p>		
3.	<p><u>Web Program and Development Records</u> This series includes information and documentation for development of agency web programs. The information and documentation includes records that document website planning goals and objectives, identify project milestone to be achieved, performance measures for agency web programs, approaches/plans/resources for managing the websites, the design and technical requirements documenting implementation and maintenance of the websites, test scripts use to test the functionality of the web programs and compliance requirements associated with the access to the agency websites and information posted on the websites</p>		
a	<p><i>Internet Website</i> <b>Disposition: TEMPORARY.</b> Delete/destroy when 7 years old after completion of web development project or site upgrade date.</p>		
b	<p><i>Intranet Website</i> <b>Disposition: TEMPORARY.</b> Delete/destroy when 3 years old after completion of web development project or site upgrade date</p>		
4	<p><u>Web Content Records</u> This series includes information relating to the web content information or pages that contain static information that includes snapshots of websites, comprehensive URL listings, and duplicative information maintained by United States Mint departments/offices/field office facilities (office of record for the content).</p>		
a.	<p><i>Internet Website</i> <b>Disposition: TEMPORARY.</b> Cutoff is when web content information is taken off live site, moved to archive server and information is successfully transferred to program office (or office of record) and verified for accuracy Delete/destroy when 7 years old after cutoff</p>		

b.	<p><u>Intranet Website</u></p> <p><b>Disposition: TEMPORARY.</b> Cutoff is when web content information is taken off live site, moved to archive server and information is successfully transferred to program office (or office of record) and verified for accuracy. Delete/destroy 3 years old after cutoff</p>		
5	<p><u>Other Web Content Records</u></p> <p>This series contains the web content derived from web logs, blogs, and dynamically created or edit text (wikis), social-networking sites, video-sharing sites or communication technologies (Web 2.0) for collaboration and information sharing</p> <p><b>Disposition: TEMPORARY.</b> Cutoff is when web content information is taken off live site, moved to archive server and information is successfully transferred to program office (or office of record) and verified for accuracy. Delete/destroy 3 years after cutoff</p>		<p>withdrawn</p>