

Rec'd NCR 26 Nov 80

### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 3-26-80	JOB NO NCL-104-80-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
5-14-81 (Date)	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of the Mint

3. MINOR SUBDIVISION

Old Mint, San Francisco

4. NAME OF PERSON WITH WHOM TO CONFER

Lois O'Mara

5. TEL EXT

376-0617

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/25/80  
Date

*[Signature]*  
(Signature of Agency Representative)

Director of the Mint  
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The following record series is an addition to the Bureau of the Mint Records Control Schedule for all field offices, NC 1-104-79-1 approved by the Archivist of the United States, December 21, 1978;</p> <p><u>Numismatic Order Process Records</u></p> <p>Order Cards</p> <p>Computer cards, filed in the sequence received, containing customer number, name and address, Mint mailing address, "change of address" box, customer signature line and lines for the number of sets ordered, amount of remittance and remittance number. Batched in batches of a hundred, blocks of a thousand for microfilming and processing by computer. Assigned order numbers according to the sequence in which they are fed into the computer, controlled by the Batch Control Cards.</p> <p>Destroy <sup>upon</sup> <del>after</del> microfilming and computer processing (1 to 5 day period)</p>	<del>NC 1-104-79-1</del> <del>no. 64</del>	
2.	<p>Checks/Money Orders</p> <p>Remittances payable to the Bureau of the Mint for orders of coin sets and medals. Filed as received by date of remittance. Batched in batches of a hundred, blocks of a thousand for microfilming, reviewing,</p>		

18 items

to GNC-S agency, NAR, & NNF - 5/19/81  
Closed Out: 5-20-81: (T.D.)

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION

7.  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates on Retention Periods)

9.  
Sample  
or  
Job No.

10.  
Action  
Taken

encoding/endorsing by SCMD. Customers are instructed to put their Customer Number on their remittance so it can be matched with order card in case of a mix-up. Remittances are deposited in the Federal Reserve Bank.

Deposit in the Federal Reserve Bank after microfilming, reviewing, encoding and endorsing. (1 to 3 day period)

3. a. Microfilm of Checks/Money Orders

Remittances are filmed by date of remittance after reviewing and automatic endorsing by SCMD. These remittances are in payment for orders of coin sets and medals.

*NCI-104-791, Item 212*

~~Retain in SCMD until end of the order acceptance cycle (2 months). Transfer to CSD. Destroy 5 years after date of remittance.~~

*use General Records Schedule 6/1a*

b. Microfilm of Order Cards

Order Cards are filmed in the sequence received. This is a separate microfilm from checks but is filmed in same order as checks so that order and remittance may be matched by customer number and name.

~~Retain in SCMD until end of the order acceptance cycle (2 months). Transfer to CSD. Destroy 5 years after date of corresponding remittance.~~

*use General Records Schedule 6/1a*

c. Microlog

Computer printouts of the order numbers of Batch Control Cards, the Microlog is filled in by the microfilers as cards are microfilmed. Contains block number, number of sets, roll number, filmer and date, reviewer and date and a space for remarks. With the customer's order number, researcher can locate from the Microlog the roll of microfilm containing the record.

*this change, and changes to Items 3 thru 7, and 9 + 10, approved per memo from Lois 4/13/81*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION

7.  
ITEM NO8. DESCRIPTION OF ITEM  
(With Inclusive Dates on Retention Periods)9.  
Sample  
or  
Job No.10.  
Action  
Taken

~~Retain in SCMD until end of the order acceptance cycle (2 months). Transfer to CSD. Destroy 5 years after filming date entered on printouts by the micro-filmer.~~

*use General Records Schedule 6/1a*

Microfilms are used for research to answer inquiries while orders are being processed.

## 4. Batch Control Cards

Computer cards, filed by order number, with "start" and "end" numbers as low and high number guides. Cards are used to precede and control each group of order cards' entry into computer. Order cards are assigned order numbers within these guide numbers as they are fed into the computer. Instructs computer to enter cards according to coin program, number of sets ordered, deposit date, type of payment, deposit value and order number. Used repeatedly to process orders for the length of coin program.

~~Retain for length of coin program (usually 2 years), then destroy.~~

*use General Records Schedule 6/1a*

## 5. Listing Containing Registry Numbers and Shipment Dates

Computer printout entitled "NUCOS Report No. R3077, filed by registry number and order number, contains customer name and address, number of sets, date shipped and date of computer printout. Printout is generated by Data Center upon release of labels. Referred to when researching customer inquiries.

~~Destroy 2 years after date of printout.~~

*use General Records Schedule 6/1a*

## 6. Customer History File

Disc, tape, filed by customer number and name, comprised of information from the order cards, batch control cards and registry numbers. Contains customer number, program (indicating types of programs on record),

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7.

customer name, address, entry date, status, order number, program (delineates each customer's file by program), number of sets ordered, payment code, status, shipment date, registry number. File is on disc, duplicated on tape. Tape is held in another area in case something should happen to the disc. CRT access from disc. Tape can be utilized for CRT information retrieval, if necessary.

~~Destroy 5 years after last entry on disc or tape.~~  
use General Records Schedule 6/1a

COM - Microfilm or Microfiche

Computer output microfilm or microfiche files includes:

- a. Post Office Registry Number File - customer shipments and their registry number, filed by coin program and bag number. Also contains bag zip, number of sets, order number and order zip. Used for researching shipments that are lost or missing.

~~Destroy 5 years after end of the year of the coin program.~~  
use General Records Schedule 6/1a

- b. Refund Reconciliation File - filed by coin program and order number. Documents the amount refunded or rebated to each customer. Contains the coin program, customer name and address, customer number, number of sets refunded, refund check number and refund amount.

~~Destroy 5 years after end of the year of the coin program.~~  
use General Records Schedule 6/1a

- c. Purged List - filed alphabetically by last name of the customer. Lists all customers and their orders going back further than two years (and not on current Customer History File). Contains order number, number of sets, registry number, ODF, shipment date, cost,

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates on Retention Periods)	9. Sample or Job No.	10. Action Taken
	<p>customer number, name address, and type of coin program and year of coin program.</p> <p><del>Destroy 5 years after end of the year of the coin program.</del> use General Records Schedule 6/1a</p> <p>d. Purged List - filed numerically by order number. Lists all customers and their orders going back further than two years (and not on current Customer History File). Contains order number, number of sets, registry number, ODF, shipment date, cost, customer number, name and address, type of coin program and year of program.</p> <p>DCD turns over COM microfilm or microfiche to CSD after program goes "off line" on the computer.</p> <p><del>Destroy 5 year after end of the year of the coin program.</del> use General Records Schedule 6/1a</p> <p>8. Correspondence, <del>in hard copy form includes:</del> Hard Copy</p> <p>a. <del>Current Files</del> General correspondence (not transaction documentation) relating to the purchase of numismatic items, record of inquiries &amp; cases resolved without the processing of vouchers &amp; claims. Filed alphabetically by last name of customer with annual file breaks.</p> <p>Destroy 2 years after date of reply.</p> <p>b. General Data Files, correspondence (not transaction documentation) to customers that does not require a reply. Order information in these files is also in accountability records. Filed alphabetically by last name of customer, maintained in increments of 30, 60, &amp; 90 days.</p> <p>Destroy 90 days after date of correspondence.</p> <p>Vouchers of Paid or Pending Claims</p> <p>Refunds by Old Mint to customers. Filed alphabetically by last name of customer with annual file breaks.</p>		

*change made per letter to GAO, 3/11/81*

*Change made per telecon with Lois O'Hara, Bureau 9, of the mint 4/21/80 [unclear]*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION

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7.  
ITEM NO8. DESCRIPTION OF ITEM  
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or  
Job No.10.  
Action  
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changes made  
per Gleason with  
Lois O'Hara, 10.  
Bureau of the Mint  
4/21/80  
PWCover

use General Records Schedule 6/1a  
Destroy ~~5~~ years after ~~payment to customer.~~

**Tracer Files****a. Tracer-Files Requests**

Claims sent to the Postal Service in an attempt to locate customer's coin sets. Filed alphabetically by last name of customer with annual file breaks.

Destroy ~~3~~ years after ~~claim is sent to the Post Office.~~

PWC

**b. Sets Received File**

use General Records Schedule 6/1a  
Results of tracers. Letter and signature postal receipts signed by customer. Filed alphabetically by last name of the customer with annual file breaks.

Destroy ~~3~~ years after ~~customer's signature of receipt.~~

PWC

**c. Claims Paid File**

use General Records Schedule 6/1a  
Claims paid by the Post Office to the customer or to the Old Mint as a result of tracers. Filed alphabetically by last name of the customer with annual file breaks.

Destroy ~~2~~ years after ~~payment is made to the customer or to the Old Mint.~~

use General Records Schedule 6/1a