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*"Rummaging in the government's attic"*

Description of document: Information regarding the inventory, cataloging and storing of the United States Mint's Heritage Assets, 2016

Requested date: 17-March-2016

Released date: 05-April-2016

Posted date: 18-April-2016

Source of document: FOIA Request  
Disclosure Officer  
United States Mint  
801 9th Street, NW, 8th Floor  
Washington, DC 20220

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DEPARTMENT OF THE TREASURY  
UNITED STATES MINT  
WASHINGTON, D.C. 20220

April 5, 2016

This is in response to your Freedom of Information Act (FOIA) request submitted via the Department of the Treasury's FOIAonline on March 17, 2016, for information regarding the cataloguing of the United States Mint's Heritage Assets.

Enclosed as responsive to your request is the requested information (8 pages).

Inasmuch as fees incurred in the processing of your request were minimal, they have not been assessed.

Sincerely,

A handwritten signature in blue ink, reading "Kathleen S. Mitchell". The signature is written in a cursive style with a large initial "K".

Kathleen Saunders-Mitchell  
Disclosure Officer

Enclosure(s)

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1) A copy of the project description for the cataloguing of Mint Heritage Assets, a project that was commenced in 2012 and is slated to be completed by the end of FY 2017. 2) A copy of the budget for the Heritage Assets cataloguing project. 3) A copy of the goals and objectives of the Mint Heritage Assets cataloguing Project. 4) A copy of the most recent three internal Mint progress reports on the Mint Heritage Assets cataloguing project. 5) A copy of the project plan for the Mint Heritage Assets cataloguing project. 6) A copy of any status memos relating to the Mint Heritage Assets cataloguing project during the time frame November 1, 2015 to the present.

#### #1 HAP Project Description

*The United States Mint was founded at Philadelphia in 1792 and has grown over time into a national complex of administrative, production and storage facilities. The Heritage Assets Program was established with the goal of identifying, preserving and interpreting the physical evidence of the United States Mint's past. This includes coins, dies, tools, machinery, historic structures, paintings, photographs, architectural elements, furniture and the many other pieces of memorabilia that have emerged from this legacy.*

*The United States Mint has approved a plan to inventory, catalog and store its collection of Heritage Assets. This work will be done under the general supervision of the Curator and in cooperation with agency staff who will serve as liaisons at each facility. These individuals will provide assistance in locating artifacts and in providing resources relevant to the work at each site.*

#### #2 HAP Project Budget

*The budget for this project is \$2,000,000.*

#### #3 Goals and Objectives

*The objective is to provide state-of-the art catalog and storage systems for its Heritage Assets. While some objects will be used at the Visitor Centers at Philadelphia and Denver, there are no plans to open or maintain a public museum of these items. Historical materials will be made available for on-site research and reference at each facility. There are no plans to relocate*

*objects to a central storage facility; new storage areas will be provided at each facility and warehouse space allocated as needed.*

#4 Three most recent internal progress reports

*The three most recent reports (redacted) from the date of the request are attached*

#5 HAP Project Plan

*The project consists of three phases: Phase One - Pilot Assessment; Phase Two - Pilot Study; Phase Three - Implementation. The Implementation Phase includes assessments and cataloging at each facility not covered in earlier phases. The work is to commence in May 2011 and is scheduled to conclude in May 2016.*

#6 Status memos during the period of 11/1/2015 to 3/23/2016

*No status memos were issued during that period.*

March 7, 2016

**United States Mint  
Heritage Assets Project – Assessment/Cataloging Phase Report  
Philadelphia Mint**

**Week of February 29, 2016**

**2/29/2016 Monday**

HAP Team: Janet, Rachel, Jonathan

- Cataloged, cleaned, photographed and labeled hubs and dies

**3/1/2016 Tuesday**

HAP Team: Janet, Rachel, Jonathan

- Cataloged, cleaned, photographed and labeled hubs and dies

**3/2/2016 Wednesday**

HAP Team: Janet, Rachel, Jonathan, Daniela, Robert

- Cataloged, cleaned, photographed and labeled hubs and dies
- Sorted hubs and dies for assorted medals

**3/3/2016 Thursday**

HAP Team: Janet, Rachel

- Cataloged, cleaned, photographed and labeled hubs and dies

**Plans for next two weeks 3/7 and 3/14/2016**

**3/7/2016 Monday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue editing catalog records

**3/8/2016 Tuesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue editing catalog records

**3/9/2016 Wednesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue waxing hubs and dies
- Continue editing catalog records

**3/10/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies

- Continue photographing hubs and dies
- Continue editing catalog records

**3/14/2016 Monday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue editing catalog records

**3/15/2016 Tuesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue editing catalog records

**3/16/2016 Wednesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue waxing hubs and dies
- Continue editing catalog records

**3/17/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Continue editing catalog records

**2/29 to 3/3 Incident Report – Philadelphia Mint**

Date & Time: 2/29 to 3/3

Collection: HAP

Current Location: Philadelphia, PA

Customer: United States Mint

No items to report.

February 16, 2016

**United States Mint  
Heritage Assets Project – Assessment/Cataloging Phase Report  
Philadelphia Mint**

**Week of February 8, 2016**

**2/8/2016 Monday**

HAP Team: Janet, Rachel, Jonathan

- Cataloged, photographed and labeled hubs and dies
- Moved boxed artifacts and sculpts from old locations to new drawers
- Reorganized flat file drawer with photographs, paper artifacts with new tissue

**2/9/2016 Tuesday**

HAP Team: Janet, Rachel, Jonathan

Cataloged, cleaned, photographed and labeled hubs and dies

**2/10/2016 Wednesday**

HAP Team: Janet, Rachel

- Removed hubs and dies from vault

**2/11/2016 Thursday**

HAP Team: Janet, Daniela

- Moved all remaining foreign hubs and dies into new storage locations
- Researched media record issues for Rick
- Edited TMS records

**Plans for next two weeks 2/15 and 2/22/2016**

**2/15/2016 Monday**

**MINT CLOSED – WASHINGTON'S BIRTHDAY HOLIDAY**

**2/16/2016 Tuesday**

- Rick/ TMS 2014 upgrade; test for media records, importer, that images open in records
- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/17/2016 Wednesday**

- Rick/ TMS 2014 upgrade
- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/18/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies

- Continue photographing hubs and dies

**2/22/2016 Monday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/23/2016 Tuesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/24/2016 Wednesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Prep and import TMS records
- Continue waxing hubs and dies

**2/25/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/8 to 2/11 Incident Report – Philadelphia Mint**

No items to report



February 8, 2016

**United States Mint  
Heritage Assets Project – Assessment/Cataloging Phase Report  
Philadelphia Mint**

**Week of February 1, 2016**

**2/1/2016 Monday**

HAP Team: Janet, Rachel, Jonathan

- Cleaned, photographed and labeled hubs and dies
- Go through foreign coins found with hubs and dies
- Sent Tony list of needed hubs and dies
- Pulled medal plasters for Tony

**2/2/2016 Tuesday**

HAP Team: Janet, Rachel, Jonathan, Robert

- Visit from new Deputy Plant Manager and explained the cataloging, photography process
- Organized inventory information for vault
- Cataloged, cleaned, photographed and labeled hubs and dies
- Visit from Tony with more hubs and dies

**2/3/2016 Wednesday**

HAP Team: Janet, Rachel, Daniela

- Moved foreign hubs and dies into permanent locations in vault
- Edited TMS records
- Sorted hubs and dies that Tony delivered
- Pulled plasters for Eric

**2/4/2016 Thursday**

HAP Team: Janet, Rachel, Robert

- Cataloged, cleaned, photographed and labeled hubs and dies
- Waxed hubs and dies

**Plans for next two weeks 2/8 and 2/15/2016**

**2/8/2016 Monday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/9/2016 Tuesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/10/2016 Wednesday**

- Continue cataloging, cleaning and labeling hubs and dies

- Continue photographing hubs and dies
- Prep and import TMS records
- Continue waxing hubs and dies

**2/11/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/15/2016 Monday**

**MINT CLOSED – WASHINGTON'S BIRTHDAY**

**2/16/2016 Tuesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/17/2016 Wednesday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies
- Prep and import TMS records
- Continue waxing hubs and dies

**2/18/2016 Thursday**

- Continue cataloging, cleaning and labeling hubs and dies
- Continue photographing hubs and dies

**2/1 to 2/4 Incident Report – Philadelphia Mint**

No items to report