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Description of document: 2 (Two) US Mint Directives: MD FAP-001-2016 Annual Transfer of Coins, Medals, and Promotional Materials to the Smithsonian Institution and MD 15B-1 Inter-Mint Shipments of Coins, Coinage Metals, Bullion and Medals, 2015-2016

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Source of document: FOIA Request
Disclosure Officer, United States Mint
801 9th Street, N.W., 8th Floor
Washington, D.C. 20220
[FOIA Online Request Form](#)

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

May 17, 2017

This is in response to your May 4, 2017, Freedom of Information Act (FOIA) request for a copy of the following United States Mint Directives: MD 8A-4; MD FAP-001-2016; and MD 15B-1.

Enclosed as responsive to your request are the following United States Mint Directives: Annual Transfer of Coins, Medals, and Promotional Materials to the Smithsonian Institution (MD FAP-001-2016); and Inter-Mint Shipments of Coins, Coinage Metals, Bullion and Medals (MD 15B-1).

The United States Mint maintains no records that are responsive to your request for United States Mint Directive MD 8A-4.

Should you disagree with this FOIA determination, you may appeal this decision within 35 days from the date of this letter. Your appeal must be in writing, signed by you, and should be addressed to: Principal Deputy Director, United States Mint, 8th Floor, 801-9th Street, N.W., Washington, D.C. 20220. The appeal should reasonably describe the records requested, and should specify the date of the initial request and date of this initial determination. The appeal should also include any supporting arguments as to why you believe the records denied should be released, and should set forth the address where you wish to be notified of the decision on appeal.

Sincerely,

Kathleen Saunders-Mitchell
Disclosure Officer/
FOIA Public Liaison

Enclosure(s)

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

United States Mint Directive

**MD FAP-001-2016
June 22, 2016**

**Annual Transfer of Coins, Medals, and Promotional Materials to the
Smithsonian Institution**

1. **PURPOSE:** This revised directive establishes policy for the United States Mint (Mint) to transfer coins, medals, and promotional materials annually to the Smithsonian Institution's National Numismatic Collection (NNC).
2. **SCOPE:** This directive applies to Mint-manufactured coins, medals, and promotional materials, as well as other United States Mint-produced items not specifically covered by this directive, but requested and approved by the Director or Deputy Director of the United States Mint.
3. **BACKGROUND:** The NNC is one of the largest numismatic collections in the world and the largest in North America. Located at the National Museum of American History (NMAH), the NNC includes more than 1.6 million objects. The core of the collection came to the NNC via a transfer in 1924 of approximately 18,291 numismatic items from the Philadelphia Mint. From 1924 through 1990, the Mint transferred items to the Smithsonian collection on an irregular basis. In 1990, the Mint implemented Management Directive (MD) 13B-5 to establish policy for the annual transfer of coins, medals, and promotional materials to the NNC.
4. **POLICY:** Each fiscal year, the Mint will transfer coins, medals, and numismatic promotional materials and any other pertinent materials not specifically covered by this directive in Section 6.
5. **RESPONSIBILITIES:**
 - a. The Mint Curator will determine which products or other materials should be transferred to the NNC. The curator will also keep an inventory transfer list and all permanent records of the transfer, which will be jointly signed by a Smithsonian Institution representative.

- b. The Numismatic and Bullion (NaB) Directorate's Sales Operations Branch will assemble the products and other materials, such as brochures or other advertising collateral, to transfer.
 - c. The Chief Financial Officer (CFO) will account for the transfer of products and other materials and execute a write-off for transfer. The CFO will also create a letter to the Smithsonian detailing the inventory of the transfer for the Director/Deputy Director to sign.
 - d. The Director/Deputy Director for Management, United States Mint, will approve the transfer.
 6. **COINS AND MEDALS TO BE TRANSFERRED:** The annual transfer of coins and medals to the Smithsonian's NNC must include: (1) one United States Mint Uncirculated Coin Set®; (2) one United States Mint Proof Set®; (3) one uncirculated version of each commemorative coin; (4) one set of American Eagle Coins (e.g., uncirculated or proof version of silver, gold or platinum); (5) one of each three-inch medal and/or smaller medal produced; and (6) all other items authorized and approved by the Director or the Deputy Director of the United States Mint (e.g., bullion coins, special collectibles, First Spouse Gold Coins, etc.).
 7. **CRITICAL REQUIREMENTS:**
 - a. Materials will be transferred by the Mint to the Smithsonian on a yearly basis, accompanied by a letter from the Director or Deputy Director of the United States Mint to the Director of the NMAH documenting the date of the transfer and a list of all materials approved for transfer.
 - b. All transfer materials will be inventoried and accounted for at the Mint, and properly controlled until transferred.
 - c. The Curator will retain copies of all documents discussed in subparagraph Section 5.a. as permanent records of the United States Mint.
 8. **AUTHORITY:** 20 U.S.C. § 50 provides that, "Whenever suitable arrangements can be made from time to time for their reception, all objects of art and of foreign and curious research, and all objects of natural history, plants and geological and mineralogical specimens belonging to the United States which may be in the city of Washington, in whosoever custody they may be, shall be delivered to such persons as may be authorized by the Board of Regents to receive them."
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9. **CANCELLATION:** MD 13B-5, "Annual Transfer of Coins, Medals, and Promotional Materials to the Smithsonian Institution," September, 2010
10. **DOCUMENT REVIEW DATE:** June 22, 2021.
11. **RESPONSIBLE OFFICE:** Financial Directorate, Accounting Division.

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

United States Mint Directive

**MD 15B-1
August 10, 2015**

Inter-Mint Shipments of Coins, Coinage Metals, Bullion and Medals

1. **PURPOSE:** This directive provides guidance for shipping coins, coinage metals, bullion and medals between Mint facilities.
2. **SCOPE:** All Mint facilities.
3. **OUTCOME:** Only properly authorized coin, coinage metal, bullion and medal shipments will be made. Shipments will be safeguarded and conducted in accordance with the nature and value of the materials involved and the needs and capabilities of the facilities involved.
4. **POLICY:**
 - a. Only the Associate Director for Manufacturing or his/her designate can authorize these shipments between Mint facilities.
 - b. All shipments must be fully documented and receipt must be verified in as much detail as is feasible considering the nature and value of the shipment.
 - c. Discrepancies between items shipped and items received shall be reconciled by and between facilities involved. Significant discrepancies shall be reported to the authorizing official.
5. **RESPONSIBILITIES:**
 - a. The Associate Director for Manufacturing or his/her designate is responsible for authorizing these shipments between Mint facilities.
 - b. Plant Managers are responsible for shipping and receiving authorized shipments to/from other Mint facilities, documenting shipments and receipts, resolving discrepancies, and reporting significant discrepancies to the authorizing official.
6. **CRITICAL REQUIREMENTS:**

- a. Shipments of coins, coinage metal, bullion and medals must be authorized by an appropriate Mint official.
 - b. Material shall be secured and controlled in accordance with its value and accounted for/documented such that no discrepancies shall occur due to inadequate information.
7. **AUTHORITY**: Not applicable.
8. **CANCELLATION**: MD 15B-1, "Inter-Mint Shipments of Coins, Coinage Metals, Bullion and Medals," dated August 2003.
9. **DOCUMENT REVIEW DATE**: August 10, 2016.
10. **RESPONSIBLE OFFICE**: Distribution, Office of Manufacturing.