

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0433-2015-0004

Status: APPROVED  
Date Approved: 06/23/2017

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## General Information

Agency or Establishment	Mine Safety and Health Administration
Record/Scheduling Group	0433 - Records of the Mine Safety and Health Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Mine Safety and Health Administration (MSHA) Program Areas:
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 25  
Number of Temporary disposition items: 14  
Number of Permanent disposition items: 11  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 4

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Outline of Records Schedule Items for DAA-0433-2015-0004

Item #	Title	Disposition
0001	GENERAL CORRESPONDENCE FILES (A&M) : Headquarters Correspondence	Permanent
0002	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Program Policy Manual and Procedure Handbooks.	Permanent
0003	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Program Information Bulletins (PIBs).	Temporary
0004	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Administrative Policy and Procedures Manual (APPM) Volume I, Organization and Delegation of Authority.	Permanent
0005	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Administrative Policy and Procedures Manual (APPM) Volume II - IV, other Administrative Functions.	Temporary
0006	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Administrative Handbooks	Temporary
0007	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR) : Administrative Information Bulletins (AIBs).	Temporary
0008	ASSESSMENT CASE FILES.	Temporary
0009	OFFICE OF STANDARDS, REGULATIONS, AND VARIANCES : Final Ruling	Permanent
0010	OFFICE OF STANDARDS, REGULATIONS, AND VARIANCES : Working Papers.	Temporary
0011	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Motion Pictures and Video Recordings : Motion picture films and Video Recordings	Permanent
0012	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Photographic Material	Permanent
0014	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Slide-Tape Shows : Audio recordings:	Permanent
0013	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Slide-Tape Shows : Slides	Permanent

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0015	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Publications	Permanent
0016	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Manuscript and Draft Files.	Temporary
0017	PUBLICATIONS (EXCLUDING EDUCATION AND TRAINING AND PEOS PRODUCTS WHICH ARE SCHEDULED SEPARATELY).	Permanent
0018	Manuscripts and drafts of publications or final products (excluding Education and Training and PEOS products which are scheduled separately).	Temporary
0020	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : Public Affairs Product File : All other copies to include manuscripts and drafts.	Temporary
0019	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : Public Affairs Product File : Public Affairs Products	Permanent
0021	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : Released Material File.	Temporary
0022	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : News Clip File. : Copies of print news clips.	Temporary
0023	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : News Clip File. : Video and audio news clips.	Temporary
0024	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : News Clip File. : Public Affairs Issue File	Temporary
0025	OFFICE OF ASSESSMENTS, LEGAL IDENTITY REPORT (MSHA FORM 2000-7).	Temporary

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Records Schedule Items

<b>Group Title</b>	GENERAL CORRESPONDENCE FILES (A&M)	
<b>Group Description</b>	Arranged according to an alpha-numeric filing system. Files contain correspondence (letters, memoranda, e-mail messages, telephone calls), reports, forms, created or received during the performance of agency functions.	
DAA-0433-2015-0004-0001	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Headquarters Correspondence	
Item Description	Headquarters correspondence concerning policymaking, executive direction, staff assistance, program management, and relationships with Congress, DOL and other government agencies, industry, and the public not covered under the GRS.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-81-1, Item 1A.	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Break files annually. Cut off records at the end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
Approximate first year of records covered by this authority	1988	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1994 To: --/--/2001	

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Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

<b>Group Title</b>	Mine Safety and Health Administration (MSHA) Directives Files. (PEIR)
<b>Group Description</b>	MSHA directives consist of two manuals (the Program Policy Manual and the Administrative Policy and Procedures Manual), their updates, and related policy letters; procedural handbooks, updates, and related procedure instruction letters; and information bulletins. Directives are numbered and arranged by type and calendar year as follows: an alpha designation for the type of directive (P for program; A for administrative; I for procedure instruction), followed by two digits for the year of issuance, a roman numeral indicating the volume of the administrative or program manual it relates to, and a number indicating its sequence in that calendar year (exception: an information bulletin does not contain a roman numeral as it does not relate to a manual) Program directives provide enforcement-related guidance to MSHA employees and the mining community; administrative directives provide administrative guidance to MSHA employees only.
	The Records Management Branch in Administration and Management, Management Services Division maintains the record set (signed document and DL 1-441) and formal review copies of all directives. Working papers are retained by the originating office (see No. 13 of this Request).
	This series includes directives dated July 1988 to present. Prior to July 1988, directives were scheduled under NC1—433—81-1, Item 1, General Correspondence. Directives Record Set. Signed copy of the document and the
	Official File Copy (DL 1—441) with concurrences.
<b>DAA-0433-2015-0004-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
<b>Item Title</b>	Program Policy Manual and Procedure Handbooks.

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Item Description	Includes program policy manual, procedure handbook updates and Program Policy Letters (PPLs) that provide policy relating to MSHA enforcement activities and personnel (i.e., inspection activities and mine inspectors)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
Supersedes N1-433-00-1, item 1a and 2a	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff file at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA in 5—year blocks when newest record is 15 years old. (e.g., transfer 2001—2005 in 2021.)	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
Approximate first year of records covered by this authority	1988	
Date span of the initial transfer	From: --/--/1988 To: --/--/2002	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		
<b>DAA-0433-2015-0004-0003</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Program Information Bulletins (PIBs).	
Item Description	PIBs provide enforcement—related information or announcements of interest to MSHA employees and the mining industry.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		

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Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes N1-433-00-1, item 3a	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off file at end of calendar year.	
Retention Period	Other: Destroy at the end of 5 years.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0433-2015-0004-0004		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Administrative Policy and Procedures Manual (APPM) Volume I, Organization and Delegation of Authority.	
Item Description	(APPM) Volume I, updates and Volume I Administrative Policy Letters (APLs) provide policy and procedure relating to organization and delegations of authority.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes N1-433-00-1, item 4a	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-0433-2020-0001-0001 on 05/24/2023.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off file at end of calendar year.	



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Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to NARA in 5 year blocks when the newest record is 15 years old (e.g., transfer 1998—2002 block in 2017).
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0433-2015-0004-0005</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative Policy and Procedures Manual (APPM) Volume II - IV, other Administrative Functions.
Item Description	(APPM) Volume II through IV, updates and Administrative Policy Letters (APLs) provide policy and procedure relating to the administrative management of MSHA.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
Supersedes N1-433-00-1, item 5a	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. DAA-0433-2015-0004-0005 superseded in part by DAA-0433-2020-0001-0001, Administrative policies that provide guidance on program related activities; and in part by GRS 5.7, Item 030. on 12/11/2023.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: When superseded.
Retention Period	Destroy 10 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
<b>DAA-0433-2015-0004-0006</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative Handbooks
Item Description	Administrative Handbooks and handbook updates provide administrative procedure too lengthy to be included in the APPM.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part? Explanation
Supersedes N1-433-00-1, item 6a.	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when superseded.
Retention Period	Destroy 10 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0433-2015-0004-0007</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative Information Bulletins (AIBs).
Item Description	AIBs provide administrative information for MSHA employees.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part? Explanation
Supersedes N1-433-00-1, item 7a	No

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off file at end of calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0433-2015-0004-0008</b>		<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	ASSESSMENT CASE FILES.		
Item Description	<p>Files arranged by a case number that is assigned by the office assessing penalties for violations of the Coal Mine Health and Safety Act of 1969 and the Mine Safety and Health Act of 1977. Contains notices, mine operator's protests, petitions for adjudication, correspondence, and related material.</p> <p>The assessment case files also contain copies of notices of violations issued on mine operations, abatements, and termination notices. The original records (notices, abatements, and similar documents) are retained by the issuing office. This material is needed as background, and should be treated as part of the case file with respect to transfer and retention.</p>		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
Supersedes NC1-433-81-1, Item 12.	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		

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Retention Period	Other: Destroy 10 years after the case is closed.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	<b>OFFICE OF STANDARDS, REGULATIONS, AND VARIANCES</b>
<b>Group Description</b>	The Office of Standards, Regulations, and Variances (OSRV) guides all of MSHA's rulemaking activities from the pre-proposal stage to publication of the final rule. OSRV serves as the point of contact with the public and other Federal agencies on regulatory matters. For example, OSRV is the Agency liaison with the Office of the Federal Register and is responsible for coordinating publication of all Federal Register documents and for updating Title 30 of the Code of Federal Regulations. In accordance with the requirements of Executive Order 12866, the Regulatory Flexibility Act, and the Paperwork Reduction Act, OSRV prepares economic impact and cost-benefit analyses of proposed and final standards to determine their effect on businesses; and prepares and updates the Semiannual Regulatory Agenda and the Regulatory Plan which list MSHA's rulemaking projects selected for review or development during the coming year. OSRV also processes petitions from mine operators for variances from safety standards.

DAA-0433-2015-0004-0009 **STATUS: INACTIVE - NOT FOR USE**

**ITEM GENERAL INFORMATION**

Item Title	Final Ruling
Item Description	Final ruling file Includes records of background information related to the development of the proposed rule, testimony from public hearings, and final ruling.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-81-1, Item 10B1, and B2.	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-0433-2020-0004-0001 on 05/24/2023.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: End of calendar year rule becomes final.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after newest record is 5 years old	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
Date span of the initial transfer	From: --/--/1978 To: --/--/2000	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0433-2015-0004-0010		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Working Papers.	
Item Description	Records of non-significant or non-historical value. Include records such as notices and advanced notices of proposed rulemaking, regulatory and environmental impact analysis, material related to litigation of subject standard or regulation through final rule and other working papers of temporary value.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
<b>Superseded Items</b>		
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-81-1, Item 10A1-2, and A4-A7.	No	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-0433-2020-0004-0001 DAA-0433-2020-0004-0002 on 05/24/2023.</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 10 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Motion Pictures and Video Recordings	
Group Description	Arranged by format and alphabetically there-under by title.	
DAA-0433-2015-0004-0011	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Motion picture films and Video Recordings	
Item Description	A sound projection print of each film, plus the original negative or color original, separate optical sound track, intermediate master positive or duplicative negative, and optical sound track, if available. Video copies may be substituted if an original film is unavailable.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-85-1, item 6A1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer record copy to NARA within 1 year.	
<b>ADDITIONAL INFORMATION</b>		

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Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1950 To: --/--/1970
Are any of the records covered by this item subject to a FOIA exemption?	

Group Title	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD)
Group Description	The National Mine Health and Safety Academy is responsible for the training of mine safety and health inspectors, mine technical support staff, and other government and industry personnel. The Academy uses the instructional aids described below to carry out its responsibilities.

DAA-0433-2015-0004-0012 STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Photographic Material
Item Description	Photographs relating to mine safety and health conditions and issues, MSHA inspection procedures, and agency history, facilities, programs, resources, and officials. Arranged by format and there under chronologically by training product sequence. Including: the original negative and a captioned print for each analog black-and-white photograph; the original color transparency or color negative, a captioned print, and an inter-negative (if one exists) for each analog color photograph; and the digital image file, in NARA-accepted format, along with any related metadata in embedded or external database form, for each born-digital or scanned digital photograph.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
Supersedes NC1-433-85-1, item 6B	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff end of calendar year.

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Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer all photographs, generated or accumulated pre-2013, and any related finding aids to the National Archives immediately upon approval of this schedule. Thereafter, cut off holdings in five-year blocks, and transfer along with any related finding aids to the National Archives when the oldest image in the block is five years old. Transfer in accordance with 36 CFR 1237.12 c and f, and NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records, or equivalent guidance in effect at the time of transfer.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1900 To: --/--/1970
Are any of the records covered by this item subject to a FOIA exemption?	

Group Title	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD) : Slide-Tape Shows	
Group Description	Arranged by product title	
DAA-0433-2015-0004-0014	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Audio recordings:	
Item Description	The earliest generation available for each magnetic audio tape or digital recording, plus an additional copy.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-85-1, item 6C1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff end of calendar year.	



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Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer all analog or digital audio materials, generated or accumulated pre-2013, and related slides (see 5.3.1), to the National Archives immediately upon approval of this schedule. Thereafter, cut off holdings in five-year blocks, and transfer along with related slides to the National Archives when the oldest audio in the block is five years old. Transfer in accordance with 36 CFR 1237.12 e and f, and NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records, or equivalent guidance in effect at the time of transfer.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0433-2015-0004-0013	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Slides	
Item Description	For analog products, the earliest generation available for all slides, plus an additional copy; for photo-oriented digital presentations, the digital image files in NARA-accepted format.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-85-1, item 6C1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff end of calendar year.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Other: Transfer all analog or digital slides, generated or accumulated pre-2013, and related audio materials (see 5.3.2), to the National Archives immediately upon approval of this schedule. Thereafter, cut off holdings in five-year blocks, and transfer along with related audio to the National Archives when the oldest image in the block is five years old. Transfer in accordance with 36 CFR 1237.12 c and f, and NARA Bulletin 2014-04, Revised format Guidance for the Transfer of Permanent Electronic Records, or equivalent guidance in effect at the time of transfer.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

<b>Group Title</b>	EDUCATION AND TRAINING PRODUCT MASTER FILES. (EPD)
<b>Group Description</b>	The National Mine Health and Safety Academy is responsible for the training of mine safety and health inspectors, mine technical support staff, and other government and industry personnel. The Academy uses the instructional aids described below to carry out its responsibilities.

DAA-0433-2015-0004-0015	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Publications
Item Description	Record Set (arranged by product category and alphabetically there under by title). One copy of each publication.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items in Part?	Explanation
Supersedes NC1-433-85-1, Item 6D.	No	
Is this item a deviation from the GRS?	No	

<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent

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Cutoff Instructions	Other: Break file annually. .
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after publication
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1978 To: --/--/2000
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0433-2015-0004-0016</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Manuscript and Draft Files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
NC1-433-81--1, Item 26 A and B	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after date of publication.
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0433-2015-0004-0017</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Records Schedule Number: DAA-0433-2015-0004

Status: APPROVED  
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Item Title	PUBLICATIONS (EXCLUDING EDUCATION AND TRAINING AND PEOS PRODUCTS WHICH ARE SCHEDULED SEPARATELY).	
Item Description	Most MSHA offices publish documents although the format and content vary and their release may be periodic or intermittent. Publications will generally include: informational reports, instruction guides, safety reviews, annual reports, safety manuals, health and safety reports. Immediately after publication, a copy is transferred to the Mine Health and Safety Academy Library and retained for 100 years.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NCI-433-81-1, Item 2B.	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Record set. Break file annually. .	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after publication	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
Approximate first year of records covered by this authority	1978	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1978 To: --/--/2000	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0433-2015-0004-0018	STATUS: Active
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Records Schedule Number: DAA-0433-2015-0004

Status: APPROVED  
Date Approved: 06/23/2017

<b>ITEM GENERAL INFORMATION</b>	
Item Title	Manuscripts and drafts of publications or final products (excluding Education and Training and PEOS products which are scheduled separately).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
NC1-433-81-1, item 26	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after date of publication.
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : Public Affairs Product File
Group Description	(arranged by type of product and chronologically within each type). Includes: (1) press releases, (2) speeches given by the Assistant Secretary or other officials on subjects dealing with MSHA programs, (3) articles authored by MSHA officials that have been published in outside periodicals, and (4) posters, booklets, annual reports, special reports, fact sheets, press kits, public service announcements, stickers, unless otherwise specified in this schedule.
DAA-0433-2015-0004-0020	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	All other copies to include manuscripts and drafts.
Is this item media neutral?	Yes

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Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
Supersedes NC1-433-81-1, item 2B2	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Break file annually.	
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0433-2015-0004-0019		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Public Affairs Products	
Item Description	Record copy of speeches, articles, press releases, public service announcements, and reports dealing with MSHA programs	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
NC1-433-81-1, items 2A, 2B, and 2C.	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Break file annually.	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 10 year blocks 15 year(s) after most recent record is 10 years old
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Approximate first year of records covered by this authority	1978
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1978 To: --/--/2000
Frequency of transfer	10
Are any of the records covered by this item subject to a FOIA exemption?	

<b>Group Title</b>	<b>PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS).</b>
<b>Group Description</b>	Records are maintained by PEOS. NOTE: Audio, visual and film are now scheduled under EDUCATION AND TRAINING PRODUCT MASTER FILES section of this schedule.

DAA-0433-2015-0004-0021 STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Released Material File.
Item Description	Selected material that is released in response to requests from the media and the public. Material is retained for a relatively short period, in case questions or concerns arise about what has been provided to a requester, and to facilitate response to similar requests that may shortly follow as often happens with media issues. Does not include material that is part of a formal FOIA response or a reply to regular correspondence; does not include publications or material available on MSHA's Web site.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Temporary
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Cutoff Instructions	Other: Break file monthly.
Retention Period	Other: Destroy 3 years after break or when no longer needed, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	PUBLIC EDUCATION AND OUTREACH SERVICES (PEOS). : News Clip File.
Group Description	News articles on MSHA-related subjects that have been compiled by OIPA for use by the Assistant Secretary and other MSHA officials; may include print media, audio and video clips.

DAA-0433-2015-0004-0022 STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Copies of print news clips.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
NC1-433-81-1, Item 2A	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Temporary
Cutoff Instructions	Other: Break file annually.
Retention Period	Other: Destroy after 15 years or when no longer needed.

**ADDITIONAL INFORMATION**

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0433-2015-0004-0023 STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Video and audio news clips.
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Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
NC1-433-81-1, Item 2D3 and 2D4	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Break file annually.
Retention Period	Other: Destroy 10 years after break or no longer needed.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0433-2015-0004-0024</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Affairs Issue File
Item Description	(arranged alphabetically by subject; files relating to major mine disasters are separate, but also arranged alphabetically). Files include background materials on a wide variety of mine safety and health subjects of continuing and recurring public concern and are maintained primarily for the convenience of OIPA staff. File is reviewed and purged on a scheduled basis; half of the file is reviewed each year, so that the entire file is reviewed every two years.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary

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Status: APPROVED  
Date Approved: 06/23/2017

Cutoff Instructions	Other: Cutoff at the end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff or when no longer needed occurs, whichever is later
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0433-2015-0004-0025</b>		<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	OFFICE OF ASSESSMENTS, LEGAL IDENTITY REPORT (MSHA FORM 2000-7).		
Item Description	The Mine Act requires mine operators to submit this form for each mine and to submit changes as they occur. A copy is kept in the district office as long as the mine is in operation.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
Supersedes portions of NC1-433-81-1, Item 19	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: The official copy of the reports is maintained by Assessments' Wilkes-Barre Center for 3 years after the mine is placed in an "abandoned" status.		
Retention Period	Other: Maintain for 3 years, then transfer to the National Mine Safety and Health Academy for further retention until no longer needed.		
<b>ADDITIONAL INFORMATION</b>			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	06/08/2015
Approve	David Ferriero	06/23/2017