

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-433-12-02	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		DATE RECEIVED <i>7/30/12</i>	
1. FROM (Agency or establishment) U.S. Department of Labor		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION Mine Safety and Health Administration (MSHA)			
3. MINOR SUBDIVISION Administration and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Darlene Green	5 TELEPHONE 202-693-9823	DATE <i>7/26/12</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>7</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7/26/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE William Keisler <i>William Keisler</i>	TITLE DOL Records Officer	
7. Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Mine Safety and Health Administration (MSHA) Approval & Certification Center (Tech Support) and Pittsburgh Safety & Health Technology Center Records  See Attached.		

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

CONTENTS:

1. Approval and Certification Center (A&CC) Accident Investigation Files
2. Requests for Technical Assistance - Excluding Those Involving Accident Investigations
3. Approval and Certification Files
4. Weighing Lab Data
5. Coal Quartz (FTIR) Data
6. Coal and M/NM (ICP) Data
7. Diesel Particulate (CPM) Data
8. M/NM RLA & ASR Sheets
9. M/NM Chain of Custody Files
10. M/NM Quartz Data
11. Contract Lab Analysis Files
12. Asbestos Data

**1. APPROVAL AND CERTIFICATION CENTER (A&CC) ACCIDENT INVESTIGATION FILES.**

The MSHA District Office is the unit responsible for investigating an accident, and that office maintains the primary body of records relating to the investigation. Technical Support personnel provide a supporting role to the District Office during the investigation. Files may contain paper or electronic reports and information relating to the investigation, including statements of accident causes, correspondence, maps, photographs, video tapes, etc. Contents may be copies of District Office documents or original Technical Support documents. Break file when investigation is completed.

DISPOSITION:

Case Files (Paper records, video tapes and pictures).

1. Fatal Accidents. PERMANENT. Break annually (end of calendar year). Retire to FRC at the end 5 years. Transfer to NARA when 10 years old.
2. Non-Fatal Accidents. TEMPORARY. Break annually (end of calendar year) Retire to FRC at the end of 5 years. Destroy when 30 years old (at the end of that year).

Supersedes NCI-433-81-1, Item No. 15

**2. REQUESTS FOR TECHNICAL ASSISTANCE - EXCLUDING THOSE INVOLVING ACCIDENT INVESTIGATIONS.**

Requests are received from various sources, such as other MSHA offices, other Government agencies, industry, and unions. Requests vary in nature but require the technical expertise available in the Directorate of Technical Support. Files may contain (paper or electronic) reports, correspondence, etc. Break file when request has been completed.

DISPOSITION:

Case Files (Paper records, video tapes, pictures).

TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 10 years.

**3. Approval and Certification Files.** The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material.

DISPOSTION:

- A. Paper records. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 20 years.
- B. Microfilm. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 20 years.

**Supersedes NC1-433-81-1, Item 15**

4. Weighing Lab Data. The Mine Safety and Health Administration (MSHA) collects analytical results of coal mine dust samples for sampling report cards, submitted by inspection personnel throughout MSHA, for dust samples collected during routine and special investigations. Information used is memorialized data which essential for establishing miners' exposures to respirable dust.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

**Supersedes NC1-433-81-1, Item 25**

5. Coal Quartz (FTIR) Data. When the respirable dust in the mine atmosphere of the active workings contains more than 5 percent quartz, the operator shall continuously maintain the average concentration of respirable dust in the mine atmosphere during each shift at or below a concentration of dust. Therefore, MSHA memorializes data essential for establishing miners' exposures to quartz dust.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

**Supersedes NC1-433-81-1, Item 25**

6. Coal & M/NM (ICP) Data. The Mine Safety and Health Administration (MSHA) collects analytical results of coal mine dust samples for sampling report cards, submitted by inspection personnel

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

Page 5 of 8

throughout MSHA, for dust samples collected during routine and special investigations. Information used is memorialized data which is essential for establishing miners' exposures to respirable dust.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

**Supersedes NC1-433-81-1, Item 25**

**7. Diesel Particulate (DPM) Data.** A complex mixture of solid and liquid material, diesel particulate matter (PM) is made up of carbon particles, hydrocarbons and inorganics. Also referred to as soot, black carbon, black smoke and fine particle pollution, PM is a component of diesel exhaust emitted by on-road and off-road diesel vehicles such as trucks, buses, automobiles, construction equipment, ships, trains and mining vehicles. Other sources of diesel emissions are stationary power generators, water pumps, and portable gen sets. A result of incomplete combustion during the burning of diesel fuel, fine particles in PM have recently been found to cause considerable health damage. The Mine Safety and Health Administration (MSHA) collects analytical results and memorializes the data which is essential for establishing miners' exposures to DPM.

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

Test results following ISO 8178-C1 cycle for off-road engines

Emission	Baseline	Filter	% Reduction
PM g/hp-hr	0.427	0.044	90%
CO g/hp-hr	1.788	0.247	86%

MSHA - Diesel Particulate Matter (DPM) Control Technologies  
Test Results for CleanAIR Systems from Table II and Table III

Particulate Filters	DPM Filtration Efficiency
Non-Catalyzed Diesel Particulate Filters, Cordierite, Series FN	85%
PERMIT™ FBC Filter System (specially catalyzed with fuel borne catalyst), Cordierite	85%
PERMIT™ FBC Filter System (specially catalyzed with fuel borne catalyst), Cordierite Installed on a Deutz-MWM Model P16 Diesel Engine	87%
Catalyzed Diesel Particulate Filters, Cordierite, FC, FD	85%

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

Supersedes NC1-433-81-1, Item 25

8. Metal/Nonmetal RLA & ASR Sheets. The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material. The Mine Safety and Health Administration (MSHA) verifies AR request for sample analysis.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

Supersedes NC1-433-81-1, Item 25

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

Page 7 of 8

9. Metal/Nonmetal Chain of Custody. The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material. The Mine Safety and Health Administration (MSHA) establishes integrity of the AR sample.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

**Supersedes NC1-433-81-1, Item 25**

10. Contract Lab Analysis. The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material. The Mine Safety and Health Administration (MSHA) memorializes contract laboratory's analytical data essential for establishing miners' exposures to material of interest.

DISPOSTION:

REQUEST FOR RECORDS DISPOSITION  
AUTHORITY - CONTINUATION

TEMPORARY. Retire to FRC when 3 years old. Destroy after 10 years.

**Supersedes NC1-433-81-1, Item 25**

**11. Asbestos Data.** The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material. The Mine Safety and Health Administration (MSHA) memorializes data essential for calculating miners' exposures to asbestos.

DISPOSTION:

TEMPORARY. Retire to FRC when 3 years old. Destroy after 20 years.

**Supersedes NC1-433-81-1, Item 25**