

*Official NCRS Copy*  
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**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of the Interior

2. MAJOR SUBDIVISION  
Mining Enforcement and Safety Administration

3. MINOR SUBDIVISION  
Branch of Records Management

4. NAME OF PERSON WITH WHOM TO CONFER  
June R. Rodano, Records Mgt. Officer

5. TEL EXT  
(703) 235-1470

6. CERTIFICATE OF AGENCY REPRESENTATIVE

DATE RECEIVED  
**DEC 20 1976**

JOB NO  
**NC 1-433-77-1**

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

**3-8-77** *James B. Rhoads*  
(Date) Archivist of the United States

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 18 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

12/7/76 *Robert Bennett*  
Date (Signature of Agency Representative)

Administrator  
Mining Enforcement and Safety  
Administration  
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Mining Enforcement and Safety Administration, or its predecessor agencies.</p> <p>Any record series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Record Service.</p> <p>Records covered by the General Records Schedules of the General Services Administration are disposable without further authorization.</p>		

*Copies to agency + NAF 3/10/77 @*  
*Copies to NNB, NNBR, NNS, NNU, NNR*  
*3 NC-M, 4 NC, 5 NC-C, 8 NC 3/30/77 plus* **60 items**

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>CONTENTS</u>		
1.	General Correspondence		
2.	Publicity and Information Records		
3.	Manuscript Files		
4.	Legislative Files		
5.	Mine Operator's Accident, Injury, and Illness Reports		
6.	Mine Operator's Employment and Production Reports		
7.	National Safety Competition Files		
8.	MESA Accident Report Files		
9.	Fatal Accident Investigation Files		
10.	Major Disaster Report Files		
11.	Mine Inspection Reports		
12.	Coal Mine Inspection Activities Reports		
13.	Current Maps and Plans of Mines and Industrial Installations		
14.	Final Maps and Plans of Mines and Industrial Installations		
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25.	Variance Files		
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27.	Advisory Committee Files (Metal and Nonmetal)		
28.	Company Training Files		
29.	Individual Training Records		
30.	Educational and Training Programs Master Files		
31.	Holmes Safety Association, Council and Chapter Charter Applications		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>PERMANENT RECORDS</u>		
1.	General Correspondence Files		
2.	Publicity and Information Records A. Press Release Files B. Publications Files C. Speech Files D. Motion Picture, Audio Records, and Video Recordings E. Finding Aids and Production Documentation F. Photograph Files		
4.	Legislative Files		
8.	MESA Accident Report Files		
9.	Fatal Accident Investigation Files		
10.	Major Disaster Report Files		
11.	Mine Inspection Reports A. Annual Representative Sampling of the Coal Mine Health and Safety Inspection-Type Reports B. Annual Representative Sampling of the Metal and Nonmetal Mine Health and Safety Inspection-Type Reports		
14.	Final Maps and Plans of Mines and Industrial Installations		
17.	Assessments Case Files (Board of Mine Operator's Appeals Case Files)		
24.	Registry of Mine Numbers		
26.	State Plan Agreement Files		
27.	Advisory Committee Files		
30.	Educational and Training Programs Master Files		

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1.	<p style="text-align: center;"><u>Records Retention and Disposal Schedule</u></p> <p style="text-align: center;"><u>Mining Enforcement and Safety Administration</u></p> <p><u>GENERAL CORRESPONDENCE FILES.</u> (Arranged by a subject-numeric filing system.) Files contain correspondence, letters and memoranda, directives, reports, and related documents created or received during the performance of office functions, except material specifically filed in other series.</p> <p>A. <u>General Correspondence of MESA.</u> These records are generated primarily from the Washington Office: (Offices of the Administrator, Deputy Administrator, Assistant Administrators, and Divisions).</p> <p>1. Correspondence concerning policy making, executive direction, staff assistance, program management, and relationships with the Interior Department, other higher authority, other bureaus, industry, and the public. <i>How. H. per yr.</i></p> <p><u>PERMANENT.</u> Break file annually. Transfer to Federal Archives and Records Center (FARC) when 3 years old. Offer to National Archives and Records Service (NARS) in annual segments 10 years <del>there-</del>  <i>after after file break.</i></p> <p>2. Correspondence concerning repetitive, individual, routine transactions and matters, housekeeping, and other purely facilitative functions.</p> <p style="padding-left: 40px;">Break file annually. Destroy when 3 years old.</p> <p>B. <u>General Correspondence of all Field Offices.</u></p> <p style="padding-left: 40px;">Break file annually. Destroy when 3 years old.</p>		

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2.	<p><u>PUBLICITY AND INFORMATION RECORDS.</u></p> <p>A. <u>Press Release File.</u> (Arranged chronologically.)</p> <p>1. <u>Record copy.</u>                      Transmit to the Office of the Secretary.</p> <p>2. <u>All other copies.</u>                      Break file annually. Destroy 5 years after file break.</p> <p>B. <u>Publications File.</u> (Arranged alphabetically.)                      Files include posters, charts, rules and regulations, booklets, volumes, annual reports, special reports and studies, bulletins, circulars, monographs and similar materials with their appropriate indices, unless otherwise specified in this schedule.</p> <p>1. <u>Record copy.</u> <u>3 ft. per yr.</u>                      PERMANENT. Break file annually. Transfer to FARC when 3 years old. Offer to NARS 10 years thereafter.</p> <p>2. <u>All other copies.</u>                      Destroy when no longer needed for reference.</p> <p>C. <u>Speech File.</u> (Arranged chronologically.)                      Record copies of speeches given by the Administrator or other officials on subjects dealing with the MESA program. <u>1 in. per yr.</u>                      PERMANENT. Break file each calendar year. Transfer to FARC when 3 years old. Offer to NARS 10 years thereafter.</p> <p>D. <u>Motion Pictures, Audio Recordings, and Video Recordings.</u> (Arranged by film title.) MESA audiovisual material concerning mine safety and other programs. <u>12 short films &amp; 10 video recordings per yr.</u></p> <p>1. MESA-sponsored motion picture films - the original negative or color original plus separate optical sound track, an intermediate master positive</p>		

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	<p>or duplicate negative plus optical sound track, and a sound projection print of each film.</p> <p>2. MESA-acquired motion picture films - two projection prints, if available, otherwise one projection print of each acquired film.</p> <p>3. Audio recordings - the master tape, matrix or stamper, and one disc pressing of each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>4. Video recordings - the original or the earliest generation of each recording or a kine-scope of the recording.</p> <p><u>PERMANENT.</u> Offer to NARS after 5 years or when no longer needed for administrative purposes, <i>whichever is sooner.</i></p> <p><u>E. Finding Aids and Production Documentation</u> for items identified in (D). (Arranged by film title.) Existing finding aids such as data sheets, shot lists, catalogs, indexes and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records as well as film and video production files containing contracts, scripts, scene breakdowns, storyboards, narratives, correspondence, and other documents relating to the production. <i>3 in. per yr.</i></p> <p><u>PERMANENT.</u> Offer to NARS along with the audiovisual productions to which they relate.</p> <p><u>F. Photograph Files.</u> (Arranged by negative number.) Files compiled by MESA pertaining to various program activities of the agency. They contain negatives and prints, arranged in numbered jackets, with relevant indices and captions. <i>1 pt. per yr.</i></p> <p>1. The original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph.</p> <p><u>PERMANENT.</u> Break file every <sup>10</sup>5 years. Offer to NARS when <del>5</del> years old or when no longer needed for administrative purposes, <i>whichever is sooner.</i></p>		

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	<p>2. Additional duplicate prints of items identified in (F.1).</p> <p>Destroy when no longer needed <i>for reference.</i></p> <p>G. <u>Film Loan Requests.</u> Requests for the loan of films are received by letter or by loan-request form. They are arranged by the name of the film, and kept until film is returned by the borrower.</p> <p>Destroy 6 months after film is returned.</p> <p>H. <u>Film Borrower Cards.</u> Edge-punched flexowriter cards punched with the borrower's name and address. Indicates information such as name of film borrowed, date sent out, and date returned.</p> <p>Destroy when superseded.</p> <p>I. <u>Distribution Center Files.</u> Contain documents concerning operations of publicity and information distribution unit in MESA.</p> <p>Destroy 1 year after distribution center is closed.</p> <p>J. <u>Requests for Publications.</u> Generally, the requests for MESA publications are in letter form. Domestic requests are returned with publications or with a letter explaining why the publication is not available. Foreign requests are retained in a back-up file for the publications lost in shipment.</p> <p>1. <u>Domestic requests.</u></p> <p>Return to originating individual.</p> <p>2. <u>Foreign requests.</u></p> <p>Destroy 1 year after request is satisfied.</p>		

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3.	<p><u>MANUSCRIPT FILE.</u> Nearly all of the operating organizations of MESA prepare or process manuscripts of publications and reports, although the procedures might vary. Manuscript files will generally include: <u>MESA</u> (The Magazine of Mining Health and Safety), Informational reports, instruction guides, safety reviews, annual reports, safety manuals, health and safety reports, and open file reports.</p> <p>Some manuscripts are returned to the author or to the initiating office, others are retained for later use according to the procedure of the cognizant organization. In either case, they are valuable only as a source for verifying or checking the accuracy of the associated publications, and this purpose is served within the period specified.</p> <ol style="list-style-type: none"> <li>1. <u>Published manuscripts.</u>                      Destroy 2 years after date of publication.</li> <li>2. <u>Unpublished manuscripts.</u>                      Destroy 5 years after completion.</li> </ol>		
4.	<p><u>LEGISLATIVE FILES.</u> (Arranged chronologically, <sup>thereunder</sup> <del>by</del> <i>alphabetical</i> subject.) Documentation, preparation, and processing of legislation proposed by or in the interest of MESA.</p> <p>A. Drafts of legislation, reports to committees on introduced legislation, comments on legislative proposals, correspondence, and other related documents.  <u>Low. A. per yr.</u>  <u>PERMANENT.</u> Transfer to FARC when 4 years old. Offer to NARS when 10 years old.</p> <p>B. <i>all other copies of documents described in A, and other processed reference material.</i>  <i>Destroy when 4 years old.</i></p>		



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5.	<p><u>MINE OPERATOR'S ACCIDENT, INJURY, AND ILLNESS REPORT.</u>                      (Public Use Report, MESA Form #3000-1) Reports from mine operators, submitted to the Health and Safety Analysis Center of MESA, regarding all accidents, injuries, and illnesses occurring at their mine. This data includes mine location and type of accident or injury, personal information of those injured or ill, and other related material.</p> <p>1. <u>Paper copy.</u> Destroy when superseded by magnetic tape or disc.</p> <p>2. <u>Magnetic tape or disc.</u> Erase 6 years after date of report.</p>	<p><i>II-NNA-1205, item 40</i></p>	
6.	<p><u>MINE OPERATOR'S EMPLOYMENT AND PRODUCTION REPORT.</u>                      (Public Use Report, MESA Form #3000-2) Reports from mine operator's, submitted to the Health and Safety Analysis Center of MESA, containing employment and production data of the mine. This data includes tonnage mined, man-hours worked, and other employment figures.</p> <p>1. <u>Paper copy.</u> Destroy when superseded by magnetic tape or disc.</p> <p>2. <u>Magnetic Tape or Disc.</u> Erase 6 years after date of report.</p>	<p><i>II-NNA-1205, item 40</i></p>	
7.	<p><u>NATIONAL SAFETY COMPETITION FILES.</u> Competitions are co-sponsored by MESA and certain mining associations, mostly in metal and nonmetallic industry, for best health and safety records in such areas as production and man-hours. The results are published by MESA.</p> <p>Destroy 5 years after competition.</p>		

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8.	<p><u>MESA ACCIDENT REPORT FILE.</u> (Arranged chronologically, thereunder alphabetically by name of mine.) Inspector's narrative report of accidents caused, for example, by explosions, ignitions, or fires. Contain the original signed formal reports, correspondence, and related material. MESA determines the need for some of these investigations of accidents from information in the Mine Operator's Accident, Injury, and Illness Reports, (Item #5 of this schedule). <u>6 w. ft. per yr.</u></p> <p><u>PERMANENT.</u> Transfer to FARC when no longer needed for current business. Offer to NARS 10 years thereafter.</p>		
9.	<p><u>FATAL ACCIDENT INVESTIGATION FILES.</u> (Arranged chronologically, thereunder alphabetically by name of mine.) Reports on explosions and other accidents in mines which resulted in a fatality. Contain a statement on the cause of the accident, recommend remedial action, and describe the MESA personnel participation in rescue and recovery work. <u>4 w. ft. per yr.</u></p> <p><u>PERMANENT.</u> Transfer to FARC when no longer needed for current business. Offer to NARS 10 years thereafter.</p>		
10.	<p><u>MAJOR DISASTER REPORT FILES.</u> (Arranged chronologically, thereunder alphabetically by name of mine.) Files contain information regarding disasters having 5 or more fatalities, including investigation and other reports, correspondence and related records. For disasters involving less than 5 fatalities, use the disposition instructions for item 9. <u>6 w. per yr.</u></p> <p><u>PERMANENT.</u> Transfer to FARC when no longer needed for current business. Offer to NARS 10 years thereafter.</p>		

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11.	<p><u>MINE INSPECTION REPORTS.</u> (Filing arrangements of the Coal and Metal/Nonmetal Representative Samplings are described in Parts A and B.) The Law requires that MESA inspect all mines, and other areas relating to the mining and mineral industry. The reports of these inspections are made available for public review. These reports include Notices, Orders, Closure Orders, recommendations of remedial action, and other related material describing conditions in the mine and indicating whether health and safety legislation has or has not been complied with. Some of these reports also include form letters written to the mining company informing them of the number of Notices, Terminations, Modifications, resulting from the inspection and also the accident frequency rate of that mine compared to the accident frequency rate of the entire industry.</p> <p><u>A. An Annual Representative Sampling of the Coal Mine Health and Safety Inspection-Type Reports.</u> <i>Law, H. per H.</i></p> <p><u>PERMANENT.</u> Every year each district and subdistrict selects a typical inspection report from each of the following categories, if applicable.</p> <ol style="list-style-type: none"> <li>1. Underground Mines                     <ol style="list-style-type: none"> <li>a. 0 - 99 employees</li> <li>b. 100 - 149 "</li> <li>c. 150+ "</li> </ol> </li> <li>2. Surface Mines                     <ol style="list-style-type: none"> <li>a. 0 - 99 employees</li> <li>b. 100 - 149 "</li> <li>c. 150+ "</li> </ol> </li> </ol> <p><del>These reports</del> <sup>above</sup> are filed in the order that is stated <del>previously</del> and sent to the Headquarters Office where they are prepared for FARC.</p> <p>Transfer to FARC when the reports are 3 years old. Offer to NARS when 10 years old.</p>		

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	<p>B. <u>An Annual Representative Sampling of the Metal and Nonmetal Mine Health and Safety Inspection-Type Reports.</u></p> <p style="text-align: right;"><i>1 cw. Pt. per yr.</i></p> <p><u>PERMANENT.</u> Every year each district and subdistrict selects a typical inspection report from each of the following categories, if applicable:</p> <ol style="list-style-type: none"> <li>1. Underground mines                     <ol style="list-style-type: none"> <li>a. 0 - 19 employees</li> <li>b. 20 - 99 "</li> <li>c. 100+ "</li> </ol> </li> <li>2. Open Pit                     <ol style="list-style-type: none"> <li>a. 0 - 19 employees</li> <li>b. 20 - 99 "</li> <li>c. 100+ "</li> </ol> </li> <li>3. Crushed Stone                     <ol style="list-style-type: none"> <li>a. 0 - 19 employees</li> <li>b. 20 - 99 "</li> <li>c. 100+ "</li> </ol> </li> <li>4. Sand and Gravel                     <ol style="list-style-type: none"> <li>a. 0 - 19 employees</li> <li>b. 20 - 99 "</li> <li>c. 100+ "</li> </ol> </li> <li>5. Mills                     <ol style="list-style-type: none"> <li>a. 0 - 19 employees</li> <li>b. 20 - 99 "</li> <li>c. 100+ "</li> </ol> </li> </ol> <p>These reports are filed in the order that is stated <del>above</del> previously and sent to the Headquarters Office where they are prepared for FARC.</p> <p>Transfer to FARC when reports are 3 years old.                      Offer to NARS when 10 years old.</p> <p>C. <u>Other Inspection Reports.</u> Transfer to FARC when 3 years old. Destroy when 10 years old.</p>		

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12.	<p><u>COAL MINE INSPECTION ACTIVITIES REPORTS.</u> Monthly and annual breakdowns of inspections, violations, notices issued, and orders of withdrawal. This information is sent to Headquarters where it is compiled and submitted to the Secretary.</p> <p>Destroy when 2 years old.</p>		
13.	<p><u>CURRENT MAPS AND PLANS OF MINES AND INDUSTRIAL INSTALLATIONS.</u> Prints (maps) showing, for example, working and elevations of mines, access routes, and ventilation systems in mines and industrial installations.</p> <p>Destroy when superseded by a subsequent plan or map.</p>		
14.	<p><u>FINAL MAPS AND PLANS OF MINES AND INDUSTRIAL INSTALLATIONS.</u> (Arranged alphabetically by mine company.) Original maps of permanently closed or abandoned mines are submitted from the district offices to the Bureau of Mines Field Operations Centers on a loan basis for microfilming and the maps are returned to the respective district offices. Microfilm is retained by the the Bureau of Mines.</p> <p><u>100 maps per yr.</u>  <u>PERMANENT.</u> Transfer original to FARC when no longer needed for current business. <u>offer to NARS 10 years thereafter.</u></p>		
15.	<p><u>VENTILATION, METHANE DISPOSAL, AND ROOF PLANS.</u> Reports submitted periodically by mine operators explaining, for example, proposed systems for mine ventilation, gas disposal, and roof supports.</p> <p>Destroy 3 years after being superseded by subsequent plans.</p>		
16.	<p><u>SPECIAL STUDIES SURVEY REPORT FILES.</u> Special studies requested of mine operator, health and safety inspector, or other government agency on some specific problem within a mine, or relating to mine operations. Files contain <sup>four reports</sup> field notes, correspondence, draft reports, and related material. <u>6 yr. per yr.</u></p> <p><u>A. Final report and essential documentation</u>  <del>Destroy when report is published.</del>  <u>PERMANENT. Transfer to FARC when 5 years old.</u>  <u>offer to NARS when 15 years old.</u></p> <p><u>B. Field notes, drafts, working papers, &amp; similar material</u></p>		

*Destroy when report is completed.*

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17.	<p><u>APPROVAL AND CERTIFICATION.</u> MESA 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 may be attached to the equipment. Files contain test results, reports, letter of approval, blueprints of equipment, and related material.</p> <p>Destroy when item tested ceases to be used in the field.</p>		
18.	<p><u>PERMISSIBLE AND NONPERMISSIBLE EXPLOSIVE REPORTS FILE.</u> This file contains reports of tests made on explosives submitted to MESA for approval.</p> <p>Break file annually. Transfer to FARC when 10 years old. Destroy when 20 years old.</p>	<p>II-NNA- 1205, item 21</p>	
19.	<p><u>EXPLOSIVE METHOD LISTING FILE.</u> This is a record of methods used in testing explosives used in mines.</p> <p>Transfer to FARC when no longer needed for administrative purposes. Destroy 10 years thereafter.</p>	<p>II-NNA- 1205, item 22</p>	
20.	<p><u>EXPLOSIVE TEST FILES.</u> These files are made up of key-sort and regular index cards and contain data on explosives which were submitted to MESA for testing and approval. The information includes test results performed on coal dust, gas, fires, blasting, and other effects of the explosion.</p> <p>Transfer to FARC when 10 years old. Destroy when 20 years old.</p>	<p>II-NNA- 1205, item 24</p>	
21.	<p><u>ASSESSMENTS CASE FILES.</u> (Files are arranged by a case number that is assigned by the office assessing penalties for violations of the Coal Mine Health and Safety Act.) Contain Notices, mine operator's protests, petitions for adjudication, correspondence and related material. The assessment case files also contain copies of notices of violations issued on mine operations, abatements, and termination notices. Although the original records (notices, abatements, and similar documents) are retained by the organization</p>		

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	<p>and Safety, this material is needed as background for, and should be treated as, part of the case file with respect to transfer and retention.</p> <p>A. <u>Board of Mine Operator's Appeals Case Files.</u> These files concern precedent setting decisions in certain assessment cases. <u>1 cov. ft. per yr.</u></p> <p><u>PERMANENT.</u> Transfer to FARC when case is closed. Offer to NARS in annual segments 10 years <del>thereafter</del> <u>after case is closed.</u></p> <p>B. <u>Other Case Files.</u></p> <p>Transfer to FARC when case is closed. Destroy when 10 years old.</p>		
22.	<p><u>COAL MINE DUST DATA CARDS.</u> Cards submitted by the operator of the mine for dust tests made in accordance with legislative requirements, along with a dust sample cassette which is evaluated and disposed of. The cards contain information such as mine identification number, sampling time, and social security number of mine worker being sampled, etc. The original card information is transposed onto microfilm in accordance with FPMR 101-11.5.</p> <p>1. Destroy paper copies when superseded by microfilm.</p> <p>2. Destroy microfilm when 10 years old.</p>		
23.	<p><u>ADP RESPIRABLE DUST TELETYPE MESSAGES.</u> Teletype messages containing data and information concerning Mandatory Health Standards--Underground Coal Mines published in the Federal Register, Vol. 35, No. 65, April 3, 1970. These messages include (a) notices of compliance, noncompliance, and void samples, (b) employee sample abatements and extensions, (c) employee transfers, and (d) status checks.</p> <p>Destroy when 10 years old.</p>		

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24.	<p><u>REGISTRY OF MINE NUMBERS.</u> (Arranged by mine identification number/mine name.) MESA assigns identification numbers to mines. Mine numbers are then put on microfilm.</p> <p>1. Destroy paper copy when superseded by the microfilm copy.</p> <p>2. <u>PERMANENT.</u> Offer microfilm copy to NARS when no longer needed for current business. <u>roll</u></p>		
25.	<p><u>VARIANCE FILES.</u> Information concerning variances to health and safety regulations granted by MESA to mine operators and manufacturers. Included are requests for variance, related correspondence, procedures, restrictions, and other related material.</p> <p>Transfer to FARC <del>when no longer needed for administrative purposes. Destroy 10 years thereafter.</del> <i>1 year after variance is no longer in effect. Destroy</i></p>		
26.	<p><u>STATE PLAN AGREEMENT FILES.</u> <i>the under alphabetically</i> (Files arranged chronologically, <sup>by state.</sup>) Metal and Nonmetal Mine Health and Safety has in its legislation a provision for agreements with the states to enforce the health and safety standards of the mining industry. Files include information prior to the agreement, correspondence, the agreement itself, reports, proposed legislation, amendments, and related material.</p> <p>1. <u>State Plan Agreement Files.</u> <u>3-6 in. per yr.</u></p> <p><u>PERMANENT.</u> Transfer to FARC when no longer needed for administrative purposes. Offer to NARS <del>10 years thereafter</del> <i>when 20 years old.</i></p> <p>2. <u>State Plan Mine Inspection Reports.</u></p> <p>Transfer to FARC when 3 years old. Destroy when 10 years old.</p>		



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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
27.	<p><u>COMPANY TRAINING FILES.</u> Contain such information as training plans, requests for training, individual training records, and correspondence. Arranged primarily by company name and secondarily by name of mine.</p> <p>Break file every year. Destroy when 3 years old.</p>		
28.	<p><u>INDIVIDUAL TRAINING RECORDS (Form 5000-1).</u> Lists trainees who have successfully completed a MESA health and safety course. Records are used to provide a basis for issuing a certificate to each trainee and establishes his qualifications on MESA records. They are also used as supporting evidence in miner's claim to Social Security for black lung disease.</p> <p><i>These records are microfilmed in accordance with FPMR 101-11.5. Destroy hard copy when 50 years old. (See below)</i></p>		
29.	<p><u>EDUCATIONAL AND TRAINING PROGRAMS MASTER FILES.</u> (Arranged by a subject-numerical filing system.) Programs devised and administered by MESA. Contains master copies of sound tapes, slides, discs, photographic negatives, manuals, syllabus, and related material used in training courses.</p> <p><i>2 cov. ft. per yr.</i></p> <p><u>PERMANENT.</u> Offer to NARS when superseded or outdated, or after 5 years, whichever occurs first. <i>Can offer these records to NARS, follow the disposition instructions in items 28 thru 29 for the specific audio-visual records involved.</i></p>		
30.	<p><u>HOLMES SAFETY ASSOCIATION, COUNCIL AND CHAPTER CHARTER APPLICATIONS.</u> Applications for membership to the Holmes Safety Association are received from management of the mineral extractive industries. Charters are issued to company mines, and the mining operations are included in the monthly distribution of safety topic material.</p> <p>Destroy when 15 years old.</p> <p><i>28. (cont'd)</i></p> <p><i>A. Microfilm copy.                  Destroy when 50 years old.</i></p> <p><i>B. Paper copy.                  Destroy when microfilm copy is verified true.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31.	<p>ADVISORY COMMITTEE FILES (METAL AND NONMETAL).                      (Arranged chronologically.) This committee of management, labor, state representatives, and an executive secretary from MESA reviews the revision, addition, and deletion of proposed metal and nonmetal standards. These files include agendas, testimony, transcripts, recommendations, and other related material.</p> <p><del>PERMANENT. Transfer to FARC when no longer needed for administrative purposes. Offer to NARS 10 years thereafter.</del></p> <p>A. Final report of action. <u>2 in per yr.</u>  <u>PERMANENT. Offer to NARS when 15 years old.</u></p> <p>B. Agenda  <u>Destroy when 5 years old.</u></p> <p>C. Transcripts, testimony, letters of comment, and all other material.  <u>Destroy when 15 years old or when no longer needed for reference, whichever is sooner.</u></p>		