

Rec'd NCD 9 Oct 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-48-81-1

DATE RECEIVED

October 14, 1980

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-16-80 *R. M. [Signature]*
Date Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION
Office of Administrative Services

4 NAME OF PERSON WITH WHOM TO CONFER
Sally Brandt

5 TEL EXT
343-6191

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <i>10/16/80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Sally Brandt</i>	E TITLE <i>Records Mgt. Officer</i>
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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
1	Applications for Certificates of Necessity, 1950-7. 12 CF. (Boxes 1-12). Case files containing correspondence, applications for certificate of necessity, report and recommendation on the application, quarterly progress reports filed by the company, and requests for amendments of certificates by individual certificate holders. These records were offered under NC3-48-80-1, and were found to be non-archival/ DESTROY IMMEDIATELY		
2	Loan Applications, 1950-6. 6 CF. (Boxes 13-18). Case files arranged by loan number. Applications for Government loans together with supporting documents such as technological reports, correspondence and memoranda. These records were offered under NC3-48-80-1, and were found to be non-archival. DESTROY immediately		
3	Summary Status Cards on Applications for Certificates of Necessity, 1950-5. 8 in. (Box 19). Routine control records, relating to Applications for Certificate of Necessity files. These records were offered under NC3-48-80-1, and were found to be non-archival.		18 items

to NNF, agency, & WNRC - 10/21/80
Closed out: 10-20-80: K.T.D.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY IMMEDIATELY		
4	U.S. Steel and Bethlehem Steel General Correspondence, 1950-3. 2 in. (Box 20). Two folders of general correspondence about DSFA programs and information about procedure. These records were offered under NC3-48-80-1, and were found to be non-archival.		withdrawn 9/3/80 (made permanent)
	DESTROY IMMEDIATELY		
5	One folder entitled "Record of Progress Toward Expansion Goals--General." 1/4 in. Mainly transmittal letters, together with a model form, comments on the form's structure, and instructions for filling it out. <i>These records were offered under NC3-48-80-1, & were found to be non-archival.</i>		
	DESTROY IMMEDIATELY		
6	Alphabetical File, 1950-4. 10 CF. (Boxes 21 - 30). General correspondence with coal/coke producers pertaining to the administration of DSFA programs including providing assistance in obtaining deliveries of controlled materials and readjustments of controlled materials quotas, providing information about procedures for obtaining priority assistance and instructions for filing forms, and exchanging information about coal/coke projects and programs. <i>These records were offered under NC3-48-80-1, & were found to be non-archival.</i>		withdrawn 9/3/80 (made permanent)
	DESTROY IMMEDIATELY		
7	Correspondence with Members of Congress and States, 1951-2. 6 in. (Box 35). General correspondence concerning DSFA programs, mainly requests for information about them or recommendations on behalf of constituents' requests. <i>These records were offered under NC3-48-80-1, & were found to be non-archival.</i>		
	DESTROY IMMEDIATELY		
8	Controlled Materials Plan records, 1951-3. 2 1/2 CF. (Boxes 37-9). A typical file includes an application to commence construction, an authorization statement, a record of allotments of controlled materials, and a company statement of its relationship to the defense effort. These records resulted from DSFA administration of the distribution of solid fuel materials to make sure that essential users obtained the amounts they needed. <i>These records were offered under NC3-48-80-1, & were found to be non-archival.</i>		withdrawn 9/3/80 (made permanent)
	DESTROY IMMEDIATELY		
9	Records Relating to Budget and Appropriations, 1951-3. 8 in. (Box 39). Correspondence, budget estimates and justifications, and appropriations. Non-record copies of Departmental budget materials. <i>These records were offered under NC3-48-80-1, & were found to be non-archival.</i>		
	DESTROY IMMEDIATELY		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
10	<p>Index to Defense Minerals Administration (DMA) Correspondence, 1951-3. 3 CF. (Boxes 40-2). DMA was predecessor to OMM. Card file index was made when correspondence was received in the mail room. Correspondence pertained to Maintenance, Repair and Operating (MRO) supplies. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		
11	<p>General Correspondence of Defense Minerals Administration/OMM, 1951-3. 3 CF. (Boxes 43-5). Correspondence, memoranda, reports and applications pertaining solely to the administration of programs for the development of housing, transportation, and access roads for the production of minerals, in which DSFA was involved to some extent. Included are reports and correspondence of the Bureau of Mines, Defense Transportation Administration, and the National Shipping Authority about these subjects. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		
12	<p>Correspondence Relating to Draft Deferments, 1952. 1 CF. (Box 46). Arranged alphabetically by name of mine. Correspondence concerning individuals employed in mines or mine equipment companies requesting deferments on the basis of their work for defense-related industries. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		
13	<p>Applications for Quota Adjustments, 1950-3. 4 CF. (Boxes 47-50). Correspondence and related records concerning applications for MRO supplies quota adjustments and requests for serialization by foreign and domestic mines under the Defense Production Act of 1950. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		
14	<p>Miscellaneous Correspondence Relating to Serialization, 1951-2. 1 CF. (Box 51). Correspondence relating to cancellations of serialization, closed serialization applications, and correspondence concerning foreign requests for serialization. These records were offered under</p>		

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	NC3-48-80-1, and were found to be non-archival. DESTROY IMMEDIATELY		
15	Controlled Materials Plan Data Files, 1951. 10 CF. (Boxes 52-9, 61 and 69). Forms required to be submitted with any applications for Government assistance including loans, necessity certificates, and priorities allocations for mining equipment and supplies for maintenance, repair, and general operations. These records were offered under NC3-48-80-1, and were found to be non-archival. DESTROY IMMEDIATELY		
16	Maintenance, Repair, and Operating (MRO) Reports, 1955-6. 5½ CF. (Boxes 62-67 part). Office of Minerals Mobilization forms, an MRO report filed by the minerals conversion plants, mines, pits, quarries, wells, placer operations, and dredges in response to a special MRO survey conducted by regional offices but maintained at the central office of the Bureau of Mines. These records were offered under NC3-48-80-1, and were found to be non-archival. DESTROY IMMEDIATELY		
17	Regional Reports and Summaries of MRO Survey, 1956. 6 in. (Box 67). Summaries of the special maintenance, repair, and operating (MRO) supplies survey of quantities of materials (steel, copper, and aluminum) consumed during the first 6 months of 1955 by mineral conversion plants, mines, pits, quarries, wells, placer operations, and dredges. Included are mailing lists and lists of non-respondents. These records were offered under NC3-48-80-1, and were found to be non-archival. DESTROY IMMEDIATELY		
18	Printout and cards of report on MRO supplies consumed during the first 6 months of 1955. 1955-6. 4 in. (Box 68). Information on supplies consumed by DMA, DEPA, DSFA, Regular agencies, and all Interior offices except PAD. No documentation or original machine data available. These records were offered under NC3-48-80-1, and were found to be non-archival. <i>Destroy Immediately</i>		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
19	<p>Weekly Progress Reports, 1951-1953. 3 in. (Box 20). Summary reports by the Director, Industry Finance Division, DSFA, to the Administrator, DSFA. Includes information on special problems, interagency meetings, progress of loan and tax amortization programs, and status of individual applications for certificates of necessity being handled that week. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		5
20	<p>Record of Progress Toward Expansion Goals--Metallurgical Coal, 1951-6. 1 in. (Box 20). Summary reports prepared by the Industry Finance Division giving net tons of metallurgical coal expansion per year to 1953, and a list of necessity certificates issued for facilities to produce metallurgical coal. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		
21	<p>Weekly Activity Reports, 1951-2. 1 ft. (Boxes 33 and 34) Summary reports of DSFA activities. These records were offered under NC3-48-80-1, and were found to be non-archival/</p> <p>DESTROY IMMEDIATELY</p>		
22	<p>Expansion Goals Reports, 1954. 1 ft. (Box 60). Summary progress reports (form ODM 105) pertaining to total expansion of production and additional expansion needed for the production of minerals and defense products such as copper, sulphur, chemicals, tractors, and other items. Form ODM 105 lists title of goal (for example, beryllium copper master alloy producing facilities), target date for achieving the goal, pounds per month assigned as goal, total expansion needed to reach goal, cumulative expansion completed as of November, 1954). This collection represents DSFA's accomplishments. These records were offered under NC3-48-80-1, and were found to be non-archival.</p> <p>DESTROY IMMEDIATELY</p>		