

RG44

3/ Jones

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <i>10/5/73</i>	JOB NO. 174-062
DATE APPROVED	

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

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

2. MAJOR SUBDIVISION
 Office of the Secretary

3. MINOR SUBDIVISION
 Office of Coal Research

4. NAME OF PERSON WITH WHOM TO CONFER
 Mrs. Olivia W. McBee

5. TEL. EXT.
 183 X33326

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

11-5-73 *James B. Rhoads*
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 5 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

SEP 28 1973

Robert W. Anderson Acting Records Manager

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Records of the Office of Coal Research reflecting significant functions and activities. Primary subjects include: Annual Reports - These reports cover the activities and developments of the Office of Coal Research. Office of Coal Research will break files when no longer needed, and transfer to the Federal Records Center. Permanent		DISPOSAL NOT APPROVED
2	Associations - General Correspondence pertaining to meetings and requests for OCR speakers. Dispose after 1 year		DISPOSAL APPROVED
3	Briefing Papers - These contain background information prepared by the Office of Coal Research relating to meetings with the Secretary, Under Secretary and the White House. <i>c.e.d. 10/19/73</i> <i>Permanent</i> Dispose when 3 years old		DISPOSAL NOT APPROVED
4	Budget - Work and other backup papers pertaining to budget presentation of the Office of Coal Research. Dispose when 4 years old		DISPOSAL APPROVED

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
5	<p>Committees - Documentation including reports, membership lists, agenda and proposals for consideration by the General Technical Advisory Committee and the Technical Advisory Committee. The Director, Office of Coal Research, serves as Chairman of the General Technical Advisory Committee.</p> <p style="text-align: center;">Permanent</p>		DISPOSAL NOT APPROVED
6	<p>Communications - Copies of requests for telephone service, changes in telephone directory, and correspondence relating to the Department's policy.</p> <p style="text-align: center;">Dispose when 2 years old</p>		DISPOSAL APPROVED
7	<p>Conferences</p> <p>(a) Minutes, agenda, and related papers that are essential for documenting conferences:</p> <p style="padding-left: 40px;">(1) at which OCR is officially represented; (2) whose subject matters are international, national, or industry-wide; (3) which pertain directly to OCR policy and program areas; (4) and for which OCR is the Federal office of record (i.e. for which no other Federal agency is responsible for essential documentation):</p> <p style="text-align: center;">Permanent</p> <p style="padding-left: 40px;">(Note: Verbatim proceedings or conference meetings that otherwise meet the criteria for permanent preservation, should be permanent only if they provide essential evidence not available in minutes or other permanent records.)</p> <p>(b) All other conference records:</p> <p style="text-align: center;">Dispose when 2 years old</p>		DISPOSAL NOT APPROVED
8	<p>Congressional Correspondence - This is incoming and outgoing correspondence with Congressmen.</p> <p style="text-align: center;">Dispose when 5 years old Permanent C.E.D. 10/19/58</p>		DISPOSAL NOT APPROVED

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
9	<p><i>c.f.d. 10/12/73</i> <i>Research</i> Contracts - Transactions of more than \$2,500. Dispose 6 years after final settlement</p>		DISPOSAL APPROVED
10	<p>In-house research reports and related papers: (a) Annual and/or final reports, together with essential backup material: Permanent (b) All other records: Start a new file every 2 years and dispose 3 years later</p>		DISPOSAL NOT APPROVED DISPOSAL APPROVED
11	<p>Federal Information Exchange System - Guidelines for reporting OEO expenditures. Destroy when obsolete</p>		DISPOSAL APPROVED
12	<p>Foreign Correspondence relating to balance of payments cooperation, international withholdings and offset funding. Dispose when obsolete</p>		DISPOSAL APPROVED
13	<p>Freedom of Information Act - Correspondence relating to the dissemination of information under the Freedom of Information Act. Dispose after 2 years</p>		DISPOSAL APPROVED
14	<p>Interdepartmental Correspondence - General Correspondence concerning decision-making, proposals, action forcing events and personnel exchange. Dispose after 3 years Permanent <i>c.f.d. 10/19/73</i></p>		DISPOSAL NOT APPROVED

114-062

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
15	<p>Legislative History - Copies of proposed and passed legislation and other authoritative directives of interest to the Office of Coal Research, with related memoranda, correspondence, and reports prepared. Bills which are enacted into Public Law are maintained by the Office of Legislation.</p> <p style="text-align: center;">Dispose after 4 years</p>		DISPOSAL APPROVED
16	<p>Meetings - Minutes and related papers of the General Technical Advisory Committee, and the Technical Advisory Committee. Office of Coal Research will break files when no longer needed, and transfer to the Federal Records Center.</p> <p style="text-align: center;">Permanent</p>		DISPOSAL NOT APPROVED
17	<p>Orders - Copies of Department of the Interior and White House orders issued.</p> <p style="text-align: center;">Dispose after 3 years</p>		DISPOSAL APPROVED
18	<p>Personnel Folders - General Technical Advisory Committee and the Technical Advisory Committee members</p> <p style="text-align: center;">Permanent</p>		DISPOSAL NOT APPROVED
19	<p>Pre-Proposals - Copies of correspondence leading up to a possible formal proposal.</p> <p style="text-align: center;">Dispose when 3 years old</p>		DISPOSAL APPROVED
20	<p>Press Releases - Press Releases covering Office of Coal Research activities. The Official Record Copy is maintained by the Information Office of the Department of the Interior.</p> <p style="text-align: center;">Destroy when obsolete</p>		DISPOSAL APPROVED
21	<p>Printing Requisitions.</p> <p style="text-align: center;">Dispose 1 year after close of fiscal year in which compiled.</p>		DISPOSAL APPROVED

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
22	Programs - Technical - General Correspondence relating to active or proposed contracts. Office of Coal Research will break files when no longer needed, and transfer to the Federal Records Center. Permanent		DISPOSAL NOT APPROVED
23	Proposals - These are copies of solicited and unsolicited proposals submitted in pursuit of a contract award of which no action has been taken. Dispose when 3 years old		DISPOSAL APPROVED
24	Speeches - The Official Record Copy is maintained by the Information Office of the Department of the Interior. Destroy when obsolete		DISPOSAL APPROVED
25	Survey and Review - General Correspondence relating to the review and analysis of the Department's policies in the areas of financial management, manpower, fund resources, and compliance. Dispose after 4 years		DISPOSAL APPROVED
26	Technical Reports - Research reports covering research developed under specific contracts. Office of Coal Research will break files when no longer needed, and transfer to the Federal Records Center. Permanent		DISPOSAL NOT APPROVED
27	Year Book Items - Copies of material used in preparing Departmental Year Books. Dispose after 1 year		DISPOSAL APPROVED
28	User Charges - Copies of publication costs for reproduction, search, and certification of records. Dispose when obsolete		DISPOSAL APPROVED
29	All other records not specified above in this schedule, that are disposable in accordance with the provisions of the General Records Schedules, are hereby disposable after the indicated retention periods, without further authorization.		DISPOSAL APPROVED

*C. E. D.
10/12/73*