

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	N1-70-86-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	1-06-86
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
Bureau of Mines, 2401 E St., NW., Washington, D.C. 20241		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION			
Finance and Management			
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
Division of Property and General Services 3080		2-6-87	<i>Frank A. Bunk</i>
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT		
Erma E. Dunnington	634-4750		
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 _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
12/30/85	<i>Erma E. Dunnington</i> Erma E. Dunnington	Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>ON paper (i.e., manual) and ^{CSF} 1/7/86</p> <p>Scheduling of personal injury, illness, and environmental health hazards information on machine readable records (i.e., automated records maintained on flexible disks) from a desk top computer is requested. The flexible disks are converted from the paper (i.e., manual) records and contain the same statistical data as the paper records.</p> <p>The current Bureau of Mines Records Control Schedule, 435 WBM 2, Appendix 1, Item 17 (NCI-70-80-4, Item 21) is attached. In addition to the wording for Item 17c, <u>Personal Injury Files</u>, the paper (and automated) records also include "illnesses and exposures to safety and environmental health hazards."</p>		
			<u>7 items</u>

PROPOSED SAFETY AND ENVIRONMENTAL HEALTH FILE CHANGES

ADMINISTRATIVE RECORDS (ADM)

17. Safety and Environmental Health Files. (NCI-70-80-4, item 21)

Automated and manual (paper) records and manual documents relating to the administration of the Bureau safety and environmental health program

- a. Program Management Files. Manual documents relating to the safety and health program: goals, policies, standards, and criteria; statutory, regulatory, and Departmental instructions and requirements; incoming and outgoing memoranda, letters, and exchange of information; and routine administrative matters.

(1) Record Copy.

Destroy in Bureau when 10 years old, or when superseded, obsolete, or no longer needed for reference or statistical studies. Do not send to Federal Record Center (FRC).

(2) Information Copy.

Destroy in Bureau when superseded, obsolete, or no longer needed for reference or statistical studies.

- b. Program Inspection and Evaluation Files. Automated and manual records relating to the conduct of safety and health program inspections, audits, evaluations, appraisals, reports thereof, and essential supporting attachments.

Destroy in Bureau when superseded, obsolete, or no longer needed for reference or statistical studies.

- c. Personal Injury, Illness, and Hazard Exposure Files. Forms, reports, correspondence, and related investigatory records relating to on-the-job injuries, illnesses, and exposures to safety and environmental health hazards, whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder (OPF) and copies submitted to the Department of Labor.

- (1) Record copy (paper).

Destroy in Bureau when 5 years old or no longer needed for reference or statistical studies, whichever is greater. Do not send to FRC. (Suspended per GSA FPMR Bulletin B-136, March 21, 1984, until further notice.)

- (2) Automated copy.

Destroy in Bureau when superseded, obsolete, or no longer needed for reference or statistical studies. (Suspended per GSA FPMR Bulletin B-136, March 21, 1984, until further notice.)

d. Ionizing Radiation and Nonionizing Radiation Files. Automated and manual records relating to radiation reports, film badge records, personnel exposure records, and other forms and supporting documents.

(1) Record copy (paper).

Destroy in Bureau 75 years after date of creation. Do not send to FRC. The Bureau is required to use the retention period developed by the Nuclear Regulatory Commission (NRC) for exposure records found in NRC Schedule 1, part 4, 2a and b.

(2) Automated copy.

Destroy in Bureau by erasure when no longer needed for reference or statistical studies.