

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO NI-70-87-1	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 11/6/86	
1 FROM (Agency or establishment) Department of the Interior		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Bureau of Mines			
3 MINOR SUBDIVISION Division of Organization and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Erma E. Dunnington	5 TELEPHONE EXT 634-1336	DATE 2-23-87	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 1 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 11-5-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Erma E. Dunnington</i>	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Add under COMMODITY AND ENVIRONMENTAL RECORDS: <u>19. National Defense Executive Reserve Files</u> The Emergency Minerals Administration (EMA) was established to provide an existing organization, known to Federal and State Government agencies and to industry, which is ready and authorized to discharge promptly, the defense responsibilities for minerals of the Secretary of the Interior. This organization is to facilitate and make more effective the work of the Department of the Interior in carrying out the emergency preparedness functions pertaining to minerals as set forth in Executive Orders No. 10480 and 11490. The records in the National Defense Executive Reserve Files consists of biographical and related records of persons presently or previously associated with the minerals industries who would become Federal employees, in the above described organization, in a national emergency requiring their services. Destroy records in the Bureau two years after an individual's resignation or death, or 30 years after the last document is put in the file, whichever comes sooner. Do not send to the Federal Records Center for storage.	New. See attached page for Appendix 2 435 EBM2.1 To follow NC1-70-80-4, item 198.	WITHDRAWN

COMMODITY AND ENVIRONMENTAL RECORDS (C&E)

18. Technical Assistance Program Papers. (NCI-70-80-4, item 198)

The Bureau cooperates with and assists several agencies including DOE, GSA and others responsible for the development and procurement of defense materials. Most of the papers are returned to the initiating agency, the Bureau keeping only copies of memoranda, reports, and other internal documents pertaining to the project, and correspondence with Government agencies, other than the initiating ones. The bulk of the work the Bureau does for these agencies consists of examining and appraising applications or proposals submitted by private industry involving tax amortization, a loan or technical assistance in developing a promising mineral source or for the improvement of a known source. The Bureau makes a field examination and makes an appraisal report, or furnishes technical assistance as requested.

Destroy when 10 years old.