

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-70-88-2	DATE RECEIVED 4/4/88
1 FROM (Agency or establishment) Bureau of Mines, 2401 E St., NW., Washington, DC 20241		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Finance and Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. <i>Auth</i>	
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 8/25/88	ARCHIVIST OF THE UNITED STATES <i>Claudine Guerin</i>
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 4 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 03/15/88	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	Revision of the Bureau of Mines Records Control Schedule (RCS), 435 EEM 2.1, Appendix 11, item 10, Publication Files. Appendix 11 is attached.	NC1 70 80 4, item 44	
1	<p>We request to revise item 10 by scheduling the disposition of the following additional periodic and nonperiodic publications. The disposition instructions for the new publications: remain the same as for item 10a and 10b(1) and (2) they are all permanent, record copies arranged by publication (Alpha, by sub/Numerical), files to be cut off annually and offered ^{transferred} to NARA 5 years after files cutoff. The estimated rate of annual accumulation for all the permanent publications: 2.5 cu ft/yr.</p> <p>NONPERIODIC PUBLICATIONS:</p> <p><u>Mineral Issues Series</u> comprises reports that identify and evaluate mineral policy issues to assist Government and private sector analysts and decisionmakers. They present minerals information in an analytically convenient form for the support of policy formulation and analysis; assess options to achieve mineral-related policy goals and provide an assessment of their economic, social, and environmental effects; examine specific issues of mineral economics using an accepted economics or operations research methodology; and/or assess the impact of Federal and State mineral-related policies. These volumes date from 1981 to the present. <i>Volume: 1 inch</i></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
	<p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Mineral Issues Series</u> - comprises reports that identify and evaluate mineral policy issues to assist Government and private sector analysts and decisionmakers.</p>		
2	<p><u>Technology News</u> is a one-page release (front and back) which describes tested developments from the Bureau of Mines Research Programs and minerals information gathering. It is a summary of research publications, e.g., Reports of investigations, and/or minerals information, and is published to encourage the transfer of this information to the minerals industry and its application in commercial practice. By reading this short summary, someone can determine if they wish to request the publication and/or do followup with the sources listed in the release. It is issued as the need arises. These releases date from 1974 to the present. <i>Volume: 3 inches</i></p> <p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Technology News</u> - is a simple factsheet discussing new technologic developments from Bureau research and minerals information gathering that are of interest to the minerals industry.</p> <p>PERIODIC PUBLICATIONS:</p>		
3	<p><u>Mineral Commodity Summaries</u> is the earliest annual Government publication to furnish estimates covering the nonfuel mineral industry data. These data contain information on the domestic industry structure, Government programs, tariffs, and 5-year salient statistics for all the individual minerals and metals. World resource data appearing in the statements may be provided by other agencies and sources. These volumes date from 1963 to the present and were originally called Commodity Data Summaries. <i>Volume: 1 Ft.</i></p> <p>The addition to item 10 of the RCS will read as follows:</p>		

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4	<p><u>Mineral Commodity Summaries</u> - annual publication that provides an up-to-date summary of nonfuel mineral commodities.</p> <p><u>Minerals and Materials, A Bimonthly Review.</u> This periodical provides timely information on 12 currently strategic mineral commodities in terms of major economic variables-consumption, production, imports, exports, inventories, and prices-for the current month, the preceding 12 months, and annual totals for the previous 3 years. A section on "Mineral Highlights" focuses on recent developments of interest in the industry as they affect the strategic commodities. A feature article provides in-depth coverage of a subject of current major mineral industry concern. <i>Volume : 1/2 Ft.</i></p> <p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Minerals and Materials, A Bimonthly Review</u> - provides timely information on 12 currently strategic mineral commodities in terms of major economic variables.</p>		
5	<p><u>Research Annual</u> covers significant developments in Bureau programs in the year of record. Each project appears as a page or half-page profile, accompanied by the names of the principal investigators, who may be consulted if further information is desired. These volumes date from 1971 to the present. <i>Volume: 4 inches</i></p> <p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Research Annual</u> - covers significant developments in Bureau of Mines programs in the year of record.</p>		
6	<p><u>Monthly List of New Publications-Bureau of Mines.</u> This list gives titles and abstracts of publications, open file reports, journal articles by Bureau authors, and reports placed in the National Technical Information Service (NTIS). The list also shows where the reports can be obtained or inspected, and indicates the cost of the publication if it is for sale by the Superintendent of Documents, U.S. Government Printing Office, or by NTIS. <i>Volume: 1 inches</i></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
7	<p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Monthly List of New Publications-Bureau of Mines</u> - gives the titles and abstracts of publications, shows where they can be obtained, and indicates the cost if they are for sale.</p> <p><u>Annual and 5-Year Lists of Bureau of Mines Publications and Journal Articles.</u> The annual list includes titles and abstracts of most reports, along with subject and author indexes. Every 5 years the preceding four annual listings are combined with the fifth-year listing into a 5-year list, complete with information on the various series, depository libraries, open file reports, outside publications, patents, and reprints, and with subject and author indexes. <i>Volume: 1 Ft.</i></p> <p>The addition to item 10 of the RCS will read as follow:</p> <p><u>Annual and 5-year Lists of Bureau of Mines Publications and Journal Articles</u> - includes titles and abstracts of most publications, along with subject and author indexes.</p>		
8	<p><u>Film Catalog.</u> Every year the Bureau issues a new film catalog of educational motion picture films made in cooperation with industrial firms and organizations. The catalog tells how to obtain the films on short-term loan from the Bureau and lists distributing centers at educational institutions and libraries in States where the films are on deposit. <i>Volume: 3 inches</i></p> <p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Film Catalog</u> - tells how to obtain Bureau educational motion picture films on short-term loan.</p>		

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9	<p><u>Technology Transfer Films Catalog.</u> These films, a part of the Bureau of Mines technology transfer program, are used to inform industry about new research developments. Bureau advances in mining and mineral technology are described in these films, which are aimed at engineering and technical audiences interested in mine safety, environmental protection, and in mineral production and processing.</p> <p>The technology transfer program is a continuing effort to keep industry abreast of developments resulting from the Bureau's multi-million dollar research programs.</p> <p>The current format for the catalog (attached) is 3 1/2 X 8 inches brochure with loose pages (one film's description per page) inserted in a pocket. It is updated as required. <i>Volume: 3 inches</i></p> <p>The addition to item 10 of the RCS will read as follows:</p> <p><u>Technology Transfer Films Catalog</u> - lists films intended to transfer the Bureau's research advances in mining and mineral technology to interested industrial and other organizations.</p>		