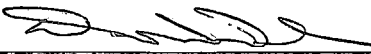



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-70-92-7</i>	DATE RECEIVED <i>8-24-92</i>
1. FROM (Agency or establishment) Bureau of Mines		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Finance and Management			
3. MINOR SUBDIVISION Division of Organization and Management			
4. NAME OF PERSON WITH WHOM TO CONFER Joyce A. Hicks	5. TELEPHONE 202/501-9252	DATE <i>12/2/92</i>	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 08-24-92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Elizabeth Knorr Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(See attached)		
<i>Copies sent to agency, NCF, NN-W, NNT 12/7/92</i>			

ITEM
NO.

1 Schedules of Daily Activities. (New Item)

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of high level officials, i.e. Director, Deputy Director and Associate Directors, excluding materials determined to be personal.

a. Records containing substantive information relating to the official activities, the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files.

Cut off at the end of the calendar year. ~~Transfer to~~ ^{ok per} ~~ERC when five years old.~~ ^{Records} Destroy when ~~5~~ ⁷ years old. ^{Officer}
09-16-92

b. Records documenting official activities containing no substantive information.

Destroy when 2 years old.

2 General Accounting Office Contact Files.
(NCI-70-80-4, item 13) Found in Appendix 1, Item 5

Documents relating to contacts between GAO and the Bureau concerning matters such as notices of audit and similar items.

Destroy in the Bureau when no longer needed ~~but~~ ^{for administrative} ~~maintain no longer than 6 years.~~ ^{purposes.} Do not retain longer than 6 years.

3 Accountable Officer's Files
(NCI-70-80-4, item 152) Found in Appendix 4 item 1b.

GRS 6/16
Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule (excluding freight records and payroll records).

Destroy 1 year after the period of the account.

4 Appropriation Allotment Files.
(NCI-70-80-4, item 163) Found in Appendix 4, Item 4

GRS 7/3
Allotment records showing status of obligations and allotments under each authorized appropriation.

Destroy 6 years 3 months after the close of the fiscal year involved.

ITEM
NO.

5 General Accounting Ledgers.
(NC1-70-80-4, item 162) Found in Appendix 4, Item 11

GRS 7/2

General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.

Destroy 6 years 3 months after the close of the fiscal year involved.

6 Cooperative Agreement Files.
(NC1-70-80-4, item 91) Found in Appendix 8, Item 3

Contractual agreements, correspondence, unpublished reports, and related records concerning federal assistance projects performed for the benefits of the recipient.

Destroy 6 years 3 months after completion of the project.

7 Grant Files.
(NC1-70-80-4, item 90) Found in Appendix 8, Item 4

a. Grant Correspondence Files. Correspondence and other records relating to routine operations and daily activities in administration of the grant program.

Destroy when 2 years old.

b. Proposals for Grants. Proposals to obtain grants for research and other types of projects includes correspondence relating to the proposal as well as an evaluation of the proposal made by Bureau personnel.

(1) Proposals declined by the Bureau.

Destroy 1 year after rejection or withdrawal.

(2) Proposals accepted by the Bureau.

Proposal becomes part of the grant case file.

c. Grant Control Files. Indexes, registers, logs, or other records relating to control of assigning number or identifying projects, applications and grants.

Destroy when superseded or obsolete.

ITEM
NO.

- d. Grant Case Files. Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants, allocation of funds, and project budgets.

Destroy 6 years 3 months after case is closed.

8 Real Property Files.

(NCl-70-80-4, item 63) Found in Appendix 10, Item 13

Records necessary or convenient for the use of real property sold, donated, or traded to nonfederal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

- a. Original copies.

Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

- b. Copies of Bureau real property records, including site maps and surveys, plot plans, appraisals, reports of title, deeds leases, easements, title insurance, and any other pertinent documents.

Destroy when

Retain in secure file. ~~until~~ no longer needed for administrative purposes.

ITEM
NO.

9 Publications Files.
(NCI-70-80-4, Item 44) Found in Appendix 11, Item 10

Two principal types of publications are created by or on behalf of the Bureau - nonperiodic series consisting essentially of publications issued after a special study or research project has been completed and periodic series published at regular intervals. Publications are printed by the Government Printing Office, by Bureau and Department facilities, and by contractors.

Example of nonperiodic publications are: Bulletins, Handbooks, Reports of Investigations, Information Circulars and Special Publications.

Examples of periodic publications are: Minerals Yearbook, Mineral Industry Surveys, and Annual Reports.

a. Publications printed by the Government Printing Office (GPO). (Example: Minerals Yearbook). A copy of each publication printed by GPO is automatically furnished to National Archives.

Review annually. Destroy in Bureau when revised, superseded, obsolete or no longer needed.

b. Publications printed by the Bureau or other non GPO organizations. (Example: Mineral Industry Surveys).

(1) Record copy (arranged by publication).

PERMANENT. Cut off files annually, transfer to NARA 5 years after files cutoff.

(2) All other copies.

Review annually. Destroy in Bureau when revised, superseded, obsolete or no longer needed.

10 Open File Reports.
(New Item)

Unpublished Bureau manuscripts, ^{on a variety of subjects} ~~reports prepared for the Bureau under contracts, or material not in manuscript form, such as diamond drill logs or a collection of crude or raw data from an experiment,~~ which the Bureau makes available for consultation in a library or Bureau facility.

Destroy when no longer needed.