

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 N1-70-93-1	DATE RECEIVED 8-23-93
1. FROM (Agency or establishment) Bureau of Mines		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Finance and Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 6-13-94	ARCHIVIST OF THE UNITED STATES <i>Audrey Heskamp Peterson</i>
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 ___ 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 8/11/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Elizabeth K...</i>		TITLE Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (See Attached)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

*Copies sent to NCF, NN-W, NNT, NSX @ 6/21/94*

ITEM  
NO.

- 1 Delegation of Authority Files. (NCI-70-80-4, item 9)  
(Found in Appendix 1, item 2)

Delegations of authorities, in memorandum form, which supplement the bureau of Mines Manual, Parts 205 and 215, General Delegations and bureau of Mines.

- a. Approving Office.

Destroy in agency 6 years after expiration of delegation.

- b. Information copies.

Destroy when no longer needed for reference.

- 2 Directives Case Files. (NCI-70-80-4, item 11)  
(Found in Appendix 1, item 3)

Records relating to internal directives issued by the Bureau.

(Arranged numerically) (.5 cu ft/yr)

- a. Paper copy. Record copy with supporting case files, if any, documenting important aspects of the development of the issuance.

PERMANENT. Retain in office of record until no longer needed for current operations, then transfer to FRC. Offer to NARA 10 year blocks when most recent records are 20 years old.

- b. Working papers and background material that do not represent significant basic steps in the preparation of final documents.

Destroy 6 months after final action or 3 years later if no final action is taken.

- c. Automated copy.

Destroy when no longer needed.

ITEM  
NO.

3 Telephone Call Detail Record. New Item

- a. Computer generated listings of calling and called telephone numbers, dates, specific time and length of calls. These records may be maintained in both electronic and hard copy form.

Records maintained in electronic form are official records with the Department. (Bureau of Mines computer generated listings are maintained by USGS.)

Destroy when three years old.

Paper copies.

Destroy when no longer needed or when three years old, whichever comes first.

- b. Records relating to the location of telephones, and records indicating assignment of employee telephone numbers. This record series consists of telephone directories that are maintained in predominantly hard copy forms; however, some may exist in electronic form.

Designated official record copy of these records whether paper or another media.

Destroy when three years old.

Reference copies.

Destroy when no longer needed or when three years old, whichever come first.

ITEM  
NO.

4 Departmental Level Awards. (New item)

Case files including recommendations, approved nominations, memoranda, correspondence related to Departmental level awards high level officials.

a. Record copy.

Maintained at the Departmental level.

b. Agency copy.

Destroy when 5 years old or when no longer needed.

5 Grievance, Disiplinary and Adverse Action Files.  
(NCl-70-80-4, item 122) (Found in Appendix 7, item 15)

- a. Grievance Appeals Files (5 CFR 771). Records originating in the review of grievances and appeals raised by Bureau employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration case.

Destroy 5 years after case is closed.

- b. Adverse Action Files (5 CFR 752). Case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports and decisions, reversal of action, and appeal records, excluding letters of reprimand.

Destroy 5 years after case is closed.