

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-70-94-1	DATE RECEIVED 10-27-93
1 FROM (Agency or establishment) U.S. Bureau of Mines		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Information and Analysis		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Statistics and Information Services			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Hicks	5 TELEPHONE (202) 501-9252	DATE 1-18-95	ARCHIVIST OF THE UNITED STATES <i>Cecilia Huskamp 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 7 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,

is not required,  is attached, or  has been requested

DATE 10/26/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Elizabeth Kraus</i>	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached.		

**All changes to this proposed schedule have been approved by:**

*Larry Baume* 11/14/94 *Elizabeth Kraus* 11/18/94  
NARA appraiser      date      Agency representative      date

*Copies sent to Agency, NWT, NSX, NIA, NCF @ 1/20/95*

1. Minerals Surveys.

A. Questionnaires. - also called survey forms and schedules. Sent to individual companies to gather basic data for various mineral commodities.

- (1) Monthly, quarterly, and semiannual surveys for which there is an equivalent annual survey.

Microfilm pre-edit and post-edit survey forms.

- a. Paper records.

Destroy after monthly, quarterly, and semiannual surveys are reconciled with the annual survey.

Hold annual survey forms for editing the next data cycle, then destroy previous year paper forms after microfilm is verified.

- b. Original microfilm, *AND ONE DIAZO COPY.*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) ~~after~~ 10 years, *OLD,*  
WHEN

- c. Duplicate copy of microfilm.

Keep in Bureau until no longer needed for administrative or reference purposes.

**RESTRICTION:** These data are individual company proprietary data, not for public disclosure until such time authorized by law and approved by the U.S. Bureau of Mines, as stated in Regulatory Guidelines Pertaining to Proprietary Information. (See attached.)

- (2) Monthly, quarterly, and semiannual surveys for which there is no equivalent annual survey.

Microfilm pre-edit and post-edit survey forms.

- a. Paper records.

Destroy paper records after monthly, quarterly, and semiannual surveys are reconciled with final annual tabulations and microfilm is verified.

- b. Original microfilm, *AND ONE DIAZO COPY.*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) ~~after~~ 10 years, *OLD.*  
WHEN

- c. Duplicate copy of microfilm.

Keep in Bureau until no longer needed for administrative or reference purposes.

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(3) Annual and special one-time surveys.

Microfilm pre-edit and post-edit survey forms.

- a. Paper records.

For one-time surveys, destroy after the microfilm has been verified.

Hold annual survey forms for editing the next data cycle, then destroy previous year paper forms after microfilm is verified.

- b. Original microfilm, *AND ONE DIAZO COPY.*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) ~~after~~ 10 years, *OLD.*  
WHEN

- c. Duplicate copy of microfilm.

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- B. Worksheets. Used to compile and analyze the data from the questionnaires. These are intermediate working records between the questionnaires and the final tabulations.

Destroy when the final monthly, quarterly, semiannual or annual tabulations are completed for a complete data cycle and the microfilm has been verified. These worksheets are not to be disposed of in trash recepticals if they contain individual company proprietary data but should be sent to the holding area for destruction through burning.

EXCEPTION

When worksheets contain essential details needed to augment the related final tabulation, microfilm the worksheets with the final tabulations then dispose of paper record after the microfilm is verified.

- C. Final tabulations.

- (1) Monthly, quarterly, and semiannual tabulations for which there is an equivalent annual tabulation.

Microfilm final annual tabulations after monthly, quarterly, and semi-annual tabulations are reconciled with the annual tabulation.

- a. Paper records.

Destroy when 2 years old after microfilm is verified.

- b. Original microfilm, *AND ONE DIAZO COPY,*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) ~~after~~ 10 years, *OLD.*  
*WHEN*

- c. Duplicate copy of microfilm.

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- (2) Monthly, quarterly, and semiannual tabulations for which there is no equivalent annual tabulation.

Microfilm final tabulations after the yearly data cycle is complete.

- a. Paper records.

Destroy when 2 years old after microfilm is verified.

- b. Original microfilm, *AND ONE DIAZO COPY.*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) *after 10 years, OLD.*  
*WHEN*

- c. Duplicate copy of microfilm.

Keep in Bureau until no longer needed for administrative or reference purposes.

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- (3) Annual and special one-time tabulations.

Microfilm final tabulations.

- a. Paper records.

For annual tabulations destroy when 2 years old. For one-time tabulations, destroy after the microfilm has been verified.

- b. Original microfilm, *AND ONE DIAZO COPY.*

PERMANENT. Transfer the original silver gelatin microfilm to the Federal Records Center (FRC) annually. Transfer to the National Archives and Records Administration (NARA) *after 10 years, OLD.*  
*WHEN*

- c. Duplicate copy of microfilm.

Keep in Bureau until no longer needed for administrative or reference purposes.

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Annual Accumulation less than one cubic feet of microfilm

**Certification:** This certifies that the records described on this form were (or will be) microfilmed in accordance with the standards set forth in 36 CFR 1230. All microfilm records will be inspected in accordance with 36 CFR 1230.22.

1D MARS System Electronic Index

Electronic indexes created during microfilming by the MARS system to provide computerized retrieval of the microfilm copies of pre- and post-edit minerals surveys and Bureau of Mines final tabulations. Indexing fields include respondent ID number, Survey identifier, period of survey (i.e., biennial, annual, semi-annual, quarterly, monthly, and production estimates), survey year, document code (pre- or post-edit), and document date (date filmed)

**AUTHORIZED DISPOSITION PERMANENT** Transfer a copy of the electronic index and system documentation to the National Archives in accordance with 36 CFR 1228 when the microfilm listed in Item 1A(1), 1A(2), 1A(3), 1C(1), 1C(2), and 1C(3) is transferred to the Federal Records Center

Custodial office Data Collection and Coordination Branch

2 Minerals Survey Publications

The record copy of all Bureau of Mines minerals survey publications including commodity reports, mineral summaries, and other special or periodic publications containing information on individual commodities, international data, state summaries, commodity annual reports, international data, historical commodity compilations, and the like

**Authorized Disposition. PERMANENT.** Cut off files annually and transfer to the FRC. Transfer to the National Archives when 10 years old

Custodial office Data Collection and Coordination Branch

## Regulatory Guidelines Pertaining to Proprietary Information

Public Law 96-479. Public Law 96-479, "National Materials and Minerals Policy, Research and Development Act of 1980," dated October 21, 1980, prescribes the collection and analysis of mineral data, the restriction on disclosure of nonaggregated data and information and the exceptions where such data or information may be released.

Public Law 96-479 does not specifically cover data obtained prior to October 21, 1980. However, no data may be released without approval by the proper authority. The applicable section of Public Law 96-479 reads as follows: "In furtherance of the policies of this Act, the Secretary of the Interior shall collect, evaluate, and analyze information concerning mineral occurrence, production, and use from industry, academia, and Federal and State agencies. Notwithstanding the provision of Section 552 of Title 5, United States Code (U.S.C.), data and information provided to the Department by persons or firms engaged in any phase of mineral, or mineral-material production or large scale consumption shall not be disclosed outside of the Department of the Interior in a nonaggregated form so as to disclose data and information supplied by a single person or firm, unless there is no objection to the disclosure of such data and information by the donor: Provided, however, that the Secretary may disclose nonaggregated data and information to Federal defense agencies, or to the Congress upon official request for appropriate purposes."

Title 18 U.S.C., Section 1905. "Title 18 - Crimes and Criminal Procedures Section 1905 of the United States Code - Disclosure of Confidential Information - Generally" specifies stringent penalties for unauthorized disclosure of confidential information.

Title 18 U.S.C., Section 1905 reads as follows: "Whoever, being an officer or employee of the United States or of any department or Agency thereof, or agent of the Department of Justice as defined in the Antitrust Civil Process Act (15 U.S.C. 1311-1314), publishes, divulges, discloses, or makes known in any manner or to any extent not authorized by law any information coming to him in the course of his employment or official duties or by reason of any examination or investigation made by or return, report or record made to or filed with, such Department or Agency or officer or employee thereof, which information concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or to the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association; or permits any income return or copy thereof or any book containing any abstract or particulars thereof to be seen or examined by any person except as provided by law; shall be fined not more than \$1,000 or imprisoned not more than one year, or

both; and shall be removed from office or employment. As amended September 12, 1980, Public Law 96-349, 7(b), 94 Stat. 1158.

Title 44 U.S.C., Section 3510(b). "Title 44 U.S.C., Section 3510(b) - Cooperation of Agencies in Making Information Available" refers to the sharing of data among agencies.

Title 44 U.S.C., Section 3510(b) reads as follows: "If information obtained by an agency is released by that agency to another agency, all the provisions of law (including penalties which relate to the unlawful disclosure of information) apply to the officers and employees of the agency to which information is released to the same extent and in the same manner as the provisions apply to the officers and employees of the agency which originally obtained the information. The officers and employees of the agency to which the information is released, in addition, shall be subject to the same provisions of law, including penalties, relating to the unlawful disclosure of information as if the information had been collected directly by that agency." (Added Public Law 96-511, §2(a), December 11, 1980, 94 Stat. 2822.)