

(See Instructions on reverse)

(202) 501-9252

1-18-95

Aruda Hudong Petersa

has been requested

Records Management Officer

See attached.

11/8/94
---date

Copies sent to Agency, NNT, NSX, NIA, NCF (H) 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.

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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.

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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