

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK (NARA use only)
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TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

JOB NUMBER
NI-70-94-2

DATE RECEIVED
3-25-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Budget

4. NAME OF PERSON WITH WHOM TO CONFER <i>Joyce A. Hicks</i>	5. TELEPHONE <i>202/501-9252</i>
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DATE *6/03/94* ARCHIVIST OF THE UNITED STATES
[Signature]

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,
 is not required; is attached; or has been requested.

DATE <i>3/18/94</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management Officer
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TITLE
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 GRS OR SUPERSEDED JOB CITATION	10.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)			

Copies sent to Agency. (U) 16/25/94

BUDGET RECORDS

1. Budget Apportionment Files.

(NC1-70-80-4, item 147) Found in Appendix 9, item 2

Approved apportionment and reapportionment schedules.

Destroy 5 years after the close of the fiscal year.

2. Budget Background Records.

(NC1-70-80-4, item 143) Found in Appendix 9, item 3

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.

Destroy 2 years after the close of the fiscal year covered by the budget.

3. Budget Estimates and Justification Files.

(NC1-70-80-4, item 142) Found in Appendix 9, item 5

Budget estimates and justification prepared or consolidated in the Bureau's Budget Office. Included are appropriation language sheets, narrative statements, and related schedules and data.

- a. Record copy in office responsible for preparation, consolidation, and approval (Division of Budget.)

Cut off file at end of fiscal year. Destroy in Bureau when 10 years old.

- b. Copies in other Bureau files.

Cut off at end of fiscal year. Destroy in Bureau 2 years after cutoff.

- c. Working papers and background material.

Destroy 2 years after the close of the fiscal year covered by the budget.

4. Budget Policy Files.

(NC1-70-80-4, item 140) Found in appendix 9, number 6

Correspondence and other items in the Budget Office documenting Bureau policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Bureau programs.

a. Record copy.

Cut off at end of fiscal year. Destroy in Bureau 10 years after cutoff.

b. Other copies.

Destroy in Bureau when 3 years old.

5. Congressional Budget Justification Hearings Files.
(NC1-70-80-4, item 144) Found in Appendix 8

Documents accumulated to substantiate Bureau budget estimates during Congressional budgetary hearings.

a. Record copy in office responsible for presenting the justification or testimony (Division of Budget).

Cut off file at end of fiscal year. Destroy in Bureau when 10 years old.

b. Copies in other Bureau offices.

Destroy 1 year after the close of the fiscal year covered by the budget.

6. Budget Authorizations.

(NC1-70-80-4, item 149) Found in Appendix 9, item 13

Forms used to authorize Bureau managers to incur obligations for projects that have been budgeted for and for which funds have been appropriated, and apportioned.

a. Record copy in responsible office (Division of Budget).

Cut off file at end of fiscal year. Destroy in Bureau 5 years after cutoff.

b. Information copies.

Destroy when no longer needed for reference purposes.

7. Budget Progress Reports.

(NC1-70-80-4, item 150) Found in Appendix 9, item 14

Periodic reports on the status of appropriation accounts and apportionments, other monthly, quarterly and annual in-house project progress reports.

a. Monthly and quarterly reports.

Cut off file at the end of fiscal year. Destroy in Bureau 5 years after cutoff.

b. Annual reports (record copy in responsible office).

Destroy 10 years after year reported.

c. Other copies of annual report.

Destroy when no longer needed for reference.