

<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 NI-70-94-3	DATE RECEIVED 9-6-94
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Joyce A. Hicks	5. TELEPHONE 202/501-9252	DATE 3-20-95	ARCHIVIST OF THE UNITED STATES <i>Candy Huckamp Peters</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,

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

DATE <i>8/20/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)		

*Copies sent to agency, NIT, NIX 3/23/95*

1 Environmental Impact Statement Files. (NCI-70-84-1, item 1)  
Found in Appendix 2, item 4)

- a. Environmental impact statements prepared by or for the Bureau, i.e., National Environmental Policy Act (NEPA) documents.

Destroy when ~~5 years old~~. when no longer needed for reference. (changed per agency discussion on 11/16/92)  
VKW

- b. Environmental impact statements (NEPA documents) submitted to the Bureau for review and comments.

Destroy when 2 years old.

- c. All Bureau comments.

Destroy when 5 years old.

2 Commodity Files. (NC1-70-80-4, item 202) Found in Appendix 2, item 3)

These commodity files consist of records created in the process of assembling information pertaining to worldwide commodity activities.

A. International commodity files.

1. State Department Airgrams. Unclassified reference copies.

- a. Unclassified reference copies.

Destroy when 3 years old, unless designated for special historical reference.

- b. Classified reference copies.

Destroy when 3 years old, unless designated for special historical reference.

2. Working papers.

Destroy in Bureau when no longer needed for reference purposes or when superseded, whichever comes first.

B. U.S. Commodity Files.

1. Working papers.

Destroy in Bureau when no longer needed for reference purposes of when superseded, whichever comes first.

2. MARS System (Currently being scheduled under Job Number N1-70-94-1.)

3 Minerals Availability Systems (MAS) Files. (NCI-70-80-4, item 195)

The Minerals Availability System is a computer-based analysis system for nonfuel mineral deposits and related technology economic and engineering information pertinent to current and prospective economic availability of mineral commodities. Records are on electronic media and hard copy files. These records include correspondence, engineering investigation and evaluation reports, reports on all types of mineral resources, locations of mines and mineral properties, small maps, and similar material.

a. Worksheets.

Destroy when no longer needed.

- b. Deposit Backup Files. Arranged geographically for mines and mineral properties. Geologic, engineering and financial assessment reports, past studies by other agencies, consultants' reports (sometimes provided on a confidential basis), clippings, photographs, mining maps, and working papers.

*Maintain hardcopy files until no longer needed for reference.*

c. Computer Output Files.

Retain only the most current copy.

d. MAS Electronic Media Files.

Destroy when superseded or when no longer needed for current business.

- f. Supply/Analysis Backup Data. Backup data must be retained to substantiate published aggregate numbers.

(1) Maintain copy in responsible office for 5 years, then destroy.

g. Minerals Availability System (MAS) Data Entry Record Forms.

Retain until entry is completed and checked for error, then destroy.

- h. Minerals Availability System (MAS). Computer records (public media) containing mineral industry related data.

PERMANENT. Offer to NARA annually.