

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Bureau of Mines

2. MAJOR SUBDIVISION  
Research Directorate

3. MINOR SUBDIVISION  
Division of Environmental Technology

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
Joyce A. Hicks | 202/501-9252

## LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-70-95-1

DATE RECEIVED  
7-22-95

### NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES

3-19-96 | *John W. Carl*

### 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 2 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: 7/14/95 | SIGNATURE OF AGENCY REPRESENTATIVE: *Elizabeth K...* | 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

MAR 21 1996 *MMV* copy to: Agency, NSR, NNT, NCF

The following guidelines for records retention apply to U.S. Bureau of Mines (USBM) functions, as described in items 1-4 below, which will no longer be performed due to the closure of the USBM. To the extent that a USBM function is being transferred to another agency, consideration must be given to the terms of the transfer and whether performance of the transferred function requires the transfer of records related to the performance of that function.

These guidelines should not be construed or interpreted as an admission of liability by the USBM or any other bureau of the Department of the Interior with respect to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), or any of the other laws cited in these guidelines.

Nothing in these guidelines should be interpreted as allowing or requiring the destruction of any document or record the retention of which is required by Federal records retention laws codified at 44 U.S.C., Chapters 21, 29, 31, and 33 or by any regulation promulgated pursuant to those laws. Nothing in these guidelines should be interpreted as allowing or requiring the destruction of any document or record the retention of which is required by any other applicable law and regulation. To the extent that Federal record retention laws and regulations or other applicable laws and regulations require retention of any document or records for a period in excess of the retention periods provided by these guidelines, such laws and regulations will control.

1. Waste Management

a. Hazardous Waste Management.

All documentation relating to the generation, treatment, storage, or disposal of hazardous and toxic materials and hazardous wastes. Examples of documents to be retained include: permit applications, analyses of wastes to determine whether or not they constituted a regulated waste, hazardous waste manifests, and any documentation related to aboveground and underground storage tanks and waste oil. This would also include documentation relating to the following Acts: CERCLA; the Emergency Planning and Community Right-to-Know Act (EPCRA); Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); RCRA; and the Toxic Substances Control Act (TSCA), as well as any applicable, comparable state or local laws.

- (1) All hazardous waste management records created prior to the closure of the USBM (January 8, 1996) where litigation does not/has not ensued.

Retire immediately to a Federal Records Center. Destroy 75 years after closure of the USBM.

- (2) Where litigation has ensued/will ensue by January 8, 1996.

Where the lead attorney or field/regional Office of the Solicitor is known to have responsibility for such litigation, transfer to that attorney or field/regional Office of the Solicitor. In the event that such information is not known or available, the Branch of Onshore Minerals, Division of Mineral Resources, Office of the Solicitor, should be consulted for assistance.

b. Waste Management

Documentation relating to the generation, treatment, storage, or disposal of other materials and wastes.

- (1) All waste management records created prior to the closure of the USBM (January 8, 1996) where litigation does not/has not ensued.

Retire immediately to a Federal Records Center. Destroy 75 years after closure of the USBM.

- (2) Where litigation has ensued/will ensue by January 8, 1996.

Where the lead attorney or field/regional Office of the Solicitor is known to have responsibility for such litigation, transfer to that attorney or field/regional Office of the Solicitor. In the event that such information is not known or available, the Branch of Onshore Minerals, Division of Mineral Resources, Office of the Solicitor, should be consulted for assistance.

2. Superfund Files

Documents relating to projects in which the USBM conducted cleanup activities or performed work for the Environmental Protection Agency (EPA) or any other agency or private parties under CERCLA.

- a. Financial Document Files. Records which document payroll, travel, contractor services, construction (in-house) supplies and equipment, indirect costs, and administrative interagency agreement costs. (A copy of the summary of financial documents to retain in site files is attached.) Functional responsibility for the management of these files has been transferred to the U.S. Geological Survey.

Maintain in agency a minimum of 10 years after submission of a final SF 1080/1081 or SF 133 for a site. Obtain written permission from EPA before disposing of any Superfund site records (see EPA's Superfund Financial Management and Recordkeeping - Guidance for Agencies.)

- b. Project Files. Files in the field and headquarters that document Superfund projects. These files include laboratory notebooks, reports, and other background information maintained by researchers and important to the history of the project. These files also contain technical and scientific data accumulated from USBM work performed for EPA or other agencies or private parties under Superfund Interagency Agreements or similar agreements.

- (1) All Superfund records created prior to the closure the USBM (January 8, 1996) where litigation does not/has not ensued.

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- (2) Where litigation has ensued/will ensue by January 8, 1996.

Where the lead attorney or field/regional Office of the Solicitor is known to have responsibility for such litigation, transfer to that attorney or field/regional Office of the Solicitor. In the event that such information is not known or available, the Branch of Onshore Minerals, Division of Mineral Resources, Office of the Solicitor, should be consulted for assistance.

3. Superfund, RCRA, and Storage Tank Issues

Includes information relating to identified or proposed CERCLA (also known as Superfund) sites or regulated disposal sites; location, history, and/or removal of aboveground and underground storage tanks at sites; sites involving the USBM

where RCRA corrective actions have occurred; sites or activities of the USBM which involved the release of hazardous materials and substances; and environmental permits or regulations. Includes other records pertaining to activities or sites the retention of which would, in the discretion of USBM staff, be appropriate to protect the Department's interests under RCRA, CERCLA, or other comparable State or local environmental laws and regulations.

- a. All such records created prior to the closure of the USBM (January 8, 1996) where litigation does not/has not ensued.

Retire immediately to a Federal Records Center.  
Destroy 75 years after closure of the USBM.

- b. Where litigation has ensued/will ensue by January 8, 1996.

Where the lead attorney or field/regional Office of the Solicitor is known to have responsibility for such litigation, transfer to that attorney or field/regional Office of the Solicitor. In the event that such information is not known or available, the Branch of Onshore Minerals, Division of Mineral Resources, Office of the Solicitor, should be consulted for assistance.

4. Strategic and Critical Materials Stock Piling Act and Defense Production Act

Includes information and records relating to USBM activities on sites related to the Strategic and Critical Materials Stock Piling Act and the Defense Production Act. This would include documentation as to the history and nature of USBM involvement in such sites.

- a. All such records created prior to the closure of the USBM (January 8, 1996) where litigation does not/has not ensued.

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### Summary Of Financial Documents To Be Retained In Site Files

AREA OF COST	DOCUMENTS RETAINED
<i>Payroll</i>	<ul style="list-style-type: none"> <li>• Time attendance records</li> <li>• Time attendance amendments</li> <li>• Worksheet showing fringe benefit calculations (if not calculated by accounting system)</li> </ul>
<i>Travel</i>	<ul style="list-style-type: none"> <li>• Travel authorizations (if used by the Agency)</li> <li>• Vouchers showing: <ul style="list-style-type: none"> <li>Starting point and destination</li> <li>Transportation method</li> <li>Number and names of persons on trip</li> </ul> </li> <li>• Receipts (airline, hotel, etc.)</li> <li>• Proof of payment<sup>1</sup></li> </ul>
<i>Contractor Services</i>	<ul style="list-style-type: none"> <li>• Contractor invoices</li> <li>• Project officer approval of invoices</li> <li>• Proof of payment<sup>1</sup></li> </ul>
<i>Construction (in-house)</i>	<ul style="list-style-type: none"> <li>• Approvals</li> <li>• Project progress reports</li> <li>• All documentation described above for Agency employees</li> </ul>
<i>Supplies and Equipment</i>	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Proof of payment<sup>1</sup></li> <li>• Hourly records of equipment use</li> </ul>
<i>Indirect Costs</i>	<ul style="list-style-type: none"> <li>• Worksheet showing calculations (if not calculated by accounting system)</li> </ul>
<i>Administrative IAG Costs</i>	<ul style="list-style-type: none"> <li>• All documentation described for categories above (may be for multiple sites)</li> </ul>

<sup>1</sup> Proof of payment must be documented for each expense charged to a site. A copy of the Treasury report listing the payment is sufficient.