

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Interior

2. MAJOR SUBDIVISION  
Bureau of Mines

3. MINOR SUBDIVISION  
Assistant Director--Mineral Supply

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Arthur Berger

5. TEL. EXT.  
167-0260

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>FEB 10 1975</b>	JOB NO. <b>NC - 70-75-1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
4-7-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-29-75  
Date

*J. Edward Terry*  
(Signature of Agency Representative)

Records Management Officer  
Bureau of Mines (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This is an amendment to the Bureau of Mines Records Control Schedule No. 174-158. Committee action had determined that monthly, quarterly and semi-annual surveys for which there was no equivalent annual survey, were to be kept permanently. The original Bureau of Mines Records Schedule (II-NNA-772, Item 12) considered them temporary documents. The Committee decision has been judged to be in error.</p> <p>This request is submitted to restore the disposition authority to its original version since all parties involved in the maintenance of these records have agreed that the surveys, other than annuals and special one-time surveys, are of limited value and would create an undue burden on the Federal Records Center.</p> <p>In addition, the current schedule requires that Annual and Special Surveys be maintained in the Bureau for five years before sending them to the Records Center for permanent retention. Since several divisions have habitually sent their surveys to the Center at an earlier date, the retention period in the offices for these records has been reduced from five to two years.</p> <p>Items No. 30 and 31 of Job No. NC 174-158 have been completely revised and are contained on page 2.</p>		

*Copy to Agency & Field 4/1/75 AD*

*6 Items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>30. Questionnaires (also called survey forms and schedules).</p> <p>The Federal Reports Act of 1942 (56 Sta. 1078) makes the data pertaining to individual companies confidential to the Department of the Interior and/or certain defense agencies.</p> <p>a. Monthly, quarterly, and semi-annual surveys, <del>may be disposed after</del> <sup>destroy when</sup> 2 years <sup>old</sup> or retained by the Division for as long thereafter as needed. (Formerly Item 12 II-NNA-772)</p> <p>b. Annual Production Surveys and Special Surveys - Transfer to Federal Records Center <sup>when</sup> two years <sup>old</sup> PERMANENT. Consider offering to the National Archives <sup>when</sup> 50 years old.</p> <p>c. Surveys not included under (a) and (b) - <del>dispose after</del> <sup>destroy when</sup> two years <sup>old</sup>.</p> <p>d. Those distributed to foreign countries through American Embassies - <del>dispose after</del> <sup>destroy when</sup> 5 years <sup>old</sup> (Formerly Item 12 II-NNA-772)</p> <p>31. Final Detailed Tabulations. (Formerly on Schedule MN-63-77)</p> <p>a. Monthly, quarterly and semi-annual surveys for which there is an equivalent annual survey, <del>may be disposed after</del> <sup>destroy when</sup> two years <sup>old</sup> or retained by the Division for as long thereafter as needed.</p> <p>b. All Annual and Special Surveys and those monthly, quarterly, and semi-annual surveys for which there is no equivalent annual survey. Prepare and retain permanent microfilm records in the Bureau. <del>Dispose of</del> <sup>destroy</sup> original tabulations <sup>when</sup> 5 years <sup>old</sup>.</p> <p>These are statistical summaries of the data on work sheets that have been drawn from the questionnaires. These summaries contain the basic figures that are ultimately published by the Bureau, although they quite frequently contain "concealed," and unpublished facts or figures that are restricted by statute.</p>		

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