

REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

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

2. MAJOR SUBDIVISION  
 Bureau of Mines

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 J. Edward Terry, Records Mgt. Officer

5. TEL. EXT.  
 343-2857

LEAVE BLANK	
DATE RECEIVED MAR 5 1974	JOB NO. 174-158
DATE APPROVED NC	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
6-6-74 DATE	James B. Rhoads ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

FEB 20 1974

(Date)

*J. Morgan*  
 (Signature of Agency Representative)

Assistant Director, 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
	<p>This retention and disposal schedule covers Bureau of Mines records in the Washington Office and in all field offices. This schedule is intended to be as complete as possible; any official files not covered here will be covered by supplementary schedules.</p> <p>Unless otherwise indicated, all Bureau records covered by disposal authorizations in General Records Schedules are disposable without any other authorization.</p> <p>Unless otherwise indicated, this schedule covers record copies exclusively. All copies of scheduled records other than the record copy, are disposable without authorization.</p> <p>Items in this schedule designated PERMANENT are to be offered for transfer to the National Archives, either directly from the Bureau (see Items 2d, 2f), or after indicated retention periods in a records center (see Items 1a, 6b).</p> <p>All microfilms of Bureau records that are designated PERMANENT in this schedule are to be processed in conformity with the specifications indicated in 41 CFR 101-11.5. Originals of microfilmed records are disposable only after explicit authorization by the National Archives and Records Service.</p> <p>Machine-readable records, on magnetic tape or other media, that are not covered by disposal authorizations on General Records Schedule 20 are disposable only when authorized by an official disposal schedule.</p>	<p>Waived                  C.E.D.                  4/4/74</p>	

Copy to Field 9/18/74  
 Copy to Agency 6/14/74

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1 a.	<p>General correspondence of the Washington Office (Offices of the Director, Deputy Directors, and Assistant Directors, and Divisions) concerning policy-making, executive direction, staff assistance, program management, and relationships with the Interior Department, other higher authority, other bureaus, industry, and the public. <u>Excluded</u>, in so far as their exclusion is feasible, are records concerning repetitive individual transactions, and records of housekeeping and other purely facilitative functions. Disposition: Break files annually. Transfer to Records Center 3 years after file break. PERMANENT.</p> <p>b. General correspondence of the Washington Office concerning routine, of negligible long-term value (see Item 1a above). Disposition: Break file annually. Dispose 3 years after file break.</p> <p>c. General correspondence of all field offices. Disposition: Break file annually. Dispose 3 years after break.</p> <p>Most offices maintain some sort of general correspondence file. This file contains correspondence, memoranda, directives, reports, and related papers which are received or created during the performance of the office functions, except that material which is specifically filed in another record group category.</p>		
2.	<p><u>Publicity and informational records.</u></p> <p>a. Press releases. (Record copies are filed in Office of the Secretary of the Interior). Disposition (all Bureau copies): Break file annually. Dispose 10 years after file break.</p> <p>b. Record set of Bureau publications other than press releases. (Annual reports, monographs, Bulletins Circulars, etc.). Disposition: Break file annually. Transfer to Records Center 3 years after file break. Selected items will be designated PERMANENT by National Archives and Records Service. All other copies of Bureau publications: Dispose when no longer needed.</p> <p>c. Speeches - Break file each calendar year.</p> <p>(i) Washington office record copies of speeches by Director or other official Bureau spokesmen. Transfer to Federal Records Center 5 years after file break. PERMANENT.</p> <p>(ii) Other copies. Dispose when no longer needed.</p>		

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	<i>and video tapes</i> <i>fn.</i>		
d.	Motion pictures, with associated audio recordings. Disposition: Transfer to the National Archives and Records Service when withdrawn from circulation, copies of motion pictures, as follows: (a) The preprint copy and/or the Master copy, and (b) One print. PERMANENT.		
e.	<i>and video tapes</i> Film Video Tape Production Files - <del>Dispose when film is withdrawn from circulation.</del> PERMANENT. <i>fn (see 2d above)</i>  These files contain scripts, scene breakdowns, storyboards, narratives, correspondence, etc., relating to the production of a film or video tape.		
f.	Photograph files. (Negatives, and prints when available, file in numbered jackets, together with indexes.) Disposition: Transfer together with the relevant index cards and captions, to the National Archives and Records Service. PERMANENT.		
g.	Requests for loan of films - Dispose six months after film is returned.  Requests for loan of films come in the form of letters or loan request forms. They are filed by name of film and kept until the film is returned by the borrower.		
h.	Film Borrowers Cards - Dispose when superseded.  Edge punched Flexowriter cards which are punched with the borrowers name and address. Each card has lines for entering information such as number of film borrowed, date sent out, date returned, etc. When card is filled up a new card is make.		
i.	Distribution center files. (Information concerning center operations.) Disposition: Dispose one year after center is closed.		
j.	Request for publications. a. Those from the U.S. - Return to originating individual with the publication. b. Those from foreign countries - Dispose one year after request is filled.		

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3.	<p>Requests for Bureau publication come in various forms, mostly letter correspondence. Requests from within the U.S. are returned to the person ordering the publications along with the publications or a letter of explanation as to why the publication is not available. Letters from foreign countries are kept for one year as a backup file in case the order is lost in shipment.</p> <p><b>3. Manuscript File.</b></p> <p>a. Unpublished Manuscripts - Dispose five years after completion.</p> <p>b. Published Manuscripts - Dispose two years after date of publication.</p> <p>Manuscripts of publications of the Bureau are prepared or processed by nearly all of the operating units and the procedures are not the same in all units. The <u>Minerals Yearbook</u> is the principal publication of the Bureau, and at least an original and one copy (with statistical summaries) of the manuscript are prepared. In the course of processing these copies are altered and cease to be duplicates. A preprint of each chapter of the <u>Minerals Yearbook</u> is prepared and one copy is retained until after its publication.</p> <p>Some manuscripts are returned to the author, or to the initiating office, others are retained according to the practice of the unit handling them. In either case, they are valuable only as a source for verifying or checking the accuracy of the pertinent publications, and this purpose is served within the period specified.</p> <p>4. Patent case files. (Applications, reports, and related records. The office of record for Bureau patents is the Office of the Secretary of the Interior.) Disposition: (all Bureau patent case files): Transfer to Record Centers 3 years after cases are closed. Dispose 20 years after cases are closed.</p> <p>5. Historical Summary, Abstract, Index or Similar Card Files that are substantially duplicated in published sources or in permanent files of the Bureau. Break file every three calendar years. Hold one year and transfer to a FRC. Dispose after 10 years.</p>		

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	<p>Some operating and staff units follow the practice of posting statistics and facts pertaining to a given company, commodity, process, mine, or some other unit of the industry on summary cards. For instance, in one case the cards are arranged alphabetically by the names of the mines and they give a complete history of each mine including the names of all owners, content and production of each mine. In another case the technologic history of processes and certain mineral commodities is collected by pasting clippings, or by transcribing abstracts from professional journal and other sources on cards. (Formerly Item 11 II-NNA-772)</p>		
6a.	<p>Legislative Files - All copies break file every calendar year. Dispose after 4 years (except that material passed into law which deals specifically with the Bureau).</p> <p>Copies of proposed and passed legislation and other authoritative directives of interest to the Bureau with related memoranda, correspondence, and reports prepared in the Bureau. Bills which are enacted into Public law are transferred to another category for permanent retention (See Item 6b).</p> <p>A similar legislative file is maintained for the Department in the Office of the Secretary, which will adequately serve the historical and legal needs of the Bureau after the period specified. (Formerly Item 10 II-NNA-772)</p>		
6b.	<p>Official Washington Office legislation file concerning Public Laws affecting the Bureau. (Related correspondence and other back-up material, are included. This file consists of material transferred from the file described in Item 6a. above.) Transfer to Records Center when no longer needed for current business. PERMANENT.</p>		
7.	<p>Technical Assistance Program Papers - Break file every calendar year. Transfer to FRC after three years. Dispose after 10 years.</p> <p>The Bureau of Mines cooperates with and assists several agencies including the Atomic Energy Commission, GSA, and others responsible for the development and procurement of defense materials.</p> <p>Most of the papers documenting the work performed by the Bureau for these agencies are returned to the initiating agency, the Bureau keeping only copies of memoranda,</p>		

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	<p>reports, and other internal documents pertaining to the project, and correspondence with Government agencies, other than the initiating one.</p> <p>The bulk of the work the Bureau does for these agencies consists of examining, and appraising applications or proposals submitted by private industry involving tax amortization, a loan, or technical assistance in developing a promising mineral source or for the improvement of a known source. The Bureau makes a field examination and makes an appraisal report, or furnishes technical assistance as requested.</p>		
8.	<p>Reports of Progress on Projects for the Atomic Energy Commission and other Agencies - Break file every three calendar years. Hold one year and transfer to FRC. Dispose after 10 years.</p> <p>Copies of monthly and other progress reports to the Atomic Energy Commission and other agencies on projects which are intended to expand and develop new and old sources of certain rare and precious materials needed by them in performing their functions. (Formerly Item 18 II-NNA-772).</p>		
9.	<p>Proposals for Grants to Universities - Dispose three years after date proposal is declined by Bureau (If proposal is accepted this file is incorporated into the Grant File (Item 10).</p> <p>Files are arranged alphabetically by University name and contain proposals submitted by the university to obtain grants for research and other types of projects. Also included in the files is correspondence between the Bureau and the University relating to the proposal as well as an evaluation of the proposal made by Bureau personnel.</p>		
10.	<p>Washington office grant files. (Proposals, correspondence, reports, etc.) Disposition: Transfer to Records Center 10 years after termination of grants. PERMANENT.</p>		
11.	<p>Coal Analysis and Report Cards - Dispose two years after close of fiscal year involved.</p> <p>Requests from other Government agencies for the analysis of coal samples with a copy of the analysis report, and advice as to whether or not the samples meet the specifications in the contracts to purchase coal made by these</p>		

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	agencies. (Formerly Item 19 II-NNA-772)		
12.	<p>Coal Contracts - Dispose two years after the close of the fiscal year involved.</p> <p>Copies of the contracts for the purchase of coal executed by other Government agencies. It is required that all Government agencies file copies of the contracts for purchase of coal with the Bureau of Mines and that before payment is made for the coal the Bureau make an analysis to determine if the coal meets the required specifications (Formerly Item 20 II-NNA-772)</p>		
13.	<p>Tipple Inspection Reports - Dispose 3 years after the date mine is abandoned.</p> <p>These are reports and analyses of coal samples taken by Bureau personnel at the mine. The samples are made so as to be representative of the coal loaded on the sampling date. (Formerly Item 21 II-NNA-772)</p>		
14.	<p>Yearly Coal Analysis Work Cards - Dispose 2 years after close of the fiscal year involved.</p> <p>A work card is established for each mine and the data showing the analysis of each sample is posted. At the end of each fiscal year the figures are averaged and this averaged analysis of coal by sizes is posted on master cards.</p> <p>Within the period specified the averaged analysis has met the tests of time and the work cards are no longer of any value. (Formerly Item 22 II-NNA-772)</p>		
15.	<p>Reports on underground and face samples of coal. (Data of value in analyzing and evaluating supplies and industry conditions.) Disposition: Transfer to Records Center when no longer needed for current business. PERMANENT.</p>		
16.	<p>Research project files accumulated at the site of in-house research, consisting of laboratory and field notebooks, progress reports, unpublished final reports, and related correspondence concerning the objectives, methodology, findings, and interpretation of research projects. Disposition: When project is terminated, remove any of the following kinds of records that have been included with the project files:</p>		

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	<p>(a) Records authorized for disposal by General Records schedules.</p> <p>(b) Accumulations of data that have fully served their purpose when final project reports are published or otherwise made generally available.</p> <p>(c) Records concerning procurement and other administrative overhead that contribute negligibly to understanding of the substance of the research.</p> <p>(d) Scientific and technical reference material that is also available in libraries.</p> <p>Three years after termination of project, and after removal of the kinds of record indicated above, transfer to FRC. PERMANENT.</p>		
17.	<p>Analytical Procedures File - When no longer needed for current business, transfer to Records Center. PERMANENT.</p> <p>This file is maintained by the chemists and contains detailed descriptions of the procedures for doing chemical analysis. The material is filed by the Hillerbrand method, e.g., grouping substances with similar chemical properties together.</p>		
18.	<p>Monthly, quarterly, and annual in-house project progress reports. Disposition: Dispose immediately of monthly and quarterly reports when no longer needed for compilation of more inclusive reports. Transfer annual reports to Records Center 5 years after year reported. Dispose 10 years after year reported.</p>		
19.	<p>Monthly Mining Research Contract Progress Reports - Dispose when contract is completed and Final Report is received.</p> <p>These are monthly reports received from a contractor working on a research project for the Bureau.</p>		
20.	<p>Idea Referral Cards - Review file each year and dispose of those cards five years old or older which are no longer worthy of consideration. Records are in the format of 5 x 8 key-sort cards. These are cards which are filled out by field employees to submit an idea for a possible research project. The cards contain such information as</p>		

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	<p>the employee's name, area assigned, and an abstract of the proposal. Cards are kept in a central recording office which assigns a number and keeps the file in numerical sequence.</p>		
21.	<p>Project authorizations. Disposition: Break file annually. Dispose 10 years after file break.</p>		
22.	<p>Cooperative agreement files, consisting of contract and grant agreements, correspondence, unpublished reports, and related records concerning research or other technical projects performed outside the Bureau, <u>excepting</u> the following kinds of record which should be removed, if present in the files, before transfer to FRC:</p> <p>(a) Records authorized for disposal by General Records Schedules, and other records concerning administrative overhead that contribute negligibly to understanding of the content of cooperative agreements.</p> <p>(b) Scientific and technical reference material that is also available in libraries, and accumulations of data that have fully served their purpose when final reports are published, or which are otherwise generally available.</p> <p>Three years after termination of cooperative agreements, and after removing the kinds of record indicated above, transfer to FRC. PERMANENT.</p>		
23.	<p>Index to cooperative agreement files. (This index is associated with the files described above, Item 22. Disposition: Same as Item 22 above.</p>		
24.	<p>Industrial Water Records - Break file every 5 calendar years. Transfer to a Federal Records Center after 10 years. Dispose when heating facility is changes.</p> <p>These are records maintained on water testing in Federal heating systems. The tests are run to determine mineral content, corrosive factors, etc., for water circulating through the heating plants in Federal establishments. The material in the files includes requests for water tests, reports of test results, correspondence, etc.</p>		

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25.	<p>Core Storage Records - Dispose when no longer needed.</p> <p>These records pertain to the "core" samples drilled from the earth and kept in a warehouse. The records are in the form of 3 x 5 index cards. Two sets of cards are kept, filed differently. One set is filed by State and another by Company. In addition, there are some correspondence files relating to the cores. Since there is no plan to dispose of the core, it is necessary to retain the records relating to ite.</p>		
26.	<p>Anthracite flood control and mine subsidence project records. (Contract and grant agreements, reports, correspondence, etc.). Disposition: Transfer to Records Center 3 years after termination of projects. PERMANENT.</p>		
27.	<p>Inactive coal mine fire control project reports. (Correspondence and other back-up material is included.) Disposition: Transfer to Records Center 3 years after project termination. PERMANENT.</p>		
28.	<p>Appalachian mining area restoration project files. (Include reports, maps, correspondence, and other records.) Disposition: Transfer to Records Center 3 years after termination of projects. PERMANENT.</p>		
29.	<p>Mining area restoration and use project files. Disposition: Transfer to Records Center 3 years after termination of Projects. PERMANENT.</p>		
30.	<p>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 for which there is an equivalent annual survey - Dispose after 2 years. (Formerly Item 12 II-NNA-772)</p> <p>b. Annual Surveys and those monthly, quarterly, and semi-annual surveys for which there is no equivalent annual survey - Transfer to a FRC after five years. PERMANENT.</p> <p>c. Special one-time Surveys on mineral production, Mine information supplements, Land use, etc. - Transfer to FRC after five years. PERMANENT.</p>		

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d.	Surveys of a special nature on mineral consumption, plant production, brokers and dealers, etc. - Dispose after five years.		
e.	Those distributed to foreign countries through American Embassies - Dispose after 5 years. (Formerly Item 12 II-NNA-772)		
31.	Final Detailed Tabulations. (Formerly on Schedule NN-63-77)		
a.	Monthly, quarterly and semi-annual surveys for which there is an equivalent annual survey - Dispose after two years.		
b.	Annual and Special one-time 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. Dispose of original tabulations after 5 years.		
	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.		
32a.	Original commodity statements. Disposition: Dispose immediately after transfer of data to microfilm.		
32b.	Microfilmed commodity statements. Disposition: When no longer needed for current business, transfer to National Archives. PERMANENT.		
33.	Environmental impact statements submitted to the Bureau for review, together with records of the Bureau's reactions to the statements. Disposition: Dispose 5 years after submission to Bureau.		
34.	Helium Plant Production and Operation Files - Break file every year - Hold for five years - Transfer to FRC - Dispose after 10 years.  Files contain information on plant production, sales, storage, distribution, operating procedures, etc.		

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35.	Helium Plant Technical Files - Dispose 10 years from date of report.		
36.	Permissible and Non-permissible Explosive Report File - Break file every year - Transfer to Records Center after 20 years - Dispose after 30 years.  This file contains reports of tests made on explosives submitted to the Bureau for approval. (Formerly Item 21 II-NNA-1205)		
37.	Explosive Method Testing File - RETAIN in Bureau. When no longer needed for current business, transfer to Records Center. PERMANENT.  This is a record of methods used in testing explosives for use in mines. (Formerly Item 22 II-NNA-1205)		
38.	Explosive Test Files - Transfer to Records Center 20 years after test is made - Dispose after thirty years.  These files are made up of keysort and regular index cards and contain data on explosives which were submitted to the Bureau for testing and approval. The information included is tests performed on coal dust, gas, fires, blasting, etc. (Formerly Item 24 II-NNA-1205)		
39.	Final Maps and Plans of Mines and Industrial Installations. MICROFILM - Transfer originals to Records Center immediately after filming. PERMANENT.  These are prints (maps) showing working and evaluations of mines, access routes, ventilation systems, etc., in mines and industrial installations.		