

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED MAR 25 1976	JOB NO. NC1 - 70-76 - 2
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-5-76 (Date)	<i>James B. Roads</i> Archivist of the United States

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

4. NAME OF PERSON WITH WHOM TO CONFER

Victor E. Traver

5. TEL. EXT.

634-1571

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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.

3/22/76

Date

Victor E. Traver

(Signature of Agency Representative)

Paperwork Management Officer

(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 amendment adds Item No. 40 to the Bureau of Mines Records Control Schedule No. NC 174-158. This item establishes a new series of records identified as Studies/Surveys. Documentation maintained in this series of records is limited to one-time studies/surveys resulting from Executive, Congressional, and Secretarial order and those directed by the Director of the Bureau of Mines.</p> <p>a. Final and interim reports and essential background documentation in the office of record.</p> <p>Permanent. Transfer to Federal Records Center two years after final report is completed and offer to National Archives and Records Service when 15 years old.</p> <p>b. Input prepared and maintained in other offices.</p> <p>Destroy two years after final report is completed.</p>		

*Copies to Agency, 3 NC-M, 4 NC,
5 NC-C, 7 NC, 8 NC, 9 NC-S, 10 NC,
NCW 4-8-76*

1 item