

Red NCR 244794

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-70-80-1
DATE RECEIVED	10-2-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	OCT 9 1979
<i>Walter R. Stender</i> Archivist of the United States ACTING	

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
Evan E. Basse

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/1/79	<i>Victor E. Traver</i> Victor E. Traver	Paperwork Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Miscellaneous Personnel Administration Files Boxes 63-64 in accession 62D0549 - at the Washington National Records Center These records were appraised in Job No. 11C3-70-79-6.		1 item

Copy to
New agency
NUNB
SE
10-11-79

6. (continued)

1. Histories of Experimental Stations. 2 & 2/3s feet. Boxes 59, 60, & 61.

These histories are arranged alphabetically by names of stations. The history of each station is divided into chapters for each fiscal year, which appear to have been prepared as summary annual reports. The chapters include information on the administration, organization, and operating costs of the stations, lists of employees and their job titles, some descriptions of safety measures, and summaries of the scientific and technological work done at the stations. The histories cover activities at various stations from 1904 through 1947. They include basic information about the operations and programs of the Bureau's experimental field stations, which is enhanced by the organizational charts and photographs accompanying some of the histories. The division into annual chapters facilitates research into the development and shifts in the Bureau's experimental programs. This series has permanent value and should be accessioned.

2. World War II History Project Files. 1 & 1/3 feet. Boxes 61 and 62.

These files consist chiefly of drafts of chapters for a projected history of the Bureau's activities during World War II, which was never published. The topics of the draft chapters include war work on petroleum chemistry, war work of the helium section, coal mines and aid to free China, and cooperation with the Joint Chiefs of Staff Joint Intelligence Committee. Interfiled with the drafts are a small number of copies of documents and exhibits, which apparently were intended as appendices, and some routine administrative correspondence relating to the preparation of the history. There are duplicates of some drafts and some partial drafts, whose subjects are unclear. Most of the drafts are undated, but some are dated 1944-45. These drafts present a uniquely detailed account of some of the Bureau's major programs during World War II. They contain much more information than do the Bureau's annual reports for the war years.

There is some duplication between this series and World War II history project records being offered by the Bureau of Mines in HC3-70-79-4. I discussed this matter with Edward Hill of WIG on August 7, 1979, and we informally agreed that the World War II history project records from both offers should be accessioned and that WIG would weed out duplicates, partial drafts, etc., to combine the records from both offers into one coherent series. Therefore, this series has permanent value and should be accessioned.

3. Miscellaneous Personnel Administration Files. 2 feet. Boxes 63 and 64.

6. (continued)

These unarranged files are dated 1911-46. They include folders of correspondence concerning applications for jobs, requests for leaves of absence, field offices seeking additional positions, and other routine personnel matters. There are also lists of employees' pay increases, lists of Civil Service Commission certified eligibles, and lists of temporary and permanent employees. There are also files of forms of the Bureau and of the Civil Service Commission concerning cancelled requests for certification of persons for positions and concerning reclassifications for employees changing duties or separating from the Bureau. These files are entirely routine. They are not needed to protect employees' rights as personnel actions are documented in the Official Personnel File. This series should not be accessioned.