

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-471-93-1	DATE RECEIVED 4-8-97
1. FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Surface Mining			
3. MINOR SUBDIVISION Office of Administration			
4. NAME OF PERSON WITH WHOM TO CONFER DESERET PROCTOR Mr. Richard Willis	5. TELEPHONE 2593 (202) 208-5435	DATE 5-14-97	ARCHIVIST OF THE UNITED STATES John W. Paul
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/8/97	SIGNATURE OF AGENCY REPRESENTATIVE Barbara C. Russell	TITLE Chief, Office of Administration	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		

MAY 20 1997 *mmr* copy to: Agency, NWDD, NR, NWDD, NWRE

1. **Mine Map Repository records.** Arranged numerically.

The Mine Map Repository serves as a mine map data archives and also as a basic reference center. Maps are of both underground and surface mines, however there are more maps of abandoned underground mines. The maps were obtained by the Bureau of Mines from mining engineers, geologists, mining companies, consultants, and Federal and state agencies. After the Bureau microfilmed the maps, original maps were returned to the contributors.

a. Paper maps.

AUTHORIZED DISPOSITION: Microfilm in accordance with instructions contained in 36 CFR 1230. Return original maps to the contributor. If the records cannot be returned to the originator, offer to the National Archives when no longer needed for reference.

b. Microfilmed mine maps (roll film).

AUTHORIZED DISPOSITION: PERMANENT. Transfer immediately to the National Archives the original master negative copy and one positive reference copy of microfilm.

Volume: Approx. 35 linear feet.
Annual Accumulation: none

c. Microfilmed mine maps (aperture cards)

AUTHORIZED DISPOSITION: PERMANENT.

(1) Current volume: Transfer immediately to the National Archives the original master negative copy and one positive reference copy of the aperture cards.

(2) Annual Accretions: At the end of each calendar year, transfer to the National Archives the original master negative copy and one positive reference copy of the aperture cards.

Volume: Approx. 60 cubic feet
Annual Accumulation: Approx. one cubic foot

2. **Computerized Index to Microfilm Maps.**

Electronic index system used to access maps contained on microfilm rolls or aperture cards in Item 1. Compatible with PCs using either DBase III+ or DBase IV. Index is arranged by state, thereunder by county and quadrangle.

AUTHORIZED DISPOSITION: PERMANENT. Transfer a copy of the electronic index in accordance with the provisions found in 36 CFR 1228 to the National Archives when microfilm maps listed in Items 1b and 1c(1) and 1c(2) are transferred to the National Archives.

3. **Data Entry Sheets.**

Information is extracted from the maps and written on these forms, and periodically entered into the Computerized Index.

AUTHORIZED DISPOSITION: Destroy after entry into the Computerized Index system, or when one year old, whichever is sooner.

4. **Documentation of Computerized Index System.**

Code books, file layouts, instruction manuals, and other related records and information relating to the operation of the Computerized Index System listed in Item 2.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the National Archives with the Computerized Index in Item 2.