**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>LEAVE BLANK (NARA use only)</th>
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<tbody>
<tr>
<td>JOB NUMBER N1-470-09-1</td>
</tr>
<tr>
<td>Date Received</td>
</tr>
<tr>
<td>August 6, 2009</td>
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<tr>
<td>NOTIFICATION TO AGENCY</td>
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</table>

**To**  NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1  FROM (Agency or establishment)  
Federal Mine Safety and Health Review Commission

2  MAJOR SUB DIVISION  
Office of the Executive Director

3  MINOR SUBDIVISION

4  NAME OF PERSON WITH WHOM TO CONFER  
Sarah Stewart

5  TELEPHONE  
202-434-9957

6  AGENCY CERTIFICATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20/09</td>
<td>[Signature]</td>
<td>Executive Director</td>
</tr>
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</table>

7  ITEM NO  
8  DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
See attached sheets

<table>
<thead>
<tr>
<th>9  GRS OR SUPERSEDED JOB CITATION</th>
<th>10  ACTION TAKEN (NARA USE ONLY)</th>
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<tbody>
<tr>
<td>N1-470-96-2</td>
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<tr>
<td>25 (3-628), 23 (3-628), 24 (22), 26 (25)</td>
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<tr>
<td>New authorities noted in parenthesis</td>
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PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV 3-91)  
PRESCRIBED BY NARA 36 CFR 1228
OFFICE OF THE EXECUTIVE DIRECTOR

NOTE: CURRENTLY ALL RECORDS ARE IN HARDCOPY FORMAT. IF RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT, A MUTUALLY AGREEABLE TRANSFER DATE WILL BE DETERMINED AT THE TIME THE RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT IN ACCORDANCE TO NARA NOTIFICATION PROCEDURES.

NOTE AGENCY AGREES TO TRANSFER ALL PERMANENT ELECTRONIC RECORDS TO NARA IN ACCORDANCE TO 36 CFR 1235 44-50

Item 1  **Audio recordings of open meetings of the Review Commission**

This item covers audio recordings of the Review Commission's open meetings. These open meetings include decisional meetings and other recorded meetings. Open decisional meetings may be attended by Commissioners, Commissioners’ counsels, members of the Office of the General Counsel, parties and/or their representatives, and members of the interested public.

a. Record copy (digital electronic version)

(1) Disposition TEMPORARY Store on Commission’s website until 6 months after the date of issuance of the Review Commission decision, or when no longer needed, whichever is later (Supersedes NARA Job No N1-470-96-1, Item 25)

b. All other copies

(2) Disposition TEMPORARY Delete/destroy when no longer needed (Supersedes NARA Job No N1-470-96-1, Item 25)

Item 2  **Accounting Files**

This item covers accounting files, such as correspondence, reports, summaries of management discussion and analysis, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

Disposition TEMPORARY Destroy when 2 years old, or when no longer needed for reference, whichever is later (GRS 7, items 1 and 2)
Item 3 ——— Budget Files

This item covers files created in the course of formulating the Commission’s budget for submission to the Office of Management and Budget and to Congress, in defending its requests for funds, and, after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. These files include correspondence, background records (cost statements, formulation spreadsheets, and rough data used in preparation of annual budget estimates), budget reports and budget apportionment files.

Disposition — TEMPORARY — Destroy 2 years after the end of the fiscal year, or when no longer needed for reference, whichever is later (GRS 5, items 1, 2, 5). (Supersedes NARA Job No. NI-470-96-2, Items 23 and 25).

Item 4 ——— Strategic Plans

This item covers strategic plans prepared by the Commission that set forth the Commission’s key challenges, strategic goals, strategies for achieving its goals and objectives, and program evaluations.

(3) Disposition — PERMANENT — Cut off when superseded Transfer to the National Archives 10 years after cut-off

NOTE — AGENCY AGREES TO TRANSFER ALL PERMANENT ELECTRONIC RECORDS TO NARA IN ACCORDANCE TO 36 CFR 1235 44-50

Item 5 ——— Duplicate OPF Documentation

Copies of documents duplicated in OPFs relating to Commission employees. The original OPF’s are maintained by the U.S. Department of Treasury’s Bureau of Public Debt. These files also contain duplicates of Thrift Savings Plan election forms, Combined Federal Campaign and other allotment forms, direct deposit forms, and documentation of personnel actions.

Disposition — TEMPORARY — Destroy file relating to employee within 1 year after separation or transfer (GRS 1, Item 18)

Item 6 ——— Employee Training Files

Files documenting training awards provided to employees.

Disposition — TEMPORARY — Destroy 5 years after approval or disapproval or when no longer needed for reference, whichever is later (GRS 1, Item 29)
Item 7—— Employee Awards Files

Files documenting incentive awards provided to employees.

Disposition: Destroy 2 years after approval or disapproval (GRS 1, item 12)

Item 8—— Employee Performance File System Records

Files relating to performance ratings and awards relating to SES and civilian Commission personnel. Files also contain individual development plans.

Disposition: TEMPORARY—Destroy when 5 years old or when no longer needed for reference, whichever is later (GRS 1, item 23)

Item 9—— Employee Position Descriptions

Record copy of position descriptions that include information on title, series, grade, duties and responsibilities and related documents.

Disposition: TEMPORARY—Destroy 2 years after position is abolished or description is superseded, or when no longer needed for reference, whichever is later (GRS 1, item 7b)

Item 10—— Vacancy Announcements

Files relating to announcements regarding vacant Commission positions and advertisements for applications.

Disposition: TEMPORARY—Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off (GRS 1, item 33f)

Item 11—— Excess Property Files

Files relating to excess personal property of the Commission, including files recording IT equipment donated by Commission.

Disposition: TEMPORARY—Destroy when 2 years old (GRS 4, item 2)

Item 12—— Inventory Files

Files relating to the Commission’s inventory of equipment and other personal property.

Disposition: TEMPORARY—Destroy 2 years from date of list (GRS 3, item 9a)
Item 13  Biographies of Chairman and Commissioners

Files relating to biographies of the Commission’s Chairman and Commissioners

Disposition PERMANENT Transfer to NARA in 3 year blocks when the most recent record in the block is 3 years old (Supersedes NARA Job No N1-470-96-2, Items 20 and 22)

NOTE AGENCY AGREES TO TRANSFER ALL PERMANENT ELECTRONIC RECORDS TO NARA IN ACCORDANCE TO 36 CFR 1235 44-50

Item 14  Payroll Records

SFs 113A (reports of civilian employees) and SFs 113G (FTE Work year civilian employment)

Disposition TEMPORARY Destroy when 2 years old (GRS 1, item 13)

Item 15  Policies and Procedures Files

Files containing policies and procedures relating to the administration of the Commission and the Office of the Executive Director

Disposition PERMANENT Cut off file every 5 years Transfer to NARA 15 years after cut-off

NOTE AGENCY AGREES TO TRANSFER ALL PERMANENT ELECTRONIC RECORDS TO NARA IN ACCORDANCE TO 36 CFR 1235 44-50

Item 16  Procurement Contract Files

Files documenting contracts entered into by the Commission relating to procurement

Disposition TEMPORARY Destroy seven years after final payment or when no longer needed for reference, whichever is later (GRS 3, item 3)

Item 17  Inter-Agency Agreements File

File documenting agreements entered into by the Commission with other agencies relating to procurement

Disposition TEMPORARY Destroy seven years after expiration, or when no longer needed for reference, whichever is later
Item 18 **Vendor Files**

Files relating to vendors that have submitted bids to the Commission

Disposition TEMPORARY Destroy when superseded

Item 19 **CCR Log Records**

Records relating to central contracting registration

Disposition TEMPORARY Destroy when superseded

Item 20 **Transportation Files**

Files containing records including transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation (credit card statements), and delinquency reports

Disposition TEMPORARY Destroy 6 years after the travel or when no longer needed for reference, whichever is later (GRS 9, Items 1a, 3)

Item 21 **Federal Employee Transportation Subsidy Records**

Documents relating to the disbursement of transportation subsidies to employees

Disposition TEMPORARY Destroy when 3 years old or when no longer needed for reference, whichever is later (GRS 9, Item 7)

Item 22 **Annual Reports**

Files relating to annual reports filed by the Executive Director on behalf of the Commission, such as financial statements to the Office of Management and Budget, reports regarding the drug-free workplace and the Buy American Reports

Disposition PERMANENT Cut off at end of calendar year Transfer to the National Archives and Records Administration in 3 year blocks when most recent record in block is 3 years old (Supersedes NARA Job No. N1-470-96-2, Item 24)

**NOTE** AGENCY AGREES TO TRANSFER ALL PERMANENT ELECTRONIC RECORDS TO NARA IN ACCORDANCE TO 36 CFR 1235 44-50
Item 23. **GILS Records**

Records that document the Commission’s implementation of the Government Information Locator Service initiated by Office of Management and Budget Bulletin 95-01.

Disposition. TEMPORARY. Destroy when superseded or no longer needed for reference.

**FMSHRC Website**

This item covers the Commission’s website content and all related web management and operations records. This item does not include audio recordings of open meetings of the Review Commission that are stored on the Commission’s website.

Web contents records are covered by the applicable records schedules for the functions they support. If the Web content records are unique and not covered by existing schedules, they must be scheduled separately.

Item 24. **Site Management and Operations Files**

Includes reports, statistics, procedures and approvals.

Disposition: Temporary. Cutoff inactive records at the end of the calendar year. Destroy 5 years after cutoff.

Item 25. **Log Files**

Includes unprocessed log files, application logs and similar files that are automatically created and maintained by a server to examine traffic patterns by time of day, day of week, referrer, or user agent. These data can be combined into a single file, or separated into distinct logs, such as an access log, error log, or referrer log. The files are not accessible to general internet users, only to the webmaster or other administrative person.

Disposition: Temporary. Destroy when 3 months old.

Item 26. **Web Content—Not Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is captured elsewhere.

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for agency business, whichever is later, but not longer than the retention of the record copy.
Item 27. **Web Content—Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is not captured elsewhere.

Contact the FMSHRC Records Management Officer (RMO) to schedule the records.

Note: Web content records documenting FMSHRC's operations, decisions, and actions that are needed to protect the legal and financial rights of the government and the public must be captured in a recordkeeping system and retained in accordance with the applicable records schedules.

Item 28. **General Correspondence**

**Disposition** TEMPORARY Cut off at end of calendar year Destroy 2 years after cutoff

For disposition instructions for records created/received as a result of FOIA and PA, see General Records Schedule Chapter 14