NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-470-09-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/22/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2, Audio recordings of closed meetings of the Review Commission, record copy

Item 3, Audio recordings of closed meetings of the Review Commission, all other copies

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.


Item 5 was withdrawn before approval of schedule.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>To</th>
<th>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 FROM (Agency or establishment)</td>
<td>Federal Mine Safety and Health Review Commission</td>
</tr>
<tr>
<td>2 MAJOR SUB DIVISION</td>
<td>Docket Office</td>
</tr>
<tr>
<td>3 MINOR SUBDIVISION</td>
<td></td>
</tr>
<tr>
<td>4 NAME OF PERSON WITH WHOM TO CONFER</td>
<td>Sarah Stewart</td>
</tr>
<tr>
<td>5 TELEPHONE</td>
<td>202-434-9957</td>
</tr>
<tr>
<td>6 AGENCY CERTIFICATION</td>
<td>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 2 page(s) are not needed now 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,</td>
</tr>
<tr>
<td>DATE</td>
<td>7/22/09</td>
</tr>
<tr>
<td>SIGNATURE OF AGENCY REPRESENTATIVE</td>
<td>Robert Leavitt</td>
</tr>
<tr>
<td>7 ITEM NO</td>
<td>8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</td>
</tr>
<tr>
<td>9 GRS OR SUPERSEDED JOB CITATION</td>
<td>10 ACTION TAKEN (NARA USE ONLY)</td>
</tr>
<tr>
<td>24, 25, 26, 27</td>
<td>See attached sheets</td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

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JOB NUMBER N1-470-09-2

Date Received August 6, 2009

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91) PRESCRIBED BY NARA 36 CFR 1228
DOCKET OFFICE

Item 1  **Case files**

These are files that contain documents pertaining to cases arising from citations and orders issued to operators of coal, metal and nonmetal mines and certain individuals under the Federal Mine Safety and Health Act of 1977. The files usually begin with citations and orders and continue through the final written disposition of a Commission Administrative Law Judge, the Review Commission, or a federal court of appeals. These files may be paper files or electronic files that contain scanned electronic documents and/or electronic documents other than scanned documents. The recordkeeping copy of audio recordings of hearings before Commission Administrative Law Judges and oral arguments before the Review Commission are covered by this item.

Disposition  TEMPORARY  Cut off files at close of case  Retire paper files to the Washington National Records Center 2 year after cutoff  Destroy paper files 6 years after cutoff  Delete/destroy electronic files when no longer needed for reference or 6 years after cutoff, whichever is later  (Supersedes NARA Job No N1-470-96-1, Item 24)

Item 2  **Audio recordings of closed meetings of the Review Commission**

This item covers audio recordings of the Review Commission's closed meetings. These meetings include decisional meetings and other recorded meetings that are closed. Closed decisional meetings may be attended by Commissioners, Commissioners' counsels and members of the Office of the General Counsel.

a  Record copy

Disposition  TEMPORARY  Destroy when 2 years old or when no longer needed, whichever is later  (Supersedes NARA Job No N1-470-96-1, Item 25)

b  All other copies

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

Item 3  **Commission Blue Books**

Blue books are printed volumes of Review Commission and Administrative Law Judge decisions and orders that merit publication. These books are published once every two months or once a month. Approximately 35 sets are kept by Commission employees for citation and research purposes. The Docket Office has been designated as the office of record.

Disposition  PERMANENT  Transfer to the National Archives at end of each calendar year  (Supersedes NARA Job No N1-470-96-1, Item 26)
Item 4  **Case-tracking system**

This item covers the Commission’s electronic system of logging, tracking and storing documents that eventually are included in the Commission’s official case files. This item also includes data that has been entered into the case-tracking system to support administrative functions and does not become part of an official case file.

**Disposition**

**Input/Source Records.** TEMPORARY: Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records (GRS 20, Item 2a4).

**Master Data File.** TEMPORARY: For documents that become part of case file, cut off files at close of case. Delete/destroy electronic files when no longer needed for reference or 6 years after cutoff, whichever is later. For data entered for administrative purposes that does not become part of case file, delete when no longer needed.

**Outputs.** TEMPORARY: Destroy/Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Items 4, 5, 6, 12).

**Documentation.** TEMPORARY: Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20, Item 11a1).