Schedule Number: N1-470-09-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 3, Chronological Files
- Item 4, Administrative Meeting Files
- Item 5, Case Files Pending Before ALJs
- Item 6, Subject Files
- Item 7, Chronological Files

**SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.


REQUEST FOR RECORDS DISPOSITION AUTHORITY

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 Administrative Law Judges

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Sarah Stewart

5 TELEPHONE
202-434-9957

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 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,

☐ is not required
☐ is attached, or
☐ has been requested

DATE
1-22-09

SIGNATURE OF AGENCY REPRESENTATIVE
Roberta...[signature]

TITLE
Chief Administrative Law Judge

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached sheets

9 GRS OR SUPERSEDED JOB CITATION
N1-470-98-1

10 ACTION TAKEN

LEAVE BLANK (NARA use only)

JOB NUMBER N1-470-09-3

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228
OFFICE OF ADMINISTRATIVE LAW JUDGES

CHIEF ADMINISTRATIVE LAW JUDGE

Item 1  Case Files Pending Before CHALJ

CHALJ’s files, Extra copies of materials in cases pending before judge, including
copies of pleadings, orders, decisions, transcripts, and exhibits as well as notes by
Judge

Disposition TEMPORARY  Cut off files upon issuance of CHALJ’s disposition
Destroy when no longer needed for the case or for reference, whichever is later
Destroy decision drafts when superseded by final decision

Item 2  Subject Files

Subject matter files, which contain copies of proposed legislation relating to the
agency, documents relating to internal administration of agency, staffing, training,
compilations of legal research, and substantive information regarding legal issues
involving the Mine Act

Disposition TEMPORARY  Destroy when no longer needed for reference

Item 3  Chronological Files

Chronological files, which contain copies of all correspondence, memoranda
decisions and orders

Disposition TEMPORARY  Cut off files at end of calendar year  Destroy 2 years
after cutoff, or when no longer needed for reference, whichever is later

Item 4  Office Administrative Files

Copies of routine records, including records that relate to office organization,
staffing, procedures, communications, expenditure of funds, budget records, day-
to-day administration of office personnel, training, travel, supplies, office
services, equipment requests and receipts, use of office space and utilities, and
other materials that do not serve as unique documentation of the programs of the
office

Disposition TEMPORARY  Destroy when 2 years old, or when no longer
needed, whichever is sooner  {GRS 23, item 1}
Item 5  **Administrative Meeting Files**

Files containing notices, agendas, paper copies of emails, notes and minutes of staff meetings, computer meetings, library meetings and other administrative meetings

Disposition  TEMPORARY  Cut off at end of calendar year  Destroy 3 years after cutoff

Item 6  **Employment Applications**

Applications, including OF 612, resumes, and any other application that this agency may develop for unique jobs with specialized requirements, and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF

Disposition  TEMPORARY  Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier  (GRS 1, item 32)

Item 7  **Supervisor’s Personnel Files and Duplicate Official Personnel Folder**

a  Supervisor’s Personnel files

Correspondence, forms, and other records relating to positions, authorization, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF

Disposition  TEMPORARY  Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer  (GRS 1, item 18(a))

b  Duplicate Documentation

Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule

Disposition  TEMPORARY  Destroy when 6 months old  (GRS 1, item 18(b))
INDIVIDUAL ADMINISTRATIVE LAW JUDGES

Item 8  **Case Files Pending Before ALJs**

Judges’ files, Extra copies of materials in cases pending before judge, including copies of pleadings, orders, decisions, transcripts, and exhibits, as well as notes by Judge

Disposition TEMPORARY Cut off files upon issuance of Judges’ disposition
Destroy when no longer needed for the case or for reference, whichever is later
Destroy decision drafts when superseded by final decision

Item 9  **Subject Files**

Subject matter files, which contain copies of proposed legislation relating to the agency, documents relating to internal administration of agency, compilations of legal research, and substantive information regarding legal issues involving the Mine Act

Disposition TEMPORARY Destroy when no longer needed for reference

Item 10 **Chronological Files**

Chronological files, which contain copies of all correspondence, memoranda, decisions or orders

Disposition TEMPORARY Cut off files at end of calendar year Destroy 2 years after cutoff, or when no longer needed for reference, whichever is sooner