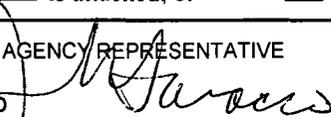


REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI - 433-06-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		DATE RECEIVED 12-26-2005	
1 FROM (Agency or establishment) U S Department of Labor		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Mine Safety and Health Administration (MSHA)			
3 MINOR SUBDIVISION Administration and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Darlene Green	5 TELEPHONE 202-693-9823	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>16</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"/> are not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE December 20, 2005	SIGNATURE OF AGENCY REPRESENTATIVE John Saracco 	TITLE DOL Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Mine Safety and Health Administration (MSHA) Systems of Records covered by the Privacy Act See Attached CONTENTS: MSHA SYSTEMS OF RECORDS		

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1. Part 50, Coal and Metal and Nonmetal Mine Accident, Injury, and Illness (System of Records No. DOL\MSHA-1)
2. Discrimination Investigations (System of Records No. DOL\MSHA-10)
3. Employee Conduct Investigations (System of Records No. DOL\MSHA-19)
4. Civil/Criminal Investigations (System of Records No. DOL\MSHA-20)
5. National Mine Health and Safety Academy Permanent Record Cards (System of Records No. DOL\MSHA-22)
6. Education Field Services (EFS) Activity Reporting System (System of Records No. DOL\MSHA-23)
7. Radon Daughter Exposure (System of Records No. DOL\MSHA-24)
8. Facilities and Property Inventory Report System
9. Technical Support Approval & Certification of Mining Equipment(MIMS) (System of Records)
10. Technical Support Management Information System (MIS) (System of Records)
11. Pittsburgh Safety & Health Technology Center Laboratory Information Management System (LIMS) (System of Records)
12. Metal and Nonmetal Mine Safety and Health Impoundment Tracking System (MITS) (System of Records)
13. MSHA Standard Information System (MSIS) (System of Records)
14. Electronic Mail System(E-Mail)

1. COAL AND METAL AND NONMETAL MINE ACCIDENT, INJURY, AND ILLNESS RECORDS SYSTEM. System of Records No. DOL/MSHA-1.

This system contains accident, injury, and occupational illness data that include the mine name and identification number; date, time, and place of occurrence; type and description of accident; and name and social security number of injured miner. For 1978 and subsequent years, only the last four digits of the social security number are in the records. Information is obtained from MSHA Form 7000-1, Mine Accident, Injury and Illness Report, which is submitted by mine operators.

DISPOSITION:

- A. **MSHA Form 7000-1:** Temporary. Retire to FRC when 3 years old. Destroy when 6 years old.
- B. **Output:** Formated printed reports (approximately 100) are distributed throughout MSHA and the mining community. Disk copy of the file (1978-present) is retained by Program, Evaluation & Information Resources (PEIR), Office of Injury and Employment Information for historical studies.
- C. **IT System Documentation:** Code Books, records layouts, and other documentation. PERMANENT. Transfer to NARA with each annual data transfer.

Supersedes NC1-433-85-1 Item 9.

2. DISCRIMINATION INVESTIGATIONS RECORDS SYSTEM. System of Records No. DOL/MSHA-10.

The Coal and Metal/Nonmetal Mine Safety and Health Administrations direct investigations of complaints filed by individuals alleging discrimination in violation of the Federal Mine Safety and Health Act of 1977 and the Federal Coal Mine Health and Safety Act of 1969. Individuals filing complaints allege discrimination as a result of their having filed or made a complaint of an alleged danger, safety, or health violation. Close file when case is completed.

DISPOSITION:

- A. **Health-Related Complaint Files:** Temporary. Retain in district office for 3 years. Destroy when 30 years old.

- B. **Non-Health-Related Complaint Files**: Temporary. Retain in district office for 3 years. Destroy when 18 years old.

Supersedes NC1-433-94-2 Item 1. Also see DOL/MSHA-20: Civil/Criminal Investigations.

3. **EMPLOYEE CONDUCT INVESTIGATIONS RECORDS SYSTEM**. System of Records No. DOL/MSHA-19.

The system is maintained by the Directorate of Administration and Management and is comprised of file folders. File folders contain information on any MSHA employee against whom an allegation has been made of misconduct, illegal act, or conflict of interest. The file includes the name, organization, allegation, and other pertinent information relating to the individual involved, a report of the investigation conducted by MSHA, and a statement of closing action: (a) referred to the OIG; (b) transferred to OPM/GOVT-3 Records of Adverse Actions and Actions Based on Unacceptable Performance; or (c) it is determined that the allegation is without sufficient merit to warrant further action.

DISPOSITION:

- A. **Paper Record (File Folder)**: Temporary. Destroy 4 years after case is closed.
- B. **Electronic Tracking System**: Temporary. Delete case from tracking system when file is destroyed.
- C. **IT System Documentation**: PERMANENT. Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for permanent use by a NARA-approved disposition schedule. Transfer to NARA with each annual data transfer.

Supersedes NC1-433-85-1 Item 7. Timeframes have been changed, according to OPM/DOL guidelines.

4. CIVIL/CRIMINAL INVESTIGATIONS RECORDS SYSTEM. System of Records
No. DOL/MSHA-20.

The Coal and Metal/Nonmetal Mine Safety and Health Administrations direct special investigations of alleged violations of health and safety standards. This series consists of investigation case files pertaining to individuals alleged to have committed knowing/willful violations or have information about knowing/willful violations of health or safety standards.

DISPOSITION:

- A. **Health-Related Complaint Files:** Temporary. Retain in district office for 3 years. Retire to FRC for 27 years; destroy when 30 years old.
- B. **Non-Health-Related Complaint Files:** Temporary. Retain in district office for 3 years. Retire to FRC for 15 years; destroy when 18 years old.

Supersedes NC1-433-94-2 Item 1.

Also see DOL/MSHA-10: Discrimination Investigations.

5. NATIONAL MINE HEALTH AND SAFETY ACADEMY PERMANENT RECORD CARDS RECORDS SYSTEM. System of Records No. DOL/MSHA-22.

Records contain grades on Mine Safety and Health inspectors to ensure that proper training is received as required under the Federal Mine Safety and Health Act of 1977, Public Law 91-173, as amended by Public Law 95-164, Sec. 502 c.(1), (2), and (3). Records are used by students and supervisors to track training and grades.

DISPOSITION:

- A. **Instructor Grade Sheets:** Temporary. Retain for 3 years; then destroy.
- B. **Paper Copy (Academy Permanent Record Card):** Temporary. Retain for 50 years; then destroy.

6. EDUCATIONAL FIELD SERVICES (EFS) ACTIVITY REPORTING RECORDS SYSTEM. System of Records No. DOL/MSHA-23.

This system is maintained by the Directorate of Educational Policy and Development. The system contains information on training activities conducted by EFS Training Specialists; i.e., workload and scheduling, time spent, individuals contacted, etc.

Information is used by management to assist in planning scheduling, budgeting, and training for EFS Training Specialists, assessing training needs of MSHA and industry personnel, and monitoring activities of Training Specialists.

DISPOSITION:

- A. **Active Database:** Temporary. A web-based intranet system. Retain data on an SQL Server for 3 years. Transfer annually, by fiscal year, to a historical data base.
- B. **Historical Database:** PERMANENT. Retain annual system copies in a secure climatically controlled environment. Transfer data to NARA when 50 years old.
- C. **Output: Reports (paper):** Temporary. Destroy when no longer needed for operational purposes.
- D. **IT System Documentation:** PERMANENT. Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for permanent use by a NARA-approved disposition schedule. Transfer to NARA with each annual data transfer.

7. RADON DAUGHTER EXPOSURE RECORDS SYSTEMS. System of Records No. DOL/MSHA-24.

Records cover individuals on whom metal and nonmetal mine operators were required to calculate and record radon daughter (radon decay products) exposure in the previous calendar year. Information is provided on MSHA Form 4009. Records are stored in locked file cabinets.

DISPOSITION:

Temporary. Retain records until 10 years after known death of individual or until individual would have turned 75 years old.
Destroy by shredding.

8. FACILITIES AND PROPERTY INVENTORY REPORT RECORDS SYSTEM.

This is a computerized database established in 1983. The structure of the system is client/server; it is written in dBase IV. The purpose is to provide program areas with information to track the acquisition, accountability, and disposition of property (real and other) for which they are responsible. Records contain data regarding the acquisition, location, and disposition of property.

The System maintains and reports on an inventory of equipment, land, and buildings for all cost centers within MSHA. A range of reports are produced on an as-needed basis for the Facilities and Property Management Branch (FPMB). Adding, changing, or deleting property data is restricted to FPMB personnel. Any data needed by field offices can be obtained through queries and/or running selected reports.

DISPOSITION:

A. Paper Records. Temporary. Disposed of in accordance with General Records Schedule 3, Item No. 9.

B. Electronic System.

1) **Database.**

a) **Active Database.** Temporary. Retain all records for a property item on the active database until the item is retired. Transfer record to the history database.

b) **History Database.** Temporary. Retain for 10 years or until no longer needed for administrative purposes, whichever is later.

2) **Input.** Accountable property source data is provided by agency program offices personnel called accountable property officers (APO) officers using source documents (SF 122, DL 1-55, DL 440, MSHA Forms 100-199, 1000-1, 1000-2, 1000-15, 1000-16, 1000-210, 1000-224 and 1000-262. The completed source documents are sent by the APOs to the Facilities and Property Management Branch (FPMB) for input into the MSHA Property Management System's (MPMS) database. The FPMB inputs source data, received from APOs, sent to its three branch offices in: Denver, CO; Beckley, WV; and Arlington, VA. The FPMB Denver Regional Property Specialist inputs source data for Coal Mine Safety and Health (CMS&H) offices in Districts 7, 8, 9, 10 and 11; Metal and Nonmetal Mine Safety and Health (MNMS&H)

offices is in the Southeastern, North Central, South Central, Rocky Mountain and Western Districts; and the Directorate of Administration and Management (A&M) and Program Evaluation and Information Resources (PEIR) offices located in the Denver Federal Center. The FPMB Beckley Regional Property Specialist inputs source data information for CMS&H offices in Districts 1, 2, 3, 4, 5, and 6; MNMS&H offices in the Northeastern District, the National Mine Safety and Health Academy, the Pittsburgh & Triadelphia Technical Support Centers and the Wilkes-Barre Assessment Center. The FPMB National Property Manager inputs source data for all headquarters program areas.

- 3) **Output.** The FPMB provides program offices with monthly and bimonthly property journal updates. The journal updates are total of all transactions and actions assigned to their cost center during a define time period. Additionally, program offices' APOs perform property queries on the MPMS to retrieve property data needed for survey boards, property transfers and property disposal. MPMS data is used to complete the annual capital assets inventory. MPMS data is also used to assist with property identification, physical location, accountability and valuation for conducting Board of Surveys. Additionally, the Department of Labor's Chief Financial Officer's DOLAR\$ accounting database uses the MPMS data via the Detail Fund Report Browsing System that retrieves D253 accounting transaction data for financial management review and analysis of the Department's Balance Sheet inventory estimates and reconciliation.

- 4) **IT System Documentation.** PERMANENT. Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for permanent use by a NARA-approved disposition schedule. Transfer to NARA with each annual data transfer.

9. MSHA IMAGING MANAGEMENT SYSTEM (MIMS).

The Approval & Certification Center (A&CC) is one of two Technical Support Centers for MSHA. The A&CC approves and certifies certain mining products for use in underground coal and gassy underground metal and non-metal mines. The Center also performs other technical functions in support of MSHA's programs, including investigations of safety and health concerns relating to product approvals, litigation

assistance on issues involving approved products, and accident investigation assistance.

MIMS is an electronic document management system designed to enhance the document access and control processes required to manage the records associated with the A&CC's approval and certification process and other technical functions.

- 1) Input: MIMS contains selected records from the approval and certification process, such as final approval acceptance letters, test results, reports, equipment drawings, fee invoices, and related material. Accident investigation records, including items such as investigative reports, field notes, chain of custody documents, and photographs, are also stored in MIMS. Documents are scanned or imported and written to WORM optical platters, with associated database entries made to track and organize the images for later retrieval.
- 2) Output: In most cases, the output displayed on a monitor, but printed or electronic copies of the stored documents can be generated. However, documents can be printed or exported if needed. No reports are generated from this system.

DISPOSITION:

- A. Approval and Certification Records. Temporary. Retain data for 50 years or until no longer needed for administrative purposes, whichever is later.
- B. Accident Investigation Records. Temporary. Retain data for 50 years or until no longer needed for administrative purposes, whichever is later.
- C. System Documentation. Temporary. Retain user and administrative documentation as long as the system is in use. Replace outdated versions as software/hardware is upgraded. This is a Commercial Off-the-Shelf (COTS) system, so internal documentation would be available only through the support vendor.

Supersedes NC1-433-81-1, Items 15, 16, 17, and 18.

10. DIRECTORATE OF TECHNICAL SUPPORT MANAGEMENT INFORMATION SYSTEM (MIS) RECORDS SYSTEM.

A system of databases to assist Technical Support personnel in statistical analysis and management decision making. The IBM MVS/XA computer which is operated by the current contractor for the Department of Labor Computer Services contract is used to process MSRS data via the MSHA network. Data entry is performed on IBM compatible Personal Computers (PC's).

DISPOSITION:

- A. Mission Support Report System (MSRS).** This system provides an automated tracking system of personnel resource allocations and measures productivity against predefined management objectives, and produces reports which reflect the status of various input items. See MSHA Technical Support MSRS User Handbook, Section 2. System Summary, and Section 3. User Functions.
1. **Input:** See MSRS Handbook, Section 3.1 Input Requirements.
 2. **Output:** See MSRS Handbook, Section 3.2 Output Products.
 3. **Active Database:** Current year less 3.
 4. **Historical Database:** 7 full years.
 5. **Supporting Database:** Stored information is in Structured Query Language accessible relational database used to work in conjunction with "mainframe" data listed above. Retain data in active database 20 years or until no longer needed for administrative purposes, whichever is later.
- B. Project Tracking system (PTS):** The PTS is divided into two main and interrelated functional areas. The primary of these is the Project Analysis Report (PAR) system that tracks approval and technical assistance investigations as they are processed within the Center. The secondary function is the Weekly Activity Report (WAR) system that tracks employee hours as they are applied to projects and/or broad management objectives. See MSHA Technical Support Approval & Certification Center Project Tracking System User's Handbook, Section 2. System Summary.

1. **Input**: See PTS Handbook, Section 3. User Functions.
2. **Output**: See PTS Handbook, Section 4. Output products.
3. **Active Database**: Part 5 Pars (10/1/1987 to current).
4. **Historical Database**: Pre Part 5 pars (those issued prior to 10/1/1987).
5. **Supporting Database**: Retain data in active database 20 years or until no longer needed for administrative purposes, whichever is later.

C. **Quality Assurance Tracking System (Quats)**: This system provides the Quality Assurance Division, A&CC, with an automated means of storing and retrieving the technical data involved with their various projects. The administrative data from these projects is stored in the Project Tracking System (PTS) Project Analysis Report (PAR) Data Set. The project number is the record key for both data sets. See MSHA Quality Assurance Tracking System (QUATS) User's Handbook, Section 2. System Summary.

1. **Input**: See QUATS Handbook, Section 3. User Functions.
2. **Output**: See QUATS Handbook, Section 4. Output Products.
3. **Active Database**: Retain data in active database until no longer needed for administrative purposes.
4. **Historical Database**: Maintain data for 5 years. Rotate annually and destroy oldest year.
5. **Supporting Database**: Retain data in active database 20 years or until no longer needed for administrative purposes, which ever is later.

D. **Personnel System**: This system tracks and updates the basic personnel information for employees in each Technical Support Center. The system interfaces with the MSRS and PTS (War system). See MSHA Technical Support Personnel System User Handbook, Section 2. System Summary.

1. **Input**: See Personnel User Handbook, Section 3. User Functions.

2. **Output:** See Personnel User Handbook, Section 4. Output Products.
3. **Active Database:** Maintain data for 5 years. Rotate annually and delete oldest year.
4. **Supporting Database:** Retain data in active database for 20 years or until no longer needed for administrative purposes, whichever is later.

E. Statement of Test and Evaluation (STE) System: This system allows the A&CC to update and retrieve information for STE projects. See Statements of Test and Evaluation System User Handbook, Section 1. General Description, and Section 2. System Summary.

1. **Input:** See STE User Handbook, Section 3.1 Input Requirements.
2. **Output:** See STE User Handbook, Section 3.2 Output Products.
3. **Active Database:** Retain data in active database until no longer needed for administrative purposes. Transfer annual backup to historical database.
4. **Historical Database:** Maintain backup for 5 years. Rotate annually and delete oldest year.

F. IT System Documentation: Code Books, records layouts, and other documentation. PERMANENT. Transfer to NARA with each annual data transfer.

11. LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS) RECORDS SYSTEM.

System provides a computerized database for storing and managing information associated with the laboratory, such as sample matrix, tests, results, methods, parameters, control limits, etc. The system provides a database for sample log-in, data entry, data reduction, data approval and validation, and report generation. A dedicated server is located in a secure, climate-controlled environment with backups performed on a regular schedule.

DISPOSITION:

- A. **Inputs**: Paper inputs, i.e., data cards, analytical request forms consisting of sample information and sampling parameters. Transfer to FRC when 5 years old; destroy 25 years thereafter.
- B. **Active Database**: Sample records with sample information, parameters, and results. Retain data on active database for 3 years. Then archive onto a recordable CD ROM or DAT tape; destroy 30 years thereafter.
- C. **Outputs**: Electronic export files. Retain data on LAN for 1 year. Then archive onto a recordable CDROM; destroy 25 years thereafter.
- D. **IT System Documentation**: Functional Reference Guide, vendor's e-mail or word processing forms. Retain until system is replaced. Retire to FRC with archived data and retain for life of data; then destroy thereafter.

12. **M/NM IMPOUNDMENT SITE DATASET (MITS) RECORDS SYSTEM**. This file is part of the Metal/Nonmetal Impoundment Tracking System (MITS).

- A. **IMPOUNDMENT SITE DATASET**. Is part of the electronic system for storage and retrieval of impoundment site information. The system provides automated access to information regarding current metal and nonmetal impoundment sites, and provides a historical record of activity for each site. MITS is designed for use by MSHA, Denver Safety and Health Technology Center, Mine Waste & Construction Division, as authorized by Mine Safety and Health Act Public Law 91-173. The Impoundment Site Dataset contains the key data required to track various impoundment projects. Information in this dataset includes physical impoundment site information such as Mine ID, name, capacity, location, function, and type of impoundment.

INCLUSIVE DATES: 1975 and thereafter.

ARRANGEMENT: Data pertaining to each impoundment site is in sequence by impoundment Mine ID and Site number.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: Less than 1 reel.

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DISPOSITION:

Permanent. Cutoff annually every 3 years and retire copy to the FRC. Transfer copy of 1975 through 1992 data to NARA after annual cutoff.

- B. ACTIVITY DATASET.** Is part of the electronic system for storage and retrieval of impoundment site information. The system provides automated access to information regarding current metal and nonmetal impoundment sites, and provides a historical record of activity for each site. MITS is designed for use by MSHA, Denver Safety and Health Technology Center (DS&HTC), Mine Waste and Construction Division as authorized by Mine Safety and Health Act Public Law 91-173. The Activity Dataset contains activity information concerning the site and/or plans, reviews or other narrative data concerning the site. Up to 400 characters of narrative data may be sorted by Mine ID, Site number, activity date and activity code.

INCLUSIVE DATES: 1975 and thereafter.

ARRANGEMENT STATEMENT: Data pertaining to each impoundment site is sequence by impoundment Mine ID and Site number, activity date and activity code.

STATEMENT OF RESTRICTIONS: There are no restrictions.

CURRENT VOLUME: Less than 1 Reel.

DISPOSITION:

PERMANENT. Cutoff every 3 years and transfer copy to NARA. Transfer copy of 1975 through 1992 data immediately to the NARA.

- C. DOCUMENTATION.** System specifications, file specifications, codebooks, record layouts, example of final reports, and user handbook (regardless of medium) relating to the files.

INCLUSIVE DATES: 1975 and thereafter.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

DISPOSITION:

PERMANENT. Transfer copy of documentation with datasets. Retire updates and changes every 3 years with any subsequent transfer of the datasets to NARA.

Supersedes NCI 433-94-1

13. MSIS (MSHA STANDARD INFORMATION SYSTEM)

Assessment Case Files: Files are arranged by a case number assigned by the office assessing penalties for violations of the Mine Act. File contains the proposed assessment and may contain copies of notices of violations issued to mine operators, abatements, termination notices, mine operator's contests, petitions for adjudication, payment installment plans, bankruptcy case files, Treasury cross-servicing files, Treasury offset files, Department of Justice referrals, financial adjustment files, correspondence, and related material. This material is needed as background and is treated as part of the case file with respect to retention.

DISPOSITION:

Temporary. Retire to FRC when case is closed. Destroy 10 years after case is closed.

A. Electronic System

1) Input.

a. (Penalty Assessments) Violations cited by CMS&H and MNMS&H are electronically transferred from the Coal MIS and Metal Nonmetal MIS to MSIS to be assessed. Once transferred violations are available for assessment and processing of one or more assessed violations into cases. Once the

cases are created, they are available for printing and subsequent distribution to violators. Violations marked for special assessment from the Coal MIS and Metal MIS require special review by the Penalty Assessments Mine Safety and Health Specialist. Once assessed, they also are available for including in cases.

b. (Qualification and Certification) Paper copy of forms: Temporary. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes and not previously scheduled for permanent retention in a NARA-approved agency records schedule. Destroy when 1 year old.

Source Documents: MSHA Forms 5000-1, 5000-41, 5000-13, and 5000-17. Data from all electronic forms are stored in an Oracle database. Collection of data and display of data (for

printing purposes) from the XML document is accomplished through a custom user interface (UI) developed using Microsoft .Net technology.

2) **Output.**

- a. (Penalty Assessments) Assessments recurring reports indicate the correct ownership of a mine, number and types of previous violations, payment record of a mine operator/contractor, all other mines operated by controller, all mines where a contractor has worked, complete compliance record of mine operator/contractor. Most of the reports can be requested and printed on the same day.
- b. (Qualification and Certification) Qualification and Certification recurring reports indicated the audit trail of processed training, qualification, and certifications. Numerous qualification and certifications issued, and history of miners training and instructor's qualification and certifications. Most reports can be requested and printed on the same say for any date range or any individual.

3) **Electronic copy:**

- a. Currently all data is retained in the production database for MSIS. Backup procedures for the database specify that:
 - i. Annual backup on LTO-1 tape retained for 7 yrs
 - ii. Monthly backup on LTO-1 tape retained for 3 yrs
 - iii. Weekly backup on LTO-1 tape retained for 2 wks

4) **Record keeping copy (paper):**

- a. (Penalty Assessments) Temporary. Destroy five years from date that output was produced or when no longer needed for operational purposes.
- b. (Qualification and Certification) Documents transferred to microfiche and retained for all transaction of the Qualification and Certification system prior to 9/2003. Documents entered electronically since 9/2003 have been printed and retained on file. The schedule has not been established for disposition of these paper forms to date.

- B. **Database.** Contains mine data, operator and controller data, contractor data, and history of assessed violations (including current and previous violation history), miner data, miner certifications and qualification data, instructor data, and instructor qualification data. Also includes historical data transferred from MIS legacy systems for Penalty Assessments and Qualification and Certification systems. First deployment of the database was 11/2001 and contains all audit records for every transactions performed against the database. Other than the required backups, data has not yet been archived.
- C. **IT System Documentation:** Data Dictionary, Source Code, User Guides, design documents and other documentation. Currently managed through version control since 11/2001.

14. **ELECTRONIC MAIL SYSTEM (E-MAIL).** Considered to be a Federal Record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

DISPOSITION:

- A. **Electronic Copy.** Temporary. File identical to records authorized for disposal in a NARA-approved record schedule.
- Delete when the identical records have been deleted, or when replaced by a subsequent backup file.