

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-433-06-2	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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NAME OF PERSON WITH WHOM TO CONFER Darlene Green	5 TELEPHONE 202-693-9823	DATE 1/18/2011	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>4</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 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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) Directorate of Technical Support records (exclusive of Privacy Act Systems of Records and MSHA Form 7000-2)  See Attached		

APPROVAL AND CERTIFICATION CENTER (A&CC) ACCIDENT INVESTIGATION  
FILES.

The MSHA District Office is the unit responsible for investigating an accident, and that office maintains the primary body of records relating to the investigation. Technical Support personnel provide a supporting role to the District Office during the investigation. Files may contain paper or electronic reports and information relating to the investigation, including statements of accident causes, correspondence, maps, photographs, video tapes, etc. Contents may be copies of District Office documents or original Technical Support documents. Break file when investigation is completed.

DISPOSITION:

**ITEM 1.** Case Files (Paper records, video tapes and pictures)  
Fatal Accidents. PERMANENT. Break annually, and retire to FRC 5 years after break. Transfer to NARA 10 years after break.

**ITEM 2.** Non-Fatal Accidents TEMPORARY. Break annually, and retire to FRC 5 years after break. Destroy when 50 years after annual break.

Supersedes NCI-433-81-1, Item No. 15

REQUESTS FOR TECHNICAL ASSISTANCE - EXCLUDING THOSE INVOLVING  
ACCIDENT INVESTIGATIONS

Requests are received from various sources, such as other MSHA offices, other Government agencies, industry, and unions. Requests vary in nature but require the technical expertise available in the Directorate of Technical Support. Files may contain (paper or electronic) reports, correspondence, etc. Break file when request has been completed.

DISPOSITION:

**ITEM 3.** Case Files (Paper records, video tapes, pictures)  
TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 10 years.

**Approval and Certification Files.** The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining

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equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material.

DISPOSTION:

**ITEM 4.** Paper records. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 50 years.

**ITEM 5.** Microfilm. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 50 years.

**Supersedes NC1-433-81-1, Item 15**

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**1. APPROVAL AND CERTIFICATION CENTER (A&CC) ACCIDENT INVESTIGATION FILES.**

The MSHA District Office is the unit responsible for investigating an accident, and that office maintains the primary body of records relating to the investigation. Technical Support personnel provide a supporting role to the District Office during the investigation. Files may contain paper or electronic reports and information relating to the investigation, including statements of accident causes, correspondence, maps, photographs, video tapes, etc. Contents may be copies of District Office documents or original Technical Support documents. Break file when investigation is completed.

DISPOSITION:

Case Files (Paper records, video tapes and pictures).

1. Fatal Accidents. PERMANENT. Break annually, and retire to FRC 5 years after break. Transfer to NARA 10 years after break.
2. Non-Fatal Accidents. TEMPORARY. Break annually, and retire to FRC 5 years after break. Destroy when 50 years after annual break.

**Supersedes NCI-433-81-1, Item No. 15**

**2. REQUESTS FOR TECHNICAL ASSISTANCE - EXCLUDING THOSE INVOLVING ACCIDENT INVESTIGATIONS.**

Requests are received from various sources, such as other MSHA offices, other Government agencies, industry, and unions. Requests vary in nature but require the technical expertise available in the Directorate of Technical Support. Files may contain (paper or electronic) reports, correspondence, etc. Break file when request has been completed.

DISPOSITION:

Case Files (Paper records, video tapes, pictures).  
TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 10 years.

**3. Approval and Certification Files.** The Mine Safety and Health Administration (MSHA) runs tests on all electrical and diesel equipment used in mining operations, as well as related mining equipment. When tests are completed, a letter of approval is sent to the manufacturer along with an approval number which is attached to the equipment. Files contain test results, reports, letters of approval, drawings/blueprints of equipment, and related material.

DISPOSITION:

- A. Paper records. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 50 years.
- B. Microfilm. TEMPORARY. Retire to FRC when no longer needed for administrative use. Destroy after 50 years.

**Supersedes NC1-433-81-1, Item 15**

4. Word Processing and Electronic Mail/Spreadsheets. TEMPORARY.

- A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete within 180 days after the recordkeeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Delete when dissemination, revision, or updating is complete.

- C. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.

When used to produce hard copy that is maintained in organized files.

Delete when no longer needed to update or produce hard copy.