

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>NI-471-06-1</i>	
1 From (Agency or establishment) Department of the Interior		Date Received <i>10/05/05</i>	
2 Major Subdivision Office of Surface Mining		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision Office of the Chief Information Officer			
4 Name of Person with whom to confer Miriam Lam	5 Telephone (include area code) 202-208-2961	Date <i>3/16/2011</i>	Archivist of the United States WITHDRAWN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>13</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 <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>[Signature]</i>		Title Branch Chief	Date (mm/dd/yyyy) <i>09/16/2005</i>
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached pages		

Request of Agency 3/16/2011

100-01

OSM Official Central (Subject) Correspondence Files Central correspondence files for OSM document that functions and activities for which OSM has primary responsibility. They contain incoming correspondence and the official file copy of outgoing correspondence signed by the Director, Deputy Directors, Assistant Directors, and any other OSM staff members who generate official correspondence. They include correspondence within OSM offices, the Department of the Interior, other Federal agencies, States, and the public.

N1-471-89-1

a Program correspondence files. Correspondence relating directly to primary functions of OSM. Primary subjects include but are not limited to, Abandoned Mine Land, Regulatory Program Development, Inspection and Enforcement, State, Federal, and Indian Programs, Organization, Planning, and Management, and Technical Services and Research.

(1) Non-Indian files. PERMANENT. Cut off file at close of FY. Transfer to FRC 3 years after cut-off. Offer to NARA in 5 year blocks 15 years after cut-off.

(2) Indian files. PERMANENT. Cut off at close of fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

b Administrative correspondence files. Correspondence relating to administrative support activities. Subjects include but are not limited to Automated Data Processing, Administrative Services, Audits and Investigations, Budget and Finance, Committees, Meetings, Briefings, and Conferences, Equal Employment Opportunity, Financial Management, Grants Management, Information Services and Program Promotion, Legislative and Legal Affairs, Personnel, Procurement and Contracting, Records Management, and Travel and Transportation.

(1) Non-Indian files. Cut off file at close of FY. Transfer to FRC 3 years after cut-off. Destroy 15 years after cut-off.

(2) Indian Files. PERMANENT. Cut off at close of fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

100-02

Division/Branch Correspondence (Subject) Files General correspondence, reports, forms, and other records relating to OSM activities and functional areas maintained in staff offices, directorates, divisions, and branch levels, arranged according to the Subject File Classification System contained in Appendix IV of this manual.

N1-471-89-1

(1) Non-Indian files. Cut off at end of YF. Destroy when 3 years old or when no longer needed for reference, whichever is first.

(2) Indian Files. PERMANENT. Cut off at close off fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

WITHDRAWN

Abandoned Mine Land Reclamation

These files are established and maintained in conjunction with reclamation activities and Federal reclamation projects as they relate to Abandoned Mine Land

200-01

State and Tribal Reclamation Plan Files Arrange alphabetically by State or Tribe Records relating to the development by States or Tribes and OSM of reclamation plans for the States or Tribes File includes plan, copy of cooperative agreement between State and OSM, copy of the grant between the Tribe and OSM, review documents, AMLR Plan amendments, Federal Register notices dealing with State or Tribal amendments, and technical assistance records

N1-471-89-1

- a Non-Indian files Cut off file upon receipt of a revised plan incorporating previously issued changes and amendments Transfer to FRC 1 year after cut-off Destroy documents 3 years after cut-off
- b Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

200-02

National Abandoned Mine Land Inventory This inventory consists of machine-readable records and topographic materials (annotated U S Geological Survey quadrangle maps)

N1-471-89-1

- a Non-Indian files Disposal is not authorized Submit SF-115 to NARA when program is operative
- b Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

WITHDRAWN

Inspection and Enforcement

These files are established and maintained in conjunction with State and Federal inspection and enforcement of surface coal mining activity

201-01

Assessment Case Files Arrange alphabetically by name of coal mine company, thereunder by Cessation Order (CO) or Notice of Violation (NOV) number, vacation form number, modification form number, and termination form number. These records are accumulated in the process of assessing and collecting civil penalties levied by OSM as a result of issuance of CO's and NOV's during a Federal inspection of a mine (30 CFR 723). Records include citation, inspector's statement, inspector's report, assessor's explanation of assessment, assessment worksheet, Notice of Proposed Assessment, assessment cover letter, assessment assignments, application for review docketing, correspondence and other materials received from the coal mining company, affidavits, conference information, supporting documentation, docketing for civil penalty, copy of abstract, check and escrow payment, hearing review, collection letters (if any, certified mail receipts and collection receipts, all fee collection and coordination performed at Headquarters). Closed case contains case history card listing key events and dates in the assessment and collection process and other related material.

N1-471-89-1

- a Non-Indian files. Transfer to FRC upon making final review decision or upon expiration of opportunity for review. Destroy 5 years later.
- b Indian files. PERMANENT. Cut off at close of fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

201-04

Notice of Violation (NOV) Files Arrange as appropriate. Records include NOV, inspector's report, modification, vacation, or payment notice, copies of assessment records, and review and related correspondence.

N1-471-89-1

- a Field or area office, whichever is applicable (official file)
 - (1) Non-Indian files. Destroy 5 years after NOV is vacated or paid and terminated.
 - (2) Indian files. PERMANENT. Cut off at close of fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.
- b All other offices (reference files)
 - (1) Non-Indian files
 - (a) If filed with mine permits, destroy with related permit file.
 - (b) If filed separately, destroy when NOV is vacated or paid.
 - (2) Indian files. PERMANENT. Cut off at close of fiscal year. Maintain in office 3 years after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

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201-06	<p><u>Cessation Order (CO) Files</u> Arrange as appropriate File includes CO, Inspector's report, copies of assessment, records, and any related correspondence</p> <p>a Field or area office, whichever is applicable (official file)</p> <p>(1) Non-Indian files Destroy 5 years after CO is vacated or paid</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p>b All other offices (reference files)</p> <p>(1) Non-Indian files</p> <p>(a) If filed with mine permits, destroy with related permit file</p> <p>(b) If filed separately, destroy when CO is paid or vacated</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
201-08	<p><u>Citizen Complaint Case Files</u> Arrange as appropriate Records are <u>confidential</u> and include original complaint (written complaint or report of oral complaint), OSM acknowledgment letter, complaint investigation report, reply to citizen and reply to coal mine operator, records relating to Field Office Director's review (if any), and other related correspondence Maintained in field offices</p> <p>a Non-Indian files Destroy in agency 5 years after resolution of complaint</p> <p>b Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
201-11	<p><u>Mining and Reclamation Plans</u> More commonly referred to as the <u>PERMIT FILES</u> These files contain permits submitted under a Federal program, submitted in conjunction with mining activity on Indian Lands, or copies of permits submitted by States with primacy (includes Federal lands where the State issues the permits)</p> <p>a State Program Permit Files Case files include copies of the permit application, approval letter, documents related to environmental concerns and reclamation requirements, attachments, and addendums</p> <p>(1) Information which is a duplicate of the information maintained by the State as part of its permit file</p> <p>(a) Non-Indian files May be destroyed in the agency upon the expiration of the related permit, supersession of mine plan, or end of life of the mine (after end of reclamation liability period), whichever is appropriate</p>	N1-471-89-1	<p style="text-align: center;">WITHDRAWN</p>

- (a) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
- (2) Any original information not duplicated from the State permit file is placed in an inactive file at the expiration of the related permit, supersession of mine plan, or end of life of the mine (after end of reclamation liability period), whichever is appropriate
 - (b) Non-Indian files Cut off inactive file at close of FY Transfer file to FRC 1 year after cut-off Destroy 8 year after cut-off
 - (c) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
- b Federal Program Permit Files Case files include the application, complaint letters, Section 510(c) decision documents, midterm reviews, deficiency letters, renewals, revisions, and, if appropriate, Section 504(d) reviews NOTE Under a Federal program, certain aspects of the permit are encountered that create working files that are made part of the permit file at the conclusion of the process For example, inspection activity such as NOV's and CO's are documented in inspection case files that are merged with the permit file at the time other permit file is closed Other activities under a Federal program that eventually contribute case file documentation to these permit files include assessments, bonding, and alternative enforcement
 - (1) Record copy only
 - (a) Non-Indian files Place in inactive file upon expiration of related permit, supersession of mine plan, or end of life of mine (after end of reclamation liability period), whichever is appropriate Cut off inactive file at close of FY Transfer file to FRC 1 year after cut-off Destroy 5 years after cut-off
 - (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
 - (2) All other copies
 - (a) Non-Indian files Destroy upon expiration of related permit, supersession of mine plan, or end of life of mine (after end of reclamation liability period), whichever is appropriate
 - (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

WITHDRAWN

<p>201-12</p>	<p>NOTE If these files are to be filmed, submit SF-115 to NARA providing for new disposition for paper and disposition of film</p> <p>c Indian Lands Permit Files Case files include copies of application, approval letter, maps, documents related to environmental concerns and reclamation requirements, attachments, and addenda</p> <p>PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p><u>Mine Evaluation Inspection Report (MEIR) Files</u> Arrange as appropriate The Federal surface coal mine inspection report contains name and addresses of permit, MSHA number, date of last inspection, permit information, and performance standards (codes) which may include a narrative</p> <p>a Record Copy only Cut off annually</p> <p>(1) Non-Indian files Transfer to FRC 3 years after file break, if volume warrants Destroy 6 years after file cut-off</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p>b All other copies</p> <p>(1) Non-Indian files Destroy when 3 years old</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	<p>N1-471-89-1</p>	
<p>201-14</p>	<p><u>Federal Enforcement Files</u> Arrange alphabetically by coal company Contains NOV's, CO's, Inspector Statement Reports, court referral information, technical data reports and photos used in regulatory oversight, and two-acre oversight of Federal programs</p> <p>a Non-Indian files Destroy when no longer needed</p> <p>b Indian Files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	<p>N1-471-89-1</p>	
<p>202-02</p>	<p><u>State Program Evaluation Review Files</u> The Field Office shall prepare and maintain a program evaluation or oversight file for each State which shall be available for public review as part of the evaluation process The evaluation file shall include the following materials in chronological order by State</p> <p>-National oversight guidance and format documents -Methods used to conduct the evaluation and prepare the annual evaluation reports, -factual information developed or utilized in the program review, -special study reports, -all correspondence with the State and meeting notes concerning program evaluation procedures, reports or issues,</p>	<p>N1-471-89-1</p>	<p>WITHDRAWN</p>

	<p>evaluation reports released by OSM, and all public comments, complaints, or observations on the evaluation</p> <p>a Non-Indian files Cut off file at end of evaluation year Transfer to FRC 3 years after cut-off Destroy 5 years after cut-off</p> <p>b Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>		
202-04	<p><u>Indian Special Studies Files</u> Section 710 of P L 95-87 directs OSM to prepare studies on the regulation of surface mining on Indian lands OSM contracts with Tribes or Tribal organizations, such as the Council of Energy Resource Tribes (CERT), to perform such studies, and reviews and monitors the studies Records include cooperative agreements, contracts, OSM review documentation, the final study report and other products of the study, and related correspondence</p> <p>PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
203-02	<p><u>Technical Assistance to Indian Tribe Files</u> File contains request for assistance from Indian Tribes including formal request, decision paper, etc</p> <p>PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
203-11	<p><u>Historic Preservation Files</u> Final regulations entitle "Protecting Historic Properties from Surface Coal Mining Operations" require consideration of the effects of permitting actions on historic properties and consultation with appropriate State, Federal, and local agencies having responsibility for historic properties Records in these files may include guidance material for Federal permitting entities and for evaluation of State regulatory authorities in the implementation of their approved programs concerning protection of historic properties and documentation of compliance in all Federal permitting actions Material is filed in appropriate permit file and/or State Program Evaluation File</p> <p>a Record Copy only</p> <p>(1) Non-Indian file Cut off file at close of FY in which permit expires and transfer to FRC 1 year after cut-off Destroy 8 years after cut-off</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p>b Record copy only if filed separately from the State Program Evaluation File</p> <p>(1) Non-Indian file Cut-off file at end of evaluation year Transfer to FRC 3 years after cut-off Destroy 5 years after cut-off</p>	N1-471-89-1	<p>WITHDRAWN</p>

203-15	<p>(2) Indian file PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p><u>Mine Plan Review</u> These are case files created in conjunction with the review of a Federal program application Includes mine plan, notice of availability, technical analysis of the plan, copy of National Environmental Protection Act (NEPA) analysis, letters of recommendation, notice of pending Federal decision, copy of approval documents, and related records</p> <p>Record copy only</p> <p>a Non-Indian files Cut off file at close of FY in which permit expires and transfer file to FRC Destroy 15 years after cut-off</p> <p>b Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
303-01	<p><u>Grant Case Files</u> Arrange in accordance with Federal Assistance Manual These case files include grants under Title IV, AML Title V (Regulatory activities), Federal, State, and Tribal Reclamation Projects, and cooperative agreements Files include, but are not limited to, accepted and rejected State and Tribal grant applications, grant agreements and amendments thereto, approval correspondence, supporting documentation such as copies of State laws and regulations, OSM review reports, finding, and recommendation, copies of selected financial records and reports, narrative performance reports, requests for information and related replies, press releases, memoranda to the Solicitor, and Congressional inquiries about specific grants</p> <p>a Record copy</p> <p>(1) Non-Indian files Place in inactive file when grant is withdrawn, completed, or terminated Cut off file at close of FY Transfer to FRC 5 years after cut-off Destroy 20 years later</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p> <p>b Rejected applications with related records</p> <p>(1) Non-Indian files Destroy 3 years after rejection</p> <p>(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration</p>	N1-471-89-1	
303-02	<p><u>Grant Audit Case Files</u> These files are created in conjunction with cooperative audit activity conducted by other agencies Referred as A-128 audits, these files contain the audit findings developed by the auditing agency for OSM and cover outstanding grants administered by OSM</p> <p>Record Copy</p>	N1-471-89-1	WITHDRAWN

(1) Non-Indian Files Place in file when grant is withdrawn, completed, or terminated Cut off file at close of YF Transfer to FRC 5 years after cut-off Destroy 20 years after cut-off

(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

400-01

The Administrative Record Official file of public comments, meeting transcripts, drafts, Federal Register submissions and other material supporting OSM initial regulations, permanent regulations, such as State program regulations and amendments thereto and Abandoned Mine Land regulations, Regulatory Analysis, and Environmental Impact Statements

N1-471-89-1

a Initial Regulations Administrative Record Arrange by section of the regulations Records include technical reference literature and bibliography, preamble to proposed rules, proposed rules, final rules, Federal Register notices, worksheets on comments received, originals and photocopies of comments received, indexes of comments, transcripts of public hearings, and other similar records

(1) Technical literature and related bibliography

(a) Non-Indian files Destroy when no longer needed for reference or donate to Departmental Library (NOTE Technical literature and related bibliography must be maintained as long as the rule to which it pertains is in effect)

(b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

(2) Official record copy

(a) Non-Indian files Transfer to FRC 10 years after publication of initial regulations Destroy 25 years after publication

(b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

b Permanent Regulations Administrative Record Arrange by section of the regulations Records include technical reference literature and bibliography, worksheets containing evaluation of public comments, draft regulations, originals and photocopies of public comments, indexes of comments, transcripts or public hearings, summaries of public meetings, proposed and final rules, Federal Register submissions and notices, and other similar records

(1) Technical literature and related bibliography

(a) Non-Indian files Destroy when no longer needed for reference or donate to Departmental Library (NOTE Technical literature and related bibliography must be maintained as long as the rule to which it pertains is in effect)

WITHDRAWN

- (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
- (2) Internal drafts, progress reports, and working papers not contributing substantively to the history of the regulations
 - (a) Non-Indian files Destroy upon publication of the regulations
 - (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
- (3) Official record copy
 - (a) Non-Indian files Transfer to FRC 10 years after publication of permanent regulations Destroy 25 years after publication
 - (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
- c State Programs and Amendment Regulations Arrange by section of the regulations (30 CFR 901 through 950) Records include State regulations, State statutes, official State program submissions, amendments and modifications to State submissions, executive recommendations and/or written notifications of official submissions, written public comments, transcripts of public hearings, records of public meetings and telephone conversations, summary records of all discussions and meetings about a State program, comments from other agencies and the public, Federal Register notices, official correspondence, and relevant technical literature Internal memoranda should not, as a matter of course, be included in the Administrative Record There may be occasions, however, when it may be useful to include a Solicitor's opinion or explanatory internal memorandum Decisions on the inclusion of internal memoranda should be made on a case-by-case basis
 - (1) Technical literature and related bibliography
 - (a) Non-Indian files Destroy when no longer needed for reference or donate to Departmental Library (NOTE Technical literature and related bibliography must be maintained as long as the rule to which it pertains is in effect)
 - (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration
 - (2) Internal draft, progress reports, and other working papers not contributing substantively to the history of the regulations

WITHDRAWN

- (a) Non-Indian files Destroy upon publication of the regulations
- (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

(3) Official record copy

- (a) Non-Indian files Transfer to FRC 10 years after publication of the final regulations Destroy 25 years after publication
- (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

d Abandoned Mine Land Regulations Arrange by the regulations Records include those related to preparation of regulations of 30 CFR Parts 872, 874, 875, 877, 879, 880, 881, 882, 884, 886, 887, and 888, which incorporate Title IV of P L 95-87 Records include proposed regulations, drafts, internal comments, notes for preambles, verbatim proceedings of public hearings on proposed rules, final rules, comments from other agencies and the public, submissions to the Federal Register and copies of the Federal Register, and technical literature and bibliography used as background to the rules and regulations

(1) Technical literature and related bibliography

- (a) Non-Indian files Destroy when no longer needed for reference Not authorized for transfer to FRC (NOTE Technical literature and related bibliography must be maintained as long as the rule to which it pertains is in effect)
- (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

(2) Official record copy

- (a) Non-Indian files Transfer files to FRC 10 years after publication of the final regulations Destroy 25 years after publication
- (b) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

e Regulatory Analysis (RA) Administrative Record Records include original comments received and technical reference literature

WITHDRAWN

Official Record copy

(1) Non-Indian files Transfer to FRC 10 years after issuance of final RA Destroy 25 years after issuance

(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

f OSM Environmental Impact Statement (EIS) Administrative Record Records include original comments received

(1) Non-Indian files Transfer to FRC 10 years after issuance of final EIS Destroy 25 years after issuance

(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

g Extra copies of Federal Register, EIS, and RA

(1) Non-Indian files Destroy when no longer needed for reference

(2) Indian files PERMANENT Cut off at close of fiscal year Maintain in office 3 years after cut off and then retire to records center Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration

WITHDRAWN