

## Request for Records Disposition Authority

Records Schedule Number DAA-0470-2019-0001

Schedule Status Approved

Agency or Establishment Federal Mine Safety and Health Review Commission

Record Group / Scheduling Group Records of the Federal Mine Safety and Health Review Commission

Records Schedule applies to Department-wide

Schedule Subject DOCKET OFFICE

Internal agency concurrences will be provided No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0470-2019-0001

Sequence Number	
1	DOCKET OFFICE CASE FILES Disposition Authority Number: DAA-0470-2019-0001-0001
2	BLUE BOOKS Disposition Authority Number: DAA-0470-2019-0001-0002
3	ELECTRONIC CASE MANAGEMENT TRACKING SYSTEM Disposition Authority Number: DAA-0470-2019-0001-0003

## Records Schedule Items

Sequence Number	
1	<p><b>DOCKET OFFICE CASE FILES</b></p> <p>Disposition Authority Number      DAA-0470-2019-0001-0001</p> <p>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. These case file contain transcripts, exhibits, prehearing orders, petitions, briefs, notices, answers, motions, ALJ Settlement Decisions, or Dismissal Orders.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      No</p> <p>Explanation of limitation      Electronic records only. Does not apply to legacy hard copy records created before 2018.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      No</p> <p>GRS or Superseded Authority Citation      NI-470-09-2/1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      At close of case</p> <p>Retention Period      Destroy electronic record when 99 years old or when no longer needed for reference whichever is earlier, but not earlier than 6 years after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>

2

## BLUE BOOKS

Disposition Authority Number DAA-0470-2019-0001-0002

Blue books are published volumes of Review Commission and Administrative Law Judge decisions and orders with significant value that merit publication. These books are published once every two months or once a month. The Docket Office has been designated as the office of record.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are electronic only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NI-470-09-02/4

### Disposition Instruction

Cutoff Instruction At the end of each calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 5 year(s) after block closes

### Additional Information

First year of records accumulation 1977

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2022

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	25dMB
Paper		
Microform		

3

Hardcopy or Analog Special Media		
----------------------------------	--	--

### ELECTRONIC CASE MANAGEMENT TRACKING SYSTEM

Disposition Authority Number DAA-0470-2019-0001-0003

This item covers the Commission's electronic system of logging complaints, orders, and other tracking documents related to the Commission's official case files both at trial and appellate level. This item 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, which is scheduled in DAA-0470-2019-0001/1.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic records only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NI-470-09-02/5

### Disposition Instruction

Retention Period Destroy/Delete when no longer needed for audit, litigation, FOIA or other administrative purposes.

### Additional Information

GAO Approval Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
02/28/2019	Certify	Christina Rosas	Agency Records Officer	Office of the Chairman - Office of the SAO
08/16/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist