

Request for Records Disposition Authority

Records Schedule Number DAA-0470-2019-0006

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 OFFICE OF CHAIRMAN AND COMMISSIONERS

Internal agency concurrences will be provided No

Background Information SEPARATE SCHEDULE CREATED FOR POLICIES AND PROCEDURES (LEGAL)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0470-2019-0006

Sequence Number	
1	POLICIES AND PROCEDURES (LEGAL) Disposition Authority Number: DAA-0470-2019-0006-0001

Records Schedule Items

Sequence Number										
1	<p>POLICIES AND PROCEDURES (LEGAL)</p> <p>Disposition Authority Number DAA-0470-2019-0006-0001</p> <p>Files containing policies and procedures directing the programs of the Commission, including internal guidelines on case management and review and external guidance on case proceedings.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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GRS or Superseded Authority Citation N1-470-09-1/5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction When superseded or obsolete</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 15 year(s) after block closes</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2029</p> <p>How frequently will your agency transfer these records to the National Archives? Every 10 Years</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>40 MB</td><td></td></tr><tr><td>Paper</td><td></td><td></td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	40 MB		Paper		
	Estimated Current Volume	Annual Accumulation								
Electronic/Digital	40 MB									
Paper										

Microform		
Hardcopy or Analog Special Media		

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
08/13/2019	Certify	Christina Rosas	Agency Records Officer	Office of the Chairman - Office of the SAO
09/12/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/17/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/17/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/19/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist