

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

44 Rec'd 3/26/80

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2 MAJOR SUBDIVISION
Bureau of Mines

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Victor E. Traver

5 TEL EXT
634-1571

LEAVE BLANK	
JOB NO NC1-70-80-4	
DATE RECEIVED 1-3-80	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-25-80</i> Date	<i>[Signature]</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 93 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <i>12-26-79</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Assistant Director, Bureau of Mines L. D. Norman, Jr.
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>RECORDS OF THE BUREAU OF MINES</u></p> <p>This request for records disposition authority covers records of the Bureau of Mines, headquarters and field offices. This schedule is intended to be as comprehensive as possible; any official files not covered here will be incorporated by supplementary schedules. Disposition instructions for Bureau records comply with the disposition standards as set forth in the General Records Schedules. Until publication of a supplementary schedule covering Bureau automatic data processing records, General Records Schedule 20 will serve as the authority for disposition of such records.</p> <p>This schedule supersedes all previously approved Bureau of Mines disposition schedules.</p>		

all changes per M.G. of NARS and [Signature]

512 items

*of B.O.M. 11-3-80 Closed Out: 12-5-80: K.T.D.)
Copies sent to Agency, NCR, YNC, SNC-C, LNC,
7NC, 8NC, 10NC, 3NCP, 9NC-S, NNCBWR, NNT, NNV, NNH & NNG*

RECORDS CONTROL SCHEDULE

TABLE OF CONTENTS

ADMINISTRATIVE RECORDS

PUBLICITY AND INFORMATIONAL RECORDS

COMMUNICATIONS MANAGEMENT RECORDS

PUBLICATIONS-PRINTING MANAGEMENT RECORDS

PROPERTY MANAGEMENT RECORDS

PROCUREMENT-CONTRACTING RECORDS

PERSONNEL RECORDS

LEGISLATIVE AND LEGAL RECORDS

PROGRAM DEVELOPMENT AND EVALUATION RECORDS

FINANCIAL MANAGEMENT RECORDS

PAYROLL-SALARY RECORDS

MISCELLANEOUS BUREAU RECORDS

RESEARCH AND DEVELOPMENT RECORDS

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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ADMINISTRATIVE RECORDS

1. General Correspondence Files.

a. General Correspondence (Permanent). Files of the Washington Office and Field Offices consisting of letters, directives, memoranda, reports, and related data and attachments, created or received by Bureau key staff personnel, involving a variety of subjects (not appropriate for filing with other records series). They contain evidence of policy; procedures; organizational structure; executive direction; major programs; plans and functions; relationships with the White House, Congress, and other higher level authority; or other Bureau activities, sufficiently valuable to warrant immediate or later transfer to the National Archives for permanent preservation.

(Arranged alphabetically by subject) (10 cu ft/yr)

PERMANENT. Cut off file annually.
Transfer to FRC when 3 years old.
Offer to NARS when 20 years old

b. General Correspondence (Temporary). Files of the Washington Office and Field Offices consisting of letters, directives, memoranda, reports, and related data or attachments, created or received by the Bureau, involving a variety of subjects (not appropriate for filing with other records series), and are disposable, immediately or later. These records concern routine matters of negligible long-term value.

Cut off file annually. Destroy
in Bureau when 3 years old
(formerly Item 1)

2. Policy/Precedent Files. Extra copies of selected documents reflecting policies, procedures, precedents, instructions, examples of typical cases and similar data duplicated in other records series within the same organizational element, except publications and other documents covered elsewhere. These are used either as a cross-reference to record copies or file copies, or used to determine policies, precedents, or typical cases, and maintained as a separate records series.

Destroy in Bureau when superseded, obsolete, or no longer needed for reference, or on inactivation, whichever is sooner

*see revision
P.1A*

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 1A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>General Subject Correspondence.</u></p> <p>a. Files in the Washington Office at the division or higher levels concerning policy making, overall direction and implementation of major programs, special situations or controversies that affect the Bureau's activities in a major way, and relations with the Department of Interior, other Federal agencies, Congress, state and local governments, industry, scientific groups, and the public that influence the Bureau's policy and programs in a major way. Records include incoming and outgoing letters and memoranda, internal memoranda, related documents, and any indexes to these subject correspondence files.</p> <p>Arranged alphabetically by subject.</p> <p>Estimated rate of annual accumulation: 1½ feet.</p> <p>Permanent. Cut off files annually. Transfer to FRC when 5 years old. Offer to NARS in 10 year blocks when the most recent records are 20 years old.</p> <p>b. All other files in the Washington Office concerning routine program, administrative, and housekeeping matters.</p> <p>Cut off file annually. Destroy in Bureau when 3 years old.</p> <p>c. Files in field offices.</p> <p>Cut off files annually. Destroy in Bureau when 3 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>Reading Files.</u> Extra copies of outgoing letters, messages, or other documents used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file.</p> <p style="text-align: center;">Destroy 6 months after monthly cutoff, or when purpose has been served, whichever is sooner</p>		
4.	<p><u>General Reference Files.</u> Materials such as manuals, handbooks, pamphlets, periodicals, newspapers, file cards, and similar items, originated by the Bureau or other government agencies or private organizations. Not record copies and maintained only for general reference purposes.</p> <p style="text-align: center;">Destroy in Bureau when superseded, obsolete, or no longer needed for reference purposes.</p>		
5.	<p><u>Technical/Specialized Reference Files.</u> Published or reproduced reports, directives or other documents; <u>extra</u> sets of slides, maps, charts, and similar material not covered elsewhere in this schedule and maintained for technical or specialized reference purposes. Not record copies, not required to be returned to the source of supply, and not considered worthy of permanent retention or disposition by other than actual destruction.</p> <p style="text-align: center;">Destroy in Bureau when superseded, obsolete, or no longer needed for reference purposes</p>		
6.	<p><u>Organization and Function Files.</u> These files consist of documents and charts relating to establishment, changes, and abolishment of Bureau organizations and functions. (Alpha. by subj.) (.01 cu ft/yr)</p> <p>a. Record copy - PERMANENT. Retain in office of record until no longer needed for administrative purposes, then transfer to FRC. Offer to NARS when 30 years old <i>in 10 year blocks when most recent records are 20 years old.</i></p> <p>b. Information copies - Destroy in Bureau when no longer needed for reference purposes</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
3 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7.	<p>President's Reorganization Project Files. Documents relating to the President's Reorganization Project involving functions of all Federal Agencies.</p> <p style="text-align: center;">Destroy when 2 years old or when no longer needed for reference purposes</p>		
8.	<p>Federal Register Files. Consists of correspondence and other documents relating to the Federal Register publications.</p> <p style="text-align: center;">Destroy when 3 years old</p>		
9.	<p>Delegation of Authority Files. Delegations of authorities, in memorandum form, which supplement the Bureau of Mines Manual, Parts 205 and 215, General Delegations and Bureau of Mines.</p> <p>a. Record copy - This copy becomes a part of the pertinent directives case file</p> <p>b. Information copies - Destroy in Bureau when no longer needed for reference</p>		
10.	<p>Committee Management Files.</p> <p>a. Records relating to establishment, organization, membership and policy; such as, charters, listings of members, renewals, terminations, etc.</p> <p>(1) Interagency, advisory, intergovernmental, or international committees</p> <p>(a) Record copy - Retain in office of record until no longer needed for current operations. Three years after termination of committee, transfer to FRC. Offer to NARS when 15 years old</p> <p>(b) Information copies - Destroy in Bureau when no longer needed for reference</p> <p>(2) Internal committees</p> <p style="text-align: center;">Destroy 2 years after termination of committee</p>		<p><i>see revision PP 4A-4B</i></p>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

4 93

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
b.	<p>Records created by committees.</p> <p>(1) Agenda, minutes, final reports, transcripts and related records documenting the accomplishments of official boards and committees</p> <p>(a) Records of the sponsor or Secretariat</p> <p style="padding-left: 40px;">Retain in office of record until no longer needed for current operations. 3 years after termination of committee, transfer to FRC. Offer to NARS when 15 years old</p> <p>(b) All other copies - Destroy when 3 years old or when no longer needed for reference</p> <p>(2) All other committee records, such as meeting notices, etc.</p> <p style="padding-left: 40px;">Destroy when 3 years old or when no longer needed for reference (GRS 16/12)</p>		
11.	<p><u>Directives Case Files.</u> Records relating to internal directives issued by the Bureau.</p> <p>(Arranged numerically) (.5 cu ft/yr)</p> <p>a. Record copy with supporting case files, if any, documenting important aspects of the development of the issuance.</p> <p style="padding-left: 40px;">PERMANENT. Retain in office of record until no longer needed for current operations, then transfer to FRC. Offer to NARS in 10 year blocks when not repeat records are 20 years old. (GRS 16/1)</p> <p>b. Working papers and background material that do not represent significant basic steps in the preparation of final documents.</p> <p style="padding-left: 40px;">Destroy 6 months after final action or 3 years later if no final action is taken (GRS 16/10)</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
10.	<p><u>Committee Management Files.</u></p> <p>a. Records relating to establishment, organization, membership and policy; such as, charters, membership lists, renewals, and terminations.</p> <p>(1) Interagency, advisory or international committees when the Bureau is the sponsor or Secretariat.</p> <p>(a) Record copy. Permanent. Cut off file when committee is terminated. Keep closed file in office 3 years, then transfer to FRC if volume warrants. Offer to NARS when 15 or 10 years old <i>year blocks when most recent records are 20 years old.</i></p> <p>(b) Information copies. Destroy in Bureau when 3 years old or no longer needed for reference.</p> <p>(2) Other interagency, advisory or international committees.</p> <p>Destroy in Bureau when 3 years old or no longer needed for reference.</p> <p>(3) Internal committees.</p> <p>Destroy 2 years after termination of committee.</p> <p>b. Records created by committees.</p> <p>(1) Agenda, minutes, transcripts, final reports, and related records documenting the accomplishments of official boards or committees.</p> <p>(a) Interagency, advisory, or international committees when the Bureau is the sponsor or Secretariat.</p> <p>Permanent. Cut off file when the committee is terminated. Keep closed file in office 3 years, then</p>	GRS 167 12a(1)	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

4B

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>transfer to FRC if volume warrants. Offer to NARS when 15 years old <i>10 year blocks when most recent records are 20 years old</i></p> <p>(b) All other copies for all other committees.</p> <p>Destroy when 3 years old or when no longer needed for reference.</p> <p>(2) All other committee records.</p> <p>Destroy when 3 years old or when no longer needed for reference.</p>	<p>GRS 16/ 12b(1) (b)</p> <p>GRS 16/ 12b(2)</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

5 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
12.	<p><i>Special Management</i> Studies and Surveys Files. One-time studies or surveys resulting from Executive, Congressional, and Secretarial Order and those directed by the Director of the Bureau of Mines. They may range in scope from a comprehensive review of all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. <i>They include special studies of mineral reserves</i> (Alpha. by subj.) (.01 cu ft/yr)</p> <p>a. Record copy of final and interim reports and essential background documentation.</p> <p style="text-align: center;">PERMANENT. Transfer to FRC 2 years after final report is completed. Offer to NARS when 15 years old <i>offer to NARS in 10 year blocks when most recent records are 20 years old.</i></p> <p>b. Input prepared in other offices.</p> <p style="text-align: center;">Destroy 2 years after final report is completed</p> <p>c. Information copies - Destroy in Bureau when no longer needed for reference (formerly Item 40)</p>		
13.	<p><u>General Accounting Office Contact Files.</u> Documents relating to contacts between GAO and the Bureau concerning matters such as notices of audit and similar items.</p> <p style="text-align: center;">Destroy when 6 years old</p>		
14.	<p><u>Inspection Files.</u> Documents relating to the conduct of inspections, reports of inspections, essential supporting papers and similar items.</p> <p>a. Record copy of report with essential supporting papers</p> <p style="text-align: center;">Destroy in Bureau when 10 years old</p> <p>b. Information copies and unessential background information.</p> <p style="text-align: center;">Destroy when 2 years old</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

6 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
15.	<p><u>Management Improvement Files.</u></p> <p>a. Files relating to changes in the manner or method of planning, directing, controlling, or doing work which results in increased effectiveness, efficiency and economy.</p> <p style="text-align: center;">Destroy when 3 years old</p> <p>b. Files relating to work distribution and measurement, performance evaluation, work simplification and similar documents.</p> <p style="text-align: center;">Destroy in Bureau when 2³ years old</p>		
16.	<p><u>Position Management Files.</u> Documents relating to manpower authorizations, resources, allocations, requirements, utilization and similar items.</p> <p>a. Record copy - Destroy in Bureau when 10 years old</p> <p>b. Information copies - Destroy when 2 years old</p>		
17.	<p><u>Library Files.</u></p> <p>a. Documents relating to the acquisition, issue, turn-in, collection, and loan of library materials.</p> <p style="text-align: center;">Destroy when 3 years old or when no longer needed for reference</p> <p>b. Catalog files, shelf lists and similar items used in the operation of a library.</p> <p style="text-align: center;">Dispose of with related library materials</p>		
18.	<p><u>Records Management Files.</u></p> <p>a. <u>General Records Management.</u> Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the Bureau. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p> <p>(1) Record copy - Destroy when 6 years old</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 7 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(2) Information copies - Destroy when 3 years old or when no longer needed for reference, whichever is earlier (GRS 16/11)</p> <p>b. <u>Numerical Forms Files.</u> Filed numerically by form number. These are files maintained by the Bureau Paperwork Management Officer. Files contain a copy of each request for approval and revisions or reprints thereof; copies of reproduction requisitions; specifications; one copy of each approved edition of the form; and correspondence relating to form usage. Destroy 5 years after discontinuance (GRS 16/4a)</p> <p>c. <u>Reports Management.</u></p> <p>(1) Correspondence and other documents relating to the Bureau's Reports Management Program. Destroy in Bureau when superseded, obsolete, or no longer needed for reference</p> <p>(2) Case files maintained for each Bureau report created, cancelled or superseded. Destroy 2 years after the report is discontinued or when no longer needed for reference purposes, whichever is sooner</p> <p>d. <u>Vital Records.</u> Documents relating to the Bureau's vital records program, or listings of vital records to protect the Government's interests and rights and rights of individuals in the event of emergencies. Destroy in Bureau when superseded, obsolete, or no longer needed for reference</p> <p>e. <u>Records Disposition.</u> Documents relating to disposal authorizations, descriptive inventories, transfer, retirement, or destruction of records and similar items.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
8 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(1) <u>Records shipment lists</u></p> <p>Destroy when records listed thereon have been destroyed and lists are no longer needed for reference (GRS 16/3a)</p> <p>(2) Other items.</p> <p>Destroy in Bureau when superseded, obsolete, or no longer needed for reference</p> <p>f. <u>Records Holding Reports.</u> Report of volume of records held in an office.</p> <p>Destroy when 3 years old (GRS 16/6)</p>		
19.	<p><u>Travel and Transportation Files.</u> These files consist of records pertaining to the movement of goods and persons under Government orders.</p> <p>a. <u>Correspondence, forms, and related records pertaining to Bureau travel and transportation functions, not covered elsewhere in this schedule.</u></p> <p>Destroy when 2 years old (GRS 9/5a)</p> <p>b. <u>Passenger Transportation.</u> Memorandum copies of vouchers (SF 113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers (excluding Accountable Officers' copies).</p> <p>(1) Issuing office memorandum copy</p> <p>Destroy when 3 years old</p> <p>(2) Obligation copies</p> <p>Destroy when funds are obligated</p> <p>(3) Unused ticket redemption forms, such as SF 1170</p> <p>Destroy when no longer needed for administrative use (GRS 9/3)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 9 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. <u>Passenger Reimbursement.</u> Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel (excluding Accountable Officers' copies).</p> <p>(1) Travel administrative office files. Destroy when 3 years old</p> <p>(2) Obligation copies Destroy when funds are obligated (GRS 9/4)</p> <p>d. <u>Local Transportation.</u> Documents relating to travel in the local area. Destroy when 2 years old (GRS 9/5a)</p> <p>e. <u>Conference Travel.</u> Documents relating to travel to attend conferences. Destroy when 3 years old</p> <p>f. <u>Freight Records.</u> Export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, household goods shipments and all supporting documents.</p> <p>(1) Issuing office memorandum copy Destroy when 3 years old other than those identified in f.(4)</p> <p>(2) All other copies - Destroy when 1 year old</p> <p>(3) Register and control records Destroy when 3 years old</p>		

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
10 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(4) Records on international shipments of household goods moved by freight forwarders.</p> <p style="text-align: right;">Destroy 6 years after the period of the account (GRS 9/1)</p>		
	<p>g. <u>Lost or Damaged Shipments.</u> Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 9/2)</p>		
	<p>h. <u>Travel and Transportation Accountability Records.</u> (Excluding Accountable Officers' copies.)</p> <p style="text-align: right;">Destroy 1 year after all entries are cleared (GRS 9/5b)</p>		
20.	<p><u>Security Files.</u> Documents relating to the administration of the Bureau security program.</p> <p>a. <u>Classified Documents Records.</u> Receipts of the issue and receipt of classified documents, inventories of classified documents, certificates for destruction of classified documents, inventories of classified documents, access lists and similar papers.</p> <p style="text-align: right;">Destroy when 2 years old</p> <p>b. <u>Top Secret Material Files.</u> Documents reflecting the identity, receipt, dispatch, downgrading, destruction, and similar items concerning Top Secret materials.</p> <p style="text-align: right;">Destroy 5 years after all items have been destroyed, downgraded, or dispatched (GRS 18/6a)</p> <p>c. <u>Classified Document Container Files.</u> Used to record safe and padlock combinations, names of individuals knowing combinations, and related material.</p> <p style="text-align: right;">Destroy when superseded by a new form or list, or upon turn-in of container (GRS 18/8)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
11 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. <u>Security Clearance Administration Correspondence Files.</u> Correspondence files relating to administration and operation of the personnel security clearance program, not covered elsewhere in this schedule.</p> <p style="text-align: center;">Destroy when 2 years old (GRS 18/22)</p>		<i>see revision P. 11A</i>
	<p>e. <u>Personnel Security Clearance Case Files.</u> Records of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigation reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter 736 of the Federal Personnel Manual.</p> <p style="text-align: center;">Suspend disposal of all records until notified by NARS (FPMR B-85)</p>		<i>see revision P. 11A</i>
	<p>f. <u>Personnel Security Clearance Status Files.</u> Records showing the security clearance status of individuals, either in the form of lists or rosters, or as individual case files containing copies of documents contained in case files described above.</p> <p style="text-align: center;">Suspend disposal of all records until notified by NARS (FPMR B-85)</p>		<i>see revision P. 11A</i>
	<p>g. <u>Non-felonious Security Violations Files.</u> Case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.</p> <p style="text-align: center;">Destroy 2 years after completion of final corrective or disciplinary action (GRS 18/25)</p>		
	<p>h. <u>Felonious Security Violation Files.</u> Case files relating to investigations of a sufficient serious nature to be classed as felonies.</p> <p style="text-align: center;">Transfer to FRC 5 years after date of last action. Destroy 20 years after date of last action (GRS 18/26)</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. <u>Security Clearance Administrative Files.</u> Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 18/22)</p> <p>e. <u>Personnel Security Clearance Files.</u> Personnel security clearance case files and related indexes maintained by the Bureau personnel security office.</p> <p>(1) Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigative agency.</p> <p style="text-align: right;">Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable</p> <p>(2) Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.</p> <p style="text-align: right;">Destroy in accordance with the investigating agency instructions</p> <p>(3) Index to the Personnel Security Case File.</p> <p style="text-align: right;">Destroy with related case file (GRS 18/23)</p> <p>f. <u>Personnel Security Clearance Status Files.</u> Lists or rosters showing the current security clearance status of individuals.</p> <p style="text-align: right;">Destroy when superseded or obsolete (GRS 18/24)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
12 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>i. <u>Security Inspection and Survey Files.</u> Documents relating to inspections and surveys of Bureau security practices.</p> <p style="text-align: center;">Destroy when 3 years old or upon discontinuance of facility, whichever is sooner (GRS 18/10)</p> <p>j. Correspondence, forms, and similar material pertaining to Bureau security and not covered elsewhere in this schedule.</p> <p style="text-align: center;">Destroy when 3 years old</p> <p>21. <u>Safety and Health Files.</u> Documents relating to the administration of the Bureau safety and health programs.</p> <p>a. <u>Program Management Files.</u> Documents relating to prevention or reduction of personal injury, occupational disease, or property damage from accidental causes; and all facets of safety/health programs, regulations and instructions.</p> <p style="text-align: center;">Destroy in Bureau when obsolete, superseded, or no longer needed for reference</p> <p>b. <u>Safety Standards.</u> Documents reflecting the development of safety standards and practice in developmental and production operations; the safe location, design, layout, and construction of facilities; areas where explosives are handled or are exposed to explosive hazards; the safe handling, storage and movement of explosives and other dangerous materials, reduction of noises, fumes and hazardous eye conditions; and other areas requiring safety standards.</p> <p>(1) Record copy - Destroy in Bureau when 10 years old or when superseded or obsolete</p> <p>(2) Information copies - Destroy when 5 years old or when superseded or obsolete</p> <p>c. <u>Personal Injury Files.</u> Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder and copies submitted to the Department of Labor.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

13 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(1) Record copy - Destroy when 5 years old (GRS 1/32)</p> <p>(2) Information copies - Destroy when 1 year old</p> <p>d. <u>Ionizing Radiation and Nonionizing Radiation Files.</u> Radiation reports, film badge records, personnel exposure records, medical examinations and other forms and supporting documents.</p> <p>(1) <u>Film badge records and personnel exposure records.</u></p> <p>These records cannot be destroyed unless destruction is authorized by the Nuclear Regulatory Commission. When no longer needed in responsible office, transfer to FRC. Hold in FRC until destruction is authorized by the Nuclear Regulatory Commission.</p> <p>(2) Ionizing and nonionizing radiation records not covered under d.(1)</p> <p>(a) Record copy - Destroy when 6 years old or 6 years after date of last entry on a medical record</p> <p>(b) Information copies - Destroy when 1 year old</p> <p>e. <u>Safety Councils and Committees Files.</u> Documents reflecting the coordination and exchange of information between private and public safety agencies.</p> <p>Destroy when 3 years old</p> <p>f. <u>Safety Publicity and Promotion Files.</u> Documents relating to educational and promotional material to maintain the interest of personnel in safety.</p> <p>Destroy when 3 years old</p>		

*Disposition
Not approved*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

14 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
22.	PUBLICITY AND INFORMATIONAL RECORDS		
	<p><u>Publicity Files.</u></p> <p>a. <u>Anonymous and Crank Letters; Letters of Criticism, Commendation, and Suggestions.</u> Letters of a general nature only. Exclude those that merited investigations, administrative action taken, or those filed with a specific subject.</p> <p style="text-align: center;">Destroy when 3 years old</p> <p>b. <u>Press Releases.</u> (Record copies are filed in the Office of the Secretary of Interior.) (formerly Item 2a)</p> <p>(1) Bureau copies - Cut off file annually. Destroy in Bureau 10 years after file cutoff</p> <p>(2) Extra information copies - Destroy when no longer needed (formerly Item 2b)</p> <p>c. <u>Speeches.</u></p> <p>(1) Washington Office record copies of speeches by the Director or other official Bureau spokesmen. (Arranged alpha. by name) (.11 cu ft/yr)</p> <p style="text-align: center;">PERMANENT. Offer to NARS in 10 year blocks when 20 years old <i>most recent records are 20 years old.</i></p> <p>(2) Information copies - Destroy when no longer needed (formerly Item 2c)</p> <p>d. <u>Biographies.</u> Reference file of biographical sketches, photographs, news clippings, and related correspondence reflecting on careers.</p> <p style="text-align: center;">Destroy in Bureau when superseded, obsolete, or no longer needed for reference</p> <p>e. <u>Bibliographies, Check Lists, Indexes.</u> Used to record Bureau publications and releases.</p> <p style="text-align: center;">Destroy in Bureau when superseded or obsolete</p>		

see revision P.14A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
22.	<p>d. <u>Biographies</u>. Biographical sketches, press releases and newspaper clippings containing biographical and career information, and some photographs concerning directors of the Bureau, heads of major offices, divisions, and research labs, and prominent scientists employed by the Bureau.</p> <p>(1) <u>Record copy</u>. Permanent. Screen files every 10 years and offer record copies to NARS <i>in 10 year blocks</i>. (annual accumulation: 2 inches)</p> <p>(2) <u>Other copies</u>. Destroy when no longer needed for reference.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 15 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>f. <u>Participation in Public Affairs.</u> Reference file of documents relating to the conduct of ceremonies by the Bureau or Bureau participation in ceremonies conducted by other organizations.</p> <p style="padding-left: 40px;">Destroy in Bureau when superseded, obsolete, or no longer needed for reference</p> <p>g. <u>Visits and Tours.</u> Requests to visit the Bureau, itineraries, and similar documents.</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>		
23.	<p><u>Freedom of Information Act Files.</u></p> <p>a. <u>Freedom of Information Act (FOIA) Requests.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>(1) <u>Correspondence and Supporting Documents.</u> (Excluding the official file copy of the records requested.)</p> <p>(a) Granting access to all the requested records.</p> <p style="padding-left: 40px;">Destroy 2 years after date of reply (GRS 14/16a(1))</p> <p>(b) Responding to requests for nonexisting records; to requestors who provide inadequate descriptions; and to those who fail to pay Bureau reproduction fees.</p> <p style="padding-left: 20px;">1. Request not appealed - Destroy 2 years after date of reply (GRS 14/16a(2)(a))</p> <p style="padding-left: 20px;">2. Request appealed - See FOIA Appeals Files</p> <p>(c) Denying access to all or part of the records requested.</p> <p style="padding-left: 20px;">1. Request not appealed - Destroy 5 years after date of reply (GRS 14/16a(3)(a))</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

16 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><u>2.</u> Request appealed - See FOIA Appeals Files</p> <p>(2) <u>Official File Copy of Requested Records.</u></p> <p style="text-align: center;">Dispose of in accordance with approved Bureau disposition instructions for the related records, or with the related FOIA request, whichever is later (GRS 14/16b)</p> <p>b. <u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the Bureau, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p style="text-align: center;">Record copies are filed in the Department of the Interior. Bureau does not maintain these files. (GRS 14/17)</p> <p>c. <u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.</p> <p>(1) Registers or listings - Destroy 5 years after date of last entry (GRS 14/18a)</p> <p>(2) Other files - Destroy 5 years after final action by Bureau or after final adjudication by courts, whichever is later (GRS 14/18b)</p> <p>d. <u>FOIA Reports.</u> Recurring reports and one-time information requirements relating to the Bureau implementation of the Freedom of Information Act, including annual reports to Congress. (Alpha. by subj.) (.01 cu ft/yr) (GRS 14/19a)</p> <p>(1) Annual reports at Departmental or Bureau level</p> <p style="text-align: center;">PERMANENT. Offer to NARS with <i>related</i> Bureau records approved for permanent retention or when 15 years old, whichever is sooner</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 17 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(2) Other reports</p> <p style="text-align: center;">Destroy when 2 years old or sooner if no longer needed for administrative use (GRS 14/19b)</p> <p>e. <u>FOIA Administrative Files</u>. Records relating to the general Bureau implementation of the FOIA, including notices, memoranda, routine correspondence and related records.</p> <p style="text-align: center;">Destroy when 2 years old or sooner if no longer needed for administrative use (GRS 14/20)</p>		
24.	<p><u>Privacy Act Requests</u>. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under U.S.C. 552a(D)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p style="text-align: right;">(GRS 14/25)</p> <p>a. <u>Correspondence and supporting documents</u>. (Excluding the official file copy of the records requested if filed herein.)</p> <p style="text-align: right;">(GRS 14/25a)</p> <p>(1) Granting access to all the requested records</p> <p style="text-align: center;">Destroy 2 years after date of reply</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Bureau reproduction fees.</p> <p>(a) Requests not appealed - Destroy 2 years after date of reply</p> <p>(b) Requests appealed - Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
18 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(3) Denying access to all or part of the records requested</p> <p>(a) Requests not appealed - Destroy 5 years after date of reply</p> <p>(b) Requests appealed - Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later</p> <p>b. <u>Official file copy of requested records.</u></p> <p style="padding-left: 40px;">Dispose of in accordance with approved Bureau disposition instructions for the related records, or with the related Privacy Act Request, whichever is later</p> <p style="text-align: right; padding-left: 40px;">(GRS 14/25b)</p> <p>c. <u>Privacy Act Amendment Case Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a (d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p> <p style="text-align: right; padding-left: 40px;">(GRS 14/26)</p> <p>(1) Requests to amend agreed to by agency. Includes individual's request to amend and/or review refusal to amend. Copies of agency's replies thereto and related materials.</p> <p style="padding-left: 40px;">Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later</p> <p>(2) Requests to amend refused by agency. Includes individual's request to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

19 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later</p> <p>(3) Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later</p> <p>d. <u>Privacy Act Accounting of Disclosure Files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. (GRS 14/27)</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later</p> <p>e. <u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. (GRS 14/28)</p> <p>(1) Registers or listings - Destroy 5 years after date of last entry</p> <p>(2) Other files - Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

20 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>f. <u>Privacy Act Reports.</u> Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems. (Alpha. by subj.) (.01 cu ft/yr)</p> <p>(1) Annual reports at departmental or agency level</p> <p style="padding-left: 40px;">PERMANENT. Offer to NARS with related Bureau records approved for permanent retention on Bureau records control schedule or when 15 years old, whichever is sooner (GRS 14/29a)</p> <p>(2) Other reports - Destroy when 2 years old</p> <p>g. <u>Privacy Act General Administrative Files.</u> Records relating to the general Bureau implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p> <p style="padding-left: 40px;">Destroy when 2 years old or sooner if no longer needed for administrative use (GRS 14/30)</p>		
25.	<p><u>Motion Picture Files.</u> The Bureau currently circulates three series of motion pictures:</p> <p>I. <u>Mineral Commodity and State Resource films</u>, which are developed in cooperation with industry and other sources outside the Bureau and deal with mineral production, refining, processing and conservation, for general public distribution;</p> <p>II. <u>Technology Transfer films</u>, which deal with the Bureau's research advances in mining and mineral technology and are intended to transfer this new technology to interested industrial and other organizations;</p> <p>III. <u>Program Public Service Documentaries</u>, which are developed by the Bureau as reports to the public concerning Bureau activities in areas of public interest and concern. Each series is arranged by film number and title. Annual accumulation - 2 cubic feet</p> <p>a. <u>Mineral Commodity and State Resource films</u></p> <p style="padding-left: 40px;">Completed film releases. PERMANENT. Offer two completed full length release prints with scripts, etc. to NARS when withdrawn from distribution</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
			21 93
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. <u>Technology Transfer films</u></p> <p>(1) Completed releases. PERMANENT. Offer to NARS two sound release prints with scripts when withdrawn from distribution and no longer needed in Bureau operations (GRS 21/2a(1))</p> <p>(2) Unedited outtakes and trims, the discards of film production, which have been appropriately arranged, labeled, and described, including unused original and workprint footage. Offer to NARS Stock Film Library for evaluation and retention upon completion of production (GRS 21/2a(4))</p> <p>c. <u>Program Public Service Documentaries</u></p> <p>(1) Completed film releases. PERMANENT. Offer to NARS two sound release prints with scripts, when withdrawn from distribution and no longer needed in Bureau operations (GRS 21/2a(1))</p> <p>(2) Unedited outtakes and trims, the discards of film production, which have been appropriately arranged, labeled, and described, including original and unused workprint footage. Offer to NARS Stock Film Library for evaluation and retention upon completion of production (GRS 21/2a(4))</p>		<p><i>see revision P-2/A</i></p> <p><i>see revision P-2/A</i></p>
26.	<p><u>Audiovisual Documentation Files.</u> Finding aids and documentation files relating to audiovisual records.</p> <p>a. Finding aids consisting of any of the following: shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, or other documentation in a textual, micro-form, or machine-readable form that is necessary or helpful for the proper identification, retrieval, and use of the audiovisual records described in Item 25.</p> <p>Dispose of in accordance with instructions covering the related audiovisual records</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

21 A 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
25	<p>b. <u>Technology Transfer films</u></p> <p>(1) Completed releases. Includes the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.</p> <p style="text-align: right;">PERMANENT. Offer to NARS every five years those films no longer needed in Bureau operations and withdrawn from distribution during the preceding five years. (GRS 21/2a(1))</p> <p>(2) Unedited outtakes and trims, the discards of film production, which have been appropriately arranged, labeled, and described, including unused original and workprint footage. Offer to NARS Stock Film Library for evaluation upon completion of production (GRS 21/2a(4))</p> <p>c. <u>Program Public Service Documentaries</u></p> <p>(1) Completed releases. Includes the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.</p> <p style="text-align: right;">PERMANENT. Offer to NARS every five years those films no longer needed in Bureau operations and withdrawn from distribution during the preceding five years (GRS 21/2a(1))</p> <p>(2) Unedited outtakes and trims, the discards of film production, which have been appropriately arranged, labeled, and described, including original and unused workprint footage. Offer to NARS Stock Film Library for evaluation upon completion of production (GRS 21/2a(4))</p> <p>26. Audiovisual Documentation Files. Finding aids and documentation files relating to audiovisual records.</p> <p>a. Finding aids consisting of any of the following: shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, or other documentation in a textual, microform, or machine-readable form that is necessary or</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

22 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Production files or similar files which include production contracts, scripts, transcripts, and other documentation bearing on the origin, acquisition, release, and ownership of the production.</p> <p style="text-align: center;">Dispose of in accordance with instructions covering the related audiovisual records (GRS 21/5)</p>		
27.	<p><u>Requests for Loan of Films.</u> Requests for loan of films come in the form of letters or loan request forms. They are filed by name of film and kept until the film is returned by the borrower.</p> <p style="text-align: center;">Destroy 6 months after film is returned (formerly Item 2.g)</p>		
28.	<p><u>Film Borrower Cards.</u> Edge-punched Flexowriter cards which are punched with the borrower's name and address. Each card has lines for entering information such as number of film borrowed, date sent out, date returned, etc. When card is filled up, a new card is made.</p> <p style="text-align: center;">Destroy when superseded (formerly Item 2.h)</p>		
29.	<p><u>Photographic Work Order Files.</u> Documents used to request photographic work and record work performed. Included are laboratory and photographic work orders.</p> <p style="text-align: center;">Destroy when 1 year old</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 23 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	COMMUNICATIONS MANAGEMENT RECORDS		
30.	<p><u>Communications Management Files.</u> Routine correspondence and related material pertaining to the administration and operation of communications management and communications equipment.</p> <p style="text-align: right;">Destroy when 3 years old</p>		
31.	<p><u>Telecommunications General Files.</u> Includes plans, reports, service and like matters.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 12/2b)</p>		
32.	<p><u>Telecommunications Statistical Reports.</u> Includes cost and volume data.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/2c)</p>		
33.	<p><u>Telecommunications Reference Voucher Files.</u></p> <p>a. Reference copies of vouchers, bills, invoices and related records.</p> <p style="text-align: right;">Destroy when 1 fiscal year old (GRS 12/2d(1))</p> <p>b. Records relating to installation, change, removal and servicing of equipment.</p> <p style="text-align: right;">Destroy 1 year after audit or when 3 years old, whichever is sooner (GRS 12/2d(2))</p> <p>c. Copies of agreements with background data and other records relating to agreements for telecommunications services.</p> <p style="text-align: right;">Destroy 2 years after expiration or cancellation of agreement (GRS 12/2e)</p>		
34.	<p><u>Telecommunications Operational Files.</u></p> <p>a. Message registers, logs, performance reports, daily load reports, and related and similar records.</p> <p style="text-align: right;">Destroy when 6 months old (GRS 12/3a)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 24 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.</p> <p style="text-align: right;">Destroy when 2 months old (GRS 12/3b)</p>		
	<p>c. Machine copies (hard copies), discs, and tapes of outgoing messages.</p> <p style="text-align: right;">Destroy after transmission (GRS 12/3c)</p>		
35.	<p><u>Telephone Records</u>. Telephone statements and toll slips.</p> <p style="text-align: right;">Destroy 3 years after period covered by related account (GRS 3/11)</p>		
36.	<p><u>Telephone Summaries Files</u>. Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.</p> <p style="text-align: right;">Destroy after the close of the fiscal year in which audited (GRS 12/4)</p>		
37.	<p><u>Postal Records Files</u>. Post Office forms and supporting papers, exclusive of records held by the U.S. Postal Service.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/5a)</p> <p>b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/5b)</p> <p>c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/5c)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

25 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
38.	<p><u>Mail and Delivery Service Control Files.</u></p> <p>a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by Item 37. and those used as indexes to correspondence files.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/6a)</p> <p>b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (Special delivery, foreign, registered, certified and parcel post or packages over 4 pounds).</p> <p style="text-align: right;">Destroy when 6 months old (GRS 12/6b)</p> <p>c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).</p> <p style="text-align: right;">Destroy when 6 months old (GRS 12/6c)</p> <p>d. Statistical reports and data relating to handling of mail and volume of work performed.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/6d)</p> <p>e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the Bureau by mail.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 12/6e)</p> <p>f. Records of and receipts for mail and packages received through the official mail and messenger service.</p> <p style="text-align: right;">Destroy when 6 months old (GRS 12/6f)</p> <p>g. Locator cards, directories, indexes and other records relating to mail delivery to individuals.</p> <p style="text-align: right;">Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable (GRS 12/6h)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
26 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
39.	<p><u>Penalty Mail Report Files.</u> Official penalty mail reports and all related papers.</p> <p style="text-align: center;">Destroy when 6 years old (GRS 12/7)</p>		
40.	<p><u>Postal Irregularities Files.</u> Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.</p> <p style="text-align: center;">Destroy 3 years after completion of investigation (GRS 12/8)</p>		
41.	<p><u>Messenger Service Files.</u> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.</p> <p style="text-align: center;">Destroy when 2 months old (GRS 12/1)</p>		
42.	<p><u>Correspondence Control Files.</u> Documents pertaining to the maintenance and control of Bureau correspondence, such as handbooks, letters and memoranda and similar material.</p> <p style="text-align: center;">Destroy in Bureau when superseded, obsolete or no longer needed for reference</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 27 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	PUBLICATIONS-PRINTING MANAGEMENT RECORDS		
43.	<p><u>Manuscript Files.</u> Manuscripts of publications of the Bureau are prepared or processed by nearly all of the operating units and the procedures are not the same in all units. The <u>Minerals Yearbook</u> is the principal publication of the Bureau, and at least an original and one copy (with statistical summaries) of the manuscript are prepared. In the course of processing, these copies are altered and cease to be duplicates. A preprint of each chapter of the <u>Minerals Yearbook</u> is prepared and one copy is retained until after its publication. Some manuscripts are returned to the author or to the initiating office; others are retained according to the practice of the unit handling them. In either case, they are valuable only as a source for verifying or checking the accuracy of the pertinent publications, and this purpose is served within the period specified.</p> <p>a. Unpublished manuscripts</p> <p style="text-align: right;">Destroy 5 years after completion (formerly Item 3a)</p> <p>b. Published manuscripts</p> <p style="text-align: right;">Destroy 2 years after date of publication (formerly Item 3b)</p> <p>c. Manuscript review and approvals</p> <p style="text-align: right;">Destroy 2 years after date of publication</p>		
44.	<p><u>Publications Files.</u> Two principal types of publications are created by or on behalf of the Bureau - nonperiodic series consisting essentially of publications issued after a special study or research project has been completed and periodic series published at regular intervals. Publications are printed by the Government Printing Office, by Bureau and Department facilities, and by contractors. Nonperiodic publications include:</p> <p><u>Bulletins</u> - usually encompass previously published work together with essential unpublished data and detail.</p> <p><u>Handbooks</u> - instruction or information manuals designed to improve efficiency in the mineral industries or to promote the wise use of mineral resources.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 28 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Reports of Investigations</u> - present the results of research and investigations conducted by the Bureau at its research centers or laboratories, or in mines, quarries, smelters, plants and other non-Bureau properties. Example: RI 8338 Stress Induced Failures in Mine Roofs.</p> <p><u>Information Circulars</u> - differ from Reports of Investigations in that they are not concerned primarily with original Bureau research or investigative work. Example: IC 8754 Noise Dosimeter Performance-A Second Evaluation.</p> <p><u>Technical Progress Reports</u> - present highly significant and newsworthy developments in Bureau programs and are intended for use in conveying information that, to be of maximum value, must be published in a matter of days. Example: TPR 102 Techniques for Applying Belt Dressings.</p> <p><u>Cooperative Publications</u> - result from investigations conducted cooperatively by the Bureau and other Government or outside organizations. They are usually written by Bureau personnel but are published by the other organization. Cooperative publications include Monographs and Joint Reports. Example: GS 3-77 Mineral Resources of the Ramseys Draft Wilderness Study Area, Augusta County, Virginia.</p> <p><u>Special Publications</u> - include nontechnical pamphlets prepared for the general public and distributed in response to requests for information on specific subjects. Example: SP 1-77 Mineral Industry in Early America.</p> <p><u>Open File Reports</u> - unpublished Bureau manuscripts, reports prepared for the Bureau under contracts, or material not in manuscript form, such as diamond drill logs or a collection of crude or raw data from an experiment, which the Bureau makes available for consultation in a library or Bureau facility. Example: OFR 130-78 Time Resolved Dosimeter System</p> <p>Periodic publications include:</p> <p><u>Minerals Yearbook</u> - annual statistical publication of the Bureau summarizing the significant economic and technologic developments in the mineral industries. Three separate volumes are issued each year: Volume I, Metals and Minerals; Volume II, Area Reports Domestic; Volume III, Area Reports, International.</p> <p><u>Mineral Facts and Problems</u> - issued every 5 years as a Bulletin; contain comprehensive information on all important metals and minerals.</p> <p><u>Mineral Industry Surveys</u> - processed reports containing statistical and economic data on various mineral commodities. Issued at regular intervals so that information on mineral commodities may be available quickly and in a convenient form. Example: Aluminum (issued monthly); Bauxite (issued quarterly); Ferroalloys (issued semi-annually); Asbestos (issued annually).</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 29 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Mineral Commodity Profiles</u> - present the latest, up-to-date data for each commodity, including background material on industry structure, technology and reserves, timely economic and production data, and forecasts of future supply-demand relationships and uses. Example: MCP 1 Chromium-1977.</p> <p><u>State Mineral Profiles</u> - usually produced in cooperation with the State geologist or equivalent State agency, are issued annually, and present significant developments for each individual State.</p> <p><u>Mineral Perspectives</u> - Present the latest available data on commodities that are of critical importance in a particular foreign country or region of the world. Example: MP 1 Far East and South Asia.</p> <p><u>Foreign Mineral Reports</u> - issued to help domestic producers and consumers of mineral commodities keep abreast of development in the mineral industries and markets abroad. Example: Mineral Trade Notes (issued monthly).</p> <p><u>Annual Reports</u> - describe significant results of research in progress. Example: Bureau of Mines Research.</p> <p>a. Publications printed by the Government Printing Office (GPO); (Example: Minerals Yearbook). A copy of each publication printed by GPO is automatically furnished National Archives.</p> <p style="padding-left: 40px;">Review annually. Destroy in Bureau when revised, superseded, obsolete or no longer needed</p> <p>b. Publications printed by the Bureau, Department of Interior or other non GPO organizations. (Example: Mineral Industry Surveys). ²⁵ (Alpha. by subj/Numerical) cu ft/yr</p> <p>(1) Record copy (arranged by publication)</p> <p style="padding-left: 40px;">PERMANENT. Cut off files annually, offer to NARS 5 years after files cut-off.</p> <p>(2) All other copies - Review annually. Destroy in Bureau when revised, superseded, obsolete or no longer needed</p> <p style="text-align: right;">(GRS 13/1a)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 30 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
45.	<p><u>Publication Reference Set.</u> Maintained in office for reference purposes or for reproducing copies of out-of-print publications.</p> <p>Destroy in Bureau when no longer needed for reference purposes.</p>		
46.	<p><u>Publication Background Files.</u> Material accumulated in the preparation of publications and not essential as backup in the publication record set.</p> <p>Destroy when 1 year old</p>		
47.	<p><u>Historical Summary Abstract, Index or Similar Card Files.</u> These files are substantially duplicated in published sources or in permanent files of the Bureau. Some operating and staff units follow the practice of posting statistics and facts pertaining to a given commodity, company, process, mine, or some other unit of the industry on summary cards. For instance, in one case the cards are arranged alphabetically by the names of the mines and they give a complete history of each mine including the names of the mines and they give a complete history of each mine, including the names of all owners, content, and production of each mine. In another, the technology history of processes and certain mineral commodities is collected by pasting clippings, or by transcribing abstracts from professional journal and other sources on cards.</p> <p>Destroy in Bureau after 10 years (formerly Item 5)</p>		
48.	<p><u>Publications Stock Records Files.</u> Cards and similar items reflecting the status of stocks of publications.</p> <p>Destroy in Bureau when superseded, obsolete or no longer needed</p>		
49.	<p><u>Printing Job Files.</u></p> <p>a. Papers and data pertaining to printing, binding, duplication, and distribution, such as requisitions, invoices, specifications, samples, production records, and similar items.</p> <p>Destroy after 1 year (GRS 13/3a)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

31 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. <u>Control Registers.</u> Documents used to control publications work in progress.</p> <p style="text-align: center;">Destroy 1 year after close of fiscal year in which compiled (GRS 13/4)</p>		
	<p>c. <u>Printing Reports.</u> Documents reflecting information on printing operations and equipment.</p> <p style="text-align: center;">Destroy after 3 years</p>		
50.	<p><u>Printing Equipment Files.</u> Documents relating to the issue, purchase, rent, exchange, transfer or disposal of printing, binding and related auxillary equipment.</p> <p style="text-align: center;">Destroy ³ years after disposal of equipment or disapproval of request</p>		
51.	<p><u>Illustration and Drawing Files.</u> Blueprints, drawings, specifications, photographic negatives, and artwork used in preparing publications.</p> <p style="text-align: center;">Destroy in Bureau when no longer useful</p>		
52.	<p><u>Duplicating Job Control Files.</u> Requisitions and delivery receipts for duplicating work.</p> <p style="text-align: center;">Destroy when 3 months old</p>		
53.	<p><u>Requests for Publications.</u> Requests for Bureau publications come in various forms, mostly letter correspondence. Requests from within the U.S. are returned to the person ordering the publications along with the publications or a letter of explanation as to why the publication is not available. Letters from foreign countries are kept for 1 year as a backup file in case the order is lost in shipment.</p> <p>a. Requests from within the U.S.</p> <p style="text-align: center;">Return to originating individual with the publication or destroy when 1 year old</p> <p style="text-align: right;">(GRS 27)(b)(b)</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Requests from foreign countries</p> <p style="padding-left: 40px;">Destroy 1 year after request is filled</p> <p style="text-align: right;">(GRS 2(j)(5))</p>		
	<p>c. Letters of transmittal</p> <p style="padding-left: 40px;">Destroy when 1 year old (formerly Item 2j)</p>		
54.	<p><u>Mailing Lists.</u> Mailing lists, card files, addressograph plates, and similar items relating to mailing or distribution lists.</p> <p style="padding-left: 40px;">Destroy upon revision or obsolescence</p> <p style="text-align: right;">(GRS 13/5)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
			33 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PROPERTY MANAGEMENT RECORDS		
55.	<p><u>Custodial Property Accountability Files.</u></p> <p>a. Copies of inventories of installed property, shipping documents, receiving reports and related correspondence.</p> <p style="padding-left: 40px;">Destroy when 2 years old or when all outstanding actions have been reconciled</p> <p>b. Property records and inventory records</p> <p style="padding-left: 40px;">Destroy 3 years after files are closed</p> <p>c. Report of survey files and other papers used as evidence for adjustment of inventory records.</p> <p style="padding-left: 40px;">Destroy 2 years after date of survey action or date of posting medium (GRS 3/10c)</p>		
56.	<p><u>Inventory Lists.</u></p> <p style="padding-left: 40px;">Destroy 2 years from date of list (GRS 3/10a)</p>		
57.	<p><u>Storage Register Files.</u> Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.</p> <p style="padding-left: 40px;">Destroy when 2 years old</p>		
58.	<p><u>Equipment Loan Files.</u> Documents reflecting loan of equipment, tools or material to or from other government agencies.</p> <p style="padding-left: 40px;">Destroy 2 years after turn-in or other satisfactory accounting for items involved</p>		
59.	<p><u>Property Disposal Correspondence Files.</u> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, not covered elsewhere in this schedule.</p> <p style="padding-left: 40px;">Destroy when 2 years old (GRS 4/4)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

34 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
60.	<p><u>Excess Personal Property Reports.</u></p> <p style="text-align: center;">Destroy when 3 years old (GRS 4/5)</p>		
61.	<p><u>Surplus Property Case Files.</u> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.</p> <p>a. Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500.</p> <p style="text-align: center;">Destroy 6 years after final payment (GRS 4/6a)</p> <p>b. Transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 26, 1974, of \$2,500 or less.</p> <p style="text-align: center;">Destroy 3 years after final payment (GRS 4/6b)</p>		
62.	<p><u>Excess Property Donation Files.</u> Documents reflecting the donation of property.</p> <p style="text-align: center;">Destroy when 3 years old</p>		
63.	<p><u>Real Property Files.</u> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

35 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
64.	<p>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage (GRS 4/7)</p> <p><u>Title Papers.</u> These are papers documenting the acquisition of real property by purchase, condemnation, donation, exchange or otherwise.</p> <p>a. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.</p> <p>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other items (GRS 3/2b)</p> <p>b. Abstract or certificate of title.</p> <p>Transfer to purchaser after unconditional sale or release the Government of conditions, restrictions, mortgages or other liens. (GRS 3/2c)</p>		
65.	<p><u>Property Pass Files.</u> Property pass files, authorizing removal of property or materials.</p> <p>Destroy 3 months after expiration or revocation (GRS 18/13)</p>		
66.	<p><u>Personal Property Accountability Files.</u> Files relating to accountability for personal property lost or stolen.</p> <p>a. Ledger Files - Destroy 3 years after final entry (GRS 18/16a)</p> <p>b. Reports, loss statements, receipts and other papers relating to lost and found articles.</p> <p>Destroy when 1 year old (GRS 18/16b)</p>		
67.	<p><u>Key Accountability Files.</u> Files relating to accountability for keys issued.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

36 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
68 .	<p>a. For areas under maximum security Destroy 3 years after turn-in of key</p> <p>b. For other areas - Destroy 6 months after turn-in of key (GRS 18/17)</p> <p><u>Space and Maintenance Files.</u></p> <p>a. <u>Space and maintenance general correspondence files.</u> Correspondence of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. Destroy when 2 years old (GRS 11/1)</p> <p>b. <u>Building Maintenance Files.</u> Documents relating to the criteria, standards, practices, and applications of measures for the maintenance, repair and improvement of buildings and structures. Destroy in Bureau when no longer needed</p> <p>c. <u>Agency Space Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration.</p> <p>(1) Building plan files and related Bureau records utilized in space planning, assignment and adjustment. Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete (GRS 11/2a)</p> <p>(2) Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(a) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia" and related papers. Destroy when 2 years old (GRS 11/2b(1))</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

37 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(b) Copies in subordinate reporting units and related work papers.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 11/2b(a))</p> <p>d. <u>Directory Service Files.</u> Correspondence, forms, and other records relating to the compilation of directory service listings.</p> <p style="text-align: right;">Destroy 2 months after issuance of listing (GRS 11/3)</p> <p>e. <u>Credentials Files.</u> Identification credentials and related papers.</p> <p>(1) Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitor passes and other identification credentials.</p> <p style="text-align: right;">Destroy credentials 3 months after return to issuing office (GRS 11/4a)</p> <p>(2) Receipts, indices, listings and accountable records.</p> <p style="text-align: right;">Destroy after all listed credentials are accounted for (GRS 11/4b)</p> <p>f. <u>Building and Equipment Service Files.</u> Requests for building and equipment maintenance services, excluding fiscal copies.</p> <p style="text-align: right;">Destroy 3 months after work performed or requisition cancelled (GRS 11/5)</p>		
69.	<p><u>Energy Conservation Files.</u> Energy conservation performance reports, energy surveys and audits, and similar documents supporting the Bureau energy conservation program.</p> <p>a. Headquarters copy - Destroy in Bureau when 10 years old</p> <p>b. Field Offices copies - Destroy when 5 years old</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

38 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
70 .	<p><u>Security and Protective Services Correspondence Files.</u> Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 18/9)</p>		
71 .	<p><u>Surveys and Inspections Files.</u> Surveys and inspections of facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosions and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.</p> <p style="text-align: right;">Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner (GRS 18/10)</p>		
72 .	<p><u>Investigative Files.</u> Files accumulating from investigations of fire, explosions, accidents, sabotage and unauthorized entry. Consists of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies and related papers concerning occurrence of a minor nature.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 18/12)</p>		
73 .	<p><u>Visitor Control Records.</u> Registers or logs used to record names of outside contractors, service or personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.</p> <p>a. Areas under maximum security</p> <p style="text-align: right;">Destroy 5 years after final entry or 5 years after date of document, as appropriate</p> <p>b. Other areas</p> <p style="text-align: right;">Destroy 2 years after final entry or 2 years after date of document, as appropriate (GRS 18/18)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 39 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
74.	<p><u>Motor Vehicles Maintenance and Operations Files.</u></p> <p>a. <u>Motor Vehicle Correspondence Files.</u> Correspondence in the operating unit responsible for maintenance and operation of motor vehicles, not otherwise covered in this schedule.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 10/1)</p> <p>b. <u>Motor Vehicle Operating and Maintenance Files.</u></p> <p>(1) Operating records including those relating to gas and oil consumption, dispatching and scheduling.</p> <p style="text-align: right;">Destroy when 3 months old (GRS 10/2a)</p> <p>(2) Maintenance records, including those relating to service and repair.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 10/2b)</p> <p>c. <u>Motor Vehicle Cost Files.</u> Motor vehicle ledger and work sheets providing cost and expense data.</p> <p style="text-align: right;">Destroy 3 years after discontinuance of ledger or date of work sheet (GRS 10/3)</p> <p>d. <u>Motor Vehicle Report Files.</u> Reports on motor vehicles (other than accident, operating and maintenance reports).</p> <p style="text-align: right;">Destroy 3 years after date of report (GRS 10/4)</p> <p>e. <u>Motor Vehicle Accidents Files.</u> Records relating to motor vehicle accidents, maintained by transportation offices.</p> <p style="text-align: right;">Destroy 6 years after case is closed (GRS 10/5)</p> <p>f. <u>Motor Vehicle Release Files.</u> Records relating to transfer, sale, donation or exchange of vehicles.</p> <p style="text-align: right;">Destroy 4 years after vehicle leaves agency custody (GRS 10/6)</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>g. <u>Motor Vehicle Operation Files.</u> Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.</p> <p style="padding-left: 40px;">Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicle, whichever is sooner (GRS 10/7)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 41 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PROCUREMENT-CONTRACTING RECORDS		
75.	<p><u>Procurement-Contracting Policy and Planning Files.</u> Documents and related correspondence which provide guidance and direction for all aspects of the procurement activity within the Bureau.</p> <p style="text-align: center;">Cut off file annually. Destroy in Bureau when 2¹⁰ years old</p>		
76.	<p><u>Procurement-Contracting Correspondence Files.</u> Correspondence files of operating procurement units concerning routine internal operation and administration matters not covered elsewhere in this schedule.</p> <p style="text-align: center;">Destroy when 2 years old (GRS 3/3)</p>		
77.	<p><u>Routine Procurement Files.</u> Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, (other than Unique Procurement files, Real Property files, Tax Exemption files).</p> <p>a. Procurement or purchase organization copy and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 26, 1974.</p> <p style="text-align: center;">Destroy 6 years and 3 months after final payment (GRS 3/4a(1))</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.</p> <p style="text-align: center;">Destroy 3 years after final payment (GRS 3/4a(2))</p> <p>(3) Transactions of more than \$2,500 dated prior to July 26, 1974.</p> <p style="text-align: center;">Destroy 6 years after final payment (GRS 3/4a(3))</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

42 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Obligation copy - Destroy when funds are obligated (GRS 3/4b)</p> <p>c. Other copies of records described above used by component elements of a procurement office for administrative purposes. Destroy upon termination or completion (GRS 3/4c)</p> <p>d. Copies of records described above maintained by originating offices for monitoring various administrative and technical aspects of contract to ensure satisfactory results and completion. Destroy 1 year after termination or completion</p>		
78 .	<p><u>Supply Management Files.</u> Files of reports on supply requirement and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature),</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies. Destroy when 2 years old (GRS 3/5a)</p> <p>b. Copies in other reporting units and related work papers. Destroy when 1 year old (GRS 3/5b)</p>		
79 .	<p><u>Issue Files.</u> Documents reflecting the record of each material request release order and all supply actions taken on the request. Destroy when 2 years old</p>		
80 .	<p><u>Procurement Register Files.</u> Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, leases or similar instruments. Destroy when 6 years old</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

43 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
81 .	<p><u>Individual Vendor Files.</u> Catalogs, brochures, and miscellaneous materials indicating supplies and services offered by each vendor; mailing lists and comparable documents.</p> <p style="text-align: center;">Destroy when superseded or when vendor is removed from list of suppliers</p>		
82 .	<p><u>Bid Files.</u></p> <p>a. Successful or unsuccessful bids</p> <p style="text-align: center;">File in appropriate procurement file and apply provisions under Item 77. (GRS 3/6a)</p> <p>b. Unsuccessful bid protest files</p> <p style="text-align: center;">Destroy 3 years after final decision is submitted to protestor</p> <p>c. Lists of cards of acceptable bidders</p> <p style="text-align: center;">Destroy when superseded or obsolete (GRS 3/6b)</p>		
83 .	<p><u>Procurement Inspection Files.</u> Documents relating to the inspection and audit of procurement matters and contracts.</p> <p style="text-align: center;">Destroy when 6 years old</p>		
84 .	<p><u>Inventory Requisition Files.</u> Requisitions for supplies and equipment for current inventory.</p> <p>a. Stockroom copy - Destroy 2 years after completion or cancellation of requisition (GRS 3/9a)</p> <p>b. All other copies - Destroy when 6 months old (GRS 3/9b)</p>		
85 .	<p><u>Inventory Files.</u></p> <p>a. Inventory lists - Destroy 2 years from date of list (GRS 3/10a)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
44 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Inventory cards - Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from Bureau control (GRS 3/10b)</p> <p>c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule. Destroy 2 years after date of survey action or date of posting medium (GRS 3/10c)</p>		
86.	<p><u>Public Printer Files.</u> Records relating to requisitions on the printer and all supporting papers.</p> <p>a. Printing procurement unit copy of requisition, invoice, specifications and related papers. Destroy 3 years after completion or cancellation of requisition (GRS 3/7a)</p> <p>b. Accounting copy of requisition Destroy 3 years after period covered by related account (GRS 3/7b)</p>		
87.	<p><u>Nonpersonal Requisition Files.</u> Requisitions for nonpersonal services such as duplicating, laundry, binding and other services (excluding records associated with accountable officers' accounts). Destroy when 1 year old (GRS 3/8)</p>		
88.	<p><u>Contractors' Payroll Files.</u> Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers. Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date (GRS 3/12)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

45 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
89.	<p><u>Tax Exemption Files.</u> Tax exemption certificates and related papers.</p> <p style="text-align: right;">Destroy 3 years after period covered by related account (GRS 3/13)</p>		
90.	<p><u>Grant Files.</u></p> <p>a. <u>Grant Correspondence Files.</u> Correspondence and other records relating to routine operations and daily activities in administration of the grant program.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 3/17b)</p> <p>b. <u>Proposals for Grants.</u> Proposals to obtain grants for research and other types of projects. Includes correspondence relating to the proposal as well as an evaluation of the proposal made by Bureau personnel.</p> <p>(1) Proposals declined by the Bureau</p> <p style="text-align: right;">Destroy 5 years after date proposal is declined by the Bureau (GRS 3/14a)</p> <p>(2) Proposals accepted by the Bureau</p> <p style="text-align: right;">Proposal becomes part of the grant case file (formerly Item 9)</p> <p>c. <u>Grant Control Files.</u> Indexes, registers, logs, or other records relating to control of assigning number or identifying projects, applications and grants.</p> <p style="text-align: right;">Destroy when superseded or obsolete (GRS 3/16)</p> <p>d. <u>Grant Case Files.</u> Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.</p> <p style="text-align: right;">Destroy 6 years after case is closed (formerly Item 10)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
46 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
91 .	<p>Cooperative Agreement Files. Contractual agreements, correspondence, unpublished reports, and related records concerning federal assistance projects performed for the benefit of the recipient.</p> <p style="text-align: center;">Destroy 6 years after completion <i>of the project.</i> (formerly Item 22)</p>		
92 .	<p>Memorandum of Agreement Files. Contractual agreements, correspondence, unpublished reports and related records concerning research and other technical projects performed by the Bureau; (1) in Bureau facilities in support of a Bureau program, or (2) outside the Bureau jointly with the cooperator.</p> <p style="text-align: center;">Destroy 6 years after completion <i>of the project.</i></p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

47 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
PERSONNEL RECORDS			
93 .	<p><u>Personnel Correspondence Files.</u></p> <p>a. Files relating to the general administration and operations of personnel functions and including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special careers (Summer Aid, Intergovernmental Affairs Fellowship, Stay in School, etc.) programs, examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at Bureau staff planning levels.</p> <p style="text-align: center;">Destroy when 3 years old (GRS 1/3a)</p> <p>b. Correspondence, reports, memoranda, and other records relating to employment programs and function, and manpower management and evaluation.</p> <p style="text-align: center;">Destroy when 5 years old (GRS 1/3b)</p>		
94 .	<p><u>Personnel Reference Files.</u> Instructions, manuals, standards, directives and other reference material used in personnel management.</p> <p style="text-align: center;">Destroy when superseded, obsolete, or no longer needed for reference</p>		
95 .	<p><u>Official Personnel Folders (OPF).</u> Retain in files during employment with the Bureau.</p> <p>a. Separation of employee to another agency - Forward the folder to that agency in accordance with FPM (GRS 1/1b(1))</p> <p>b. Separation of employee for other reasons - Transfer the folder to National Personnel Records Center, St. Louis, Missouri, 30 days after separation (GRS 1/1b(2))</p>		
96 .	<p><u>Temporary Individual Employee Records.</u> All copies of correspondence and forms maintained on the left side of the official personnel folder in accordance with Federal</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

48 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
97 .	<p>Personnel Manual, Chapter 293, and Supplemental 293-31.</p> <p style="text-align: center;">Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner (GRS 1/10)</p> <p><u>Correspondence and Forms Files.</u> Operating personnel office records relating to individual employees not maintained in OPF and not provided for elsewhere in this schedule.</p> <p>a. Correspondence and forms relating to pending personnel actions</p> <p style="text-align: center;">Destroy when action is completed (GRS 1/17a)</p> <p>b. All other correspondence and forms</p> <p style="text-align: center;">Destroy when 6 months old (GRS 1/17c)</p>		
98 .	<p><u>Service Record Card.</u> Reflects the service of an employee, such as Standard Form 7.</p> <p>a. Cards for employees separated or transferred on or before December 31, 1947.</p> <p style="text-align: center;">Transfer to NPRC (CPR) St. Louis, Mo. Destroy 60 years after earliest personnel action date (GRS 1/2a)</p> <p>b. Cards for employees separated or transferred on or after January 1, 1948.</p> <p style="text-align: center;">Destroy 3 years after separation or transfer of employee (GRS 1/2b)</p>		
99 .	<p><u>Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices.</u></p> <p>a. <u>Supervisor's Personnel Files.</u> Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action, and records</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 49 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>on individual employees duplicated in or not appropriate for the OPF.</p> <p>Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer (GRS 1/18a)</p> <p>b. <u>Duplicate Documentation.</u> Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.</p> <p>Destroy when 6 months old (GRS 1/18b)</p>		
100.	<p><u>Recruitment Files.</u> Correspondence, letters and telegrams offering appointments to potential employees.</p> <p>a. If appointment is accepted - Destroy immediately (GRS 1/4a)</p> <p>b. If appointment is declined</p> <p>(1) Return to CSC with reply and application, if name was received from certificate of eligibles (GRS 1/4b(1))</p> <p>(2) File inside application if offered as a result of application for temporary or excepted appointment. Destroy upon receipt of CSC report of inspection or when 2 years old, whichever is earlier (GRS 1/15)</p> <p>(3) All other copies - Destroy immediately (GRS 1/4b(3))</p> <p>c. <u>Paid Recruitment Advertising Files.</u></p> <p>Destroy when 3 years old (GRS 1/3a)</p>		
101.	<p><u>Employment Applications Files.</u> Applications (Standard Form 171) and related records, excluding records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 50 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Destroy upon receipt of CSC inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel Manual, Chapter 333, Section A-4, are observed</p> <p style="text-align: right;">(GRS 1/15)</p>		
102.	<p><u>Examination Files.</u> Material relating to Civil Service examinations, other qualifying tests, and related items.</p> <p style="text-align: center;">Destroy when 3 years old</p>		
103.	<p><u>Selection Placement Files.</u> Handicapped, veterans and ex-offenders.</p> <p style="text-align: center;">Destroy when 3 years old</p>		
104.	<p><u>Special Career Files.</u> Summer Aid, Intergovernmental Affairs Fellowship, Stay in School, etc.</p> <p style="text-align: center;">Destroy when 3 years old</p>		
105.	<p><u>Certificates of Eligibles Files.</u> Certificates of eligibles with related requests, forms, correspondence and statements of reasons for passing over a preference eligible and selecting a nonpreference eligible.</p> <p style="text-align: center;">Destroy when 2 years old</p> <p style="text-align: right;">(GRS 1/5)</p>		
106.	<p><u>Civilian Personnel Actions.</u> Files relating to processing personnel actions (excluding those filed in the OPF).</p> <p style="text-align: center;">Destroy 2 years after effective date</p>		
107.	<p><u>Notifications of Personnel Action.</u> Standard Form 50 documenting initial employment, promotions, transfers, in or out, separation, and all other individual personnel actions, exclusive of those in OPFs.</p> <p>a. Chronological file copies, including fact sheets maintained in personnel offices.</p> <p style="text-align: center;">Destroy when 2 years old</p> <p style="text-align: right;">(GRS 1/14a)</p> <p>b. All other copies maintained in personnel offices.</p> <p style="text-align: center;">Destroy when 1 year old</p> <p style="text-align: right;">(GRS 1/14b)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 51 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
108.	<p><u>Employee Record Cards.</u> Employee record cards used for informational purposes outside personnel offices, such as Standard Form 7B.</p> <p>Destroy on separation or transfer of employee (GRS 1/6)</p>		
109.	<p><u>Accessions Files.</u> Initial appointments, transfers, details, experts and consultants, excepted positions, reinstatements, reemployments, and similar items.</p> <p>Destroy when 5 years old</p>		
110.	<p><u>Retention Registers.</u></p> <p>a. Registers from which reduction-in-force actions have been taken.</p> <p>Destroy when 2 years old (GRS 1/17b(1))</p> <p>b. Registers from which no reduction-in-force actions have been taken.</p> <p>Destroy when superseded or obsolete (GRS 1/17b(2))</p>		
111.	<p><u>Separations Files.</u> Resignations, removals, deaths, and similar items.</p> <p>Destroy when 3 years old</p>		
112.	<p><u>Retirement Files.</u> Optional, mandatory, and disability retirement.</p> <p>Destroy when 3 years old</p>		
113.	<p><u>Equal Employment Opportunity Records.</u></p> <p>a. <u>Official Discrimination Complaint Case Files.</u> Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222.</p> <p>(1) Cases resolved within the Bureau</p> <p>Destroy 4 years after resolution of case (GRS 1/26a(1))</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 52 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(2) Cases resolved by the CSC or a U.S. Court</p> <p>Files are controlled by CSC Records Schedule (GRS 1/26a(2))</p> <p>b. <u>Copies of Complaint Case Files.</u> Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case File.</p> <p>Destroy 1 year after resolution of case (GRS 1/26b)</p> <p>c. <u>Background Files.</u> Background records not filed in the official discrimination complaint case file.</p> <p>Destroy 2 years after final resolution of case (GRS 1/26c)</p> <p>d. <u>Compliance Records.</u></p> <p>(1) <u>Compliance Review Files.</u> Reviews, background papers, and correspondence relating to contractor employment practices.</p> <p>Destroy when 7 years old (GRS 1/26d(1))</p> <p>(2) <u>EEO Compliance Reports</u></p> <p>Destroy when 3 years old (GRS 1/26d(2))</p> <p>e. <u>Employee Housing Requests.</u> Forms requesting Bureau assistance in housing matters such as rental or purchase.</p> <p>Destroy when 1 year old (GRS 1/26e)</p> <p>f. <u>Employment Statistics Files.</u> Employment statistics relating to race, sex, etc.</p> <p>Destroy when 5 years old (GRS 1/26f)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 53 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>g. <u>EEO General Files.</u> General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and Bureau EEO Committee meeting records including minutes and reports.</p> <p style="text-align: right;">Destroy when 3 years old or when superseded or obsolete, whichever is applicable (GRS 1/26g)</p>		
	<p>h. <u>EEO Affirmative Action Plans.</u></p> <p>(1) Bureau copy of consolidated plan</p> <p style="text-align: right;">Destroy 5 years from date of plan (GRS 1/26h(1))</p> <p>(2) Feeder plans</p> <p style="text-align: right;">Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner (GRS 1/26h(2))</p>		
114.	<p><u>Position Classification Files.</u></p> <p>a. <u>Position Classification Standards.</u></p> <p>(1) CSC standards determining title, series and grade based duties, responsibilities and qualification requirements.</p> <p style="text-align: right;">Destroy 5 years after position is abolished or description is superseded (GRS 1/7a(1))</p> <p>(2) Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the Bureau and CSC approval or disapproval.</p> <p>(a) Case file - Destroy 5 years after position is abolished or description is superseded (GRS 1/7a(2)(a))</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

54 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
115.	<p>(b) Review file - Destroy when 2 years old (GRS 1/7a(2)(b))</p> <p>b. <u>Position Description Files.</u> Files describing established positions including information on title, series, grade, duties and responsibilities.</p> <p>(1) Record copy - Destroy 5 years after position is abolished or description superseded (GRS 1/7b(1))</p> <p>(2) All other copies - Destroy when position is abolished or description superseded (GRS 1/7b(2))</p> <p>c. <u>Survey Files.</u></p> <p>(1) <u>Classification Survey Reports.</u> Survey reports on various positions prepared by classification specialists, including periodic reports such as Annual Whitten Amendment Supergrade Position Report.</p> <p>Destroy when 3 years old or 2 years after regular inspection, whichever is sooner (GRS 1/7(c)(1)(a))</p> <p>(2) <u>Inspection, Audit and Survey Files.</u> Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.</p> <p>Destroy when obsolete or superseded (GRS 1/7c(1)(b))</p> <p>d. <u>Appeals Files.</u> Case files relating to classification appeals.</p> <p>Destroy 3 years after case is closed (GRS 1/7d)</p> <p><u>Interview Records.</u> Correspondence, reports, and other records relating to interviews with employees.</p> <p>Destroy 6 months after transfer or separation of employee (GRS 1/8)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 55 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
116.	<p><u>Position Identification Strips.</u> Strips such as Standard Form 70, used to provide summary data on each position occupied.</p> <p style="text-align: center;">Destroy when position is cancelled or new strip is prepared (GRS 1/11)</p>		
117.	<p><u>Personnel Counseling Records.</u></p> <p>a. <u>Counseling Files.</u> Reports of interviews, analysis and related records.</p> <p style="text-align: center;">Destroy 3 years after termination of counseling (GRS 1/27a)</p> <p>b. <u>Alcohol and Drug Abuse Program.</u> Records created in planning, coordinating and directing an alcohol and drug abuse program.</p> <p style="text-align: center;">Destroy when 3 years old (GRS 1/27b)</p>		
118.	<p><u>Performance Rating Records.</u></p> <p>a. Certificates of performance rating.</p> <p style="text-align: center;">Destroy when 2 years old (GRS 1/23a)</p> <p>b. General or case file of forms, memoranda and correspondence</p> <p style="text-align: center;">Destroy when 3 years old (GRS 1/23b)</p> <p>c. <u>Appeals Files.</u> Memoranda, correspondence and other records relating to employee appeals of performance rating.</p> <p style="text-align: center;">Destroy 3 years after final settlement of case (GRS 1/23c)</p> <p>d. <u>Performance Rating Board Case Files.</u> Copies of case files forwarded to CSC relating to performance rating board reviews</p> <p style="text-align: center;">Destroy 1 year after case is closed (GRS 1/9)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
56 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
119.	<u>Merit Promotion Program Files.</u> Destroy when 2 years old		
120.	<u>Standards of Conduct Files.</u> Correspondence, memoranda and other records relating to codes of ethics and standards of conduct. Destroy when superseded or obsolete (GRS 1/28)		
121.	<u>Conflict of Interest Case Files.</u> Statements of employment and financial interests and related records. Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required (GRS 1/25)		
122.	<u>Grievance, Disciplinary and Adverse Action Files.</u> a. <u>Grievance Appeals Files (5 CFR 771).</u> Records originating in the review of grievances and appeals raised by Bureau employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration case. Destroy 3 years after case is closed (GRS 1/31a) b. <u>Adverse Action Files (5 CFR 752).</u> Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices; reports and decisions; reversal of action; and appeal records, excluding letters of reprimand. Destroy 4 years after case is closed (GRS 1/31b)		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 57 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
123.	<p><u>Health Record Files.</u></p> <p>a. <u>Individual Health Record Files.</u> Cards which contain such information as date of employee's visit, diagnosis and treatment.</p> <p style="text-align: right;">Destroy 6 years after date of last entry (GRS 1/19)</p> <p>b. <u>Health Unit Control Files.</u> Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.</p> <p>(1) If information is summarized on statistical reports</p> <p style="text-align: right;">Destroy 3 months after last entry (GRS 1/20a)</p> <p>(2) If information is not summarized</p> <p style="text-align: right;">Destroy 2 years after last entry (GRS 1/20b)</p> <p>c. <u>Individual Employee Health Case Files.</u> Forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, <u>excluding</u> preemployment physical examinations and disability retirement and fitness for duty examinations which are filed in the OPF upon separation of employee. Those records not required for filing in the OPF, if not retained by the Bureau, may be transferred to the local FARC. <u>Under no circumstances</u>, should these files be sent to the National Personnel Records Center.</p> <p style="text-align: right;">Destroy 6 years after last entry (GRS 1/21)</p> <p>d. <u>Statistical Summaries.</u> Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.</p> <p style="text-align: right;">Destroy 2 years after date of summary or report (GRS 1/22)</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 58 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
124.	<p><u>Labor-Management Relations Records.</u></p> <p>a. <u>Labor-Management Relations General and Case Files.</u> Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.</p> <p>(1) Office negotiating agreement Destroy when 5 years old (GRS 1/29a(1))</p> <p>(2) Information copies - Destroy when superseded or obsolete (GRS 1/29a(2))</p> <p>b. <u>Labor Arbitration General and Case Files.</u> Correspondence, forms and background papers relating to labor arbitration cases.</p> <p>Destroy 5 years after final resolution of case (GRS 1/29b)</p>		
125.	<p><u>Employee Awards Files.</u></p> <p>a. <u>General Awards Records.</u></p> <p>(1) Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.</p> <p>Destroy 2 years after approval or disapproval (GRS 1/12a(1))</p> <p>(2) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p> <p>Destroy when 2 years old (GRS 1/12a(2))</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
59 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. <u>Length of Service and Sick Leave Awards File.</u> Records including correspondence, memoranda, reports, computations of service and sick leave and list of awardees.</p> <p style="text-align: right;">Destroy when 1 year old (GRS 1/12b)</p>		
	<p>c. <u>Letters of Commendation and Appreciation.</u> Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, excluding copies filed in the OPF.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 1/12c)</p>		
	<p>d. <u>Lists of Indexes to Agency Award Nominations.</u></p> <p style="text-align: right;">Destroy when superseded or obsolete (GRS 1/12d)</p>		
	<p>e. <u>Lists of Nominees and Winners and Indexes of Nominations.</u></p> <p style="text-align: right;">Destroy when superseded or obsolete (GRS 1/12d)</p>		
	<p>f. <u>Incentive Awards Program Reports.</u> Reports pertaining to the operation of the Incentive Awards Program.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 1/13)</p>		
126.	<p><u>Personnel Operations Statistical Reports.</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 1/16)</p>		
127.	<p><u>Bureau Sponsored Training Files.</u></p> <p>a. Correspondence, memoranda, agreements, authorizations, reports, plans and objectives relating to the establishment and operation of training courses and conferences.</p> <p>(1) Record copy - Destroy when 5 years old or 5 years after completion of a specific training program (GRS 1/30b(1))</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

60 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	(2) Information copies - Destroy when 3 years old or when no longer needed		
	b. Background and work papers Destroy when 3 years old (GRS 1/30b(2))		
128.	<u>Employee Training Files.</u> Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions. a. Record copy - Destroy when 5 years old or when superseded or obsolete, whichever is sooner (GRS 1/30c) b. Information copies - Destroy when 3 years old		
129.	<u>Course Announcement Files.</u> Reference files of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations. Destroy when superseded or obsolete (GRS 1/30d)		
130.	<u>Personnel Management Evaluation Reports.</u> Reports of personnel evaluation teams (Bureau, Departmental or OPM) of the overall personnel management practices of the Bureau, together with findings, recommendations and improvements. Cut off file annually. Hold for 5 years, then transfer to FRC. Destroy after <i>when</i> 10 years <i>old.</i>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 61 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	LEGISLATIVE AND LEGAL RECORDS		
131.	<p><u>Legislative Files.</u> Copies of proposed and passed legislation and other authoritative directives of interest to the Bureau with related memoranda, correspondence, and reports. A permanent legislative file is maintained in the Department in the Office of the Secretary which will adequately serve the historical and legal needs of the Bureau.</p> <p>a. Public Laws affecting the Bureau, with related backup material</p> <p style="padding-left: 40px;">Destroy when 10 years old or when no longer needed for reference</p> <p>b. Other legislation</p> <p style="padding-left: 40px;">Destroy when 5 years old or when no longer needed for reference (formerly Item 6)</p>		
132.	<p><u>Congressional Relations Files.</u> Documents relating to Congressional inquiries and interests concerning routine matters of negligible value.</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>		
133.	<p><u>Congressional Committee Files.</u> Organization and membership of Congressional committees and Bureau contacts with them. (Exclude hearings before House and Senate Appropriations Committee on Budget Appropriations.)</p> <p style="padding-left: 40px;">Destroy when no longer needed for reference, except for material that may fall in the category of Congressional Relations</p>		
134.	<p><u>Inventions Files.</u> Reports of inventions disclosed and submitted by Bureau employees and contractors, and related correspondence with the Solicitor's Office concerning inventions and patents. (Note: The official "Patents File" is filed in the Department Office of the Solicitor.)</p> <p style="padding-left: 40px;">Destroy 2 years after case is closed or patent awarded (formerly Item 4)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 62 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
135.	<p><u>Litigation Files.</u> Documents relating to actual or potential legal proceedings in which the Bureau has an interest. (Note: Official "Litigation Case Files" are filed by the Department Office of the Solicitor.)</p> <p style="text-align: center;">Destroy 15 years after completion of litigation</p>		
136.	<p><u>Appearance as Counsel in Civil Court and Witness Appearance Files.</u> Documents relating to the appearance of Bureau witnesses or as counsel before civil courts, administrative tribunals, regulatory bodies or Government agencies.</p> <p style="text-align: center;">Destroy when 4 years old</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 63 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PROGRAM DEVELOPMENT AND EVALUATION RECORDS		
137.	<p><u>Program Development and Evaluation Files.</u> Documents of long-term value relating to the planning of activities to achieve the Bureau's mission; developing long and short-range requirements for funding, facilities and equipment; determining program priorities; allocating resources among major programs; and evaluating program performance and similar documents. (Alpha. by subj.) (0.07 cu ft/yr)</p> <p>a. Record copy in responsible office (Office of Program Development and Evaluation)</p> <p style="padding-left: 40px;">PERMANENT. Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then offer to NARS to NARS in 10 year blocks when most recent records are 20 years old.</p> <p>b. Other copies - Destroy when 6 years old or when no longer needed for reference, whichever is earlier</p>		
138.	<p><u>Planning, Budget and Evaluation Reports.</u> Data and information used in preparation of planning, budget and evaluation reports.</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>		
139.	<p><u>Departmental Program Proposals.</u></p> <p style="padding-left: 40px;">Destroy when superseded, obsolete, or no longer needed for reference</p>		
140.	<p><u>Budget Policy Files.</u> Correspondence and other items in the Budget Office documenting Bureau policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Bureau programs.</p> <p>a. Record copy - Cut off at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then Destroy <i>when 20 years old.</i></p> <p>b. Other copies - Destroy in Bureau when 3 years old (GRS 5/1)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
64 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
141.	<p>Budget Correspondence Files. Correspondence files in the Budget Office pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.</p> <p style="text-align: center;">Destroy when 2 years old (GRS 5/3)</p>		
142.	<p>Budget Estimates and Justification Files. Budget estimates and justifications prepared or consolidated in the Bureau's Budget Office. Included are appropriation language sheets, narrative statements, and related schedules and data. (Alpha. by subj.) (1 cu ft/yr)</p> <p>a. Record copy in office responsible for preparation, consolidation and approval (Div. of Budget)</p> <p style="margin-left: 40px;">PERMANENT. Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then offer to NARS</p> <p>b. Copies in other Bureau offices</p> <p style="margin-left: 40px;">Cut off file at end of fiscal year. Destroy in Bureau 2 years after cut-off</p> <p>c. Working papers and background material</p> <p style="margin-left: 40px;">Destroy 1 year after the close of the FY covered by the budget (GRS 5/2a)</p>		
143.	<p>Budget Background Records. Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.</p> <p style="margin-left: 40px;">Destroy 1 year after the close of the FY covered by the budget (GRS 5/4)</p>		

*see revision
P. 64A*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
142.	a. Record copy in office responsible for preparation, consolidation, and approval (Div. of Budget). Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Destroy when 20 years old.		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 65 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
144.	<p><u>Congressional Budget Justification Hearings Files.</u> Documents accumulated to substantiate Bureau budget estimates during Congressional budgetary hearings.</p> <p>a. Record copy in office responsible for presenting the justification or testimony (Division of Budget)</p> <p style="padding-left: 40px;">Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then Destroy when <i>20 years old.</i></p> <p>b. Copies in other Bureau offices - Cut off file at end of fiscal year. Destroy in Bureau 2 years after cut-off</p> <p style="text-align: right;">(GRS 5/4)</p>		
145.	<p><u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.</p> <p>a. Annual report (end of FY) - Destroy when 5 years old (GRS 5/5a)</p> <p>b. All other reports - Destroy 3 years after the end of the FY (GRS 5/5b)</p>		
146.	<p><u>Annual Funding Program Files.</u> Documents used to authorize Bureau to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for the new fiscal year. Included are annual funding programs and documents relating to them.</p> <p>a. Record copy in responsible office (Division of Budget)</p> <p style="padding-left: 40px;">Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then Destroy when <i>20 years old.</i></p> <p>b. Copies in other Bureau offices</p> <p style="padding-left: 40px;">Cut off file at end of fiscal year. Destroy in Bureau 4 years after cut-off</p>		
147.	<p><u>Budget Apportionment Files.</u> Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

66 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
148.	<p style="text-align: right;">Destroy 2 years after the close of the FY (GRS 5/6)</p> <p><u>Project Proposals.</u> Project proposals describing new project work or work process.</p>		
149.	<p style="text-align: right;">Destroy 1 year after completion of project</p> <p><u>Project Authorizations.</u> Forms authorizing projects that have been budgeted for and for which funds have been appropriated.</p> <p>a. Record copy in responsible office (Division of Budget)</p> <p style="text-align: right;">Cut off file at end of fiscal year. Keep in office 3 years, then transfer to FRC. Keep in FRC 17 years, then <i>Destroy when 20 years old.</i></p> <p>b. Information copies - Destroy when no longer needed for reference purposes (formerly Item 21)</p>		
150.	<p><u>Project Progress Reports.</u> Monthly, quarterly and annual in-house project progress reports.</p> <p>a. Monthly and quarterly reports</p> <p style="text-align: right;">Destroy immediately when no longer needed for compilation of more inclusive reports</p> <p>b. Annual reports (record copy in responsible office)</p> <p style="text-align: right;">Transfer to FRC 5 years after year reported. Destroy 10 years after year reported</p> <p>c. Other copies of annual report</p> <p style="text-align: right;">Destroy when no longer needed for reference (formerly Item 18)</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

67 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
151.	<p data-bbox="232 308 1159 560"><u>Idea Referral Cards</u>. Records are in the format of 5x8 keysort cards. These are cards which are filled out by field employees to submit an idea for a possible research project. The cards contain such information as the employee's name, area assigned and an abstract of the proposal. Cards are kept in the Office of Program Development and Evaluation, which assigns a number and keeps the file in numerical sequence.</p> <p data-bbox="545 594 1159 747">Review file each year and destroy in Bureau those cards 5 years old or older which are no longer worthy of consideration (formerly Item 20)</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
152.	<p style="text-align: center;">FINANCIAL MANAGEMENT RECORDS</p> <p><u>Accountable Officers' Files.</u></p> <p>a. Original or ribbon copy of accountable officers' account maintained in the Bureau for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers, or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited, in the course of operation of the agency. All copies <u>except</u> the certified payment or collection copy, <u>usually</u> the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.</p> <p>(1) Records created prior to FY 1976 (July 1, 1975)</p> <p style="padding-left: 40px;">Destroy 10 years, 3 months, after period covered by account (GRS 6/1a(1))</p> <p>(2) Records created after FY 1975 (June 30, 1975)</p> <p style="padding-left: 40px;">Destroy 6 years, 3 months, after period covered by account (GRS 6/1a(2))</p> <p>b. Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, (excluding freight records and payroll records).</p> <p style="padding-left: 40px;">Destroy 3 years after the period of the account (GRS 6/1b)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
69 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
153.	<p><u>GAO Exceptions Files.</u> GAO notices of exceptions, such as SF 1100, formal or informal and related correspondence.</p> <p style="text-align: right;">Destroy 1 year after exception has been reported as cleared by GAO (GRS 6/2)</p>		
154.	<p><u>Certificates Settlement Files.</u> Copies of certificates of settlement of accounts of accountable officers, statements of differences and related records.</p> <p>a. Certificates covering closed account settlements, supplemental supplements, and final balance settlements.</p> <p style="text-align: right;">Destroy 2 years after date of settlement (GRS 6/3a)</p> <p>b. Certificates covering periodic settlements.</p> <p style="text-align: right;">Destroy when subsequent certificate of settlement is received (GRS 6/3b)</p>		
155.	<p><u>General Fund Files.</u> Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 201, 209 and 219), other than those records covered under Accountable Officers' files.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 6/4)</p>		
156.	<p><u>Accounting Administrative Files.</u> Correspondence, reports and data relating to voucher preparation, administrative audit and other accounting and disbursing operations.</p> <p>a. Files used for workload and personnel management purposes</p> <p style="text-align: right;">Destroy when 2 years old (GRS 6/5a)</p> <p>b. All other files</p> <p style="text-align: right;">Destroy when 3 years old (GRS 6/5b)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
70 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
157.	<p><u>Federal Personnel Surety Bond Files.</u> Official copies of the bond and attached powers of attorney.</p> <p>a. Bonds purchased prior to January 1, 1956</p> <p style="padding-left: 100px;">Destroy 15 years after bond becomes inactive (GRS 6/6a(1))</p> <p>b. Bonds purchased after December 31, 1955</p> <p style="padding-left: 100px;">Destroy 15 years after the end of the bond premium period (GRS 6/6a(2))</p> <p>c. Other bond files, including other copies of bonds and related papers</p> <p style="padding-left: 100px;">Destroy when bond becomes inactive or after the end of the bond premium period (GRS 6/6b)</p>		
158.	<p><u>Gasoline Sales Tickets.</u> Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.</p> <p style="padding-left: 100px;">Destroy after GAO audit or when 3 years old, whichever is sooner (GRS 6/7)</p>		
159.	<p><u>Telephone Toll Tickets.</u> Originals and copies of toll tickets filed in support of telephone call payments.</p> <p style="padding-left: 100px;">Destroy after GAO audit or when 3 years old, whichever is sooner (GRS 6/8)</p>		
160.	<p><u>Telegrams.</u> Originals and copies of telegrams filed in support of telegraph bills.</p> <p style="padding-left: 100px;">Destroy after GAO audit or after 3 years, whichever is sooner (GRS 6/9)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

71 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
161.	<p><u>Expenditures Accounting General Correspondence and Subject Files.</u> Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 7/1)</p>		
162.	<p><u>General Accounting Ledgers.</u> General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.</p> <p style="text-align: right;">Destroy 10 years after the close of the FY involved (GRS 7/2)</p>		
163.	<p><u>Appropriation Allotment Files.</u> Allotment records showing status of obligations and allotments under each authorized appropriation.</p> <p style="text-align: right;">Destroy 10 years after the close of the FY involved (GRS 7/3)</p>		
164.	<p><u>Expenditure Accounting Posting and Control Files.</u> Records used as posting and control media, subsidiary to the general and allotment ledgers and not covered elsewhere in this schedule.</p> <p>a. Original records - Destroy when 3 years old (GRS 7/4a)</p> <p>b. Copies - Destroy when 2 years old (GRS 7/4b)</p>		
165.	<p><u>Stores, Plant, and Cost Accounting Records.</u></p> <p>a. <u>Plant, Cost and Stores General Correspondence Files.</u> Correspondence files of units responsible for plant, cost and stores accounting operations.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 8/2)</p> <p>b. <u>Stores Invoice Files.</u> Invoice or equivalent papers used for stores accounting purposes.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 8/3)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 72 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. <u>Stores Accounting Files.</u> Stores accounting returns and reports.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 8/4)</p>		
	<p>d. <u>Stores Accounting Work Papers.</u> Work papers used in accumulating stores accounting data.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 8/5)</p>		
	<p>e. <u>Plant Accounting Files.</u> Plant account cards and ledgers (except those pertaining to structures).</p> <p style="text-align: right;">Destroy 3 years after item is withdrawn from plant account (GRS 8/6)</p>		
	<p>f. <u>Cost Accounting Reports.</u></p> <p>(1) Copies in units receiving reports</p> <p style="text-align: right;">Destroy when 3 years old (GRS 8/7)</p> <p>(2) Copies in reporting units and related work papers.</p> <p style="text-align: right;">Destroy when 3 years old (GRS 8/7b)</p>		
	<p>g. <u>Cost Report Data Files.</u> Ledgers, forms and machine records used to accumulate data for use in cost reports.</p> <p>(1) Ledgers and forms - Destroy when 3 years old (GRS 8/8a)</p> <p>(2) Machine records:</p> <p>(a) Detail cards - Destroy when 6 months old (GRS 8/8b(1))</p> <p>(b) Summary cards - Destroy when 6 months old (GRS 8/8b(2))</p> <p>(c) Tabulations - Destroy when 1 year old (GRS 8/8b(3))</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

73 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
166.	<p>Accounting System Records. Documents which support the manual or mechanized recording of commitments, obligations, allocations, allotments, or accrued expenditures paid and unpaid.</p> <p>a. EAM cards used in daily operations Destroy after necessary reconciliations</p> <p>b. Machine tabulations used in daily operations Destroy when 1 year old</p> <p>c. Periodic summary cards and tabulations Destroy when 1 year old</p> <p>d. Consolidated EAM cards and tabulations produced from monthly summary or other records usually for an entire FY. Destroy 4 years after liquidation of obligations</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
74 93

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PAYROLL - SALARY RECORDS		
167.	<p><u>Individual Account Files.</u> Individual earnings and service cards, such as SF 1127 or equivalent.</p> <p style="text-align: center;">Upon separation of employee, transfer to the National Personnel Records Center (NPRC) St. Louis, Missouri (GRS 2/1)</p>		
168.	<p><u>Payroll Correspondence Files.</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.</p> <p style="text-align: center;">Destroy when 2 years old (GRS 2/2)</p>		
169.	<p><u>Time and Attendance Report Files.</u> Forms such as SF 1130 or equivalent.</p> <p>a. Payroll preparation and processing copies.</p> <p style="text-align: center;">Destroy after GAO audit or when 3 years old, whichever is sooner (GRS 2/3a)</p> <p>b. All other copies</p> <p style="text-align: center;">Destroy 6 months after the end of the pay period (GRS 2/3b)</p> <p>c. <u>Flexitime Sign In/Out Sheets.</u> Forms used to document employees' hours of work under flexitime schedules.</p> <p style="text-align: center;">Destroy when 3 years old or after audit by GAO, whichever occurs first</p>		
170.	<p><u>Individual Authorized Allotments Files.</u> Forms such as SF 1192 or other records relating to authorization, changes or cancellation of individual payroll allotments for bond deductions, charitable contributions, savings bonds or others.</p> <p>a. If record is maintained on earning record card</p> <p style="text-align: center;">Destroy when superseded or after separation of employee. If employee transfers within an agency or between</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

75 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>agencies, authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6060.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.</p> <p>(GRS 2/4a(1))</p> <p>b. If record is not maintained elsewhere.</p> <p>Destroy 3 years after supersession or 3 years after separation of employee. See para. a. above for transfer instructions</p> <p>(GRS 2/4a(2))</p>		
171.	<p><u>Bond Registration Files.</u> Issuing agent's copies of bond registration stubs.</p> <p>Destroy when 2 years old</p> <p>(GRS 2/5)</p>		
172.	<p><u>Bond Receipt and Transmittal Files.</u> Receipt for and transmittal of U.S. Savings Bonds and checks.</p> <p>Destroy 3 months after date of receipt</p> <p>(GRS 2/6)</p>		
173.	<p><u>Bond Purchase Files.</u> Forms and reports with related papers pertaining to deposits and purchase of bonds.</p> <p>Destroy when 3 years old</p> <p>(GRS 2/7)</p>		
174.	<p><u>Leave Application Files.</u> Application for Leave, SF 71 or equivalent and supporting papers relating to requests for and approval of taking leave.</p> <p>a. If the time and attendance sheet has been initialed by the employee</p> <p>Destroy at the end of applicable pay period</p> <p>b. If the time and attendance sheet has not been initialed by the employee</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 76 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Destroy after GAO audit or when 3 years old, whichever is sooner (GRS 2/8)		
175.	<u>Leave Record Files.</u> Leave record cards maintained separately from pay and earning records, including SF 1130 when used as a leave record.		
	a. Pay or fiscal copies - Destroy when 3 years old (GRS 2/9a)		
	b. Other copies - Destroy 3 months after the end of the period covered (GRS 2/9b)		
176.	<u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.		
	a. Original copy of SF 1150 - File on right side of OPF. See Item 95. (GRS 2/10a)		
	b. Bureau copy - Destroy when 3 years old (GRS 2/10b)		
177.	<u>Notification of Personnel Action Files.</u> Copies of SF 50 or equivalent, not filed in the OPF.		
	a. Pay or fiscal copy. Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner (GRS 2/11a)		
	b. All other copies - See Item 107. (GRS 2/11b)		
178.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions. Destroy when superseded (GRS 2/12)		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

77 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
179.	<p><u>Payroll Files</u>. Memorandum copies of payrolls, check lists and related certification sheets, such as SF 1013, SF 1128A or equivalents.</p> <p>a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices with related papers.</p> <p style="text-align: right;">Destroy when Federal Records Center receives second subsequent payroll or check list covering the same payroll unit (GRS 2/13a)</p> <p>b. All other copies:</p> <p>(1) If earning record card is maintained.</p> <p style="text-align: right;">Destroy after GAO audit or after 3 years, whichever is earlier (GRS 2/13b(1))</p> <p>(2) If earning record card is not maintained</p> <p style="text-align: right;">Transfer to NPRC, St. Louis, Mo. when 3 years old. Destroy when 10 years old (GRS 2/13b(2))</p>		
180.	<p><u>Payroll Control Files</u>. Payroll control registers such as SF 1125A.</p> <p style="text-align: right;">Destroy after GAO audit or after 3 years, whichever is sooner (GRS 2/14)</p>		
181.	<p><u>Payroll Change Files</u>. Payroll change slips, exclusive of those of the OPF, such as SF 1126.</p> <p>a. Copy used in GAO audit.</p> <p style="text-align: right;">Destroy when related pay records are audited by GAO or after 3 years, whichever is sooner (GRS 2/15a)</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

78 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Disbursing officer copy used in preparing checks.</p> <p style="text-align: right;">Destroy after preparation of check (GRS 2/15b)</p>		
	<p>c. All other copies.</p> <p style="text-align: right;">Destroy 1 month after the end of the pay period (GRS 2/15c)</p>		
182.	<p><u>Fiscal Schedule Files.</u> Memorandum copies of fiscal schedules used in the payroll process.</p> <p>a. Copy used in GAO audit.</p> <p style="text-align: right;">Destroy after GAO audit or after 3 years, whichever is sooner (GRS 2/16a)</p> <p>b. All other copies.</p> <p style="text-align: right;">Destroy 1 month after the end of the pay period (GRS 2/16b)</p>		
183.	<p><u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>a. Reports and data used for workload and personnel management purposes.</p> <p style="text-align: right;">Destroy when 2 years old (GRS 2/17a)</p> <p>b. All other reports and data</p> <p style="text-align: right;">Destroy when 3 years old (GRS 2/17b)</p>		
184.	<p><u>Income Tax Files.</u></p> <p>a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.</p> <p style="text-align: right;">Destroy 4 years after form is superseded or obsolete (GRS 2/18a)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
79 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
185.	<p><u>Retirement Files.</u></p> <p>b. Returns on income taxes such as IRS Form W-2. Destroy when 4 years old (GRS 2/18b)</p> <p>c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes. Destroy when 4 years old</p> <p>a. Reports, registers or other control documents and other records relating to the retirement, such as SF 2807 or equivalent. Destroy when 3 years old (GRS 2/21a)</p> <p>b. <u>Assistance Files.</u> Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits. Destroy when 1 year old (GRS 2/21b)</p> <p>c. <u>Deduction Files.</u> SF 2806 or equivalent and other records used to document retirement deductions of individual employees. For disposition follow OPF procedures (GRS 2/21c)</p>		
186.	<p><u>Insurance Deduction Files.</u> Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions. Destroy when 3 years old (GRS 2/22)</p>		
187.	<p><u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees. Destroy when 3 years old (GRS 2/23)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 80 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
188.	<p><u>Wage Survey Files.</u> Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).</p> <p style="text-align: right;">Destroy after completion of second succeeding wage survey (GRS 2/24)</p>		
189.	<p><u>Authorized Timekeeper Files.</u> Documents indicating individuals responsible for timekeeping.</p> <p style="text-align: right;">Destroy in Bureau when superseded or obsolete</p>		
190.	<p><u>Payroll System Policy Instructions.</u></p> <p style="text-align: right;">Destroy when superseded, obsolete, or no longer needed for reference</p>		
191.	<p><u>Administrative Payroll Information Reports.</u></p> <p style="text-align: right;">Destroy when 3 years old</p>		
192.	<p><u>Chronological and Posting Files.</u></p> <p style="text-align: right;">Destroy when 3 years old</p>		
193.	<p><u>FWS Schedules and Wage Board Schedules.</u></p> <p style="text-align: right;">Destroy after supersession</p>		
194.	<p><u>Subsistence and Quarters Authorization Files.</u> Documents relating to authorizations for payment of subsistence and quarters.</p> <p style="text-align: right;">Destroy when 2 years old or after completion of audit</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
195.	<p style="text-align: center;">MISCELLANEOUS BUREAU RECORDS</p> <p><u>Minerals Availability Systems (MAS) Files.</u> The Minerals Availability System is a computer-based analysis system for nonfuel mineral deposits and related technologies; economic and engineering information pertinent to current and prospective economic availability of mineral commodities. Some records are on tapes, some are not. These records include correspondence, engineering investigation and evaluation reports, reports on all types of mineral resources, locations of mines and mineral properties, small maps, and similar material.</p> <p>a. <u>Worksheets</u></p> <p style="padding-left: 40px;">Destroy when no longer needed</p> <p>b. <u>Deposit Backup Files.</u> Arranged geographically for mines and mineral properties. Geologic, engineering and financial assessment reports; past studies by other agencies; consultants' reports (sometimes provided on a confidential basis); clippings, photographs, mining maps, and working papers.</p> <p style="padding-left: 40px;">Cut off file every 5 years and transfer to FRC. Hold in FRC for 15 years, then destroy. (EXCEPT: Mining maps that are permanently valuable as determined by knowledgeable Bureau authorities. Remove from files at cut-off and transfer to Mine Map Repository for inclusion in filming of Mine Map Repository files under Item 211.)</p> <p>c. <u>MAS Commodity or Area Computer Output Files</u></p> <p style="padding-left: 40px;">Retain only the most current copy</p> <p>d. <u>MAS Deposit Summary Reports</u></p> <p style="padding-left: 40px;">As reports are revised, retain only the most current copy</p> <p>e. <u>MAS Machine-Readable Files</u></p> <p style="padding-left: 40px;">Destroy when superseded or when no longer needed for current business.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO	10. ACTION TAKEN
	<p>c. <u>Supply/Analysis Reports</u>. Reports containing data concerning mineral supply and analysis. Reports must be retained to substantiate statistics that are published in aggregate numbers due to company proprietary information restrictions.</p> <p>(1) Record copy in responsible office</p> <p style="padding-left: 40px;">Cut off file every 5 years and transfer to FRC. Keep in FRC 15 years, then destroy</p> <p>(2) Other copies - Destroy when 5 years old</p>		
	<p>e. <u>Mineral Industry Locator System (MILS) Data Entry Record Forms</u></p> <p style="padding-left: 40px;">Retain until entry is completed and checked for error, then destroy</p>		
	<p>h. <u>Mineral Industry Locator System (MILS)</u>. Machine-readable records (public use tapes) containing mineral industry location and related data.</p> <p style="padding-left: 40px;">PERMANENT. Offer to NARS annually</p>		
196.	<p><u>Energy Technology Files</u>. Correspondence, technical reports, and similar material relating to energy problems and energy/minerals technology.</p> <p>a. Bureau plans, policies and programs</p> <p>(1) Record copy - When 5 years old, transfer to FRC. Offer to NARS when 20 years old</p> <p>(2) Other copies - Destroy when 5 years old</p> <p>b. Routine correspondence, such as replies to requests for information</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>		
197.	<p><u>Environmental Impact Statement Files</u>. Environmental impact statements prepared by the Bureau or submitted to the Bureau for review, including the Bureau's comments on the statements.</p> <p style="padding-left: 40px;">Destroy when 5 years old (formerly Item 33)</p>		
198.	<p><u>Technical Assistance Program Papers</u>. The Bureau cooperates with and assists several agencies including DOE, GSA and others responsible for the development and procurement of defense materials. Most of the papers are returned to the initiating agency, the Bureau keeping only copies of memoranda, reports, and other internal documents pertaining</p>		

Withdrawn

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

83 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>to the project, and correspondence with Government agencies, other than the initiating ones. The bulk of the work the Bureau does for these agencies consists of examining and appraising applications or proposals submitted by private industry involving tax amortization, a loan or technical assistance in developing a promising mineral source or for the improvement of a known source. The Bureau makes a field examination and makes an appraisal report, or furnishes technical assistance as requested.</p> <p style="text-align: center;">Destroy when 10 years old (formerly Item 7)</p>		
199.	<p><u>Foreign Countries Mineral Intelligence Files.</u> Data on minerals of foreign countries relating to reserves, production, labor, trade, consumption, transportation, location of mines and installations, mineral industries and mining companies and similar items.</p> <p style="text-align: center;">Review files annually. Destroy data when superseded, obsolete, or no longer needed for reference</p>		
200.	<p><u>Foreign Countries Statistics Files.</u> Statistical data on foreign production, consumption, trade, and similar material.</p> <p>a. Documents used in compiling information, not essential as backup to the finished product.</p> <p style="text-align: center;">Destroy when superseded, obsolete, or no longer needed for reference</p> <p>b. Final worksheets - Destroy when 5 years old</p>		
201.	<p><u>Foreign Trainees Files.</u> Schedules, programs, and similar documents relating to technical assistance and training of foreign nationals.</p> <p style="text-align: center;">Destroy when 5 years old</p>		
202.	<p><u>Commodity Files.</u> These files vary in retention value due to the scope of the information accumulated. They are used both as working files and reference files.</p> <p>a. <u>Mine Production Records.</u> Mine production records of individual mines, by geographical areas, on various commodities, maintained on cards. The cards are updated as information is received and are used as working/reference files to provide a production history of the mines.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Destroy in Bureau when no longer needed for reference purposes</p> <p>b. <u>State Department Airgrams</u></p> <p>(1) Unclassified reference copies - Destroy when 5 years old</p> <p>(2) Classified reference copies - Destroy when 3 years old</p> <p>203. <u>Minerals Surveys</u></p> <p>a. <u>Questionnaires</u> - also called survey forms and schedules. Sent to individual companies to gather basic data for various mineral commodities.</p> <p>(1) <u>Monthly, quarterly, and semi-annual surveys</u> for which there is an equivalent annual survey.</p> <p style="padding-left: 40px;">Destroy when data is tabulated or when 2 years old, whichever is sooner</p> <p>(2) <u>Monthly, quarterly, and semi-annual surveys</u> for which there is no equivalent annual survey.</p> <p style="padding-left: 40px;">Destroy when data is tabulated or when 5 years old, whichever is sooner. If data is microfilmed, destroy paper copy when verified. Keep microfilm in Bureau until no longer needed for administrative or reference purposes</p> <p>(3) <u>Annual and special one-time surveys</u></p> <p style="padding-left: 40px;">Destroy when data is tabulated or when 5 years old, whichever is sooner. If data is microfilmed, destroy paper copy when verified. Keep microfilm in Bureau until no longer needed for administrative or reference purposes</p> <p>"This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506"</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. <u>Worksheets.</u> Used to compile and analyze the data from the questionnaires. These are intermediate working records between the questionnaires and the final tabulations.</p> <p style="padding-left: 40px;">Destroy when the final tabulation is completed or with the related questionnaires when the questionnaires are destroyed under Item 203.a., whichever is sooner</p> <p style="padding-left: 80px;">EXCEPTION</p> <p style="padding-left: 40px;">When worksheets contain essential details needed to augment the related final tabulation, dispose of these worksheets with the related final tabulation under Item 203.c.</p> <p>c. <u>Final Tabulations</u></p> <p>(1) <u>Monthly, quarterly, and semi-annual surveys for which there is an equivalent annual survey.</u></p> <p style="padding-left: 20px;"><u>a</u> If paper copy is not microfilmed and its data is not recorded on machine-readable media</p> <p style="padding-left: 60px;">Destroy when 2 years old</p> <p style="padding-left: 20px;"><u>b</u> If paper copy is microfilmed</p> <p style="padding-left: 60px;">Destroy paper copy when the microfilm copy has been verified. Destroy the microfilm copy when 2 years old or keep in Bureau until no longer needed for administrative or reference purposes</p> <p style="padding-left: 20px;"><u>c</u> If the data on the paper copy is recorded on machine-readable media</p> <p style="padding-left: 60px;">Destroy the paper copy when the data has been recorded on the machine-readable media.</p> <p style="padding-left: 20px;"><u>d</u> Machine-readable media</p> <p style="padding-left: 60px;">PERMANENT. Cut off at the end of the calendar year and offer to NARS one year later.</p>		

7.
ITEM NO.2. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO.10.
ACTION TAKEN

(2) Monthly, quarterly, and semi-annual surveys for which there is no equivalent annual survey.

a If paper copy is not microfilmed and its data is not recorded on machine-readable data

Destroy when 5 years old or keep in Bureau until no longer needed for administrative or reference purposes

b If paper copy is microfilmed

Destroy the paper copy when the microfilm has been verified.
Destroy the microfilm copy when 5 years old or keep in Bureau until no longer needed for administrative or reference purposes

c If the data on the paper copy is recorded on machine-readable media

Destroy the paper copy when the data has been recorded on the machine-readable media.

d Machine-readable media

PERMANENT. Cut off at end of calendar year and offer to NARS one year later.

(3) Annual and special one-time surveys

a If paper copy is not microfilmed and its data is not recorded on machine-readable media

Destroy when 5 years old

b If paper copy is microfilmed

Destroy the paper copy when the microfilm has been verified.
Destroy the microfilm when 5 years old or keep in Bureau until no longer needed for administrative or reference purposes

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c If the data on the paper copy is recorded on machine-readable media</p> <p>Destroy the paper copy when the data has been recorded on the machine-readable media.</p> <p>d Machine-readable media</p> <p>PERMANENT. Out off annually and offer to NARS one year later.</p>		
204.	<p><u>Core Storage Records.</u> These records pertain to the "core" samples drilled from the earth and kept in a warehouse. The records are in the form of 3x5 index cards. Two sets of cards are kept and filed differently. One set is filed by State and another by company. In addition, there are some correspondence files relating to the cores. Since there is no plan to dispose of the cores, it is necessary to retain the records relating to them.</p> <p>Destroy in Bureau when no longer needed (formerly Item 25)</p>		
205.	<p>Explosive Method Testing Files. This is a record of methods used in testing explosives for use in mines. (Alpha. by subj.) (2.0 cu ft/yr)</p> <p>Transfer to FRC as PERMANENT (formerly Item 37)</p>		see revision P. 67A
206.	<p>Explosive Test Files. These files are made up of key-sort and regular index cards and contain data on explosives which were submitted to the Bureau for testing and approval. This information includes tests performed on dust, gases, fires, blasting, etc.</p> <p>Transfer to FRC. Destroy when 30 years old (formerly Item 38)</p>		withdrawn
207.	<p>Permissible and Non-permissible Explosives Report Files. Consists of reports of tests made on explosives submitted to the Bureau for approval.</p> <p>Transfer to FRC. Destroy when 30 years old (formerly Item 36)</p>		withdrawn

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

87A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
205.	<p><u>Explosives Testing Files.</u> Records created as a result of the testing of explosives by the Bureau for individual companies and government. These records consist of explosive permissibility certificates and related technical and legal documents: applications, modifications, test descriptions, and original data which serve as a basis for granting approvals and variances. These records have legal significance as no definite period of time can be specified at which they become obsolete. Many of the records contain company proprietary data.</p> <p>Close file when test is completed. Cut off closed testing files annually and move to inactive files. Maintain inactive files in Bureau space; do not send to Federal Records Center. Destroy when no longer needed for the Bureau's administrative and/or legal needs.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
208.	<p><u>Helium Plant Production and Operation Files.</u> A. Records on helium production, maintenance, sales, storage, land, transportation, shipping containers, etc. These records must be retained for long periods due to the Bureau's frequent involvement in lawsuits.</p> <p>When the records are 5 years old, break file and transfer to FRC. Keep in FRC 20 years, then destroy <i>Destroy when 25 years old.</i> (formerly NCI-70-76-1 and Item 2034)</p> <p><i>Change per MG+JW 2-14-50</i></p> <p>b. <u>Helium Plant Automated Storage Records.</u> Machine-readable records containing data on Federally stored helium.</p> <p>Destroy when superseded or when no longer needed for current business.</p>		
209.	<p><u>Industrial Water Records.</u> These are records maintained on water testing in Federal heating systems. The tests are run to determine mineral content, corrosive factors, etc. for water circulating through the heating plants in Federal establishments. The material in the files includes requests for water tests, reports of test results, correspondence, etc.</p> <p>Review records annually. Destroy when superseded by new tests or when no longer needed for reference (formerly Item 24)</p>		
210.	<p><u>Routine Water Analysis Reports and Orders for Water Testing Equipment.</u></p> <p>Destroy when 3 years old</p>		
211.	<p><u>Mine Map Repository Files.</u> The mine map repository serves as a mine map data archives and also as basic reference file centers. Maps are both of underground and surface mines, in particular, abandoned underground mines. They are obtained from mining engineers, geologists, mining companies, consultants, and Federal and State government agencies. The maps are microfilmed and a computerized index serves as the mechanism for retrieval. In most instances, after micro-filming, the original maps are returned to the contributors. (Numerical) (4 cu ft/yr)</p> <p>a. PERMANENT. Cut off files every 5 years and transfer original master negative microfilm, one positive reference copy of each microfilm roll, and one computer printout list and county index to FRC. Offer to NARS when 20 years old</p> <p>'This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506"</p>		

ITEM NO.	2. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	3. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Other prints and those converted to aperture cards</p> <p style="padding-left: 40px;">Destroy in Bureau when no longer needed for reference</p> <p>c. Computerized Index</p> <p style="padding-left: 40px;">Destroy when superseded or when no longer needed for current business.</p>		
212.	<p><u>Mining Claims Map Overlays.</u> Overlay maps showing mining claims and oil and gas wells in Alaska. Information taken from Alaska State Geological and Geophysical Survey Kardex File and other sources. Used for assessing locations of potential mineral areas. Updated annually.</p> <p style="padding-left: 40px;">Destroy when outdated or superseded</p>		
213.	<p><u>Blueprints, Diagrams, Engineering Drawings and Similar Items.</u> Material that has been created or received by the Bureau in the conduct of the Bureau's mission.</p> <p>a. Items of architectural, historical, or technological significance</p> <p style="padding-left: 40px;"><i>Permanent.</i> Offer to NARS when 10 years old or when no longer needed for administrative use</p> <p>b. Drawings, etc. interfiled with a related project file.</p> <p style="padding-left: 40px;">Dispose of in accordance with the disposition instructions applicable to the records of which they are a part</p>		
214.	<p><u>Other Maps Created by the Bureau and not Duplicated in Publications.</u> Ore deposits, mine plans, and similar items with long-term value.</p> <p>a. Originals - <i>Permanent.</i> Offer to NARS when 10 years or when no longer needed for administrative use</p> <p>b. Other copies - Destroy in Bureau when no longer needed</p>		
215.	<p><u>Atlases and other Special Map Publications Created by the Bureau.</u> Example: Atlas of Mineral Industry Locations in Maine, Eastern Field Operation Center.</p> <p>a. Record copy - PERMANENT. Offer to NARS when 10 years old</p> <p>b. Other copies - Destroy when no longer needed</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 90 93
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	RESEARCH AND DEVELOPMENT RECORDS		
216.	<p><u>Research and Development Program Files.</u> Program documents, schedules, and correspondence maintained by the Office of the Deputy Director, Minerals Research, or other elements responsible for the execution, review, and analysis of the Bureau research program. (Alphabetically by subject) (⁵ cu ft/yr)</p> <p style="text-align: center;">PERMANENT. Cut off files annually. Transfer to FRC when 3 years old. Offer to NARS when 20 years old ¹⁰ <i>year blocks when most recent records are 20 years old.</i> (GRS 19/1)</p>		
217.	<p><u>Research and Development Technical Committee and Board Files.</u> Agendas, directives, minutes of meetings and reports covering general operations of the committee or board, and papers relating to the establishment, revision, or termination of individual projects.</p> <p>a. Official files of the committee or board maintained when the Bureau is the sponsor of said committee or board.</p> <p style="text-align: center;">Destroy 10 years after termination of committee or board</p> <p>b. Committee or board files when the Bureau is a member or files of internal Bureau committees and boards</p> <p style="text-align: center;">Destroy when superseded or obsolete or upon termination, whichever is sooner (GRS 19/2)</p>		
218.	<p><u>Research and Development Project Case Files.</u> Records maintained at the laboratory or comparable level, reflecting the history of each project from initiation through research, development, design and testing to completion. These files may include: copy of project authorization; contract or agreement; photographs; technical and progress reports; and correspondence and related documents. Examples of Bureau projects are: Critical metals recovery from electronic scrap; Resource recovery from municipal refuse; Protection against toxic gas and fumes; Prevention of mine fires and explosions; Improvement of technology of mining oil shale; Reduction of respirable coal mine dust.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 91 93
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
219.	<p>Destroy 10 years after completion of project. (Upon completion of project, files may be transferred to FRC for storage until disposal date)</p> <p>(GRS 19/3)</p> <p><u>Research and Development Laboratory Notebooks.</u> Notebooks maintained by researchers containing technical and scientific data accumulated from the conduct of research and development. These notebooks are a principal tool for documenting the research projects and are sometimes used to substantiate Bureau records of inventions in patent disputes.</p> <p>Destroy 10 years after completion of project or when no longer needed for reference purposes</p> <p>(GRS 19/6)</p>		
220.	<p><u>Research and Development Technical Report Files.</u> A technical report is prepared on completion of the research and development project. This final report contains the scientific data necessary to document the findings and final results of the research project.</p> <p>a. Official record copy - PERMANENT. (See Item 44., Publications Files)</p> <p>b. Other copies - Destroy when no longer needed for reference</p> <p>(GRS 19/7)</p>		
221.	<p><u>Research and Development Project Control Files.</u> Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent scientific and technical personnel not to be of sufficient value for incorporation into project case files and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.</p> <p>Destroy upon completion or cancellation of project or earlier, as they serve their purpose</p> <p>(GRS 19/10)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

92 93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
222.	<p><u>Research and Development Summary Progress Reports Files.</u> Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects and consolidated reports prepared therefrom.</p> <p>a. Copies of reports retained by reporting offices.</p> <p style="text-align: center;">Destroy 1 year after completion or cancellation of related projects (GRS 19/11a)</p> <p>b. Feeder reports used for compilation of consolidated reports, except as indicated in c. below.</p> <p style="text-align: center;">Destroy upon submission of consolidated report (GRS 19/11b)</p> <p>c. Consolidated or annual reports, consisting of an official file copy of each consolidated or annual report and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated or annual reports. Transfer consolidated or annual report to FRC after completion.</p> <p style="text-align: center;">Destroy after 10 years (GRS 19/11c)</p>		
223.	<p><u>Research and Development Investigative Files.</u> Records pertaining to exploration of the feasibility of unsolicited proposal for projects received from individuals.</p> <p>a. Proposals resulting in authorized projects become a part of the project file</p> <p>b. Rejected proposals - Destroy 5 years after completion of investigation (GRS 19/12)</p>		
224.	<p><u>Research and Development Procurement Files.</u> Formal contracts or agreements with universities, commercial concerns and individuals for research and development work, and related papers, but exclusive of technical or scientific data furnished to the Government pursuant to the term of the contracts or agreements and copies of contractual documents filed in project files defined under Item 218.</p> <p style="text-align: center;">See disposition instructions under Item 77. (GRS 19/13)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

93 93

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
225.	<p><u>Research and Development Technical Reference Files.</u> Copies of technical reports, specifications, drawings, and other technical and scientific data received from Government agencies, commercial concerns or other sources used as a reference source in the performance of the research and development function, but exclusive of official file copies of these documents.</p> <p style="text-align: right;">Destroy when superseded, obsolete or no longer needed for reference (GRS 19/14)</p>		
226.	<p><u>Project Reports Working Papers.</u> Project background papers, such as analyses, notes, drafts and interim reports which do not aid significantly to the project file.</p> <p style="text-align: right;">Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken</p>		