

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NC1-433-00-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		DATE RECEIVED 12/9/99	
1. FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Mine Safety and Health Administration (MSHA)			
3. MINOR SUBDIVISION Program Evaluation and Information Resources (PEIR)			
4. NAME OF PERSON WITH WHOM TO CONFER George M. Fesak	5. TELEPHONE 703 235-8378	DATE 4/17/00	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>7</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/3/99	SIGNATURE OF AGENCY REPRESENTATIVE Maureen Hill	TITLE Departmental Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Mine Safety and Health Administration (MSHA): Directives System See Attached.		

Mine Safety and Health Administration (MSHA) Directives Files.

MSHA directives consist of two manuals (the Program Policy Manual and the Administrative Policy and Procedures Manual), their updates, and related policy letters; procedural handbooks, updates, and related procedure instruction letters; and information bulletins. Directives are numbered and arranged by type and calendar year as follows: an alpha designation for the type of directive (P for program; A for administrative; I for procedure instruction), followed by two digits for the year of issuance, a roman numeral indicating the volume of the administrative or program manual it relates to, and a number indicating its sequence in that calendar year (exception: an information bulletin does not contain a roman numeral as it does not relate to a manual)

Program directives provide enforcement-related guidance to MSHA employees and the mining community; administrative directives provide administrative guidance to MSHA employees only.

The Records Management Group in the Directorate of Program Evaluation and Information Resources maintains the record set (signed document and DL 1-441) and formal review copies of all directives. Working papers are retained by the originating office (see No. 13 of this Request).

This series includes directives dated July 1988 to present. Prior to July 1988, directives were scheduled under NC1-433-81-1, Item 1, General Correspondence.

Directives Record Set. Signed copy of the document and the Official File Copy (DL 1-441) with concurrences.

Program Directives

1. Program Policy Manual, updates, and program policy letters provide policy relating to MSHA enforcement activities (i.e., inspection activities).

Cut off file at end of calendar year.

Volume currently on hand: 5 cu feet.

Annual Accumulation: ~ cu foot.

- a) Recordkeeping copy: **PERMANENT**. Transfer to ERG 5 years after issuance or when Manual is superseded, whichever is earlier. Offer to National Archives in 5-year blocks 20 years after cutoff (e.g., transfer 1988-1992 block in 2013).

- b) Electronic copies created on word processing systems:
 - i. Copies maintained for revising and updating:
Delete when revision or updating is completed.
 - ii. Copies maintained electronically to facilitate access by staff and the public:
Delete when superseded or canceled.
 - iii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

2. Program procedure handbooks, handbook updates, and related procedure instruction letters provide procedures for MSHA enforcement personnel (i.e., mine inspectors).

Cut off file at end of calendar year.

Volume currently on hand: 8 cu feet.
Annual Accumulation: 1/2 cu foot.

- a) Recordkeeping copy: **PERMANENT**. Transfer to ERG 5 years after issuance, or when canceled or superseded, whichever is earlier. Offer to National Archives in 5-year blocks 20 years after cutoff (e.g., transfer 1988–1992 block in 2013).
- b) Electronic copies created on email and word processing systems:
 - i. Copies maintained for revising and updating:
Delete when revision or updating is completed.
 - ii. Copies maintained electronically to facilitate access by staff and the public:
Delete when superseded or canceled.
 - iii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

3. Program information bulletins provide enforcement-related information or announcements of interest to MSHA employees and the mining industry.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Destroy 5 years after issuance.
- b) Electronic copies created on word processing systems:
 - i. Copies maintained electronically to facilitate access by staff and the public: Delete when obsolete.
 - ii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

Administrative Directives

4. Administrative Policy and Procedures Manual Volume I, Volume I updates and Volume I administrative policy letters provide policy and procedure relating to organization and delegations of authority.

Cut off file at end of calendar year.

Volume currently on hand: 2 cu feet.

Annual Accumulation: 1/6 cu foot.

- a) Recordkeeping copy: **PERMANENT**. Transfer to ERG 5 years after issuance or when Manual is superseded, whichever is earlier. Offer to National Archives in 5-year blocks 20 years after cutoff (e.g., transfer 1988-1992 block in 2013)
- b) Electronic copies created on email and word processing systems:
 - i. Copies maintained for revising and updating: Delete when revision or updating is completed.
 - ii. Copies maintained electronically to facilitate access by staff and the public: Delete when superseded or canceled.

- iii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

- 5. Administrative Policy and Procedures Manual Volumes II through VI, updates, and administrative policy letters provide policy and procedure relating to the administrative management of MSHA.

Cut off file at end of calendar year.

Volume currently on hand: 4 cu feet.

Annual Accumulation: 1/6 cu foot.

- a) Recordkeeping copy: **TEMPORARY**. Transfer to ERG 5 years after issuance or when Manual is superseded, whichever is earlier. Destroy 20 years after issue.
- b) Electronic copies created on email and word processing systems:
 - i. Copies maintained for revising and updating: Delete when revision or updating is completed.
 - ii. Copies maintained electronically to facilitate access by staff and the public: Delete when superseded or canceled.
 - iii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

- 6. Administrative handbooks and handbook updates provide administrative procedure too lengthy to be included in the APPM.

- a) Recordkeeping copy: **TEMPORARY**. Destroy one year after canceled or superseded.
- b) Electronic copies created on email and word processing systems:
 - i. Copies maintained for revising and updating: Delete when revision or updating is completed.

- ii. Copies maintained electronically to facilitate access by staff and the public: Delete when superseded or canceled.
- iii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

7. Administrative information bulletins provide administrative information for MSHA employees.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Destroy 3 years after cut-off.
- b) Electronic copies created on email and word processing systems:
 - i. Copies maintained electronically to facilitate access by staff: Delete when obsolete.
 - ii. Other electronic copies: Delete after record-keeping copy and access copies have been produced.

Directives Supporting Files. Formal review copies, with comments and questions, and related miscellaneous papers. The formal review process is conducted after the originating office develops the directive. The originating office sends a draft of the directive to each office that has a direct interest in the subject or is an authority on the subject. Comments and questions are submitted to the originating office and must be resolved prior to issuance of the directive. After final signature of the directive, these formal review copies are sent to the Records Management Group in PEIR for appropriate retention and forwarding to the FRC.

Program Directives

8. Supporting files related to Program Policy Manual updates and program policy letters.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Transfer to ERG 5 years after date of issuance or when Program Policy Manual

is superseded, whichever is earlier. Destroy when 20 years old.

- b) Electronic copies created on email and word processing systems: Delete after recordkeeping copy has been produced.

- 9. Supporting files related to program procedure handbooks, handbook updates, and procedure instruction letters.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Transfer to ERG 5 years after date of issuance or when canceled or superseded, whichever is earlier. Destroy when 20 years old.
- b) Electronic copies created on email word processing systems: Delete after recordkeeping copy has been produced.

- 10. Supporting files related to program information bulletins.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Destroy 5 years after issuance.
- b) Electronic copies created on email and word processing systems: Delete after recordkeeping copy has been produced.

Administrative Directives

- 11. Supporting files related to Volume I of the Administrative Policy and Procedures Manual, its updates, and related policy letters.

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Transfer to ERG 5 years after issuance or when manual is superseded, whichever is earlier. Destroy when 20 years old.
- b) Electronic copies created on email and word processing systems: Delete after recordkeeping copy has been produced.

12. Files related to other administrative directives (consisting of Volumes II through VI of the APPM, their updates and related policy letters; handbooks; and information bulletins)

Cut off file at end of calendar year.

- a) Recordkeeping copy: **TEMPORARY**. Destroy 5 years after date of issuance.
- b) Electronic copies created on email and word processing systems: Delete after recordkeeping copy has been produced.

Originating Office Supporting Files.

13. Files created by the originating office while developing the formal review document.

- a) Recordkeeping copy: TEMPORARY. Destroy when directive is issued.
- b) Electronic copies created on email and word processing systems: Delete after recordkeeping copy has been produced.

Reference Copies of Directives.

14. Copies kept only for reference.

TEMPORARY. Destroy when no longer needed.