

Request for Records Disposition Authority

Records Schedule Number **DAA-0433-2020-0001**

Schedule Status **Approved**

Agency or Establishment **Mine Safety and Health Administration**

Record Group / Scheduling Group **Records of the Mine Safety and Health Administration**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Program Evaluation and Information Resources**

Schedule Subject **Administrative Procedures Program DIRECTIVES**

Internal agency concurrences will be provided **No**

Background Information

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0433-2020-0001

Sequence Number

1

Administrative Procedures Manual (APPM), Vol. 1
Disposition Authority Number: DAA-0433-2020-0001-0001

Records Schedule Items

| Sequence Number | | | | | | | | | | | |
|--------------------|--|---------------------|--|--------------------------|---------------------|--------------------|--------|-------|-------|--|--|
| 1 | <p>Administrative Procedures Manual (APPM), Vol. 1</p> <p>Disposition Authority Number DAA-0433-2020-0001-0001</p> <p>Administrative Policy and Procedures Manual (APPM) Volume 1, Organization, as well as administrative handbooks that govern program activities such as mine emergency response, internal reviews, inspector training, personal protective equipment, and alternative case resolution procedures.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation DAA-0433-2015-0004-0004 DAA-0433-2015-0004-0005 in part</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off when superseded or obsolete</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2010</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Estimated Current Volume</th> <th style="width: 30%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>100 MB</td> <td>25 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | 100 MB | 25 MB | Paper | | |
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| Paper | | | | | | | | | | | |

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|----------------------------------|--|--|
| Microform | | |
| Hardcopy or Analog Special Media | | |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|-----------------------|---|---|
| 05/19/2020 | Return to Submitter | Tanisha Bynum-Frazier | Supervisory Program Analyst | Department of Labor - OASAM |
| 05/26/2020 | Certify | Tanisha Bynum-Frazier | Supervisory Program Analyst | Department of Labor - OASAM |
| 10/15/2020 | Submit for Concurrence | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 11/23/2020 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/01/2020 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 12/01/2020 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |