REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-470-09-3
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received August 6, 2009
1 FROM (Agency or establishment) Federal Mine Safety and Health Review Commission	NOTIFICATION TO AGENCY
2 MAJOR SUB DIVISION Office of Administrative Law Judges	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER: Sarah Stewart 5 TELEPHONE: 202-434-9957	DATE: 1-5-11 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 3 page(s) are not needed now 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,

[x] is not required [ ] is attached, or [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-22-09	Robert Herst	Chief Administrative Law Judge

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets	N1-470-98-1	

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228

OFFICE OF ADMINISTRATIVE LAW JUDGES

CHIEF ADMINISTRATIVE LAW JUDGE

Item 1 **Case Files Pending Before CHALJ**

(1) CHALJ's files, Extra copies of materials in cases pending before judge, including copies of pleadings, orders, decisions, transcripts, and exhibits as well as notes by Judge

Disposition TEMPORARY Cut off files upon issuance of CHALJ's disposition Destroy when no longer needed for the case or for reference, whichever is later Destroy decision drafts when superseded by final decision

Item 2 **Subject Files**

(2) Subject matter files, which contain copies of proposed legislation relating to the agency, documents relating to internal administration of agency, staffing, training, compilations of legal research, and substantive information regarding legal issues involving the Mine Act

Disposition TEMPORARY Destroy when no longer needed for reference

Item 3 **Chronological Files**

(3) Chronological files, which contain copies of all correspondence, memoranda decisions and orders

Disposition TEMPORARY Cut off files at end of calendar year Destroy 2 years after cutoff, or when no longer needed for reference, whichever is later

Item 4 **Office Administrative Files**

Copies of routine records, including records that relate to office organization, staffing, procedures, communications, expenditure of funds, budget records, day-to-day administration of office personnel, training, travel, supplies, office services, equipment requests and receipts, use of office space and utilities, and other materials that do not serve as unique documentation of the programs of the office

Disposition TEMPORARY Destroy when 2 years old, or when no longer needed, whichever is sooner {GRS 23, item 1}

Item 5 **Administrative Meeting Files**

(4) Files containing notices, agendas, paper copies of emails, notes and minutes of staff meetings, computer meetings, library meetings and other administrative meetings

Disposition TEMPORARY Cut off at end of calendar year Destroy 3 years after cutoff

Item 6 **Employment Applications**

Applications, including OF 612, resumes, and any other application that this agency may develop for unique jobs with specialized requirements, and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF

Disposition TEMPORARY Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier (GRS 1, item 32)

Item 7 **Supervisor's Personnel Files and Duplicate Official Personnel Folder Documentation**

a Supervisor's Personnel files

Correspondence, forms, and other records relating to positions, authorization, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF

Disposition TEMPORARY Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer {GRS 1, item 18(a)}

b Duplicate Documentation

Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule

Disposition TEMPORARY Destroy when 6 months old {GRS 1, item 18(b)}

INDIVIDUAL ADMINISTRATIVE LAW JUDGES

Item 8 **Case Files Pending Before ALJs**

(5) Judges' files, Extra copies of materials in cases pending before judge, including copies of pleadings, orders, decisions, transcripts, and exhibits, as well as notes by Judge

Disposition TEMPORARY Cut off files upon issuance of Judges' disposition Destroy when no longer needed for the case or for reference, whichever is later Destroy decision drafts when superseded by final decision

Item 9 **Subject Files**

(6) Subject matter files, which contain copies of proposed legislation relating to the agency, documents relating to internal administration of agency, compilations of legal research, and substantive information regarding legal issues involving the Mine Act

Disposition TEMPORARY Destroy when no longer needed for reference

Item 10 **Chronological Files**

(7) Chronological files, which contain copies of all correspondence, memoranda, decisions or orders

Disposition TEMPORARY Cut off files at end of calendar year Destroy 2 years after cutoff, or when no longer needed for reference, whichever is sooner