

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-470-98-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11-19-97	
1. FROM (Agency or establishment) Federal Mine Safety and Health Review Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Chief Administrative Law Judge			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Thomas Giblin	5. TELEPHONE 202-653-5454	DATE 5-29-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 ____ 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/19/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul Melein</i>	TITLE <i>Chief Administrative Law Judge</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

Attachment to SF 115, Job No. NI-470-98-1
Federal Mine Safety and Health Review Commission
Records of the Office of Administrative Law Judges.

OFFICE OF ADMINISTRATIVE LAW JUDGES

CHIEF ADMINISTRATIVE LAW JUDGE

Item 1. Case Files Pending Before CHALJ

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 Destroy decision drafts when superseded by final decision.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

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

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**

Files containing notices, agendas, 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. **Tracking and Control Records**

a. Monthly and annual production reports, caseload reports, and other reports used to document status of cases.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

b. Fimdoc, computerized docket card system which tracks cases from assignment to judge until final disposition by entering each event that occurs in the case during this time frame.

Disposition: TEMPORARY. Cutoff at end of each year in which final disposition is issued by the judge. Delete seven years after cutoff or when no longer needed for reference whichever is sooner. {GRS 23, item 8}

c. Fimcase, computerized case tracking system which tracks cases from receipt until disposition by entering key events that occur while the case is pending at the trial level.

Disposition: TEMPORARY. Cutoff at end of each year in which final disposition is issued by the judge. Delete seven years after cutoff or when no longer needed for reference whichever is sooner. {GRS 23, item 8}

Item 7. **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 15}

Item 8. **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 9. **Case Files Pending Before ALJs**

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 10. **Subject Files**

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 11. **Chronological Files**

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.