



RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Mines And Mine Safety, Bureau of.

Agency: Mines And Mine Safety, Bureau of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2008-55	UNDERGROUND COAL MINE MAPS Pursuant to IC 22-10-1.5-(e), the -Director [of the Bureau of Mines and Mine Safety] shall collect and index all active and inactive underground mine maps. Updates can be made to this record. Pursuant to IC 22-10-2-2.5(b), the operator shall furnish to the director one (1) or more copies of each map and of any revision or supplement. Disclosure of these records may be subject to IC 22-10-2-2.5.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twelve (12) months after the mine abandonment.
2	2009-14	MINE INSPECTION REPORTS Pursuant to IC 22-10-3-6(d), these reports must be indexed and open to inspection by the public and "laid before the Governor at any time upon request of the Governor." These reports are maintained in paper format and on the web site maintained by the Bureau of Mines and Mine Safety. The reports show the mine name and company, for example, the Francisco Mine, Black Beauty Coal Company, findings or violations and corrective action taken. Retention based on IC 22-10-3-6(d).	DESTROY/DELETE two (2) years after the end of the year of the latest inspection.
3	78-181	FATALITIES Pursuant to IC 22-1-1-5, if an accident resulting in a fatality occurs in an underground coal mine, it is reported and investigated. These are no longer bound volumes. Retention consistent with 30 CFR 50.40(a).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after completion of the investigation.
4	2008-56	MINE RESCUE TRAINING This yearly training takes place due to federal requirements. This information is also available on the Bureau of Mines and Mine Safety Internet site. Information recorded is the miner's name, name of the mine where the miner is employed, type of training and number of hours of training the miner had. Retention partially consistent with 30 CFR 49.8.	DESTROY two (2) years after completion of the latest training.
5	2012-04	MINER PERMIT AND LICENSE APPLICATION Each new miner is required under IC 22-10-3-13 to obtain a permit from the Bureau of Mines and Mine Safety. After six (6) months underground experience, the miner must apply for a full license; the same form is used for both applications. Once a miner is licensed, the certification information is maintained under Record Series 78-179, and the application itself becomes redundant. The initial permit is free of charge; a five (5) dollar fee (for which a separate receipt is maintained under the General Retention Schedule) is charged for the license.	DESTROY permit applications after one (1) year or when replaced by the corresponding license application, whichever is sooner. DESTROY license applications after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	78-179	CERTIFICATION LEDGER Formerly oversized bound volumes, this is now maintained as a paper list and in computer format. Arranged by the name of the person certified, the record has the person's date of birth, occupational certification held, date certified, examination score and certification number. Disclosure of these records may be subject to IC 5-14-3-4(b)(3) and (4). Retention consistent with 30 USC 820(d).	TRANSFER to the INDIANA ARCHIVES five (5) years after lapse of the certification.

7	78-188	EXAMINATION AND CERTIFICATION FILES FOR MINING CLASSIFICATIONS Tests are administered four (4) times each calendar year. An applicant for a mining classification is permitted to take an exam as often as desired until achieving a passing grade. This file includes applications and tests results for a belt examiner, mine foreman, shot firer, and hoisting engineer, and pursuant to IC 22-10-3, a mine examiner. Mine electricians are certified to the state of Indiana by the federal entity. The applicant's name, age-address and test score are maintained in ledger books dating back to the early 1900s plus in computer format. Disclosure of these records may be subject to IC 5-14-3-4(b)(3) and (4).	DESTROY one (1) year after the end of the last testing period.
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