

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

121 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
500-07	<p><u>Non-Government Publications.</u> Arrange as appropriate. Publications of commercial firms, private institutions, vendors, catalogs, brochures, price lists, and similar publications.</p> <p>Destroy when superseded or obsolete.</p>	701-08	
500-08	<p><u>Library Material.</u> Arrange as appropriate. Extra copies of books, pamphlets, journals, and similar material. Examples include Handbooks for Small Operators; Reclamation Techniques Which Preserve and Enhance Water Quality and Quantity in the East; and Program Guidance Primer on Assistance for the Small Operator Under the Surface Mining Control and Reclamation Act of 1977.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>	701-09	
500-09	<p><u>Technical Reference Material.</u> Arrange as appropriate. Copies of reports, AML Operations Manual, studies, special compilations of data, drawings, periodicals, clippings, etc., needed for reference and information purposes but not part of the official files. Materials are prepared both internally and externally.</p> <p>Review annually and destroy material of no further reference value.</p>	701-10	
500-10	<p><u>Reference Files.</u> Duplicate or "for information" copies of documents kept solely for convenience or reference purposes. Examples include press releases, news releases, biographical files, press clipping files, speeches, Grassroots.</p> <p>Review annually and destroy when no longer needed.</p>	701-11	
500-11	<p><u>Administrative Training Aids.</u> Examples include procurement training, Records Management Manual, etc.</p> <p>Destroy when no longer needed.</p>		
500-12	<p><u>Technical Training Aids.</u> Includes Inspector's Training Handbook, Inspector's Guide Book, Blasters Training, etc.</p> <p>Destroy when no longer needed.</p>		
500-13	<p><u>File Maintenance and Disposition Plan.</u></p> <p>Destroy when superseded.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Interior

2. MAJOR SUBDIVISION

Office of Surface Mining

3. MINOR SUBDIVISION

Office of Administration

4. NAME OF PERSON WITH WHOM TO CONFER

~~DESPREE PROCTOR~~
Mr. Richard Willis

5. TELEPHONE

(202) 208-²⁵⁹³~~5435~~

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-471-93-1

DATE RECEIVED

4-8-97

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.

DATE

5-14-97

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 2 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,

is not required;

is attached; or

has been requested.

DATE

4/8/97

SIGNATURE OF AGENCY REPRESENTATIVE

Barbara C. Russell

TITLE

Chief, Office of Administration

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
SEE ATTACHED SHEETS		

1. **Mine Map Repository records.** Arranged numerically.

The Mine Map Repository serves as a mine map data archives and also as a basic reference center. Maps are of both underground and surface mines, however there are more maps of abandoned underground mines. The maps were obtained by the Bureau of Mines from mining engineers, geologists, mining companies, consultants, and Federal and state agencies. After the Bureau microfilmed the maps, original maps were returned to the contributors.

a. Paper maps.

AUTHORIZED DISPOSITION: Microfilm in accordance with instructions contained in 36 CFR 1230. Return original maps to the contributor. If the records cannot be returned to the originator, offer to the National Archives when no longer needed for reference.

b. Microfilmed mine maps (roll film).

AUTHORIZED DISPOSITION: PERMANENT. Transfer immediately to the National Archives the original master negative copy and one positive reference copy of microfilm.

Volume: Approx. 35 linear feet.
Annual Accumulation: none

c. Microfilmed mine maps (aperture cards)

AUTHORIZED DISPOSITION: PERMANENT.

- (1) Current volume: Transfer immediately to the National Archives the original master negative copy and one positive reference copy of the aperture cards.
- (2) Annual Accretions: At the end of each calendar year, transfer to the National Archives the original master negative copy and one positive reference copy of the aperture cards.

Volume: Approx. 60 cubic feet
Annual Accumulation: Approx. one cubic foot

2. **Computerized Index to Microfilm Maps.**

Electronic index system used to access maps contained on microfilm rolls or aperture cards in Item 1. Compatible with PCs using either DBase III+ or DBase IV. Index is arranged by state, thereunder by county and quadrangle.

AUTHORIZED DISPOSITION: PERMANENT. Transfer a copy of the electronic index in accordance with the provisions found in 36 CFR 1228 to the National Archives when microfilm maps listed in Items 1b and 1c(1) and 1c(2) are transferred to the National Archives.

3. **Data Entry Sheets.**

Information is extracted from the maps and written on these forms, and periodically entered into the Computerized Index.

AUTHORIZED DISPOSITION: Destroy after entry into the Computerized Index system, or when one year old, whichever is sooner.

4. **Documentation of Computerized Index System.**

Code books, file layouts, instruction manuals, and other related records and information relating to the operation of the Computerized Index System listed in Item 2.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the National Archives with the Computerized Index in Item 2.

APPENDIX III

ALPHABETICAL GUIDE

TO

SUBJECT CORRESPONDENCE FILES

ALPHABETICAL GUIDE TO SUBJECT CORRESPONDENCE FILES

<u>A</u>				
			Travel	FIN 4
			Accounts	
A-128 Audits	AUD 4		Payable	FIN 6
ABACIS	FIN 4		Receivable	FIN 5
Abandoned Mine Land	AML		Achievement Awards	PER 4
National Inventory	AML 5		Acquisition/Procurement	PRC
Projects	AML 6		ADP Accessories and	
RAMP	AML 8		Auxiliary Equipment	ADP 5
Real Estate, Collateral			Buildings/Grounds	ADS 3
Bonding	AML 7		Land (AML)	AML 7
Realty	AML 7		Surplus Personal Property	ADS 5
Appraisals	AML 7		Actions, Disciplinary	PER 7
Disposition, Reclaimed			Addressing Correspondence	REM 3
Land	AML 7		Advances, Travel	
Land Acquisition	AML 7		Accounting of	FIN 4
Liens	AML 7		PCS	TRV 4
Rights of Entry	AML 7		Temporary Duty	TRV 3
Abbreviations			Administration, Contract	
Correspondence	REM 3		(see Contracts)	
Filing	REM 7		Administrative Audits and	
Absence			Investigations	
Employee	PER 3		External	AUD 4
Excused	PER 3		Internal	AUD 3
Without Leave (AWOL)	PER 3		Administrative Record	REG 3
Leave Without Pay (LWOP)	PER 3		Administrative Services	ADS
Acceptance			Laws/Regulations	ADS 2
Contract Administration	PRC 6		Reports/Statistics	ADS 1
Gifts	PER 6		ADP (see Automated Data	
Accidents			Processing)	
Employee	PER 10		Adverse Actions	
Prevention	PER 10		Appeals/Grievances	PER 5
Government Vehicle	ADS 9		Advertising	
Accountability			Formal (Procurement)	PRC 3
Personal Property	ADS 5		Vacancy Announcements	PER 18
Accounting			Advisory Committees	CMC
Advances, PCS	TRV 4		ADP	CMC
Advances, Temporary Duty	TRV 3		EEO	CMC
Allowances, PCS	TRV 4		Aerial Photography	TSR 3
Allowances, Temp. Duty	TRV 3		Affirmative Action Plan	EEO 4
Appropriation	BUD 7		Age Discrimination	EEO 7
Appropriation Bills	BUD 3		Agreements	
Codes/Symbols	FIN 3		Contractual	PRC 5
Contractor	FIN 4		Cooperative (see)	
General Ledger	FIN 4		Settlement	INE 11
Grantee	FIN 4		Training	PER 21
Grants Management	GMT 5		Alcoholism Program	PER 9
Payroll	FIN 7		Allocations	
Reports/Statistics	FIN 1		Budget	
Systems	FIN 4		Execution	BUD 6

Fund Availability	BUD 7	Annual Leave	PER 3
Staffing	BUD 6	Compensatory Time	PER 3
Allowances		Court/Military Leave	PER 3
Pay	PER 13	LWOP	PER 3
Travel, PCS	TRV 4	Maternity Leave	PER 3
Travel, Temporary Duty	TRV 3	Sick Leave	PER 3
Alternative Enforcement	INE 10	Temp. Medical Disability	PER 3
Court Referrals	INE 10	Audiovisual	INF 3
Injunctions	INE 10	Audits and Investigations	
Permit Revocation	INE 10	A-128	AUD 4
Permit Suspension	INE 10	Administrative	
Amendments, State Program	SFP 3-1	External	AUD 4
Analysis, Regulatory	REG 5	Internal	AUD 3
Annual Leave	PER 3	Budget	BUD
Annual Reports	INF 1	Conflict of Interest	PER 6
Appeals/Grievances	PER 5	Contract	AUD 3
Appeals		Coordination w/other	
EEO Complaints	EEO 5	Federal agencies	AUD 4
Employee Relations	PER 5	(see also GMT 4)	
Performance Rating	PER 14	External	AUD 4
Position Classification	PER 16	Fee Compliance	AUD 5
U.S. Government	LLG 3	Fraud/Embezzlement	AUD
Applicant Violator System		(see also AUD 3)	
(AVS)	ADP 3-1	GAO	AUD 4
Application for Employment	PER 18	Grant	AUD 3
Appraisals, Realty	AML 7	Grants Management	GMT
Appreciation, Letters of		Inspector General	AUD 4
Internal	PER 4	Internal	AUD 3
Public Opinion	INF 7	Laws/Regulations	AUD 2
Appointment		Liaison Organizations	AUD
Acting Supervisor	OPM 3	Pre-site Survey	AUD
Contracting Officer	OPM 3	Quality Control	AUD
Employee	PER 18	Reports/Statistics	AUD 1
T&A Clerk	OPM 3	Standards/Procedures	AUD
Appointments, Personnel	PER 18	Training	PER 21
Appraisals, Performance	PER 14	Authorization/Designation	
Appropriation Bills	BUD 3	Budget Execution	BUD 6
Annual	BUD 3	Financial	OPM 3
Deficiency	BUD 3	Payment/Collection	OPM 3
Supplemental	BUD 3	Printing/Reproduction	ADS 6
Assessment, Conferences	INE 11	Procurement/Contracting	OPM 3
Assessment, Penalty	INE 10	Staffing	PER 17
(see Penalty Assessment)		Timekeeping	OPM 3
Assignments and Details	PER 18	Travel	
Assignments and Use of		PCS	
Vehicles	ADS 9	Temporary Duty	TRV 4
Assistance, Technical (see		Authority, Delegation of	TRV 3
Technical Services and		Authority to Act	OPM 3
Research)	TSR 4	Automobiles	OPM 3
Associations, Employee	CMC	(see Vehicles)	
Attendance and Leave	PER 3	Automated Data Processing	ADP
AWOL	PER 3	Accessories	ADP 5

Automated Systems	ADP 3	Contract	PRC 3
AVS (Applicant Violator System)		Employee	PER 4
CDMIS	ADP 3	Honor/Cash	PER 4
CMIS	ADP 3-1	Non-Federal	PER 4
Design	ADP 3-2	Public Opinion	INF 7
Development	ADP 3-3	Safety	PER 14
DECA	ADP 3	Suggestions	PER 4
DIAS	ADP 3	AWOL	PER 3
EMS	ADP 3-4		
Maintenance	ADP 3-5	<u>B</u>	
Operation	ADP 3	Badges, Personnel	PER 15
TIPS	ADP 3-6	Benefits	
Auxiliary Equipment	ADP 5	Death	PER 11
Conferences	CMC	Employee	PER 11
Configuration Management	ADP 3	Medical	PER 11
Data Storage/Retrieval	ADP 7	Pay	PER 13
Data Transmission	ADP 4	Retirement	PER 11
Equipment		Unemployment Compensation	PER 11
Evaluation	ADP 5	Bidders (Contracting)	
Requirements	ADP 5	Ineligible Bidders	PRC 4
Selection	ADP 5	Mailing Lists	PRC 4
Specifications	ADP 5	Minority Business	PRC 4
Standards	ADP 5	Small Business	PRC 4
Studies	ADP 5	Bids	
Tests	ADP 5	Award	PRC 3
Trials	ADP 5	Issuance	PRC 3
Facilities	ADP 4	Employment	PER 18
Feasibility Studies	ADP 6	Evaluation	PRC 3
Information Exchange	ADP 4	Negotiation	PRC 3
Laws/Regulations	ADP 2	Unsolicited Proposals	PRC 3
Liaison	ADP 4	Bills of Lading	TRV 4
Machine Utilization	ADP 9	Bills, Appropriation	BUD 3
Magnetic Storage	ADP 9	(see also Budget)	
Disks	ADP 9	Bills, Telephone	ADS 8
Drums	ADP 9	Billings	FIN 5
Networking	ADP 4	Binding, Publication	ADS 6
Tapes	ADP 9	Biographies	INF 4
Maintenance	ADP 7	Blocking, Permit	
Meetings	CMC	(510(c) check)	INE 12
On-line Systems	ADP 3	Bomb Threats	PER 15
Plans/Policies	ADP	Bond	
Repair	ADP 7	Forfeiture Inspection	INE 5
Reports/Statistics	ADP 1	Release Inspection	INE 5
Security	ADP 8	Bonding, Collateral, Real	
Standardization	ADP	Estate	AML 7
AVS (Applicant Violator System)	ADP 3-1	Bonds, Savings	PER 5
Awards and Commendations	PER 4	Briefing Materials	
Achievement	PER 4	(excluding Congressional)	INF 4
Awards	PER 4	Budget	
Commendation/Recognition	PER 4	Appropriation Bills	BUD 3
		Annual	BUD 3

Deficiency	BUD 3	CDMIS (Coal Data Management	
Supplemental	BUD 3	Information System)	ADP 3-2
Execution	BUD 6	Ceilings	
Allotments and		Budget	BUD 6
Authorizations	BUD 6	Staffing	PER 17
Apportionments and		Cessation Order (CO)	INE 8
Allocation	BUD 7	Modification	INE 8
Ceilings/Limitations	BUD 7	Termination	INE 8
Transfer of Funds	BUD 7	Charity Drives	PER 5
Financial Plans	BUD 5	Citizen Complaints	INE 4
Fund Availability	BUD 7	Civil Penalties, Individual	INE 11
General Policy	BUD	Claims	
Grants, State	GMT 4	Legal	LLG 3
Laws/Regulations	BUD 2	Loss/Damage (Shipment)	TRV 4
Preparation/Submission	BUD 4	(see also ADS 8)	
Audits	BUD 4	Closure/Resolution of	
Estimates	BUD 4	Audits and Investigations	AUD
Justifications	BUD 4	CMIS (Collection Management	
Preliminary Forecasts	BUD 4	Information System)	ADP 3-3
Reports/Statistics	BUD 1	CO (see Cessation Order)	INE 8
Buildings and Grounds	ADS 3	Coal Data Management	
Acquisitions	ADS 3	Information Sys. (CDMIS)	ADP 3-2
Floor Plans	ADS 3	Coal Exploration	INE 9
Leases	ADS 3	Collateral Bonding, Real	
Parking	ADS 3	Estate	AML 7
Protection/Security	ADS 3	Collection Management	
Real Property		Information System (CMIS)	ADP 3-3
Acquisition	ADS 5	Collections/Receipts	FIN 5
Disposal of Excess	ADS 5	Accounts Receivable	FIN 5
Space Management	ADS 3	Adjustments	FIN 5
Utilities/Maintenance/		Billings	FIN 5
Improvements	ADS 3	Checks/Money Orders/	
		Currency (except	
		payroll and travel)	FIN 5
		Summaries and Schedules	FIN 5
Calls, Telephone	ADS 8	Combined Federal Campaign	CMC
Campaigns and Drives	PER 5	Commendations (see Awards)	
Combined Federal Campaign	CMC	Committees	CMC
Savings Bond Drives	PER 5	Management of	CMC
Cards		(see also Conferences)	
Operator Permits	ADS 9	Community Outreach Program	EEO 8
Identification	PER 15	Companies, Surety	INE 3
Career Development	PER 22	Compensation	
Planning and Counseling	PER 22	Unemployment	PER 11
Orientation	PER 22	Workmen's	PER 11
Training		Compensatory Time	PER 3
Agreements	PER 21	Complaints	
Courses/Seminars	PER 21	Citizen	INE 4
Equipment/Facilities	PER 21	EEO (see EEO)	
Technical	PER 21	Employee Relations	PER 5
Carriers (Shipment)	TRV 4	Public Opinion	INF 7
Cash Awards	PER 4	Conduct	PER 6

C

Conflict of Interest	PER 6	AML	AML 3
Disciplinary Actions	PER 7	Federal (Grants)	GMT 6
Gratuities and Favors	PER 6	Indian (Grants)	GMT 6-1
Political Activity	PER 6	State (Grants)	GMT 6-2
Conferences	CMC	Coordination	
ADP	CMC	ADP	ADP
AML	CMC	with Federal Agencies	
Assessment	INE 11	(i.e., IG)	AUD 4
Committee Management	CMC	with other Agencies	
EEO Advisory	EEO 3	(in re. State, Federal,	
Grants	CMC	and Indian Programs)	SFP 4
Inspection/Enforcement	CMC	with other Agencies	
Management	CMC	(in re. Grants)	GMT 4
Regulatory Program	CMC	Correspondence	REM 3
State & Federal Programs	CMC	Counseling, EEO	EEO 6
Technical Services and		Courses (see Training)	
Research	CMC	Court	
Conflict of Interest	PER 6	Leave	PER 3
Federal (Employee)	AUD 3	Order	INE 11
Investigation	AUD 4	Referrals	INE 10
State	AUD 4	Credit Cards	
Congratulations		Diners Club	TRV
Public Opinion	INF 7	Government Vehicle	ADS 9
Congressional Activities		Telephone	ADS 8
and Relations	LLG 6	Credit Union	PER 5
Hearings	LLG 6	Critical Penalties	INE 11
Investigations	LLG 6	Criticism (Public Opinion)	INF 7
Liaison Activities	LLG 7		
Visits	LLG 6	<u>D</u>	
Consultants, Employment of	PER 8		
Contract		Damaged Shipments	ADS 7
Administration	PRC 6	(see also TRV 5)	
Changes/Modification	PRC 6	Data Processing (see Auto-	
Close-out/Termination	PRC 6	mated Data Processing)	
Cost/Billing Rates	PRC 6	Death	PER 20
Monitoring	PRC 6	DECA (Decentralized Enforce-	
Audit	AUD	ment and Centralized	
Contracting Officer Auth.	OPM 3	Accounting)	ADP 3-4
Contractors/Suppliers	PRC 4	Decentralization	OPM 5
Accounting	FIN 4	Decentralized Enforcement	
Bidders Mailing Lists	PRC 4	and Centralized	
Catalogs	PRC 4	Accounting (DECA)	ADP 3-4
Ineligible Bidders	PRC 4	Decentralized Inspections	
Minority/Small Business	PRC 4	and Assessments System	
Price Lists	PRC 4	(DIAS)	ADP 3
Schedules	PRC 4	Deductions, Payroll Acctg.	FIN 7
Contracts/Agreements	PRC 6	Delegation of Authority	OPM 3
Clauses	PRC 6	Demotion, Employee	PER 18-1
Formats and Forms	PRC 6	Descriptions, Job	PER 16
Printing/Reproduction	ADS 6	Designations, Financial	OPM 3
Union	PER 12	(see also Authorization)	
Cooperative Agreements		Details, Employee	PER 18-1

DIAS (Decentralized		Emergency AML Projects	AML 6
Inspections and		Emergency Notification	AML 6
Assessments System)	ADP 3-5	Emergency Planning	OPM
Differential (Pay)	PER 13	Employee	
Directives	REM 4	Accident Prevention	PER 19
Directory (Telephone)	ADS 8	Appeals/Grievances	PER 5
Disability		Appraisals	PER 14
Discrimination Against	EEO 7	Awards (see)	
Medical, Temporary	PER 11	Benefits	
Retirement	PER 11	Death	PER 20
Disbursements (except		Insurance/Annuities	PER 11
payroll and travel)	FIN 6	(see)	
Accounts Payable	FIN 6	Retirement	PER 11
Adjustments	FIN 6	Bonding	INE 3
Imprest Fund	FIN 6	Campaigns/Drives	PER 5
Letters of Credit	FIN 6	Career Development	PER 22
Voucher Examination and		Compensation	PER 13
Certification	FIN 6	(see Pay Administration)	
Discipline (see Conduct)		Contracts (Union)	PER 12
Discrimination, Personnel	EEO 7	Credit Union	PER 5
(see also Equal		Demotion	PER 18-1
Employment Opportunity)		Development	PER 22
Disposal		Health/Medical Care	PER 9
Personal Property	ADS 5	Labor-Mgmt. Relations	PER 12
Real Property	ADS 5	Organizations	PER 5
Records	REM 6	Orientation	PER 18-2
Disposition Schedules	REM 6	Promotion	PER 18-1
Retirement (FARC)	REM 6	Relations and Services	PER 5
Reports of Holdings		Safety	PER 19
(e.g., SF 136's)	REM 6	Training	PER 21
DHL	ADS 7	Employment	PER 18
Donations		Advertising/Publicity	PER 18-2
Blood	PER 5	Application for	PER 18-2
Gifts to Employees	PER 6	Appointment	PER 18-2
Surplus/Excess Personal		Bids	PER 18
Property	ADS 5	Certification of	
Drivers Licenses	ADS 9	Eligibles	PER 18-2
Drivers (see Campaigns)		Examination/Testing	PER 18
Drug Program	PER 9	Former Employees	PER 18
Duplicating	ADS 6	Internal Placement	PER 18-1
Duty Hours	PER 10	Job Retention/Restoration	PER 18
		Performance	PER 14
		Position Classification	PER 16
		Qualifications	PER 18-2
		Recruitment	PER 18-2
		Selection	PER 18-2
		Separation	PER 20
		Special Categories	PER 8
		Status, Types of	PER 18
		Termination (see also	PER 20
		Separation)	
		Training	PER 21

E

Education (see Training)
EEO (see Equal Employment
 Opportunity)
Effects, Determination of
Electronic Communication
Electronic Mail Service
 (EMS)
Embezzlement Investigation

REG 5
ADP 4
ADP 4
AUD 3

Enforcement, Alternative (see Alternative Enf.)	INE 10	Personnel (Performance)	PER 14
EMS (Electronic Mail System)	ADP 4	Policy Studies	OPM 6
Entry, Rights of	AML 7	Position Classification	PER 16
Environmental Impact Stmts.	REG 5	Program	OPM 6
Equal Employment		Safety (Employee)	PER 19
Opportunity (EEO)	EEO	Examination (Employment)	PER 18
Advisory Committee	EEO 3	Excess Property	
Affirmative Action Plan	EEO 4	Personal	ADS 5
Complaints	EEO 5	Acquisition	ADS 5
Appeals	EEO 5	Disposal	ADS 5
Formal	EEO 5	Donation	ADS 5
Informal	EEO 5	Transfer	ADS 5
Counseling/Counselors	EEO 6	Utilization	ADS 5
Discrimination	EEO 7	Real, Disposal of	ADS 5
Age	EEO 7	Excused Absences	PER 3
Color	EEO 7	Experimental Practices	TSR 5
Handicapped	EEO 7	Exploration, Coal	INE 9
National Origin	EEO 7		
Race	EEO 7	<u>F</u>	
Religion	EEO 7	Facsimile Service	ADS 8
Reverse	EEO 7	Failure-to-Abate (FTA)	INE 8
Sex	EEO 7	Farm Lands, Prime	TSR 11
Laws/Regulations	EEO 2	Federal	
Observances, Special	EEO 9	Agencies, Other (see	
Programs	EEO 8	Liaison)	
Community Outreach	EEO 8	Combined Campaign	CMC
Fed. Employed Women	EEO 8	Executive Boards	CMC
Minority Business	EEO 8	Lands Program	SFP 6
Spanish-Speaking	EEO 8	Review (522(e)	SFP 6
Reports/Statistics	EEO 1	Program	SFP 5
Supervisors Training	PER 21	Documents	SFP 5
Equipment		Inspection	INE 5
Office	ADS 4	Lands	SFP 6
Maintenance	ADS 4	Valid Existing Rights	SFP 6
Procurement	ADS 4	Records Centers	REM 6
Repair	ADS 4	Register	INF 2
Replacement	ADS 4	Telecommunications Sys.	ADS 8
Records	ADS 4	Women's Program (FWP)	EEO 8
Enforcement Action	INE 8	Fee Compliance Audit	AUD 5
Environmental Effects		Files	
Assessment	TSR 7	Disposition	REM 6
Estimates, Budget	BUD 4	Maintenance	REM 6
Ethical Conduct	PER 6	System	REM 6
Evaluations		Films (Promotional)	INF 3
Annual Reports	SFP 3	Financial Management	FIN
Automated Equipment	ADP 9	Accounting Codes/Symbols	FIN 3
Bids/Proposals	PRC 3	Accounting System	FIN 4
Office	OPM 6	Authorizations	OPM 3
Operations	OPM 6	Contractor Accounting	FIN 4
Oversight	SFP 3-2	Designations	OPM 3

General Ledger	FIN 4	Conferences/Meetings	CMC
Grantee Accounting	FIN 4	Coordination	GMT 4
Laws/Regulations	FIN 2	Instructions & Orders	GMT
Obligation	FIN 4	Laws & Regulations	GMT 2
PAYPERS	FIN 7	Policy Development	GMT
Payroll	FIN 7	Program Compliance ³	GMT 3
Plans	BUD 5	Program Coordination	GMT 3
Reports/Statistics	FIN 1	Program Monitoring	GMT 3
Financial Plans	BUD 5	Program Planning/Tracking	GMT 3
FLSA Overtime	PER 13	Technical Assistance	GMT 3
Forfeiture Inspection, Bond	INE 5	Graphic Services	ADS 6
Forms Management	REM 5	Grievances	PER 5
Fraud Investigations	AUD 3	Grounds (see Buildings)	
Freedom of Information Act	INF 5	Groups, Minority	EEO 8
Freight/Express Shipments	TRV 4	Guests	INF 4
(see also ADS 7)			
Bills of Lading	TRV 4		
Carriers	TRV 4	<u>H</u>	
Claims	TRV 4	Handicapped Employees	
FTA (Failure to Abate)	INE 8	Discrimination against	EEO 7
FTS (Federal Telecommunications System)	ADS 8	Employment	PER 8
Fund		Health	
Availability	BUD 7	Care	PER 9
Imprest	FIN 6	Insurance	PER 11
Obligation	FIN 4	Safety Program (Employee)	PER 19
Reclamation	AML 4	Sick Leave	PER 3
Funeral Leave	PER 3	Hearings/Appeals	
FWP (Federal Women's Prgm.)	EEO 8	Assessment	INE 11
		Congressional	LLG 6
		Employee Relations	PER 5
		Congressional	LLG 6
<u>G</u>			
Garages and Parking Space	ADS 3	Historic Preservation	TRS 10
GBL (Government Bill of		Histories	INF 4
Lading	TRV 4	Holiday	
General Ledger	FIN 4	Leave	PER 3
Gifts, Acceptance	PER 6	Pay	PER 13
Good Faith Points	INE 11	Honor Awards	PER 4
Government Vehicles	ADS 9	Hours of Duty	PER 10
Accidents	ADS 9	Household Effects,	
Assignments & Use	ADS 9	Transportation of	TRV 4
Credit Cards	ADS 9	Human Resources Management	PER 22
Motor Pool Liaison	ADS 9		
Motor Vehicle Reporting	ADS 9	<u>I</u>	
Operator Permits	ADS 9	Identification	
Grantee Accounting	FIN 4	Cards	PER 15
Grants Management	GMT	Personal Property	ADS 5
Accounting	GMT 5	IFB (Invitation for Bids)	
Applications	GMT	(see Bids)	
Auditing	GMT 3	Impact Statements,	
(see also AUD 6)		Environmental	REG 5
Budgets, Proposed State	GMT 4		

Imprest Fund	FIN 6	Federal Program	INE 5
Improvidently Issued Permit	INE 12	Oversight	INE 5
Indian Lands Program	SFP 7	Personal Program Mgmt.	PER
Indian Lands Mines	SFP 7	Safety	PER 19
Individual Civil Penalties	INE 11	Two-acre Mine Exemption	INE 5
Ineligible Bidders	PRC 4	Inspectors	INE 6
Information Collection	REG 6	Credentials	INE 6
Information Exchange, ADP	ADP 4	Dress and Employment	
Information Security	ADP 8	Standards	INE 6
Information Services		Medical Standards	INE 6
& Program Promotion	INF	Uniform	INE 6
Audiovisual	INF 3	Interagency Agreements	OPM 7
Briefing Material	INF 4	Internal Audits	AUD 3
Laws/Regulations	INF 2	Administrative & Program	
Reports/Statistics	INF 1	Operations	AUD 3
Requests for Information	INF 5	Fiscal Administration	AUD 3
FOIA Requests	INF 5	Exceptions	AUD 3
Privacy Act Requests	INF 6	Internal Control Reviews	AUD 5
Initial Regulatory Program	REG 4-1	Internal Placement	PER 18
Injunctions	INE 10	Inventory	
Injury, Employee	PER 9	National AML	AML 5
Injury Compensation	PER 11	Personal Property	ADS 5
Inspector General Audit	AUD 4	Real Property	ADS 5
Insurance and Annuities	PER 11	Investigations (see Audits	
Life Insurance	PER 11	or Inspections)	
Health Insurance	PER 11	External	AUD 4
Retirement	PER 11	Internal	AUD 3
Unemployment Compensation	PER 11	Invitation for Bid (IFB)	
Inspection and Enforcement	INE	(see Bids)	
Assessment Conferences	INE 11	Invitation/Engagements	INF 4
Bonding	INE 3		
Bond		<u>J</u>	
Acceptance	INE 3		
Forfeiture	INE 3	Janitorial Service	ADS 3
Release	INE 3	Job Description	PER 16
Citizen Complaints	INE 4	Job Retention/Restoration	PER 18
Civil Penalty, Individual	INE 11	Jury Duty	PER 3
Court Orders	INE 11		
Criminal Penalties	INE 11	<u>K</u>	
Enforcement Action	INE 8		
Good Faith Points	INE 11	Keys, Control of Issue	ADS 3
Individual Civil Penalty	INE 11		
Inspections (see)		<u>L</u>	
Settlement Agreements			
Surety Companies	INE 3	Labor	
Ten-day Notices	INE 7	Exclusive Recognition	PER 12
Violations, Patterns of	INE 10	Fair Labor Standards Act	PER 13
Inspections		Management Relations	PER 12
Administrative	AUD 3	Negotiation of Agreements	PER 12
Bond		Lading, Bills of	TRV 4
Forfeiture	INE 5	Land Acquisition	AML 7
Release	INE 5	Land, Reclaimed,	

Disposition of Lands	AML 7	Records Management	REM 6
Abandoned Mine (see Abandoned Mine Land)	AML	Analysis & Improvement Committee	OPM 4 CMC
Federal, Program (see Federal Lands Program)	SFP 6	Configuration (ADP)	ADP 9
Indian, Program (see Indian Lands Program)	SFP 7	Copy	ADS 6
Prime Farm Lands	TSR 11	Correspondence	REM 3
Unsuitable	TSR 8	Directives	REM 4
Leave (see Attendance)	PER 3	Forms	REM 5
Ledger, General	FIN 4	Grants	GMT
Legislative & Legal Affairs	LLG	Human Resources	PER 22
Letters of Credit	FIN 6	Labor Relations	PER 12
Liaison Organizations		Library	REM 6
Audits (Non-Federal)	AUD 4	Mail	ADS 7
Liaison with Other Agencies		Meetings	CMC
ADP Information Exchange	ADP 3	Microform	REM 6
Audit	AUD	Position	PER 17
Federal Lands Program	SFP 6	Projects	OPM 6
Inspection & Enforcement	INE	Reports	REM 1
State and Federal Program	SFP 3	Space	ADS 3
Library Management	REM 6	Vehicle	ADS 9
Liens (Realty)	AML 7	Manpower	
Life Insurance	PER 11	Ceilings	PER 17
Limitations, Travel	TRV 4	Control & Utilization	OPM 4
PCS (Permanent Change of Station)		Position Management	PER 17
Temporary Duty	TRV 3	Requirements	PER 17
Litigation	LLG 3	Staffing	PER 17
Losses (see Theft and Freight)	ADS 5	Work Distribution	OPM 4
		Work Measurement	OPM 4
		Work Simplification	OPM 4
		Manuals, Technical	PER 21
		Maternity Leave	PER 3
		Medical	
		Benefits	PER 11
		Care	PER 9
		Qualifications	PER 9
		Standards for Inspectors	INE 6
		Temporary Disability (Leave)	PER 3
		Meetings (see Conferences)	
		Memorandum of Understanding (MOU)	OPM 7
		Merit Pay	PER 13
		Messenger Service	ADS 7
		Microform Management	REM 6
		Mileage Allowances	
		PCS (Permanent Change of Station)	TRV 4
		Temporary Duty	TRV 3
		Military Leave	PER 3
		Mine Map Repository	REM 6
		Mine	
		Abandoned, Land (see	

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Abandoned Mine Land)	AML	Reorganization	OPM 5
Indian Lands	SFP 7	Policy Plans	
Plan Review	TSR 7	Long-Range	OPM 5
Program, Rural Abandoned	AML 8	Short-Range	OPM 5
Minutes (see Conferences)		Policy Studies	OPM
Minority Business		Evaluations	OPM 6
Program	EEO 8	Forecasts	OPM 4
Suppliers/Contractors	PRC 4	Reports/Statistics	OPM 1
Mobility, Upward	PER 8	Orientation, Employee	PER 18-2
Modifications, Contract	PRC 6	Outreach Letter (Regulatory	
Morale, Employee	PER 5	Program Development)	REG 5
MOU (Memorandum of		Oversight Inspection	INE 5
Understanding	OPM 7	Oversight, State Program	SFP 3-2
Moving, Employee Household	TRV 4	Overtime, FISA	PER 13

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National AML Inventory	AML 5
Negotiation	
Labor Mgmt. Agreement	PER 12
Solicitation/Bid/Award	PRC 3
Networking	ADP 4
Newsletters	INF 4
Night Differential (Pay)	PER 13
Non-Federal Awards	PER 4
Notice of Intent	INE 9
Coal Exploration	INE 9
Notice of Violation (NOV)	INE 8

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Obligation of Funds	FIN 4
Observances, Special EEO	EEO 9
Occupational Safety Health	
Act (OSHA)	PER 19
Office Equipment & Supplies	ADS 4
Maintenance	ADS 4
Procurement	ADS 4
Repair	ADS 4
Replacement	ADS 4
Office Evaluation	OPM 6
Operations Evaluation	OPM 6
Opinions	
Legal	LLG 4
Public	INF 7
Organization, Planning	
& Management	OPM
Administrative Audits	
& Inspections	AUD 3
Committee Management	CMC
Laws/Regulations	OPM 2
Organization-	OPM 5

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Panel, Rating	PER 18-2
Parking	ADS 3
Pattern of Violation	INE 10
Pay Administration	PER 13
Absence Without	PER 3
Allowances/Differentials	PER 13
Deductions	PER 13
FLSA Overtime	PER 13
Merit Pay	PER 13
Name/Record Changes	PER 13
Pay Increases	PER 13
Pay Schedule	PER 13
Salary Changes (Actg.)	FIN 7
Wage/Salary Determination	PER 13
Payable, Accounts	FIN 6
Paychecks	FIN 7
PAYPERS	FIN 7
Payroll	
Accounting	FIN 7
Deduction	FIN 7
Paychecks	FIN 7
Salary Changes	FIN 7
PCS (Permanent Change of	
Station) (see Travel)	
Penalty	
Appeals	INE 11
Assessment against	
Operators	INE 11
Court Orders	INE 11
Criminal	INE 11
Good Faith Points	INE 11
Hearings	INE 11
Individual Civil	INE 11
Settlement Agreement	INE 11
Per Diem	

Accounting	FIN 4	Development	PER 21
Rates	TRV 3	Photography, Aerial	TSR 3
Performance Evaluation	PER 14	Points, Good Faith	INE 11
Documentation/Processing	PER 14	Political Activity	PER 6
Performance Standards	PER 14	Position Classification	PER 16
Rating Panels/Boards	PER 18	Appeals	PER 16
Ratings/Appraisals	PER 14	Job Descriptions	PER 16
Permit		Series/Standards	PER 16
Blocking	INE 12	Surveys/Evaluation	PER 16
Improvidently Issued	INE 12	Position Management	PER 17
Revocation	INE 10	Personnel Ceilings	PER 17
Suspension	INE 10	Staffing Patterns	PER 17
Personal Property		Postage	ADS 7
Accountability	ADS 5	Preservation, Historic	TSR 10
Identification	ADS 5	Press Releases	INF 4
Inventory	ADS 5	Prevention, Accident	PER 19
Stock Control	ADS 5	Primacy, Revocation of	
Surplus/Excess	ADS 5	(see State Program)	SFP 3
Acquisition	ADS 5	Prime Farm Lands	TSR 11
Disposal	ADS 5	Printing	ADS 6
Donation	ADS 5	Copy Management	ADS 6
Transfer	ADS 5	Contracts	ADS 6
Utilization	ADS 5	Graphic Services	ADS 6
Personnel	PER	Methods & Processes	ADS 6
Accidents	PER 19	Printing & Binding	ADS 6
Attendance and Leave	PER 3	Requisition/Authorization	ADS 6
Awards/Commendations	PER 4	Privacy Act Requests	INF 6
Conduct and Discipline	PER 6	Procedures, Audit	AUD
Employee Relations and Services	PER 5	Closure/Resolution	AUD
Employment	PER 18	Development of Findings	AUD
Health and Medical Care	PER 9	Plans/Preparation	AUD
Hours of Duty	PER 10	Procurement/Contracting	PRC
Insurance and Annuities	PER 11	Authorizations/	
Labor-Mgmt. Relations	PER 12	Appointments	OPM 3
Laws/Regulations	PER 2	Contracts/Agreements	PRC 5
Pay Administration	PER 13	Contractors (see)	
Performance Evaluation	PER 14	Laws/Regulations	PRC 2
Position Classification	PER 16	Reports/Statistics	PRC 1
Position Management	PER 17	Methods	PRC 3
Program Management	PER	Formal Advertising	PRC 3
Inspections	OPM 6	Negotiation	PRC 3
Surveys	OPM 4	Small Purchases	PRC 3
Promotion and Internal Placement	PER 18-1	Office Equipment/Supplies	ADS 4
Recruitment, Selection & Appointment	PER 18-2	Printing/Reproduction	ADS 6
Reports/Statistics	PER 1	Productivity Measurements Program	OPM 4
Safety Program	PER 19	EEO	EEO 8
Security/Suitability	PER 15	Community Outreach	EEO 8
Separation/Displacement	PER 20	Federal Women's Program	EEO 8
Training/Career	PER 21	Minority Business	EEO 8
		Spanish-Speaking	EEO 8
		Federal (see Federal	

Program)	SFP 5	Regulatory Prgm. Devel.	REG 4-4
Federal Lands (see Federal Lands Program)	SFP 6	Publications	INF 4
Indian Lands	SFP 7	Articles	INF 4
Mines	SFP 7	Annual Reports	INF 4
RAMP	AML 8	Biographies	INF 4
Regulatory (see Regulatory Program)	REG	Federal Register	INF 4
Research (see Technical Services and Research)	TSR 5	Histories	INF 2
Small Operator Assistance Program (SOAP)	TSR 4	House Organs	INF 4
State (see State Program)	SFP 3	Newsletters	INF 4
Title V Research	TSR 5	Press Release	INF 4
Program Evaluation	OPM 6	Public Service	
Program Promotion (see Information Services)		Announcements	INF 4
Program Planning	OPM	Purchase Order/Requisition	PRC 3
Projects		Purchases, Small	PRC 3
AML	AML 6		
Management	OPM		
Promotion and Internal Placement	PER 18	<u>Q</u>	
Assignments/Details	PER 18	Qualification of Employees	PER 18
Promotion/Demotion	PER 18-1	Quality Control	AUD
Property			
Excess	ADS 5	<u>R</u>	
Acquisition	ADS 5	Race (Discrimination)	EEO 7
Disposal	ADS 5	RAMP (Rural Abandoned Mine Program)	AML 8
Donation	ADS 5	Rates, Travel	TRV 3
Transfer	ADS 5	Ratings, Performance	PER 14
Utilization	ADS 5	Real Estate, Collateral Bonding	AML 7
Real		Real Property, Disposal of Excess	ADS 5
Disposal of Excess (see Building & Grounds)	AML 7	Realty, AML	AML 7
Personal	ADS 5	Reassignment, Employee	PER 18-1
Identification	ADS 5	Receipts/Collections	FIN 5
Inventory	ADS 5	Receivable, Accounts	FIN 5
Stock Control	ADS 5	Reclamation Funds	AML 4
Survey	ADS 5	Reclaimed Land, Disposition	AML 7
Thefts and Losses	ADS 5	Recognition (see Awards)	
Surplus (see Excess)		Records Management	REM
Proposals, Contract (see Bid)		Correspondence	REM 3
Protection (see Security)		Directives	REM 4
Protests, Contractor	PRC 3	Disposition	REM 6
Public		Schedules	REM 6
Congratulations, Common- dations, Appreciations	INF 7	Document/Information Security	REM 6
Criticism	INF 7	Equipment/Supplies	REM 6
Opinion	INF 7	Forms	REM 5
Participation in		Laws/Regulations	REM 2
		Library	REM 6
		Reports Management	REM 1
		Maintenance	REM 6
		Microform	REM 6

Reports/Statistics	REM 1	Reverse Discrimination	EEO 7
Retirement (FARC)	REM 6	Review, Mine Plan	TSR 7
Statistical Reports on Record Holdings	REM 6	RFB (see Bids)	
Vital Records	REM 6	RIF (Reduction-in-Force)	PER 20
Recruitment, Selection & Appointment	REM 6	Rights of Entry	AML 7
Advertising/Publicity	PER 18-2	Rural Abandoned Mine Program (RAMP)	AML 8
Appointment	PER 18		
Certification of Eligibles	PER 18-2	<u>S</u>	
Examination/Testing	PER 18	Safety Program (Employee)	PER 19
Qualifications	PER 18	Accident Prevention	PER 19
Recruitments	PER 18	Awards	PER 19
Reduction-in-Force	PER 18-2	Inspections/Surveys	PER 19
Regulatory Program Devel. Analysis	PER 20	Safety Requirements	PER 19
Determination of Effects	REG	Salary (see Pay Admin.)	
Drafting, Preamble	REG 5	Savings Bond Drive	PER 5
Drafting, Rules	REG 5		
Environmental Impact Statement	REG 4-1	Security	
External Review	REG 4-1	Buildings and Grounds	ADS 3
Information Collection	REG 5	Document/Information	REM 6
Internal Surnaming	REG 4-3	Personnel	PER 15
Outreach Letter	REG 6	Separation/Displacement	PER 20
Public Participation	REG 6	Death	PER 20
Regulatory Analysis	REG 4-2	Reduction-in-Force	PER 20
Rulemaking Documents, Review	REG 4-4	Resignation	PER 20
Relations	REG 4-4	Retirement	PER 20
Congressional	REG 5	Separation for Cause	PER 20
Employee	REG 4-2	Transfer	PER 20
Labor-Management	REG 4-2	Services, Technical (see Technical Services and Research)	
Other (see Liaison)	LLG 6	Research)	TSR
Release Inspection, Bond	PER 5	Settlement Agreements	INE 11
Religion (Discrimination)	PER 12	Shipments (see Freight)	
Reorganization	INE 5	Sick Leave	PER 3
Repair (see Maintenance)	EEO 7	Small Operator Assistance Program (SOAP)	TSR 4
Office Equipment/Supplies	OPM 5	Small Purchases	PRC 3
Reproduction (see Printing)	ADS 4	Software (see ADP)	
Requisitions	ADS 4	SOAP (Small Operator Assistance Program)	TSR 4
(see also Printing)	PRC 3	Solicitations/Bids/Awards (Contract)	PRC 3
Research, Technical (see Technical Services & Research)	PRC 3	Award	PRC 3
Reservations, Travel	TSR	Evaluation of Bids/ Proposals	PRC 3
Resignation, Employee	TRV 3	Issuance of IFB/RFP	PRC 3
Restoration, Job	PER 20	Negotiation	PRC 3
Retention, Job	PER 18	Protests	PRC 3
Retirement, Employee	PER 18	Unsolicited Proposal	PRC 3
	PER 20	Space Management	ADS 3

Spanish-Speaking Program	EEO 8	Experimental Practices	TSR 5
Special Observances, EEO	EEO 9	Special Studies	TSR 5
Speeches	INF 4	Title V	TSR 5
Staffing (see Position Management and Manpower)		SOAP	TSR 4
Standardization, ADP	ADP 9	Technology Transfer	TSR 9
Standards		Telecommunications	ADS 8
Audit (see Procedures)		Telegraph/Teletype/ Facsimile Service	ADS 8
Inspector		Telephone Service	ADS 8
Dress	INE 6	Telephone Directories	ADS 8
Employment	INE 6	Ten-day Notices	INE 7
Medical	INE 6	Theft (Property)	ADS 5
Uniform	INE 6	Time & Attendance	PER 3
Position Classification	PER 16	Timekeeper Designation	OPM 3
State Program	SFP 3	TIP (Technical Information Processing System)	ADP 3-6
Amendments	SFP 3-1	Title V Research Program	TSR 5
Coordination with other Agencies	SFP 4	Training/Career Development	PER 21
Documents	SFP 3-1	Agreements	PER 21
Issues	SFP 3-1	Audit Training	PER 21
Oversight	SFP 3-2	Career Planning and Counseling	PER 21
Primacy, Revocation of (732 & 733 Actions)	SFP 3	Courses/Seminars	PER 21
Studies		EEO for Supervisors	PER 21
ADP Equipment Selection	ADP 5	Facilities/Equipment	PER 21
ADP Feasibility	ADP 6	Inspector	PER 21
Special (Technical)	TSR 5	Orientation	PER 21
Supervisory EEO Evaluation	EEO	Technical Manuals and Seminars	PER 21
Surplus Personal Property	ADS 5	Transfer	
Survey		Excess Personal Property	ADS 5
Boards of (Property)	ADS 5	Funds	BUD 7
Personnel Program	PER	Personnel	PER 18-1
Position Classification	PER 16	Travel/Transportation	TRV
Safety Program	PER 19	Allowances	TRV 3
		Authorizations	TRV 3
		Freight/Express Shipments	TRV 4
		Bills of Lading	TRV 4
		Carriers	TRV 4
		Claims	TRV 4
		Government Vehicles	ADS 9
		Itineraries/Reservations	TRV 3
		Laws/Regulations	TRV 2
		Local	TRV 3
		Orders	
		PCS	TRV 4
		Temporary Duty	TRV 3
		Personal & Household Effects	TRV 4
		Reports/Statistics	TRV 1
		Vouches	
		PCS	TRV 4

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Temporary Duty	TRV 3
Travel Accounting	FIN 4
Advances	TRV 3
Per Diem	TRV 3
Transportation	TRV 3
Two-acre Mine Exemption Inspection	INE 5

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Unemployment Compensation	PER 11
Uniform, Inspector	INE 6
Unions	
Credit	PER 5
Labor	PER 12
Upward Mobility	PER 8
Utilities	ADS 3
Utilization	
ADP Machine	ADP 9
Excess Personal Property	ADS 5

V

Valid Existing Rights	SFP 6
Vehicles (see Government Vehicles)	
Visitors	INF 4
Vital Records	REM 6
Violation	
Actions	INE 8
Cessation Order (CO)	INE 8
Modification	INE 8
Termination	INE 8
Failure to Abate (FTA)	INE 8
Notice of Violation (NOV)	INE 8
Pattern of	INE 10
Violation, Notice of (NOV)	INE 8
Voucher	
Examination/Certification	TRV 3
Travel	TRV 3

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Within Grade Increases	PER 13
Word Processing	ADP 4
Records Management	REM 6

APPENDIX IV

FILE PLAN FOR SUBJECT CORRESPONDENCE

OSM SUBJECT OUTLINES

<u>PRIMARY SUBJECT</u>	<u>FILE CODE SYMBOL</u>
ABANDONED MINED LAND RECLAMATION.....	AML
ADMINISTRATIVE SERVICES.....	ADS
AUDITS AND INVESTIGATIONS.....	AUD
AUTOMATED DATA PROCESSING.....	ADP
BUDGET.....	BUD
COMMITTEES, BRIEFINGS, MEETINGS, AND CONFERENCES.....	CMC
EQUAL EMPLOYMENT OPPORTUNITY.....	EEO
ENVIRONMENTAL PROTECTION.....	EVP
FINANCIAL MANAGEMENT.....	FIN
GRANTS MANAGEMENT.....	GMT
INFORMATION SERVICES AND PROGRAM PROMOTION.....	INF
INSPECTION AND ENFORCEMENT.....	INE
LEGISLATIVE AND LEGAL AFFAIRS.....	LLG
ORGANIZATION, PLANNING AND MANAGEMENT.....	OPM
PERSONNEL.....	PER
PROCUREMENT AND CONTRACTING.....	PRC
RECORDS MANAGEMENT.....	REM
REGULATORY PROGRAM DEVELOPMENT.....	REG
STATE, FEDERAL, AND INDIAN PROGRAMS.....	SFP
TECHNICAL SERVICES AND RESEARCH.....	TSR
TRAVEL AND TRANSPORTATION.....	TRV

The disposition schedules for the above subject file codes are found in 100-01 for official control (subject) correspondence files or 100-02 for divisions and branch correspondence subject files.

ABANDONED MINE LAND (AML) RECLAMATION

Use this subject outline for general correspondence relating to substantive functions of the Abandoned Mine Land Reclamation Program. The subjects outlined in this section cover plans, policies, and procedures pertaining to the program. DO NOT USE this outline for case files such as those related to specific State Reclamation plans, projects, acquisition projects, etc.

<u>CODE</u>	<u>TITLE</u>	
AML	ABANDONED MINE LAND RECLAMATION	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
AML 1	REPORTS AND STATISTICS	
AML 2	LAWS AND REGULATIONS	
AML 3	AML COOPERATIVE AGREEMENTS	
AML 4	AML RECLAMATION FUNDS	
AML 5	NATIONAL INVENTORY OF ABANDONED MINED LANDS	
AML 6	AML PROJECTS	
AML 7	REALTY	Correspondence relating to appraisals, liens, rights-of-entry, land acquisition, management of acquired land, and the disposition of reclaimed land.
AML 8	RURAL ABANDONED MINE PROGRAM (RAMP)	
AML 9	BLASTER CERTIFICATION PROGRAM	

ADMINISTRATIVE SERVICES (ADS)

Use this subject outline for general correspondence and other materials relating to office services functions, such as building and grounds, mail facilities and services, office equipment and supplies, and communications. DO NOT USE this outline for case files relating to specific contracts, printing jobs, etc.

<u>CODE</u>	<u>TITLE</u>	
ADS	ADMINISTRATIVE SERVICES	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
ADS 1	REPORTS AND STATISTICS	
ADS 2	LAWS AND REGULATIONS	
ADS 3	SPACE MANAGEMENT	Correspondence relating to buildings, leases, floor plans, utilities, maintenance, improvements, parking, etc.
ADS 4	OFFICE SUPPLIES AND EQUIPMENT	Correspondence relating to the acquisition, repair, maintenance and replacement of office supplies and equipment.
ADS 5	PROPERTY MANAGEMENT	Correspondence relating to management accountability and disposition of Government property.
ADS 6	PRINTING AND REPRODUCTION	Correspondence relating to copy management, graphic services, printing, and binding.
ADS 7	MAIL FACILITIES, SERVICES, AND SHIPMENTS	Correspondence relating to mailing lists, messenger services, postage and fees; and the shipment of equipment, supplies, and materials.

ADMINISTRATIVE SERVICES (ADS), continued

ADS 8	TELECOMMUNICATIONS	Correspondence relating to facsimile and telephone service and telephone directories.
ADS 9	GOVERNMENT VEHICLES	Correspondence relating to the operation and use of Government vehicles.

AUDITS AND INVESTIGATIONS (AUD)

Use this subject outline for general correspondence and related papers pertaining to audits and investigations. DO NOT USE this outline for case files relating to specific audit or investigation case files.

<u>CODE</u>	<u>TITLE</u>	
AUD	AUDITS AND INVESTIGATIONS	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
AUD 1	REPORTS AND STATISTICS	
AUD 2	LAWS AND REGULATIONS	
AUD 3	INTERNAL AUDITS AND INVESTIGATIONS	Correspondence relating to audits and investigations conducted by sources inside OSM, such as internal control reviews.
AUD 4	EXTERNAL AUDITS AND INVESTIGATIONS	Correspondence relating to audits or investigations conducted by sources outside OSM, such as GAO audits, IG audits, etc.
AUD 5	FEE COMPLIANCE AUDIT	

AUTOMATED DATA PROCESSING (ADP)

Use this subject outline for general correspondence relating to automated and electronic data processing equipment, systems, management, operations, plans, policies, projects, procedures, and studies. DO NOT USE this outline for correspondence relating to specific ADP cases, projects, or transactions.

<u>CODE</u>	<u>TITLE</u>	
ADP	AUTOMATED DATA PROCESSING	Correspondence relating to plans, polices, and procedures that cannot be put under specific subjects of this outline.
ADP 1	REPORTS AND STATISTICS	
ADP 2	LAWS AND REGULATIONS	
ADP 3	AUTOMATED SYSTEMS	Correspondence relating to systems initiation, design, development, documentation, operation, and maintenance.
3-1	AVS - Applicant Violator System	
3-2	CDMIS - Coal Data Managment Information System	
3-3	CMIS - Collection Management Information System	
3-4	DECA - Decentralized Enforcement and Collection Activity	
3-5	DIAS - Decentralized Information Assessment System	
3-6	TIPS - Technical Information Processing System	

AUTOMATED DATA PROCESSING (ADP), continued

ADP 4	ELECTRONIC COMMUNICATION	Correspondence relating to the transfer of machine-readable information, such as electronic mail, word processing, networking, etc.
ADP 5	ACQUISITIONS	Correspondence relating to equipment selection for requirement, specifications, and standards. Includes equipment studies, trials, tests and evaluations, and quality assurance.
ADP 6	FEASIBILITY STUDIES	Correspondence relating to feasibility studies. For specific study projects, create a separate case file arranged alphabetically by study.
ADP 7	MAINTENANCE AND REPAIR	
ADP 8	ADP SECURITY	
ADP 9	CONFIGURATION MANAGEMENT	Correspondence relating to the performance utilization and management of ADP systems software and hardware.

BUDGET (BUD)

Use this subject outline for general correspondence and similar material relating to the preparation and submission of OSM budget data, including budget estimates, justifications, policies, and procedures, and financial plans. DO NOT USE this outline for case files relating to specific budget records, e.g., budget estimates.

<u>CODE</u>	<u>TITLE</u>	
BUD	BUDGET	Correspondence relating to plans, policies and procedures that cannot be put under specific subject of this outline.
BUD 1	REPORTS AND STATISTICS	
BUD 2	LAWS AND REGULATIONS	
BUD 3	APPROPRIATION BILLS	
BUD 4	BUDGET PREPARATION AND SUBMISSION	Correspondence relating preparation and submission of budget estimates to OMB and budget justifications to Congress.
BUD 5	FINANCIAL PLANS	Correspondence relating to general overall plans for the agency. Includes 5-year plans, reviews, requests, studies, etc.
BUD 6	BUDGET EXECUTION	Correspondence relating to current year plans, internal allocations ceilings/limitations and transfer of funds.
BUD 7	FUNDS AVAILABILITY	Correspondence relating to appropriated funds, apportionments, warrants, reimbursements, refunds, transfers, etc.

COMMITTEES, MEETINGS, BRIEFINGS AND CONFERENCES (CMC)

Use this subject outline for general correspondence relating to committees, meetings, briefings, workshops, conferences, task forces, etc. DO NOT USE this outline for case files relating to specific committees, meetings, briefings and conferences.

<u>CODE</u>	<u>TITLE</u>	
CMC	COMMITTEES, MEETINGS, BRIEFINGS, AND CONFERENCES	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
CMC 1	OSM	
CMC 2	DEPARTMENT OF THE INTERIOR	
CMC 3	INTERAGENCY	

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Use this subject outline for general correspondence and materials relating to EEO within OSM. DO NOT USE this outline for case files relating to specific discrimination complaints.

<u>CODE</u>	<u>TITLE</u>	
EEO	EQUAL EMPLOYMENT OPPORTUNITY	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
EEO 1	REPORTS AND STATISTICS	
EEO 2	LAWS AND REGULATIONS	
EEO 3	ADVISORY COMMITTEE	
EEO 4	AFFIRMATIVE ACTION PLANNING	
EEO 5	COMPLAINTS (Grievances and appeals)	Correspondence relating to EEO complaints and the complaint process.
EEO 6	COUNSELING AND COUNSELORS	
EEO 7	DISCRIMINATION	Correspondence relating to job discrimination and its various types.
EEO 8	PROGRAMS	Correspondence relating to EEO Programs, such as Community Outreach, Federal Women's Program, Minority Business, and Spanish-speaking.
EEO 9	SPECIAL OBSERVANCES	

ENVIRONMENTAL PROTECTION (EVP)

Use this subject outline for general correspondence relating to OSM actions in protecting the environment. Disposition for OSM EIS's and records relating to the OSM EIS are in Item 203-08 of the disposition schedule.

<u>CODE</u>	<u>TITLE</u>	
EVP	ENVIRONMENTAL PROTECTION	Correspondence relating to plans, policies and procedures that cannot be put under specific subjects of this outline.
EVP 1	REPORTS AND STATISTICS	
EVP 2	LAWS AND REGULATIONS	
EVP 3	ENVIRONMENTAL IMPACT STATEMENTS (EIS)	Correspondence relating to review and comment on EIS.
EVP 4	ENVIRONMENTAL QUALITY	Includes air quality, water quality, and waste disposal.
EVP 5	LIAISON WITH OTHER AGENCIES	Correspondence on environmental protection with other elements of DOI, with other Federal agencies (e.g., EPA, BOM, USGS), and with State or local agencies.

FINANCIAL MANAGEMENT (FIN)

Use this subject outline for general correspondence relating to the disbursement and collection activities, and the maintenance, control, and accountability of OSM funds. DO NOT USE this outline for specific accounting records (such as general ledgers, accountable officers' accounts).

<u>CODE</u>	<u>TITLE</u>	
FIN	FINANCIAL MANAGEMENT	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
FIN 1	REPORTS AND STATISTICS	
FIN 2	LAWS AND REGULATIONS	
FIN 3	ACCOUNTING CODES AND SYMBOLS	
FIN 4	ACCOUNTING SYSTEMS	Subdivide by type of system as required: Cost, fund, expense, etc.
FIN 5	COLLECTIONS/RECEIPTS	Correspondence relating to the collection and receipt of funds including blasters certificates and civil penalties.
FIN 6	DISBURSEMENTS (except payroll and travel)	Correspondence relating to the expenditure of funds including imprest fund, letters-of-credit, vouchers, and invoices.
FIN 7	PAYPERS	Correspondence relating to payroll such as deductions, paychecks, salary changes, etc.

GRANTS MANAGEMENT (GMT)

Use this subject outline for general correspondence relating to the development and implementation of overall policies and procedures for managing OSM grants to State governments, private institutions, and other. DO NOT APPLY THIS OUTLINE TO MATERIALS RELATING TO APPLICATIONS FOR OR OPERATIONS OF A SPECIFIC GRANT.

<u>CODE</u>	<u>TITLE</u>	
GMT	GRANTS MANAGEMENT	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
GMT 1	REPORTS AND STATISTICS	
GMT 2	LAWS AND REGULATIONS	
GMT 3	PROGRAM MONITORING	Correspondence relating to Field Office reviews and technical assistance.
GMT 4	COORDINATION WITH OTHER AGENCIES	Correspondence relating to grant program coordinated with Federal and non-Federal agencies (may include proposed State budgets).
GMT 5	GRANT ACCOUNTING	Correspondence relating to money allocated for grants.
GMT 6	COOPERATIVE AGREEMENTS (excluding AML cooperative agreements)	
6-1	State Cooperative Agreements	Correspondence relating to cooperative agreements with States.
6-2	Federal and Indian Cooperative Agreements	Correspondence relating to cooperative agreements with Federal program States and Indian Tribes.
GMT 7	GRANT CLOSEOUT AND AUDIT	

INFORMATION SERVICES AND PROGRAM PROMOTION (INF)

Use this subject outline for general correspondence relating to public requests for information on preparing publications containing OSM program information and on promoting OSM program activities. Also use for general correspondence on information clearinghouse functions. DO NOT USE this outline for case files relating to specific FOIA requests, Privacy Act requests, etc.

<u>CODE</u>	<u>TITLE</u>	
INF	INFORMATION SERVICES AND PROGRAM PROMOTION	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
INF 1	REPORTS AND STATISTICS	
INF 2	LAWS AND REGULATIONS	
INF 3	AUDIOVISUAL	Correspondence relating to promotional aids and publication materials such as maps, slides, recordings, etc. DO NOT include map files, etc.
INF 4	PUBLIC RELATIONS	Correspondence relating to routine requests for information and agency promotional activities, such as Take Pride in America.
INF 5	FREEDOM OF INFORMATION ACT REQUESTS	Correspondence relating to requirements involving inquiries specifically identified as FOIA requests.

INFORMATION SERVICES AND PROGRAM PROMOTION (INF), continued

INF 6	PRIVACY ACT REQUESTS	Correspondence relating to requirements involving requests for information specifically identified as Privacy Act requests.
INF 7	PUBLIC OPINION AND RECOGNITION	Correspondence relating to public commendations or public criticism.

INSPECTION AND ENFORCEMENT (INE)

Use this subject outline for general correspondence relating to functions of the permitting and inspection and enforcement programs. DO NOT USE this outline for specific case files.

<u>CODE</u>	<u>TITLE</u>	
INE	INSPECTION AND ENFORCEMENT	Correspondence relating to plans, policies, and procedures that cannot be put under specific subjects of this outline.
INE 1	REPORTS AND STATISTICS	Correspondence relating to reports and statistics that cannot be put under another category.
INE 2	LAWS AND REGULATIONS	
INE 3	BONDING	Correspondence relating to bond acceptance, bond forfeiture and release, and acceptable surety companies.
INE 4	CITIZEN COMPLAINTS	Correspondence relating to handling citizens' complaints.
INE 5	INSPECTIONS	Correspondence relating to Federal program inspections, 2-acre mine exemption inspection, oversight inspection, and bond release and forfeiture inspections.
INE 6	INSPECTORS	Correspondence relating to uniforms, medical standards, and inspector credentials.

INSPECTION AND ENFORCEMENT (INE), continued

INE 7	TEN-DAY NOTICES	Correspondence relating to the issuance and disposition of Ten-Day Notices to States.
INE 8	VIOLATION ACTIONS	Correspondence relating to NOV's, CO's, FTACO's; and terminations, modifications, and vacation actions.
INE 9	NOTICE OF INTENT	Correspondence relating to coal exploration.
INE 10	ALTERNATIVE ENFORCEMENT	Correspondence relating to court referrals, injunctions; and permit suspensions and revocations.
INE 11	PENALTY ASSESSMENTS	Correspondence relating to assessment appeals, conferences, hearings, and penalties.
INE 12	PERMIT BLOCKING	Correspondence relating to the 510(c) review.
INE 13	EXPLORATORY PERMIT	

LEGISLATIVE AND LEGAL AFFAIRS (LLG)

Use this subject outline for general correspondence relating to the agency's legislative program, relations with Congress, and legal matters. DO NOT USE this outline for case files relating to specific court actions, settlements, etc.

<u>CODE</u>	<u>TITLE</u>	
LLG	LEGISLATIVE AND LEGAL AFFAIRS	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
LLG 1	REPORTS AND STATISTICS	
LLG 2	LAWS AND REGULATIONS	Correspondence relating to the overall legislative program, including bills introduced on behalf of and those affecting agency programs and operations.
LLG 3	CLAIMS, LITIGATIONS AND APPEALS	Correspondence relating to claims by or against the U.S. Government, claims procedures, etc.
LLG 4	OPINIONS, DECISIONS INTERPRETATIONS, AND TESTIMONY	Correspondence relating to opinions, decisions, interpretations, and testimony including Solicitor's opinions and Inspector's expert testimony.
LLG 5	COURT ORDERS AND SETTLEMENTS	

LEGISLATIVE AND LEGAL AFFAIRS (LLG), continued

LLG 6	CONGRESSIONAL ACTIVITIES AND RELATIONS	Correspondence relating to requests from Senators, Representatives, and other Federal, State, and local legislative officials and committees including visits, hearings, and investigations.
LLG 7	CONGRESSIONAL LIAISON ACTIVITIES	Correspondence relating to the activities of the Congressional Liaison Office.

ORGANIZATION, PLANNING, AND MANAGEMENT (OPM)

Use this subject outline for general correspondence relating to the overall management and direction of OSM, including organization, policy and program planning, and management improvement. DO NOT USE this outline for case files relating to specific delegation, projects, etc.

<u>CODE</u>	<u>TITLE</u>	
OPM	ORGANIZATION, PLANNING AND MANAGEMENT	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
OPM 1	REPORTS AND STATISTICS	
OPM 2	LAWS AND REGULATIONS	
OPM 3	DELEGATIONS OF AUTHORITY	Correspondence relating to delegations of authority and designations, such as designations of employees to perform paying, collecting, etc.
OPM 4	MANAGEMENT ANALYSIS AND IMPROVEMENT	Correspondence relating to management improvement, evaluation, and cost-reduction activities other than inspections.
OPM 5	ORGANIZATION AND/OR REORGANIZATION	Correspondence relating to organization and reorganization plans, statement of functions, organization charts, history, background, and elements of OSM.

ORGANIZATION, PLANNING, AND MANAGEMENT (OPM), continued

OPM 6	PROGRAM EVALUATION	Correspondence relating to the review and evaluation of OSM operations and programs such as OES reviews.
OPM 7	MEMORANDUMS OF UNDERSTANDING AND INTERAGENCY AGREEMENTS	Correspondence relating to non-funded interagency agreements and Memorandums of Understanding.

PERSONNEL (PER)

Use this subject outline for general correspondence relating to all phases of personnel administration, including employment, employee relations, training and career development, etc. DO NOT USE this outline for case files relating to specific personnel folders, status or service records of individual employee, etc.

<u>CODE</u>	<u>TITLE</u>	
PER	PERSONNEL	Correspondence relating to plans, policies, and procedures that cannot be put under specific subject of this outline.
PER 1	REPORTS AND STATISTICS	
PER 2	LAWS AND REGULATIONS	Correspondence relating to information about laws and regulations from OPM, etc.
PER 3	ATTENDANCE AND LEAVE	
PER 4	AWARDS, COMMENDATIONS, AND APPRECIATION	
PER 5	EMPLOYEE RELATIONS	Correspondence relating to the appeals system and the procedures for handling appeals, complaints, and grievances.
PER 6	EMPLOYEE CODE OF CONDUCT	Correspondence relating to employee ethics, standards of conduct, and conflict of interest for both Federal and State employees.
PER 7	DISCIPLINARY AND ADVERSE ACTIONS	

PERSONNEL (PER), continued

PER 8	SPECIAL EMPHASIS PROGRAMS	Correspondence relating to students, handicapped, veterans, consultants, etc. Subdivide as necessary.
PER 9	HEALTH AND MEDICAL CARE	Correspondence relating to injuries, alcoholism, physical examinations, drug testing, and AIDS.
PER 10	HOURS OF DUTY	
PER 11	INSURANCE AND ANNUITIES	Correspondence relating to health and life insurance, unemployment compensation, and retirement.
PER 12	LABOR-MANAGEMENT RELATIONS	Correspondence relating to bargaining units, union activities, and labor relations.
PER 13	PAY ADMINISTRATION	
PER 14	PERFORMANCE MANAGEMENT	Correspondence relating to performance measurement, ratings and appraisals, and other documentation involving the processing of performance evaluations.
PER 15	PERSONNEL SECURITY AND SUITABILITY	Correspondence relating to personnel security clearances and suitability issues.
PER 16	POSITION CLASSIFICATION	Correspondence relating to position classification appeals, job descriptions, position series and standards, and surveys and evaluations.

PERSONNEL (PER), continued

PER 17	POSITION MANAGEMENT	Correspondence relating to requests for, establishment of, and the control over staffing levels of personnel ceilings.
PER 18	EMPLOYMENT	Correspondence relating to retention and restoration, former employees, types of status, etc.
18-1	Promotion and Internal Placement	Correspondence relating to promotion/demotion, assignments, details, etc., including special programs and task forces.
18-2	Recruitment, Selection, and Appointment	
PER 19	EMPLOYEE SAFETY PROGRAM	Correspondence relating to accident prevention, safety awards, safety inspections, safety surveys, and safety requirements.
PER 20	SEPARATION AND DISPLACEMENT	Correspondence relating to employee separations, such as death, resignation, retirement, and transfer; and displacement, such as reduction-in-force.
PER 21	TRAINING	Correspondence relating to individual employee and agency-approved training, such as inspector training.
PER 22	HUMAN RESOURCE MANAGEMENT	Correspondence relating to employee career development and career counseling, and upward mobility.

PROCUREMENT AND CONTRACTING (PRC)

Use this subject outline for general correspondence relating to the procurement of OSM supplies, equipment, and services; contracting for research and technical services; and interagency agreements. DO NOT USE this outline for case file relating to specific contracts, etc.

<u>CODE</u>	<u>TITLE</u>	
PRC	PROCUREMENT AND CONTRACTING	Correspondence relating to plans, policies, and procedures that cannot be put under a specific subject of this outline.
PRC 1	REPORTS AND STATISTICS	
PRC 2	LAWS AND REGULATIONS	
PRC 3	PROCUREMENT METHODS	Correspondence relating to formal advertising, negotiation and small purchases, solicitations, bids, and awards.
PRC 4	SUPPLIERS AND CONTRACTORS	Correspondence relating to bidders' mailing list, ineligible bidders, small business, and minority businesses.
PRC 5	CONTRACTS AND FUNDED INTERAGENCY AGREEMENTS	Correspondence relating to contracts and interagency agreements with OSM when funds are reimbursed for services.
PRC 6	CONTRACT ADMINISTRATION	

RECORDS MANAGEMENT (REM)

Use this subject outline for general correspondence relating to such records management functions as records maintenance and disposition; document security; and the management of correspondence, forms, directives, and reports. DO NOT USE this outline for case files relating to specific forms, directives, etc.

<u>CODE</u>	<u>TITLE</u>	
REM	RECORDS MANAGEMENT	Correspondence relating to plans, policies, and procedures that cannot be put under specific subjects of this outline.
REM 1	REPORTS AND STATISTICS	
REM 2	LAWS AND REGULATIONS	
REM 3	CORRESPONDENCE MANAGEMENT	
REM 4	DIRECTIVES MANAGEMENT	
REM 5	FORMS MANAGEMENT	
REM 6	RECORDS DISPOSITION	Correspondence relating to the establishment, disposition, retention, and maintenance of records. Includes the identification and the handling of vital records and the use of microforms for records storage.

REGULATORY PROGRAM DEVELOPMENT (REG)

Use this subject outline for general correspondence relating to the OSM regulatory program/rule-making function, including correspondence about the ADMINISTRATIVE RECORD. Records actually making up the Administrative Record are not filed in this subject file. DO NOT USE this outline for case files relating to specific rules and regulations, etc.

<u>CODE</u>	<u>TITLE</u>	
REG	REGULATORY PROGRAM DEVELOPMENT	Correspondence relating to plans, policies, and procedures that cannot be put under a specific subject of this outline.
REG 1	REPORTS AND STATISTICS	
REG 2	LAWS AND REGULATIONS	Correspondence relating to the overall regulatory and legislative program, including bills introduced on behalf of and those affecting agency programs and operations.
REG 3	ADMINISTRATIVE RECORD	Correspondence relating to the content and operation of the case file 400-01, known as the "Administrative Record." Excludes the Administrative Record itself.
REG 4	REGULATORY PROGRAM	
	4-1 Regulatory Development	Correspondence relating to the drafting of preambles and rules, program amendments, scheduling of drafting, drafting task forces, etc.
	4-2 Internal Review	Correspondence relating to internal surnaming and review of rule-making documents.

REGULATORY PROGRAM DEVELOPMENT (REG), continued

4-3	External Review	Correspondence relating to the review by other agencies, DOI's Office of Solicitor, and the public.
4-4	Public Participation	Correspondence relating to the funding of public participation, public relations efforts, etc.; includes outreach letters.
REG 5	REGULATORY ANALYSIS	Correspondence relating to the development, review, publication, and distribution of the RA. Includes EIS and Determination of Effect.
REG 6	INFORMATION COLLECTION	Correspondence relating to the mandatory requirements established by OMB governing the issuance of regulations.