

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-330-84-1	
DATE RECEIVED 12-06-83	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-25-84 <i>Date</i>	 <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Office of the Secretary of Defense

2. MAJOR SUBDIVISION
 Washington Headquarters Services

3. MINOR SUBDIVISION
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
 C. A. Cordova

5. TEL. EXT.
 695-0970

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
23 Nov 83	 Brian V. Kinney	Acting OSD Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Revision to the Records Disposal Schedule for Category Number 606-02, OSD Administrative Instruction No. 15 - Subject: "Labor Management Relations" (See attached sheets)	NC1-330-77-10	
MASS DATA CHANGE SHEET NOT REQUIRED			

7 items

115-107 *Copies sent to NNM and agency by RCT.*

NCW sent 2-13-84 by DMW.

REVISION TO THE RECORDS DISPOSAL SCHEDULE FOR CATEGORY NUMBER 606-02, OSD
ADMINISTRATIVE INSTRUCTION NO. 15. - "LABOR MANAGEMENT RELATIONS"

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>606-02</u>	Labor Management Relations	
	1. General statements of policy or guidance.	Policy matters are permanent. Transfer to WNRC when superceded or obsolete.
	2. Documents concerning the review of collective bargaining agreements between labor organizations and DoD components which are reviewed at the DoD level.	Destroy 5 years after the expiration of the contract.
	3. Documents concerning the granting of National Consultation Rights to Labor Organizations.	Permanent. Transfer to WNRC 5 years after termination of national consultation rights.
	4. Case files on petitions for review of negotiability issues.	Destroy 2 years after final resolution of the case.
	5. Case files on exceptions to arbitrator's awards.	Destroy 2 years after final resolution of the case.
	6. Unfair Labor Practice case files where offices within OSD are named parties.	Destroy 5 years after final resolution of the case.
	7. Representation petition case files where a union seeks exclusive recognition at the DoD level.	Destroy 5 years after final resolution of the case.