REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
   23 Nov 83

D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

E. TITLE
   Acting OSD Records Administrator

7. ITEM NO.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)
   Revision to the Records Disposal Schedule for Category Number 606-02, OSD Administrative Instruction No. 15 - Subject: "Labor Management Relations"
   (See attached sheets)

9. SAMPLE OR JOB NO.
   NC1-330-77-10

10. ACTION TAKEN

[MASS DATA CHANGE SHEET NOT REQUIRED]

NCW sent 2-13-84 by DMW.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>Category Number</th>
<th>Description of Records</th>
<th>Authorized Disposition Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>606-02</td>
<td>Labor Management Relations</td>
<td>Policy matters are permanent. Transfer to WNRC when superceded or obsolete.</td>
</tr>
<tr>
<td></td>
<td>1. General statements of policy or guidance.</td>
<td>Destroy 5 years after the expiration of the contract.</td>
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<tr>
<td></td>
<td>2. Documents concerning the review of collective bargaining agreements between labor organizations and DoD components which are reviewed at the DoD level.</td>
<td>Permanent. Transfer to WNRC 5 years after termination of national consultation rights.</td>
</tr>
<tr>
<td></td>
<td>3. Documents concerning the granting of National Consultation Rights to Labor Organizations.</td>
<td>Destroy 2 years after final resolution of the case.</td>
</tr>
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<td></td>
<td>4. Case files on petitions for review of negotiability issues.</td>
<td>Destroy 2 years after final resolution of the case.</td>
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<tr>
<td></td>
<td>5. Case files on exceptions to arbitrator's awards.</td>
<td>Destroy 5 years after final resolution of the case.</td>
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<tr>
<td></td>
<td>6. Unfair Labor Practice case files where offices within OSD are named parties.</td>
<td>Destroy 5 years after final resolution of the case.</td>
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<tr>
<td></td>
<td>7. Representation petition case files where a union seeks exclusive recognition at the DoD level.</td>
<td>Destroy 5 years after final resolution of the case.</td>
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</tbody>
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