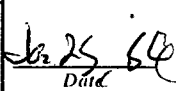



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
 Date	 Archivist of the United States

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

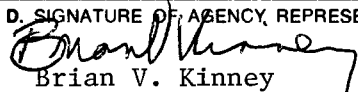
3. MINOR SUBDIVISION  
Records Management Division

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  Brian V. Kinney	E. TITLE Acting OSD Records Administrator
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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	
<b>MASS DATA CHANGE SHEET NOT REQUIRED</b>			



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

NCW sent 2-13-84 by DMW.

*7 items*

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.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	of meetings of the Board. Coordination with civilian churches on matters of mutual interest such as chaplain procurement. Directives concerning religious equipment, common hymn books, etc.	2. Permanent. Transfer policy documents to WNRC when superseded or obsolete.
<u>606</u>	<u>Civilian Personnel Policy</u>	
<u>606-01</u>	<u>Personnel Management</u>	
	1. Copies of OPM Regulations and Executive Orders governing administration of civilian employees.	1. Destroy superseded or canceled versions on occurrence. This is a reference file only.
	2. Civilian Personnel Management prescribing broad policy for DoD civilian personnel.	2. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
	3. Policy documents on overseas civilian employment, length of tour, placement, employment of aliens. Review of program administration and consideration for changes to meet local conditions.	3. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
	4. Policy and guidance within DoD on safety and accident protection matters pursuant to Public Law 91-596 and Executive Order 11612 on occupational safety and health programs.	4. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
 <u>606-02</u>	Labor Management Relations. Focal point files for DoD relations with the Federal Relations Council. Determinations on issues of negotiability arising under Executive Order 11491. Documents which extend or terminate national consultation rights for labor organizations for DoD.	Permanent. Consultation rights. Transfer to WNRC 5 years after termination. Determinations on issues of negotiability. Transfer to WNRC when 7 years old. 
<u>606-03</u>	<u>Compensation and Position Management.</u> Documents which	1. Policy directives and standards are permanent.