

REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	N01-235-83-3
DATE RECEIVED	6-1-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	7-11-83
Archivist of the United States	<i>[Signature]</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
 Department of Health and Human Services

2 MAJOR SUBDIVISION
 Office of the Secretary

3 MINOR SUBDIVISION
 Assistant Secretary for Personnel Administration

4 NAME OF PERSON WITH WHOM TO CONFER
 James Wormley (or Abel Carder 245-9080)

5 TEL EXT
 245-1984

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 2 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 5/24 4/25/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George Deal	E TITLE Department Record Management Officer
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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
	<p style="text-align: center;">Explanation</p> <p>The information on page 2 is new information which we request approval to use instead of that contained in item 29a(1) of the HHS General Records Schedule 1. The HHS Supplement was approved by the National Archives and Records Service on November 9, 1977 and amended on January 5, 1983.</p> <p>General Records Schedule 1, Item 29a(1), Labor-Management Relations General and Case Files, should read as follows:</p> <p style="text-align: center;">(See SF 115-A)</p> <p style="font-size: 2em; font-family: cursive;">Mass Data Change Sheet Not Required. 2 items</p>		

NNF & Agency sent out 7-13-83 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>a. Negotiated agreement. A written contract between management and a union which defines the working relationship between the parties to the agreement.</p> <p>The office that negotiated the agreement and other offices should destroy the agreement when superseded by a new negotiated agreement, except when required to be maintained in accordance with "b" below.</p> <p>b. Records pertaining to the bargaining history of a negotiated agreement, including one copy of the negotiated agreement.</p> <p>Destroy when no longer needed for administrative purposes or at the end of the existence of the bargaining unit.</p> <p>Justification</p> <p>5 U.S.C. Chapter 71 provides the guidelines which govern the relationship between management and unions. The negotiated agreement identifies the day-to-day relationship between management and unions for a given bargaining unit. Records pertaining to the bargaining history may be needed for reference throughout the lifetime of the bargaining unit.</p>		