

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-86-11-1	Date Received 12/30/10
1. From: (Agency or establishment) U.S. Department of Labor		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. Major Subdivision Office the the Secretary			
3. Minor Subdivision Women's Bureau		Date WITHDRAWN 3/20/2014	
4. Name of Person with whom to confer Deborah Verter	5. Telephone (include area code) 202-693-6739		

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 _____ 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 has been requested

Signature of Agency Representative <i>[Signature]</i>	Title Departmental Records Officer	Date (mm/dd/yyyy) 12/2/2010
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1-38	U.S. Department of Labor Office of the Secretary (OSEC) Women's Bureau See Attached Descriptive List		

US Department of Labor (DOL)
Office of the Secretary (OS)
Women's Bureau (WB)

Background

Mission: The Women's Bureau was established by law in 1920, to develop standards and policies which improve working conditions, advance employment opportunities and promote the welfare of wage-earning women.

Functions

- Serves as a champion for the interests of working women.
- Aggressively researches working women's issues.
- Pioneers innovative programs to address working conditions for women.
- Works to achieve more skills training, wider job opportunities, better pay and better working conditions for women in the workforce.
- Plays an instrumental role in the passage of regulations, laws and statutes that impact wage-earning women.
- Assists with programs that help women to balance work and family life.
- Develops projects, utilizing the latest technology and professionals as mentors, to assist young women to explore careers in science, engineering, and technology.
- Facilitates learning about careers in nursing for young women and men.
- Enables Generation X and Y women to receive financial education online and in classroom settings.
- Assists women with young children to develop new skills utilizing the internet.
- Assists business owners to develop policies to provide workplace flexibility to their employees.
- Assists in developing new horizons for young women in the field of nanotechnology.

Note: The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format or any medium. The records are media neutral unless otherwise noted. Annual accumulation for all series is 1 cubic feet unless otherwise indicated.

Procurement: Records pertaining to Procurement, Supply and Grant Records

1. **Warranty and Guarantee Files.** Records relating to warranty periods and guarantee conditions applicable to purchased supplies and equipment.

Official Record Copy.

Disposition: TEMPORARY. Cut-off at the expiration of warranty or guarantee period. Destroy immediately after file cut-off.

2. **Women in Apprenticeships and Nontraditional Occupations (WANTO) Grants Files:** Records related to the application and award of one-year grants to community-based organizations to deliver assistance to employers and labor unions to prepare them to recruit, train, and employ women in apprenticeships and nontraditional occupations.

Successful Applicants Case Files.

Disposition. TEMPORARY. Cut-off at the end of the grant period. Destroy 10 years after file-cut.

Programs: Records related to Women's Bureau Mission-Specific Programs

3. **Controlled and Major Correspondence (Blue Borders):** Correspondence or internal documents controlled by the Executive Secretariat and sent to the Women's Bureau review and comment or to prepare a response signed by WB Officials or prepared for the signature of the Secretary of Labor or other DOL Senior Officials.

- a. **Drafts prepared for the signature of the Secretary of Labor or other DOL Senior Officials.**

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

- b. **Documents for Clearance sent to WB for review and comment.**

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy 5 years after cut-off.

4. **Executive Correspondence Files.** Correspondence and/or memoranda originated and signed by the Director or Deputy Director that significantly document Women's Bureau programs, policies, and decisions.

Disposition. PERMANENT. Cut-off at the end of the fiscal year. Transfer to FRC 5 years after cut-off. Transfer to the National Archives 10 years after cut-off.

5. **Office of the Solicitor Inquiries.** Controlled correspondence signed by WB Officials in response to inquiries from the DOL Solicitor's Office.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Retire to FRC 5 years after cut-off. Destroy when 10 years old.

6. **Office of the Director Subject Files.** Copies of correspondence, reports, memoranda and other documents accumulated by the Director/Deputy for easy reference that are usually duplicated in program files and do not require action.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year or when the Director/Deputy leaves, whichever is sooner. Destroy 3 years after cut-off.

7. **Program and Major Initiatives Final Reports.** Final reports summarizing the initiation, progress, completion, and accomplishments of WB programs/projects such as WISE-Up, Flex-Options, Economic Stimulus, etc.

Official Copy.

Disposition. PERMANENT. Cut-off at the end of the fiscal year. Retire to the National Archives 10 years after cut-off.

8. **Women's Bureau Major Projects and Initiatives.** Official documentation of WB projects, programs and initiatives that assist women working women to improve their economic status, assist employers to develop flexible workplace policies and practices, cultivate new sources of support to replicate, create, or expand demonstration projects and other efforts related to the mission of the Bureau.

- a. **Project Team Administration and Operations Files.** Includes records related to the on-going management and activities of WB projects. Includes day-to-day administration, planning, team management, program review and oversight, reviews and assignments.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 3 years after cut-off.

- b. **Project Case Files.** Includes reports, planning documents, major correspondence, project budget and financial records, statistics, transcripts, articles, papers and other information that significantly document Women's Bureau programs, projects, and mission-specific initiatives and activities. May include photographs and other audiovisual records.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 3 years after cut-off.

9. **Significant Activity Reports (SARS).** Weekly reports from WB Regional and National staff providing update of important programmatic activities.

- a. **Weekly Staff Submissions.**

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

- b. **Upcoming Events Report to the Secretary of Labor.** Report which is compiled from the Regional and National Offices' weekly reports and submitted to the Office of the Secretary to provide an update/status of the WB significant upcoming activities.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Retire to FRC 3 years after cut-off. Delete/destroy 7 years after cut-off.

- c. **Office of Public Affairs Report of Upcoming Events.** Weekly report to the DOL Office of Public Affairs provided status of press/media participation in upcoming WB events.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 3 years after cut-off.

10. **Call Center Monitoring and Reporting.** Consists of documents and reports used to evaluate and improve the operation of the customer service call center.
 - a. **Call Scripts.** Prescribed dialogue and responses to callers to the Call Center.
Disposition. TEMPORARY. Cut-off when updated or obsolete. Delete/destroy immediately after cut-off.
 - b. **Monitoring and Ad-Hoc Reports** Monthly reports of the results of mock calls to the Call Center. Includes the Category and Issue Reports and other statistical reports produced as needed.
Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete at file cut-off.

11. **Memoranda of Understanding (MOU) and Interagency Agreements (IAA).** Agreements between the Women's Bureau and other DOL and/or Federal agencies, private institutions and organizations, etc. to provide services according to DOL requirements and policy.
Official copy.
Disposition. TEMPORARY. Cut-off at the end of the period covered by the MOU or IAA. Delete/destroy 5 years after cut-off.

12. **Presidential Proclamations.** Proclamations signed by The President concerning women's history, events, ceremonies, observances, etc.
Official copy.
Disposition. TEMPORARY. Cut-off at the end of the proclamation period. Delete/destroy 5 years after cut-off.

13. **Women's Bureau Program Surveys and Questionnaires.** Relates to periodic surveys conducted as a part of a WB program research activity
 - a. **Survey Administration Files** Includes planning and working papers, tool development, process progress reports, correspondence, costs and other resources data, and other supportive materials used in the planning and conduct of a survey.
Disposition. TEMPORARY. Cut-off at the end of the survey period. Destroy when 5 years old.
 - b. **Survey and Questionnaires.** Official surveys and questionnaires completed by participants.
Disposition. TEMPORARY. Cut-off at the end of the survey period. Destroy 5 years after the final report is published.
 - c. **Survey Final Report.** Provides the official process summary, survey results, conclusions and recommendations based on survey data.
Disposition. PERMANENT. Cut-off when published. Retire to FRC 3 years after cut-off. Transfer to the National Archives 7 years after file cut-off.

Event Management - Records Related to the Women's Bureau Events and Conferences

14. **Events, Seminars, Conferences, Case Files.** Include records related to events hosted or participated in by the Women's Bureau. Files include correspondence, event flyers and other publicity documents, programs and agenda, participants' rosters, speakers' bios, event summaries and final reports, promising practices reports, evaluations and other feedback, photographs and other audiovisual aids.

Official Copy.

Disposition. PERMANENT. Cut-off at the end of the fiscal year. Retire to FRC 5 years after cut-off. Transfer to the National Archives in 5 year blocks when 10 years old.

15. **Events Planning and Administration Files.** Includes event planning records such as meeting minutes, recommendations, financial and budgeting, reports, as well as logistic and administrative support records.

a. Planning Records.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Delete/Destroy 3 years after file cut-off.

b. Logistics and Administrative Support Records.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 1 year after cut-off.

Information Technology (IT) - Records Related to the Information Technology

16. **Website Administration and Management Files.** Includes records related to the management, design, update, and maintenance of the WB Official website, the individual program websites and updates to the DOL and LaborNet sites.

a. Posted Programmatic Content.

Disposition. TEMPORARY. Delete/destroy when obsolete or superseded.

b. DOL and LaborNet Event Calendars.

Disposition. TEMPORARY. Delete/destroy when obsolete or superseded.

c. Website Content Approval Files

Disposition. TEMPORARY. Delete/destroy 1 year after approval date.

d. Website Management Files.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 1 year after cut-off.

Policy - Records Pertaining to Policy

- 17. **WB Numbered Bulletins, Directives, and Guidance.** Covers all official guidance documents and the background materials and drafts necessary to fully document the development of the policy/directive and procedures applicability.

Official Copy.

Disposition. PERMANENT. Cut-off at the end of the fiscal year or when superseded or obsolete, whichever is later. Retire to FRC 5 years after cut-off. Transfer to the National Archives 10 years after cut-off.

- 18. **Policy, Procedures, Protocol.** Instructions, directions and guidance prepared and issued by Region 6.

Disposition. TEMPORARY. Cut-off when superseded or obsolete. Destroy/delete 1 year after cut-off.

- 19. **Standard Operating Procedures.** Internal directions governing processes, procedures or tasks that are not maintained as part of the official WB policy and directives files

Disposition. TEMPORARY. Cut-off when superseded or obsolete. Destroy/delete when cut-off.

- 20. **Secretary of Labor New Orders.** Proposed departmental orders circulated for approval and clearance.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy 3 years after cut-off.

- 21. **DOL Directives and Orders.** WB implementation of DOL Directives. Includes copies of orders, memoranda usually signed by the Director/Deputy Director to WB Regional and National Staff providing implementation and other instructions.

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Destroy/delete 3 years after cut-off or when superseded, whichever is sooner.

International Affairs – Records related to international activities, programs and events

- 22. **International Visitors.** Requests, chiefly from International and Legislative Affairs Bureau (ILAB) and/or the Department of State to meet with international visitors on working women issues. Includes correspondence, activities coordination; presentations, documents and/or listing of materials provided visitors and other pertinent documentation.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy 5 years after retirement.

- 23. **Requests from ILAB.** Includes responses to inquiries initiated/coordinated by ILAB which are usually tracked through SIMS by control number. Final responses are not usually sent out from the Women’s Bureau directly.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy 5 years after response has been submitted to ILAB.

24. **Requests for Comments – International Issues.** Requests for comments specifically addressed to the Women’s Bureau or requested by Departmental action on international women’s issues.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Destroy 5 years after comments have been submitted to requestor.

Legislation - Legislative and Congressional Relations

25. **Legislative Review and Comment.** Relating to legislation circulated within the Department for evaluation and comment. Includes requests from Office of Management and Budget (OMB).

- a. **WB Impact.** Includes documents related to proposed legislation circulated for review and comment that significantly impact the Women’s Bureau programs, policies, and/or working women’s issues.

Disposition: TEMPORARY. Cut-off at the end of fiscal year. Retire to FRC when passed, withdrawn, or not acted upon by the present session of Congress. Delete/destroy 10 years after cut-off.

- b. **No WB Impact.** Related to proposed legislation circulated for comment that has very little or no impact on Women’s Bureau missions, programs, and/or working women’s concerns.

Disposition: TEMPORARY. Cut-off at the end of fiscal year. Destroy 5 years after cut-off.

26. **Legislation Analysis Files.** Files related to the research, review and analysis of existing and/or proposed legislation or legal studies.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.

27. **Legislation Tracking and Review Files.** Records relating to the tracking and review of pertinent legislation having an apparent or potential impact on women-related issues.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.

Audits - Audits, Evaluations and Investigations

28. **Federal Managers Integrity Act (FMFIA) Evaluations and Reports.** Include accounting and administrative internal control plans and reports as required by OMB and used to identify weaknesses, related corrective actions and strategies, audits, follow-up activities, annual assurance letters and certificates, internal control review reports and supporting documentation.

- a. **Quarterly Financial Management Certification.**

Disposition. TEMPORARY. Cut-off at the end of the fiscal year. Retire to FRC 3 years after cut-off. Destroy 7 years after retirement.

- b. **Entity-Level Self Assessment Questionnaire.** Required annually (fiscal year) by OMB Circular A-123, Appendix A – Internal Controls over Financial Reporting.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Retire to FRC 3 years after cut-off. Destroy 7 years after retirement.

Reports – Records relating to periodic performance, administrative, or statistical reports

- 29. **DOL-WB Scorecards.** Files related to reports and ratings for Strategic Planning, Internal Controls, DOL Balanced Scorecard, etc.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.

- 30. **WB Logic Model.** Approved blueprint for the strategic planning process.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year or when superseded or obsolete, whichever is sooner. Delete/destroy 5 years after cut-off.

- 31. **Technical Assistance Summary and Analysis Report.** Annual statistical report of WB technical assistance activity.

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 3 years after cut-off.

- 32. **DOL and WB Performance and Accountability Reports (PARS).**

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.

- 33. **WB Annual Accomplishment Report.** Files related to the report published annually that summarizes and documents the WB initiatives and accomplishments, strategic goals, programs, services and results.

Disposition: PERMANENT. Cut-off at the end of the fiscal year. Retire to FRC 5 years after cut-off. Transfer to the National Archives 5 years after retirement.

- 34. **Annual Outlook Overview and Statistical Report.**

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.

- 35. **Annual Strategic Plan and Performance Report.**

Disposition: TEMPORARY. Cut-off at the end of the fiscal year. Delete/destroy 5 years after cut-off.