

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-086-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NA-86-00-01</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>SEP 24 1999</i>	
1 FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Women's Bureau		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Trinice R. Clayborne	5 TELEPHONE (202) 219-6606x101	DATE <i>1-20-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/20/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE <i>Departmental Records Officer</i>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

JAN 24 2000

If copy to: agency

1 **WOMEN'S BUREAU PUBLICATIONS**

Copy of each pamphlet, bulletin, report, booklet, brochure, leaflet, fact sheet, newsletter, or other material for public distribution published by the Women's Bureau Includes Women's Bureau material published by the GPO

(Excludes working papers and background materials and copies of publications maintained for reference)

Annual Accumulation 2-3 cubic feet
Arrangement Subject

Disposition **PERMANENT** Cut off files at the end of each fiscal year Retire to FRC when 3 years old Transfer to NARA in 5 year blocks when 5 years old

a Record keeping copy (Paper) Permanent (N1-86-90-1)

** (to create recordkeeping copy and*

b Electronic copies created on electronic mail and word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the record-keeping copy~~) Destroy/delete when dissemination, revision or updating is completed

** recordkeeping has been created and)*

2 **SPEECHES, ADDRESS, COMMENTS**

Speeches, addresses and comments made by the Director of designated staff members at official functions or formal ceremonies

Annual Accumulation Less than 1 cubic foot
Arrangement Subject

Disposition **PERMANENT** Cut off at end of the fiscal year Retire to FRC when 5 years old Transfer to NARA in 5 year blocks when 10 years old

a Record keeping copy (Paper) Permanent (N1-86-90-1)

** (to create recordkeeping copy and*

b Electronic copies created on word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the Record keeping copy~~). Destroy/delete when dissemination, revision, or updating is completed

** recordkeeping copy has been created and)*

** Change approved by records liaison via telephone, 10/5/99*

3 **POSTERS**

Posters created by the Women's Bureau and distributed agency-wide or to the public

Annual Accumulation Less than 1 cubic foot
Arrangement Chronological

Disposition **PERMANENT** Transfer two (2) copies of each poster to NARA upon distribution

- a Record keeping copy (paper) Permanent (N1-86-90-1)
- b Electronic copies None

4 **INFORMATIONAL RELEASES**

Copy of informational releases such as News Release, Press Releases and Biographical sketches of the Women's Bureau Directors, and Deputy Directors

Disposition **PERMANENT** Cut off at end of fiscal year Retire to FRC when 3 years old Transfer to NARA in 5 year blocks when 10 years

- a Record keeping copy (Paper) Permanent (N1-86-90-1)

- b Electronic copies created on word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the Record keeping copy~~)
Destroy/delete when dissemination, revision, or updating is completed

*

*creation of record keeping copy and
record keeping copy has been created and*

5 **WOMEN'S BUREAU ANNUAL REPORTS**

Record copy maintained by Headquarters Women's Bureau Office

Annual accumulation less than 1 cubic foot
Arrangement Chronological

Disposition **PERMANENT** Transfer to NARA in 10 year blocks when 10 years old

** Change approved by records liaison via telephone, 10/5/99*

a Record keeping copy (Paper) Permanent (N1-86-90-1)

b Electronic copies created on word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the Record keeping copy~~)

* ~~Destroy/delete when dissemination, revision, or updating is completed~~
creation of record keeping copy and for
record keeping copy has been created and

6 ORGANIZATION AND DIRECTIVES FILES

Record copy of formal directives, information bulletins, procedural and operating manuals, organizational charts and function statements

Annual accumulation Less than 1 cubic foot
Arrangement Subject

Disposition **PERMANENT** Cut off at the end of fiscal year Transfer to NARA
in 5 year blocks when 10 years old

a Record keeping copy (Paper) Permanent (N1-86-90-1)

b Electronic copies created on word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the Record keeping copy~~)

* ~~Destroy/delete when dissemination, revision, or updating is completed~~
creation of record keeping copy and for
record keeping copy has been created and

* approved by records liaison via telephone, 10/15/99