

Request for Records Disposition Authority

Records Schedule Number DAA-0174-2014-0011
Schedule Status Approved

Agency or Establishment Department of Labor
Record Group / Scheduling Group General Records of the Department of Labor
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Secretary and Deputy Secretary
Minor Subdivision Executive Secretariat/Immediate Office of Secretary
Schedule Subject General Records Schedule Additions to N1-174-93-3
Internal agency concurrences will be provided Yes

Background Information This is to incorporate two additional items to the above subject schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

0001, 0002

Outline of Records Schedule Items for DAA-0174-2014-0011

Sequence Number	
1	Working Papers Disposition Authority Number: DAA-0174-2014-0011-0001
2	Generic Letters Disposition Authority Number: DAA-0174-2014-0011-0002

Records Schedule Items

Sequence Number	
1	<p>Working Papers</p> <p>Disposition Authority Number DAA-0174-2014-0011-0001</p> <p>Include information related to the clearance comments, approval documents, prior drafts, chronology forms, emails additional background papers, ALO/OSEC notes related to Items 1 through 3 of Schedule N1-174-94-3.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Retention Period Destroy 1 year(s) after cutoff or when no longer needed.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
2	<p>Generic Letters</p> <p>Disposition Authority Number DAA-0174-2014-0011-0002</p> <p>Virtually identical letters and/or emails, beyond the first, received en masse in reaction to special issues or events (such as "write-in" campaigns).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

Do any of the records covered
by this item exist as structured
electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff upon final response.

Retention Period

Destroy 1 year(s) after cutoff or when no longer
needed.

Additional Information

GAO Approval

Required and Received

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/04/2015	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
02/04/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
02/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist