

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N 174-02-04</b>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>9/20/2002</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of International Labor Affairs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Bates-Brooks	5. TELEPHONE NUMBER 202-693-4790	DATE <b>2-9-05</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
<b>6. AGENCY CERTIFICATION</b> 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>  19  </u> page(s) are not needed now for the business for 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 <b>8/12/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Records Officer [Signature]</i>		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

*SA 2/16/05 copies sent to Agency, NWM, NWMU, NR*

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Bureau of International Labor Affairs (ILAB)  
N1-174-02-04

**BUREAU OF INTERNATIONAL LABOR AFFAIRS (ILAB)**

The Bureau of International Labor Affairs was established in 1947 (formerly the Office of International Labor Affairs—U.S. Government Manual 1948, page 318) to direct and coordinate the international activities as they affect the responsibility for discharging the Department of Labor's functions in the international labor field and with mobilizing, directing and coordinating all other international activities in the Department; conduct an analytic research effort on the employment conditions and income effects of international trade and investment; develops and coordinates Departmental positions regarding foreign economic policy issues to ensure consideration of the U.S. human resource objectives and impact of trade and domestic employment and income levels and to facilitate improved lines of communication between the Department of Labor (DOL) and the labor sector of the economy on matters for which the Office is responsible; fulfills the DOL responsibilities for participation in international organizations and in overseas informational and technical assistance activities; develops, promotes, and implements the DOL programs financed by foreign countries or domestic objectives; develops Departmental leadership for all DOL observational, orientation, and training programs for foreign countries and analyze, disseminate and utilize this information in the development and implementation of the U.S. foreign policy and in support of the DOL domestic program.

Note: The schedule covers official program records created by the following offices in ILAB:

- I. Office of the Deputy Under Secretary for the Bureau of International Labor Affairs
- II. Office of Foreign Relations
- III. Office of International Economic Affairs
- IV. Office of International Organizations
- V. Office of International Child Labor Program
- VI. National Administrative Office.

I. **OFFICE OF THE DEPUTY UNDER SECRETARY FOR THE BUREAU OF INTERNATIONAL LABOR AFFAIRS**

1. **Correspondence**  
Correspondence from the general public or members of Congress and other federal officials and agencies. Also included are letters prepared for and on behalf of the Secretary or other DOL officials. Filed by date.

**DISPOSITION: Temporary**  
Cutoff files at end of calendar year. Hold two years in office. Transfer to off-site storage facility. Destroy when ten years old.

Program and Policy Records and Organization Records  
Agendas, recommendations, scheduling proposals and talking points to the Secretary of Labor or other DOL policy officials for meetings and events, items for Annual Report to Congress and other recorded actions documenting activities. Also included are correspondence on engagements, invitations, reports and related materials on committees, organizations, boards, panels, membership lists and directories. Supersedes N1-174-89-2, Item 2

**DISPOSITION: PERMANENT**  
Cutoff closed files at end of calendar year.  
Hold four years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.

Records filed by subject.  
Rate of accumulation per year: 2 cubic feet.  
Volume on hand: 1 cubic foot

3. **Congressional Hearings**  
Speeches on various issues and testimonies before Congressional Committees. Also same materials prepared for the Secretary of Labor.

**DISPOSITION: PERMANENT**  
Cutoff closed files at end of calendar year.  
Hold three years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.  
Records filed by subject.  
Rate of accumulation per year: 1 cubic foot.  
Volume on hand : 1 cubic foot.

*supersedes  
174-89-2, item 3*

II. OFFICE OF FOREIGN RELATIONS

ILAB'S Office of Foreign Relations (OFR) is responsible for developing and managing the vast majority of these international efforts. In the new global economy there exists the opportunity to harmonize the goal of increasing trade and improving working conditions for workers.

OFR's technical assistance projects fall under three program objectives: Protecting the Basic Rights of Workers, Improving Economic Opportunities and Income Security for Workers; and Reducing the prevalence of HIV/AIDS through Workplace Education.

Foreign Labor Affairs Group Subject Files.

These files consist of reference materials such as, memoranda, briefing papers prepared for the Secretary of Labor and other high level Labor Department officials, analyses, policy and program recommendations, State Department telegrams, CIA documents, biographical data (consisting primarily of materials submitted by CIA and State Department on trade union leaders, government officials, and other involved in labor affairs within the region).

DISPOSITION: Temporary

Cut off files at the end of the calendar year.

Hold five years in office. Transfer to off-site storage facility.

Destroy when 10 years old.

Supersedes N-174-89-2, item 8.

International Visitors' Program Group Subject Files.

These files consist of assignments, guest lists, memoranda, biographical data on each international visitor; initiates letters, memoranda and complete Washington programs information; background material of each Escort/Team Manager and intra-governmental liaison and coordination correspondence.

DISPOSITION: Temporary

Cut off files at end of calendar year. Hold files in the office.

Destroy when 4 years old.

Supersedes N-174-89-2, item 5

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**Foreign Service Subject Files**

These files consist of material prepared by the Department of Labor in connection with the administration of the Unified Foreign Service which include policy and program papers, annual labor reports, post reports, inspection reports, biographical data on labor attaches and labor reporting officers, directories training materials, and evaluations.

**DISPOSITION: PERMANENT**

Cut off files at the end of fiscal year.  
Hold five years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.

Supersedes N-174-89-2, item 9

Records filed by subject.  
Rate of accumulation per year: 4 ½ cubic feet.  
Volume on hand: 20 cubic feet.

✓ 7.

**Technical Cooperation Group Subject Files**

These files contain materials relating to the Department of Labor technical and advisory services to foreign governments; plans activities concerned with contacts, negotiations, and programs with officials of foreign governments with a view of providing technical assistance and advisory services, programs to officials of the U.S. and foreign governments, recurring participants; technical training and professional development of foreign nationals at training institutions in the U.S. and in the host country.

**DISPOSITION: Temporary**

Cut off files at end of fiscal year.  
Hold five years in office. Transfer to off-site storage facility.  
Destroy when ten years old.

Supersedes N-174-89-2, item 6

III. OFFICE OF INTERNATIONAL ECONOMIC AFFAIRS

The Office of International Economic Affairs assists in the development and implementation of U.S. International Economic objectives and the impact on domestic employment and income in the formulation of such policies, to coordinate the Department 's development of immigration policy; and to serve as principal advisor and provide staff support to the Deputy Under Secretary for International Affairs and other DOL officials in the formulation process. In support of these activities, conducts analytic research efforts on the employment and income effects of international trade and investment and current and proposed immigration police. Facilitates improved lines on communication between DOL and the Labor sector of the economy on international economic matters.

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8.

Trade Policy Subject Files

These files contain miscellaneous materials related to international trade and other international economic policy matters; policy papers, cables, correspondence, working papers, and reports related to trade negotiations, international organizations (OECD, GATT, UNCTAD, WTO) international investment, foreign country economic data and trade interests, international labor standards, interagency committees (e.g., trade policy staff committee), and the Generalized System of Preferences.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of the calendar year.

Hold five years in office. Transfer to off-site storage facility.

Transfer to NARA when 20 years old.

Records filed by subject.

Rate of accumulation per year: 5 cubic feet.

Volume on hand: 26 cubic feet.

(Supersedes N1-174-89-2, Item 10)

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9.

Economic Research Project Files

a. Program Records

These files contain contract research reports; in-house studies, and discussion papers.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of each calendar year.  
Hold five years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.

Records filed by subject.  
Rate of accumulation per year: 1 cubic foot.  
Volume on hand: 1 cubic feet.

(Supersedes N1-174-89-2, Item 11)

b. Routine Records

These files contain routine administrative records and contractor products.

Disposition: Temporary  
Cutoff files at end of calendar year.  
Hold five in office. Transfer to off-site storage facility.  
Destroy when 10 years old.

10.

Commodities Division Subject Files

These files consist of documents, and position papers concerning the impact on U.S. Labor of U.S. Policy regarding import sensitive products such as textile, steel, footwear, semi-conductors, leather wearing apparel, motorcycles, autos, cookware, sugar, coffee, etc.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of each calendar year.  
Hold five years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.

Records filed by subject.  
Rate of accumulation per year: 1 cubic foot  
Volume on hand: 8 cubic feet.

(Supersedes N1-174-89-2, Item 12)

11. Advisory Committee Subject Files  
These files include all official transcripts of the Labor Advisory Committee meetings and organized labor views on trade negotiations and trade policy issues. Records are also kept on union advice and tariff submissions such as Amalgamated Clothing Workers of America, Textile Workers Union of America, United Brothers of Carpenters and Joiners, American Flint Glass Workers Union, United Glass and Ceramic Workers, etc.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of each calendar year.  
Hold five years in office. Transfer to off-site storage facility.  
Transfer to NARA when 20 years old.

Records filed by subject.  
Rate of accumulation per year: 2 cubic feet.  
Volume on hand: 9 cubic feet.

(Supersedes N1-174-89-2, Item 13)

- 10/22/84 ✓
12. Immigration Policy Group Files  
General Correspondence and Subject Files.  
These files consist of a broad range of research materials, studies, legislation, testimony, cables and other official documents which must be accessible on a daily basis.

**DISPOSITION: Temporary**  
Review files at the end of each calendar year.  
Hold in office for five years. Transfer to off-site storage facility.  
Destroy when 10 years old.

(Supersedes N1-174-89-2, Item 14)



IV. OFFICE OF INTERNATIONAL ORGANIZATIONS

The Office of International Organizations fulfills the Department of Labor responsibilities for participation in international organizations. It develops policy recommendations, provides liaison with other agencies and private sector organizations, and conducts research, programming, representational, and staff support relating to U.S. Government participation in the International Labor Organization (ILO), other agencies, and the Organization for Economic Cooperation and Development (OECD).

OIO Program Files

10/22/84 ✓ 13. a. International Labor Organization (ILO) Program Files. These files contain materials related to the miscellaneous activities of the International Labor Organization, such as ILO Industrial Committee meetings; the ILO Governing Body; the annual ILO Conference; freedom of association cases filed with the ILO against the USG, cables, and background papers on labor and trade union rights in Eastern Europe, middle Eastern countries, Latin American, Asian and African countries; other related information, not country specific, related to labor and human rights initiatives at DOL and Department of State.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of the calendar year.  
Transfer to offsite storage facility.  
Transfer to NARA 20 calendar years after cutoff.  
File Scheme: subject

Rate of accumulation per year: 5 cubic feet.  
Volume on hand: 15 cubic feet.

(Supersedes N1-174-89-2, Item 15)

✓ b. Organization for Economic Cooperation and Development (OECD) Program Files. These files contain materials related to U.S. participation in the OECD's Employment, Labor and Social Affairs Committee (formerly known as the Manpower and Social Affairs Committee) and its three working parties on employment, migration and social policy, and one directing committee on labor economic and employment development. Files include U.S. position papers, reviews of OECD analytical work, briefing materials, and OECD studies.

**DISPOSITION: PERMANENT**

Cutoff closed files at the end of the calendar year.  
Transfer to offsite storage facility.  
Transfer to NARA 20 calendar years after cutoff.  
File Scheme: subject

Rate of accumulation per year: 5 cubic feet.  
Volume on hand: 15 cubic feet.

Cut off files upon completion of meetings.  
Retain files in office 20 calendar years.

(Supersedes N1-174-89-2, Item 15)

✓ (N) c. Other Committee Files

These files contain materials related to meetings of the ILO Cabinet-Level Committee (1978-1980, predecessor to the President's Committee on the ILO), the President's Committee on the ILO, which is a Federal Advisory Committee, and its sub-group, the ILO Consultative Group. Meetings of the President's Committee are held when needed and cover the years 1980 to present. Meetings of the ILO Consultative Group are held when needed and cover the same years. Records are filed by committee name and date of meeting.

**DISPOSITION: PERMANENT**

Close file when all meeting business has been completed.  
Records covering meetings held during calendar years 1978-1995, transfer immediately to NARA.  
Records covering calendar years 1996 to present, hold in office 20 calendar years after closing; then transfer to NARA.

File Scheme: By name and date of meeting.  
Rate of accumulation: one-fourth cubic foot annually.  
Volume on hand: 2 cubic feet.  
(New Item)

- (N) 14. ILO Historical Crisis Files. These files cover the period from calendar year 1975 (when the United States filed a letter of intent to withdraw from the ILO) until calendar year 1980, when the U.S. rejoined the Organization. They contain historical background information on how decisions were reached to withdraw from the ILO and then return to the ILO.

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DISPOSITION: PERMANENT

Upon approval of this schedule, immediately transfer records to NARA.

Records filed chronologically by date.

Volume on hand: 1 cubic foot.

(New Item)

V. **INTERNATIONAL CHILD LABOR PROGRAM**

The mission of the International Child Labor Program (ICLP) is to increase and support efforts to eradicate exploitative child labor worldwide. The ICLP's mission is a key component of the Bureau of International Labor Affairs' (ILAB) policy and programs to promote core labor standards and to work with partners and other nations to implement these standards. The ICLP's activities include research and reporting on international child labor; international technical assistance to reduce and prevent child labor and promote schooling alternatives for children; support for efforts to raise public awareness and understanding child labor issues. The ICLP has entered into a cooperative agreement with the International Labor Organization (ILO). This agreement will be the grant instrument under which the Department of Labor funds the ILO to provide support for the ILO's International Program on the Elimination of Child Labor (IPEC) in combating abusive child labor around the world.

15. **Grant Files**

The files contain miscellaneous correspondence, project documents, technical progress reports, work plan indicators, evaluations, national plan of action, financial background and general information.

a. IPEC. The ILO's IPEC project files contain information significant to the project. These files consist of country program files, action program files, statistical information, general and rapid assessment surveys, proposal files and miscellaneous correspondence.

b. Domestic. Files contain grant proposals, grant award notifications, and modifications, contract proposals and contract award notifications, financial and technical reports, deliverables and miscellaneous correspondence.

c. Education. Files contain grant proposals, grant award notifications, and modifications, contract proposals and contract award notifications, financial and technical reports, deliverables and miscellaneous correspondence.

d. International grant files. Files contain grant proposals, grant award notifications, and modifications, contract proposals and contract award notifications, financial and technical reports, deliverables and miscellaneous correspondence.

DISPOSITION FOR ITEMS 15a- 15-d: Temporary  
Cutoff closed files at the end of calendar year.  
Hold for 5 years in office. Transfer to off-site storage facility.  
Destroy when 10 years old.

16. Regional and Country Files

These files are used mainly for the office's reporting functions. Files contain unclassified cables, trip reports, contact information, GSP information, child labor data, transmittal letters to Congress, government efforts, federal register notices, public hearings, responses, education information, economic sectors and non-governmental organizations and other general information on country or region; and financial records pertaining to the production of the report on International Child Labor, as mandated by Congress.



DISPOSITION: Temporary  
Cutoff closed files at the end of calendar year.  
Hold 7 years in office. Transfer to off-site storage facility.  
Destroy when 15 years old.

17. Publications

The ICLP has published annual reports on international child labor. These reports are widely distributed in the United States and abroad. Files contain the published copy of the reports.



DISPOSITION: **PERMANENT**  
Cutoff closed files at end of calendar year.  
Hold 6 years in office. Transfer to off-site storage facility  
Transfer to NARA when 20 years old.

Publications filed by name.  
Rate of accumulation: 2 cubic feet per year.  
Volume on hand: 7 cubic feet.

18. Congressional Hearings

Speeches, testimonies and transcripts on International child labor issues before Congressional committees on behalf of the International Child Labor Program.



A. Speeches and Testimonies

**DISPOSITION: PERMANENT**

Cutoff Closed files at end of calendar year.  
Hold 6 years in office. Transfer to off-site storage facility  
Transfer to NARA when 20 years old.

Speeches filed by Hearing name and date.  
Rate of accumulation: 1 cubic foot per year.  
Volume on hand: 1 cubic foot.

B. Transcripts

**DISPOSITION: Temporary**

Cutoff closed file at end of calendar year.  
Hold five years in office. Transfer to off-site storage facility.  
Destroy when ten years old.

19. Executive Order

Files consist of documents containing lists of products by country believed to have been produced or manufactured by forced or indentured child labor. ILAB maintains a list of products banned from procurement by government agencies. Files contain documentation of children engaged in forced or indenture child labor.

**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.  
Hold five years in office. Transfer to off-site storage facility.  
Transfer to NARA 20 years after cutoff.

Records filed by subject.  
Rate of accumulation per year: 2 cubic feet.  
Volume on hand: 1 cubic foot.

VI. **U.S. NATIONAL ADMINISTRATIVE OFFICE (NAO)**

The North American Agreement on Labor Cooperation (NAALC), a pact concluded by the United States, Canada, and Mexico as a side agreement to the North American Free Trade Agreement (NAFTA), required that each signatory establish a National Administrative Office to facilitate its implementation. The U.S. NAO was established on January 1, 1994 and provides information to the public on labor law matters in Canada and Mexico and on U.S. labor law matters to the Canadian and Mexican NAOs, to the Secretariat, and to other bodies set up under the NAALC to analyze such matters. The U.S. NAO receives public communications on labor law matters in Canada and Mexico and serves as the official review agency in the United States. The U.S. NAO also coordinates trilateral labor cooperative activities with Canada and Mexico regarding labor issues of mutual concern.

20. **Submission Files**

The North American Agreement on Labor Cooperation (NAALC) requires that each National Administrative Office (NAO) provide a mechanism for reviewing labor law enforcement in the other two NAFTA countries. The mechanism utilized for this purpose is the submissions process. Any person or organization may file a submission with the U.S. NAO regarding labor law matters arising in Canada or Mexico.

a. **Public Submission Files.** These files consist of reference copies of submission, correspondences, research and final reports available to the public.

**DISPOSITION: TEMPORARY**

Cutoff closed files at end of calendar year.

Hold in office for 15 years.

Delete when 20 years old.

Records filed in chronological order according to case number assigned to submission.

Rate of accumulation per year: 5 cubic feet.

Volume on hand: 9 cubic feet.

b. Internal Submission Files. These files consist of original submissions, research, correspondence and legal opinions.

**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.

Hold for 10 years in office. Transfer to off-site storage facility.

Transfer to NARA when 15 years old.

Records filed in chronological order according to case number assigned to submission.

Rate of accumulation per year: 3 cubic feet.

Volume on hand: 9 cubic feet.

21. Cooperative Activities

These files consist of correspondence regarding preparation of cooperative activities, including drafts, agendas, and communications with participants and representatives of other countries, background materials, travel documents and proceedings. Other related files include Congressional Requests, PASA (Mexico Participating Agency Service Agreement) Agreement information, grants issued for transcripts of proceedings and copies of speeches given during events.

**DISPOSITION: PERMANENT**

Cutoff when the final action has taken place.

Hold for 10 years in office. Transfer to off-site storage facility.

Transfer to NARA when 15 years old.

Records filed in chronological order according to date of cooperative activity.

Rate of accumulation per year: 5 cubic feet.

Volume on hand: 10 cubic feet.

22. Commission For Labor Cooperation - North American Agreement on Labor Cooperation (NAALC, Secretariat)

These files consist of documents relating to the following:

a. Creation of the NAALC and Secretariat - interoffice memorandums, press briefings, federal register copies, research and background information, historical files leading up to creation of NAALC.



**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.  
Hold 10 years in office. Transfer to off-site storage facility.  
Transfer to NARA when 15 years old.

Records filed by subject in chronological order  
Rate of accumulation per year: 1 cubic feet  
Volume on hand: 10 cubic feet

- b. Council Designees and Ministerial Council meetings - briefing books for senior officials, agendas, proceedings, and logistics.

**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.  
Hold for 10 years in office. Transfer to off-site storage facility.  
Transfer to NARA when 15 years old.

Records filed in chronological order according to date of meeting.  
Rate of accumulation = 1 cubic foot.  
Volume on hand = 5 cubic feet.

- c. Administrative Files for Office of Commission on Labor Cooperations personnel and staffing issues; leasing and relocation information; financial and budget statements.

**DISPOSITION: Temporary**

Cutoff closed files at end of calendar year.  
Hold for 10 years in office. Transfer to off-site storage facility.  
Destroy when 15 years old.


- d. Dispute Resolution Files – memorandums and correspondence regarding dispute resolutions and findings including Arbitrators Files for ECE (Evaluation Committee of Experts) Panels.

**DISPOSITION: PERMANENT**

Cutoff when the final action has taken place.  
Hold 10 years in office. Transfer to off-site storage facility.  
Transfer to NARA when 15 years old.

Records filed in chronological order.  
Rate of accumulation per year: 2 cubic feet.

Volume on hand: 3 cubic feet.

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- e. Reports issued by the Secretariat. These files include final reports published by the Secretariat.

**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.

Hold 10 years in office. Transfer to off-site storage facility.


Transfer to NARA when 15 years old.

Records filed by report name in chronological order.

Rate of accumulation per year: 2 cubic feet.

Volume on hand: 4 cubic feet.

23. National Advisory Committee (NAC)



These files contain the following: NAC meetings correspondence including agendas, logistical information, research, and minutes of proceedings; members lists, committee charter, Federal Register Notices, Procedural Handbook, correspondence to and from members and annual and quadrennial reports.

**DISPOSITION: PERMANENT**

Cutoff closed files at end of calendar year.

Hold for 10 years in office. Transfer to off-site storage facility.

Transfer to NARA when 15 years old.

Records filed by subject in chronological order

Rate of accumulation per year: 2 cu. feet

Volume on hand: 3 cubic feet

24. International Trade and Labor

These are general working files on international trade and labor issues handled by the U.S. NAO.

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- a. Files concerning the North American Free Trade Agreement (NAFTA) and its creation in 1994, working papers, NAFTA Fast-Track information, the NAFTA Traditional Adjustment Assistance Program (NAFTA TAA), and the NAFTA-USTR (United States Trade Representative) Working Group.
  - b. Working files containing materials and correspondence related to Crossborder Land Transportation, trucking regulations under NAFTA, the U.S. Mexico Labor Working Group, meetings on trucking issues, border trade related initiatives, the North American Development Bank (NAD Bank), the Community Adjustment Investment Program (CAIP) and Child Labor issues in the US, Mexico and Canada.
  - c. Meeting files for the US-Mexico Binational Commission (BNC), which include agendas, logistics and minutes of the proceedings.
  - d. Correspondence and memorandums regarding trade discussions with countries outside of NAFTA including Chile and Jordan along with Chile labor information and statistics, the Interagency Working Group on Chile and the Summit of the Americas Working Group.

**DISPOSITION FOR ITEMS 24a-24d: PERMANENT**

Cutoff when the final action has taken place.

Hold 10 years in office. Transfer to off-site storage facility.

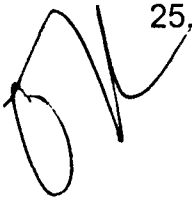
Transfer to NARA when 15 years old.

Records filed by subject in chronological order.


Rate of accumulation per year: 5 cubic feet

Volume on hand: 9 cubic feet.

25. U.S. National Administrative Office (NAO)

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- a. Creation of NAO including Procedural Guidelines, meetings with Labor Advisory Committee and business community for NAO guidelines, Federal Register notices, minutes from meetings regarding the creation of NAO, the mission of NAO, opening activities and organizations involved with the NAO.

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- b. NAO proposed research projects, prospective consultants, NAO consultation procedures, NAO Public Information Center, guest speaker program, conferences attended by NAO Secretary and Deputy Secretary, research papers funded by the NAO, International Labor Standards and State Department regulations on International Agreements.
  - c. NAO chronological files and memorandums and correspondence for the NAO Interagency Group.

**DISPOSITION FOR ITEMS 25a-c: PERMANENT**

Cutoff closed files at end of calendar year.  
Hold 10 years in office. Transfer to off-site storage facility.  
Transfer to NARA when 15 years old.

Records filed by subject in chronological order.  
Rate of accumulation per year: 4 cubic feet.  
Volume on hand: 10 cubic feet.

**Electronic Records created using electronic mail or word processing**

26. Electronic records created by the above ILAB offices and programs

- a. Copies that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**DISPOSITION:** Temporary. Delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**DISPOSITION:** Temporary. Delete when dissemination, revision, or updating is complete.

Supersedes N1-174-89-2 (items 1-3, 5-6, and items 8-15)

Bureau of International Labor Affairs (ILAB)  
**N1-174-02-04**

Revised: 7/20/04