

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	N1-174-03-03
1. FROM (Agency or establishment) U. S. DEPARTMENT OF LABOR		DATE RECEIVED	4/30/2003
2. MAJOR SUBDIVISION OFFICE OF INSPECTOR GENERAL		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INSPECTOR GENERAL/DEPUTY INSPECTOR GENERAL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER PAMELA DAVIS, OIG RECORDS OFFICER	5. TELEPHONE 202-693-5116	DATE 12-15-04	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 2 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; or has been requested.

DATE 3/6/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>John F. Saracco</i> JOHN F. SARACCO	TITLE RECORDS OFFICER, DEPARTMENT OF LABOR
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

At 12/21/04 copies sent to Agency, NWMD, NWMM, NRP, WCT

**Records of the Immediate Office of the Inspector General
U. S. Department of Labor**

The Office of Inspector General (OIG) is responsible for conducting and supervising independent audits, evaluations, and investigations relating to programs and operations of Department of Labor (DOL) programs. The OIG investigates employee misconduct and alleged or suspected criminal violations by DOL employees, contractors, and grantees of laws, rules, or regulations pertaining to DOL programs and appropriated funds. The OIG investigates the influence of organized crime and labor racketeering on employee benefit funds, labor-management relations, and internal union affairs.

As head of the Office of Inspector General, the Inspector General recommends policies and procedures to promote economic, efficient, and effective administration of the Department of Labor programs. The Inspector General and the Deputy Inspector General provide guidance on the direction of agency communication with Congress, budgetary priorities, and the organizational structure of the OIG.

The OIG Public Affairs issues statements and materials promoting OIG program initiatives, including speeches, press releases, and publications.

1) MEMORANDA

- a) Memoranda sent to external and internal recipients conveying substantive policy matters, decisions, and the implementation of policy established by the Inspector General or Deputy, excluding material incorporated in a case file or audit work paper file.

Date Span: 1995 - Present

File Scheme: By calendar or fiscal year

Volume on hand: ½ cubic feet.

Annual Accumulation: Less than 1 cubic feet

Disposition: **PERMANENT**. Cut off file at end of calendar year; hold file in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

- b) Other memoranda predominately relating to investigative matters that have the record copy filed in Investigative Files.

Disposition: Temporary. Cut off at end of the calendar year. Destroy 3 years after cut off.

2) SCHEDULE OF DAILY ACTIVITIES

Records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Inspector General and the Deputy.

- a) Calendars of the IG and Deputy IG that identify daily appointments and/or meetings.

Disposition: Temporary. Cutoff when the official departs office. Destroy 3 years after cutoff.

- b) Telephone logs of the Inspector General that document date, time, and caller.

Disposition: Temporary. Cutoff when the official departs office. Destroy 3 years after cutoff.

3) OIG CONGRESSIONAL RECORDS

- a) Congressionals

Incoming and outgoing correspondence received from members of Congress, the general public, and other Federal agencies, and sent by the Inspector General or Deputy Inspector General, commonly known as *Congressionals*. These records do not pertain to specific OIG investigative cases and are copies of the permanent record maintained in the Office of the Executive Secretary.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

- b) Testimonies

Testimonies before Congress, including prepared statements, reports, and briefing books that are the official record of the IG's testimonies to Congress.

Date Span: 1999 - Present

File Scheme: By calendar year

Volume on hand less than ½ cubic foot.

Accumulation: Less than ½ cubic foot

Disposition: **PERMANENT**. Cutoff at end of the Congressional year; hold files in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

c) Drafts of Testimonies - Drafts of the official testimonies before Congress.

Disposition: Temporary. Cutoff at end of Congressional year; hold files in office 5 years. Destroy 3 years after cutoff.

d) Records Relating to Congressional Committee Meetings

Records of meetings with Congressional Committees—other than Congressional testimonies—including presentation materials, briefing books, minutes, and other materials.

Date Span: 1995 - Present
File Scheme: by calendar year
Volume: Less than 1 cubic foot
Accumulation: Less than 1/2 cubic foot

Disposition: **PERMANENT**. Cutoff at end of the Congressional year; hold files in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

e) Drafts of Records Relating to Congressional Committee Meetings

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

f) Drafts of records relating to Congressional Committee meetings other than Congressional testimonies.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

4) **OIG PUBLIC AFFAIRS**

a) Speeches

1) Speeches given by the IG and Deputy IG to non-Congressional audiences.

Date Span: 1995 - Present
File Scheme: by calendar year
Volume: Less than 1/2 cubic foot
Accumulation: 1 cubic foot

Disposition: **PERMANENT**. Cutoff file at end of calendar year; hold in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

- 2) Drafts of Speeches, including working drafts of statements made by the IG and Deputy IG to non-Congressional audiences.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

b) **OIG Press Releases**

- 1) **OIG Press Releases, issued by the OIG and not included in Department of Labor Public Affairs press releases.**

Date Span: 1995 - Present
File Scheme: by calendar year
Volume: Less than 1/2 cubic feet
Accumulation: Less than 1/2 cubic feet

Disposition: **PERMANENT**. Cutoff file at end of calendar year; hold in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

- 2) **OIG Press Releases Sent to Other Federal Agencies, submitted by the OIG and may or may not be included in the other Federal agency's final press release.**

Disposition: Temporary. Cutoff at end of calendar year. Destroy three 3 years after cutoff.

- 3) **Drafts of All OIG Press Releases, including OIG final press releases and press releases sent to other Federal agencies.**

Disposition: Temporary. Destroy when no longer needed.

c) **OIG Publications**

- 1) **Record copy of OIG Publications developed and/or distributed to external and/or internal audiences by the OIG. Includes reports, pamphlets, newsletters, and other materials such as biographies created or received by the OIG.**

Date Span: 1993 - Present
File Scheme: Every 10 years
Volume: Less than 1/2 cubic foot
Accumulation: Less than 1/2 cubic foot

Disposition: **PERMANENT**. One (1) copy per publication or biography only. Cutoff at 5 years. Transfer to National Archives 10 years after cutoff.

- 2) **All Other Copies of OIG Publications.**

Disposition: Temporary. Cutoff after 3 years; destroy after cutoff.

d) **OIG Posters**

- 1) **Poster Record Copy.** OIG Posters developed and/or distributed to internal and external audiences by the OIG, including those distributed to Labor Department regional offices.

Date Span: 1993 - Present
File Scheme: Every five years
Volume on hand: One (1) poster
Annual Accumulation: Less than 1 inch

Disposition: **PERMANENT.** Two (2) copies per poster only. Upon creation, immediately transfer the two copies to the National Archives.

- 2) **All Other Poster Copies.** Copies other than the record copy of OIG posters developed and/or distributed by the OIG.

Disposition: Temporary. Cutoff after 3 years; destroy after cutoff.

5) OIG ORGANIZATIONAL FILES

Organizational charts, pamphlets, and/or reports and studies relating to the reorganization of the OIG.

Date Span: 1995 - Present
File Scheme: By calendar year
Volume: Less than 1 inch
Accumulation: Less than 1 inch

Disposition: **PERMANENT.** Cutoff files at end of calendar year; hold 5 years in office. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

6) ELECTRONIC MAIL AND WORD PROCESSING SYSTEM

- a) Copies that have no further administrative value after the 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. Destroy/delete when dissemination, revision, or updating is completed.

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Volume on hand less than ½ cubic feet.

Accumulation: Less than ½ cubic feet

Disposition: **PERMANENT**. Cutoff at end of the Congressional year; hold files in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

c) Drafts of Testimonies - Drafts of the official testimonies before Congress.

Disposition: Temporary. Cutoff at end of Congressional year; hold files in office 5 years. Destroy 3 years after cutoff.

d) Records Relating to Congressional Committee Meetings

Records of meetings with Congressional Committees—other than Congressional testimonies—including presentation materials, briefing books, minutes, and other materials.

Date Span: 1995 - Present

File Scheme: by calendar year

Volume: Less than 1 cubic feet

Accumulation: Less than 1/2 cubic feet

Disposition: **PERMANENT**. Cutoff at end of the Congressional year; hold files in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

e) Drafts of Records Relating to Congressional Committee Meetings

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

f) Drafts of records relating to Congressional Committee meetings other than Congressional testimonies.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

4) **OIG PUBLIC AFFAIRS**

a) Speeches

1) Speeches given by the IG and Deputy IG to non-Congressional audiences.

Date Span: 1995 - Present

File Scheme: by calendar year

Volume: Less than 1/2 cubic feet

Accumulation: 1 cubic feet

Disposition: **PERMANENT**. Cutoff file at end of calendar year; hold in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

- 2) Drafts of Speeches, including working drafts of statements made by the IG and Deputy IG to non-Congressional audiences.

Disposition. Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

b) **OIG Press Releases**

- 1) **OIG Press Releases, issued by the OIG and not included in Department of Labor Public Affairs press releases.**

Date Span: 1995 - Present
File Scheme: by calendar year
Volume: Less than 1/2 cubic feet
Accumulation: Less than 1/2 cubic feet

Disposition: **PERMANENT**. Cutoff file at end of calendar year; hold in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

- 2) **OIG Press Releases Sent to Other Federal Agencies, submitted by the OIG and may or may not be included in the other Federal agency's final press release.**

Disposition: Temporary. Cutoff at end of calendar year. Destroy three 3 years after cutoff.

- 3) **Drafts of All OIG Press Releases, including OIG final press releases and press releases sent to other Federal agencies.**

Disposition: Temporary. Destroy when no longer needed.

c) **OIG Publications**

- 1) **Record copy of OIG Publications developed and/or distributed to external and/or internal audiences by the OIG including reports, pamphlets, newsletters, and other materials.**

Date Span: 1993 - Present
File Scheme: Every 10 years
Volume: Less than 1/2 cubic feet
Accumulation: Less than 1/2 cubic feet

Disposition: **PERMANENT**. One (1) copy per publication only. Cutoff at 5 years. Transfer to National Archives 10 years after cutoff.

2) All Other Copies of OIG Publications.

Disposition: Temporary. Cutoff after 3 years; destroy after cutoff.

d) OIG Posters

- 1) Poster Record Copy. OIG Posters developed and/or distributed to internal and external audiences by the OIG, including those distributed to Labor Department regional offices.

Date Span: 1993 - Present
File Scheme: Every five years
Volume on hand: One (1) poster
Annual Accumulation: < 1 inch

Disposition: **PERMANENT**. Two (2) copies per poster only. Upon creation, immediately transfer the two copies to the National Archives.

- 2) All Other Poster Copies. Copies other than the record copy of OIG posters developed and/or distributed by the OIG.

Disposition: Temporary. Cutoff after 3 years; destroy after cutoff.

e) Biographies

- 1) Record copy of biographies of the IG and Deputy IG created and/or received by the OIG.

Date Span: 1995 - Present
File Scheme: By tenure of Official
Volume: Less than 1 inch
Annual Accumulation: Less than 1 inch

Disposition: **PERMANENT**. Cutoff at end of calendar year; hold in office 5 years. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

5) **OIG ORGANIZATIONAL FILES**

Organizational charts, pamphlets, and/or reports and studies relating to the reorganization of the OIG.

Date Span: 1995 - Present

File Scheme: By calendar year

Volume: Less than 1 inch

Accumulation: Less than 1 inch

Disposition: **PERMANENT**. Cutoff files at end of calendar year; hold 5 years in office. Transfer to offsite storage 5 years after cutoff. Transfer to National Archives 10 years after cutoff.

6) **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM**

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