

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-174-06-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/05/20201

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

DAA-0174-2013-0003-0002 claimed to supersede N1-174-06-001 "item 3." However, comparison of the schedules makes it clear that the newer one intended to supersede only item 3a in the older one. Item 3b, permanent retention, remains active.

All other ite

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by DAA-0174-2013-0003-0001

Item 2 was superseded by DAA-0174-2013-0003-0006

Item 3a was superseded by DAA-0174-2013-0003-0002

Item 6 was superseded by DAA-0174-2013-0003-0003

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-174-06-1</i>	
1 FROM (Agency or establishment) Department of Labor		Date Received <i>7-6-05</i>	
2 MAJOR SUB DIVISION Office of the Secretary of Labor		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Assistant Secretary for Policy (OASP)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Betty Cooper	5 TELEPHONE (202) 693-6469	DATE <i>2/13/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 _____ page(s) are not needed now 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>6/29/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Records Officer		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.		

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U.S. Department of Labor
Office of the Assistant Secretary for Policy (OASP)

The Office of the Assistant Secretary for Policy (OASP) provides advice and assistance to the Secretary and Deputy Secretary in a number of areas, including policy development, regulations, program implementation, compliance assistance strategies, program evaluations, research, budget and performance analysis, and legislation

OASP also provides analytical support to the Secretary, Deputy Secretary, and Policy Planning Board with respect to policy issues and trends which require economic analyses or other expertise, including analysis of issues in the macroeconomic and microeconomic policy areas and preparing recommendations and analyses with respect to long – and short-term economic trends, preparation of economic studies and analyses related to the formulation of policy; and economic analyses relating to economic impact of Departmental policies, regulations, and programs on general administration policy within the United States

NOTE: These disposition instructions apply to all the described records regardless of physical media, except as specifically noted.

1. **General Correspondence Files**. Correspondence files of all types, arranged chronologically without regard to subject or content, used primarily as a reading or reference file.

Temporary. Maintained in the office. Cut off files at the end of the calendar year. Destroy 3 years after cut off

2. **Congressional Correspondence Files** Communications and correspondence received from and responded to members of Congress, Congressional Committees, and the White House. These files are related to a variety of inquiries about Department of Labor programs, policies, and legislative proposals.

Temporary. Maintained in the office. Cut off files at the end of the calendar year. Destroy three years after cut off

3. **Grant Files** Background data and correspondence regarding grant awards, such as requests for grants, proposed project descriptions, status reports, deliverable products, and financial reports on advances and expenditures.

- a. Background data and correspondence regarding grant awards, such as requests for grants, proposed project descriptions, status reports, etc:

Temporary (except deliverable products). Maintained in the office. Cut off files at the end of the calendar year in which grant ends
Destroy three years after cut off.

b Deliverable Products:

Permanent Cut off files at the end of the calendar year in which contract or project ends. Maintain in the office for internal reference for five years after cut off. Transfer to the National Archives after five-year internal reference period

4. **Policy Review Coordinating Committee (PRCC) and Policy Review Board (PRB) Reading Files.** Minutes of PRCC and PPB meetings; policy review staffing memos requesting agency approval of regulatory proposals and amendments to rules; supporting documents, including text from the Code of Federal Regulation, legislative history and summary of public comments; policy documents, including discussion of issues, alternatives considered and recommendations

The documents are bound in one hundred accordion binders, arranged chronologically. There are 21 PRCC binders, beginning in December 1982 and ending in December 1985, and 79 PRB binders, beginning in January 1986 and ending in October 1992.

Permanent Convert hard copy files to PDF files. Retain PDF copies in office until no longer needed for internal reference use. Transfer hardcopy records to NARA upon completion of conversion process. Thereafter, cut-off records at end of year produced. Maintain in office for 15 years. Transfer to the National Archives 15 years after cut-off. If agency decides to designate the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270

5. **Policy Planning Board (PPB) Files** The Department of Labor's Policy Planning Board (PPB) coordinates approval of proposed regulations and amendments to rules. Files generated include agency memos requesting approval of regulatory proposals and amendments to rules; the proposed regulations and rule amendments themselves; OASP briefing memos on issues to be discussed at PPB meetings, decision memos to the Secretary and meeting minutes. Except for the OASP briefing memos, which are stored electronically on OASP's O drive, all other PPB files are posted to the PPB Web site. In all, approximately 36 files are generated per month

Permanent Transfer to National Archives as PDF records in accordance to NARA PDF Transfer Specifications one year following the change in Administration

6. **Program and Policy Files.** Memoranda, analyst working files, and background materials on program, regulatory and legislative matters.

Temporary. Maintained in the office. Close file upon completion of activity. Cut off closed files at the end of the calendar year. Destroy 3 years after cut off, unless matter is ongoing.

7. **Research Reports.** Research reports done under grant or contract as task orders or deliverables
- Permanent.** Filed chronologically by year. Annual rate of accumulation is approximately ½ cubic foot, depending on level of research conducted. Close reports file. Cut-off files at end of year. Transfer one copy to National Archives every 5 years, e.g., 2000 – 2004 is transferred to the National Archives in 2008 2005 – 2009 is transferred to the National Archives in 2010. If agency decides to designate the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270
8. **Background Policy Papers and Special Reports to Congress.** Periodically, the Office of the Assistant Secretary for Policy provides reports to the Office of Management and Budget (OMB), Congress and other entities. Examples include the DOL portion of OMB's annual report to Congress on agency implementation of the Unfunded Mandates Reform Act of 1995. Occasionally, formal reports or background papers are provided to the White House, the Secretary, the Assistant Secretary or other senior officials.
- Temporary.** Maintained in the office. Close files upon completion of activity. Cut off closed files at the end of the calendar year. Destroy 10 years after cut off
9. **Publications.** Occasionally, the Office of the Assistant Secretary for Policy produces hardbound books and reports at the request of the Secretary for Labor. Examples include Future Work Trends and Challenges for Work in the 21st Century and Telework
- a **Record-keeping Copy:**
- Permanent.** Filed chronologically by year. Transfer one copy to National Archives every 5 years, e.g , 2000 – 2004 is transferred to the National Archives in 2008. 2005 – 2009 are transferred to the National Archives in 2010, etc. If agency decides to make the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270
- b **Electronic copies created on word processing systems:**
- Temporary.** Retain on CD Rom in OASP in case future Administrations want to post to OASP's Web site or otherwise disseminate. Delete when no longer needed for reference, updating, distribution, or electronic dissemination, whichever is later.
10. **2000 Family and Medical Leave Act Employer and Employee Surveys.**
- a. **Administrative Subject Files.** Files include cost status reports, copies of the final report, invoice copies, progress reports, paperwork reduction act submission, paperwork delineating request for expedited paperwork

clearance, documentation on outreach efforts with Congress, academic and private industry constituencies

Temporary. Cut-off files at the end of calendar/fiscal year. Retain in office for 5 years, then transfer to the FRC or off-site facility. Destroy 10 years after cut-off

- b. **Survey Documentation Files.** Survey results documentation including the final report, copies of the questionnaires and related materials

Permanent. Transfer 1 copy of the Final Report and associated documentation to the National Archives upon approval of this schedule. If agency decides to make the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270.

11. **Chief Economists' Files**

- a. **White papers.** Papers and reports written by the Office of the Chief Economist.

Permanent. Cut-off publications at end of (calendar/fiscal year). Maintain cut-off publications in the office for 5 years after publication. Transfer two copies of each publication to the National Archives five years after cut-off, if available. If agency decides to make the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270

- b. **Memoranda.** Memoranda to the Secretary, Deputy Secretary, Assistant Secretaries, and White House personnel, providing economic analysis and policy recommendations.

Permanent. Cut-off files at end of calendar year. Maintain cut-off files in the office for 1 year following a change in Presidential Administration. Transfer cut-off-files to the National Archives one year after change in Presidential Administration. If agency decides to make the electronic version the official recordkeeping copy, transfer to NARA in accordance with 36 CFR 1228.270.

- c. **Subject Files.** Documents in files include data analysis, policy analysis, meeting notes, background materials, formal and informal Departmental discussion

Temporary. Maintain in the office for 1 year following a change in Presidential Administration. Then destroy files.