
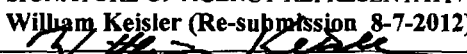


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-174-09-02	
1 FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED 9/28/09	
2 MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Administrative Law Judges (OALJ)			
4 NAME OF PERSON WITH WHOM TO CONFER P.J. Soto	5 TELEPHONE 202-693-7399	DATE 15 Aug 12	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not 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 9-21-2009	SIGNATURE OF AGENCY REPRESENTATIVE  William Keisler (Re-submission 8-7-2012)	TITLE Acting Departmental Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Records Schedule U.S. Department of Labor Office of the Secretary Office of Administrative Law Judges (OALJ) Office of Program Operations Case Tracking System (CTS) and General Support System (GSS)</p>		
1 - 6	See attached detailed descriptive listing of record series items for OALJ Case Tracking System (CTS) and OALJ Wide Area Network (WAN) - General Support System (GSS).		
1	CTS Master File		
2	CTS Document Repository		
3	GSS OALJ Intranet Website Content		
4	GSS OALJ Internet Website Content		
5	GSS OALJ Electronic Library of Judges' Decisions and Orders		
6	GSS Website Design Records		

**US Department of Labor  
Office of the Secretary  
Office of Administrative Law Judges (OALJ)  
Office of Program Operations  
Case Tracking System (CTS) and General Support System (GSS) Records Schedule**

**Background:** Administrative Law Judges from the United States Department of Labor's Office of Administrative Law Judges preside over formal hearings concerning many labor-related matters. The office's mission is to render fair and equitable decisions under the governing law and the facts of each case.

Hearings concerning Black Lung benefits and Longshore Workers' compensation constitute the largest part of the office's work in addition to the significantly increasing Permanent Labor Certification cases (PERM) cases. The Department's administrative law judges, however, also hear and decide cases arising from over 80 labor-related statutes and regulations, including, for example, such diverse subjects as:

- Whistleblower complaints involving corporate fraud, nuclear, environmental, pipeline safety, aviation, commercial trucking, railways, and other statutes;
- Minimum wage disputes;
- Enforcement actions involving the working conditions of migrant farm laborers;
- Disputes involving child labor violations, and
- Civil fraud in federal programs.

**Note: The disposition instructions apply to records regardless of physical form or characteristic. Records may be maintained in any form or any medium. The records are media neutral unless otherwise noted.**

**OALJ Case Tracking System (CTS)  
DOL Unique Identifier: DOL-OALJ-CTS-MA-001**

In total, the OALJ has jurisdiction over more than 60 separate case areas and has on average , approximately 5,000 to 6,000 cases that are active (i.e , open) at any one point of time. The workload created by the processing of these cases hearings and decisions are handled through the automated case management system named Case Tracking System (CTS) The judges and their support staff use the CTS to manage their cases for the initial filing until the judge makes a final decision on the cases and they are closed. Once closed, the case information remains in the CTS database for future reference.

The CTS has the ability to add and retrieve information regarding cases pending before OALJ since 1982 and run a variety of reports for managing the caseload. The electronic records and documents in CTS are used as the court docket system in administrative law judge hearings conducted pursuant to 5 U.S.C. 552,553,554,556, and 557 and/or a variety of particular statutes and Executive Orders.

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The main purpose of this electronic system is to log time and date of receipt of or issuance of documents or events relating to a case. All information and documents that are in CTS are maintained in a paper form in case files which is scheduled under N1-174-00-4. The CTS exists as a tool for the management of a case and is not the official record.

**1. CTS Master File**

CTS maintains electronic information about OALJ case files (including but not limited to events such as dates of docketing, hearing date, motions received, orders issued, date transcripts received) and the parties in those cases (including but not limited to name and contact information). All this information is maintained in paper form in the case files which has been scheduled under N1-174-00-4.

DISPOSITION: TEMPORARY Cut off files at the end of the fiscal year using the date of the docket for each case file Delete and destroy 50 years after the cutoff date.

**2. CTS Document Repository**

CTS maintains electronic versions of documents which includes but is not limited to judge issued orders and decisions; briefs and motions electronically filed by parties to the case; and copies of other court issued decisions that may be relevant to the case. All these documents are maintained in paper form in the case files which has been scheduled under N1-174-00-4.

DISPOSITION. TEMPORARY. Cut off documents at the end of the fiscal year using the date of the docket for each case file associated with the document. Delete and destroy 50 years after the cutoff date.

**OALJ Wide Area Network (WAN) – General Support System (GSS)  
DOL Unique Identifier: DOL-OALJ-WAN-GSS-001**

The OALJ General Support System (GSS) is utilized by all OALJ employees to access their desktop computers in the National Office and seven (7) District Offices throughout the country. In addition, the GSS houses the OALJ Intranet Website for its employees and a Public facing Internet Website.

**3. GSS OALJ Intranet Website Content (<http://oaljnet.oalj.dol.gov>)**

**Description:** The agency's Intranet Website is intended to provide OALJ employees with information about the agency. It includes web versions of instructions for processing any of the approximately 50 case types adjudicated by the agency. Also included are internal memoranda, case research materials, contacts, quick links to Earning and Leave Statements,

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forms, etc. **Web content** consists of OALJ internal web pages that contain duplicate information maintained in other OALJ recordkeeping systems and is updated as needed.

DISPOSITION: Temporary. Destroy/delete pages when superseded or obsolete.

**4. GSS OALJ Internet Website Content (<http://www.oalj.dol.gov>)**

**Description:** The agency's Internet Website is intended to provide the American public with information about the Office of Administrative Law Judges. The agency website provides the parties who appear before the OALJ and any interested citizen access to information about the agency and legal research tools to help parties in the adjudicatory process, including manuals such as Benchbooks and information on courtroom security and settlement judge requests. The site contains all the HTML-encoded pages, interactive applications, databases, and other information posted to the web, with the exception of the OALJ Electronic Library of Judges' Decisions and Orders (*see* Item 8), that contain duplicate information maintained in other OALJ recordkeeping systems. **Web content** consists of all the HTML-encoded pages, interactive applications, databases, and other information posted to the web, with the exception of the OALJ Electronic Library of Judges' Decisions and Orders (*see* Item 8), that contain duplicate information maintained in other OALJ recordkeeping systems.

DISPOSITION: Temporary-Destroy/delete pages when superseded or obsolete

**5. GSS OALJ Electronic Library of Judges' Decisions and Orders**

As required by e-FOIA, OALJ published its Final Decision and Order in every case that is not covered by a FOIA exemption on its Internet Website (<http://www.oalj.dol.gov>). This electronic library is used as a research tool by OALJ and the Public

DISPOSITION: PERMANENT. Cut off electronic library annually at the end of the calendar year. Transfer a copy of the electronic library in currently acceptable e-format to the National Archives in the first quarter (January through March) of the following year.

**6. GSS Website Design Records**

Records produced in the process of developing and updating design and implementation of pages on the agency websites (internet and intranet), including design records and templates.

DISPOSITION: TEMPORARY. Cut off at end of calendar year. Delete/destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later