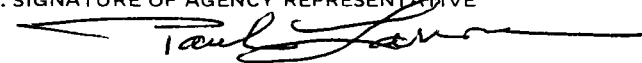


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-174-87-1</b>	DATE RECEIVED <b>April 3, 1987</b>
1 FROM (Agency or establishment) <b>DEPARTMENT OF LABOR</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>OFFICE OF THE SECRETARY &amp; DEPUTY (UNDER) SECRETARY</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>EXECUTIVE SECRETARIAT</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Ruth Morgenstern/Shane Polasky</b>	5 TELEPHONE EXT <b>523-6019</b>	DATE <b>4-8-87</b>	<del>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</del>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>2 APR 87</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>DOH RECORDS OFFICER</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><b>CROSS REFERENCES.</b></p> <p>Filed alphabetically. Consists of a copy of the first page of all documents signed by or on behalf of the Secretary and Under (Deputy) Secretary of Labor. Serves as a finding aid to the Agency Files (item 3).</p> <p>PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.</p>		
2.	<p><b>INTERNAL MEMORANDUMS CROSS REFERENCES.</b></p> <p>Arranged alphabetically by agency. Consists of the first pages of all memorandums prepared by Department of Labor component agencies and sent to the Secretary or Under (Deputy) Secretary of Labor. Serves as a finding aid to the Agency Files (item 3).</p> <p>PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the</p>		

4-9-87 Agency NCF MNF

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>National Archives in 2002.</p> <p>Footage on hand items 1 and 2: 34 cuft.</p> <p>Annual accumulation: 0</p>		
3.	<p>AGENCY FILES.</p> <p>Arranged alphabetically by agency. Consists of correspondence, memorandums, and other material prepared by or concerning various Department of Labor component agencies</p> <p>a. Records of the Secretary of Labor.</p> <p>Footage on hand: 171 cuft.</p> <p>Annual accumulation: 0</p> <p>PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.</p> <p>b. Records of the Under (Deputy) Secretary of Labor.</p> <p>Footage on hand: 18 cuft.</p> <p>Annual accumulation: 0</p> <p>PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.</p> <p style="text-align: center;">RECORDS 1987 AND FORWARD</p>		
4.	<p>MISCELLANEOUS CROSS REFERENCE FILES.</p> <p>Arranged alphabetically. Consists of copies of the front pages of all documents signed by or on behalf of the Secretary or Deputy (Under) Secretary of Labor.</p> <p>Destroy when no longer needed for use.</p>		
5.	<p>INTERNAL MEMORANDUMS.</p> <p>Arranged alphabetically by Department of Labor component agency. Contains documents prepared by the individual Department of Labor component agencies.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN (NARS USE ONLY)
	<p>Annual accumulation: 1 cuft. varies by secretary.</p> <p>PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center three months after cut off. Transfer 1987-1988 records to the National Archives in 2004. Transfer subsequent records to National Archives in four year blocks (i.e. 1989-1992, 1993-1996, etc.) when fifteen (15) years old.</p>		
6.	<p>IDENTICAL/SIMILAR DOCUMENTS</p> <p>Arranged alphabetically by Department of Labor component agency. Consists of documents by that component that are identical or similar in content and sent to multiple addressees.</p> <p>Annual accumulation: 3 cuft. varies by secretary.</p> <p>PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center three months after cut off. Transfer 1987-1988 records to the National Archives in 2004. Transfer subsequent records to National Archives in four year blocks (i.e. 1989-1992, 1993-1996, etc.) when fifteen (15) years old.</p>		
7.	<p>GENERAL CORRESPONDENCE.</p> <p>Arranged alphabetically. Consists of all documents sent to and signed by or on behalf of the Secretary of Labor or the Deputy Secretary of Labor. These records include the TRACKING SYSTEM INDEX which is arranged alphabetically by originator, numerically by control number, and alphabetically by subject.</p> <p>a. Paper records.</p> <p>Annual accumulation: 100 cuft.</p> <p>PERMANENT. Cut off every three months. Transfer to Washington National Records Center when three months old. Transfer 1987-1988 records to the National Archives in 2004. Transfer subsequent records to National Archives in four year blocks (i.e. 1989-1992, 1993-1996, etc.) when fifteen (15) years old.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO

PAGE

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

OF  
10 ACTION  
TAKEN  
*(NARS USE  
ONLY)*

b. Microfiche records.  
Destroy when no longer needed for use.