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

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 87</td>
<td>[Signature]</td>
<td>Dol Records Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>RECORDS 1985-1986</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. CROSS REFERENCES.
   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).
   PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.

2. INTERNAL MEMORANDUMS CROSS REFERENCES.
   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).
   PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>AGENCY FILES.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by agency. Consists of correspondence,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>memorandums, and other material prepared by or concerning various</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department of Labor component agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Records of the Secretary of Labor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Footage on hand: 171 cuft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual accumulation: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. Transfer to the Washington National Records Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>immediately. Transfer to the National Archives in 2002.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Records of the Under (Deputy) Secretary of Labor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Footage on hand: 18 cuft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual accumulation: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. Transfer to the Washington National Records Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>immediately. Transfer to the National Archives in 2002.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RECORDS 1987 AND FORWARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>MISCELLANEOUS CROSS REFERENCE FILES.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically. Consists of copies of the front pages</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>of all documents signed by or on behalf of the Secretary or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deputy (Under) Secretary of Labor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Destroy when no longer needed for use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>INTERNAL MEMORANDUMS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by Department of Labor component agency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contains documents prepared by the individual Department of Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>component agencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM NO</td>
<td>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual accumulation: 1 cuft. varies by secretary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. IDENTICAL/SIMILAR DOCUMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual accumulation: 3 cuft. varies by secretary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. GENERAL CORRESPONDENCE.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Paper records.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual accumulation: 100 cuft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM NO</td>
<td>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
<td>9 GRS OR SUPERSEDED JOB CITATION</td>
<td>10 ACTION TAKEN (NARS USE ONLY)</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>b. Microfiche records. Destroy when no longer needed for use.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>