Schedule Number: N1-174-87-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/05/2020

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 3a remains active until all records are accessioned.
Item 4 remains in effect.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 transferred to NARA in May 2002.
Per ARCIS, "Item 3" was transferred to NARA in May 2002, but this might have intended to imply "Item 2."
Item 3b was transferred to NARA in May 2002.
Item 5 was superseded by N1-174-94-003, item 3.
Item 6 was superseded by N1-174-94-003, item 2.
Item 7 was superseded by N1-174-94-003, item 1.
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

OFFICE OF THE SECRETARY & DEPUTY (UNDER) SECRETARY

3. MINOR SUBDIVISION

EXECUTIVE SECRETARIAT

4. NAME OF PERSON WITH WHOM TO CONFER

Ruth Morgenstern/Shane Polasky

5. TELEPHONE EXT

523-6019

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 X is unnecessary

DATE

April 3, 1987

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF

PERMANENT RETENTION OF RECORDS

B. JOB NO

N1-174-87-1

8. TITLE

DOL RECORDS OFFICER

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

RECORDS 1985-1986

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
3. **AGENCY FILES.**
   Arranged alphabetically by agency. Consists of correspondence, memorandums, and other material prepared by or concerning various Department of Labor component agencies
   a. Records of the Secretary of Labor.
   Footage on hand: 171 cuft.
   Annual accumulation: 0
   PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.
   b. Records of the Under (Deputy) Secretary of Labor.
   Footage on hand: 18 cuft.
   Annual accumulation: 0
   PERMANENT. Transfer to the Washington National Records Center immediately. Transfer to the National Archives in 2002.

4. **MISCELLANEOUS CROSS REFERENCE FILES.**
   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.
   Destroy when no longer needed for use.

5. **INTERNAL MEMORANDUMS.**
   Arranged alphabetically by Department of Labor component agency. Contains documents prepared by the individual Department of Labor component agencies.
7. IDENTICAL/SIMILAR DOCUMENTS

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.

Annual accumulation: 3 cuft. varies by secretary.


7. GENERAL CORRESPONDENCE.

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.

a. Paper records.

Annual accumulation: 100 cuft.

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