

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. **11-174-87-2**

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

DATE RECEIVED **2/6/87**

1 FROM (Agency or establishment)
Bureau of International Labor Affairs

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of Management, Administration and Planning

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER
Jessie Curry

5 TELEPHONE EXT
523-9208

DATE
7-29-87

ARCHIVIST OF THE UNITED STATES
WITHDRAWN

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 19 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

3 DATE **29 JAN 87**
C SIGNATURE OF AGENCY REPRESENTATIVE
Paul E. Larson
Paul E. Larson

D TITLE
DOL RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
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The Bureau of International Labor Affairs was established in 1947 (formerly the Office of International Labor Affairs--U. S. Government Manual 1948, pg. 318) to direct and coordinate the international activities as they affect the responsibility for discharging the Department's functions in the international labor field and with mobilizing, directing and coordinating all other international activities in the Department; conducts an analytic research effort on the employment conditions and income effects of international trade and investment; develops and coordinates Departmental positions regarding foreign economic policy issues to ensure consideration of the U.S. human resource objectives and impact of trade on domestic employment and income levels and to facilitate improved lines of communication between the Department of Labor (DOL) and the labor sector of the economy on matters for which the office is responsible; fulfills the DOL responsibilities for participation in international organizations and in overseas informational and technical assistance activities; develops, promotes, and implements the DOL programs financed by foreign countries which are in support of the U.S. foreign or domestic objectives; develops Departmental leadership for all DOL observational, orientation, and training programs for foreign visitors; facilitates the reporting of information concerning labor in foreign countries and analyze, disseminate and utilize this information in the development and implementation of the U.S. foreign policy and in support of the DOL domestic programs. The series listed on this schedule are all programmatic files. Administrative files will be disposed of in accordance with the Department of Labor Common Records Schedules, [NC-174-76-1], and in accordance with the General Records Schedules.

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OFFICE OF INTERNATIONAL ECONOMIC AFFAIRS

Division of Foreign Economic Research

The Division of Foreign Economic Research conducts analytical research on employment conditions and income effects on international trade and investment initiatives. Designs a comprehensive and integrated research program aimed specifically at employment and income effects of international trade. Monitors and coordinates the research projects included in the overall program. This effort entails making available and interpreting existing knowledge, strengthening relevant on-going research and facilitating new research.

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1. Trade and Employment

These files consist of working papers on Trade Data, Trade Balance, and sensitive domestic industries. Various drafts and updates of trade and employment exercises. Monthly, quarterly and annual data reports.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year. Files arranged by subject.

WITHDRAWN

2. Research Studies

These files consist of reports on official papers on various drafts of interagency reports, and data analyses for selected U.S. industry imports and exports; estimates of effects of various protective measures on U.S. production and employment. Research papers and data on factors affecting U.S. competitiveness.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year. Files arranged by subject.

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3. Statistical Data File

This file consists of copies of in-house generated reports, computations, and statistical summaries compiled from various sources.

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Review annually. Destroy superceded or obsolete material after close of fiscal year. Approximately four cu. ft. accumulated per year. Files arranged by subject.

4. Immigration

These files consist of reference materials on U.S. immigration data and policies; on other national policies and international migration flows; e.g. Mexico; historical, demographic and official Executive and Congressional documents and correspondence relating to immigration, as well as DOL interagency and intragency documents, correspondence, data and analyses relating to immigration-related DOL programs and activities; e.g. migrant worker rights (ILAB) and labor certification (ETA).

WITHDRAWN

- a. Official copy. PERMANENT--Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

Division of Trade Policy

The Division of Trade Policy is responsible for the development and coordination of Departmental positions regarding foreign economic policy issues to ensure consideration of the U.S. human resources objectives (i.e., domestic employment and income levels) in the development and implementation of trade and foreign investment policy decisions.

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5. Investment/Technology Transfer/Multinational Corporations

These files consist of data collected on foreign investment and trade by multinational corporations, and investment policies of foreign countries, interagency exercises to improve data collected on foreign investment and position papers on U.S. policy regarding such investment and investment policies.

WITHDRAWN

- a. Official copy. PERMANENT-Offer to NARA five years after close of file. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference material. Destroy when no longer needed.

6. Generalized System of Preference

These files consist of data on imports and employment, descriptive and analytical studies, and research studies on the program. Data on the operation of the worker rights criteria, competitive need limitations, and numerous interagency and international agency studies of general System Preference and legislative history.

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- a. Official copy. PERMANENT-Offer to NARA five years after close of file. Approximately ten cu. ft. accumulated per year. Files arranged by subject.
- b. Reference material. Destroy when no longer needed.

7. Trade and Tariff Legislation

These files consist of position papers containing data and material on the potential employment implications of proposed and recently enacted trade and tariff legislation.

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- a. Transfer to FRC 3 years after close of file. Destroy three years later. Approximately four cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

WITHDRAWN

8. Less Developed Countries

These files consist of research papers on development needed for Less Developed Countries (LDCs) resulting from oil price increases, debt problems of LDCs, interagency exercises of U.S. policy toward U.S. aid and aid of world institutions for LDCs.

Review files annually, destroy superceded or obsolete material. Transfer completed material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year. Files arranged by subject.

WITHDRAWN

9. Commercial Policy

These files consist of data required for the implementation of Commercial Policy, technical reference material including correspondence, working papers, technical reports, and final reports.

- a. Official copy. PERMANENT-Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately four cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

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10. Multilateral Trade

These files include position papers and supporting documentation concerning issues arising in the OECD, the General Tariff and Trade (GATT), and agreements negotiated in the Tokyo Round of the Multilateral Trade Negotiations; CIA material on Foreign Aid and Trade.

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Official copy. PERMANENT-Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately 5 cu. ft. accumulated per year. Files arranged by subject.

Reference copy. Destroy when superceded or obsolete.

11. Bilateral Trade Issues

WITHDRAWN

These files consist of material required for the development and implementation of U.S. policy toward various countries. Included are negotiating position papers and technical reference material including correspondence, working papers, technical reports, and final reports.

- a. Official copy. PERMANENT-Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately 6 cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

WITHDRAWN

Division of International Commodities

The Division of International Commodities is responsible for the development and coordination of Departmental positions regarding international economic policy as it relates to specific commodities or industry sectors. The Division's activities include performing industry and sector economic analyses, participating in the negotiation, implementation, and enforcement of commodity arrangements, and participating in programs of international and intergovernmental organizations concerned with trade.

12. Textile and Apparel

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These files contain cables, general working papers and bilateral textile agreements between the U.S. and specific countries.

- a. Official copy. PERMANENT-Transfer to FRC three years after close of file. Offer to NARA five years later. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

13. Foreign Assembly (807 and 806.30 TSUS Provisions)

These files consist of legal provisions, imports by commodity supplying country and analyses of the effects of the provisions on U.S. trade and employment.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately three cu. ft. accumulated per year. Files arranged by subject.

14. Escape Clause

These files contain information and working papers regarding such industries as copper, footwear, cookware, motorcycles, leather wearing apparel, clothespins, etc.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately six cu. ft. accumulated per year. Files arranged by subject.

15. GATT Dispute Cases

These files contain documents and working papers concerning unfair trade practices; Cases have included such industries as leather, cattlehides, and footwear.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately four cu. ft. accumulated per year. Files arranged by subject.

16. High Technology

These files contain reference materials, economic data, background policy papers and memoranda, and policy recommendations, issued departmentally and at the TPSC level ITC reports and task force reports.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately 3 cu. ft. accumulated per year. Files arranged by subject.

17. Chemicals

These files contain reference materials, economic data background policy papers and memoranda, and policy recommendations, issued departmentally and at the TPSC level ITC reports and task force reports.

Destroy superceded or obsolete material after close of file. Transfer completed material to inactive files for five years, then destroy. Approximately 3 cu. ft. Files arranged by subject.

18. National Security Cases

These files contain information submitted to Commodities by companies and unions involved, DOL policy papers, and the Department of Commerce working papers, reports and recommendations to the President.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately 4 cu. ft. accumulated per year. Files arranged by subject.

19. Executive Secretary, Labor Advisory Committee

The Executive Secretary of the Labor Advisory Committee for Trade Negotiations and Trade Policy is responsible for administering the operations of the Labor Advisory Committee relating to international trade and investment and serves as the principal liaison between the Department, organized labor and the Office of the United States Trade Representative. He functions also as an expert and advisor on international trade, labor and related matters.

20. Transcripts of Meetings

These files include all official transcripts of the Labor Advisory Committee meetings and contain organized labor views on most trade negotiation and trade policy issues.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive files for five years, then destroy. Approximately 2 cu. ft. accumulated per year. Files arranged by subject.

21. Administrative Files

These files consist of membership information, chartering and rechartering records, administration procedures, minutes of meetings, and other files relating to the administration of the Labor Advisory Committee.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive file for five years, then destroy. Approximately 2 cu. ft. accumulated per year. Files arranged by subject.

22. Correspondence Files

These files include all correspondence from organized labor and copies of all notices of meetings and other correspondence regularly sent to Committee members.

Destroy superceded or obsolete material after close of fiscal year. Transfer completed material to inactive file for five years, then destroy. Approximately one cu. ft. accumulated per year. Files arranged by subject.

22. Union Advice

Records are kept on union advice on various trade and trade policy issues. These include copies of speeches by AFL-CIO officials, copies of testimony provided at hearings, etc.

Destroy superceded or obsolete material. Transfer completed material to inactive files for five years, then destroy. Approximately one cu. ft. accumulated per year. Files arranged by subject.

OFFICE OF INTERNATIONAL ORGANIZATIONS

The Office of International Organization conducts research, interagency liaison, and other representational and staff support activities required for the fulfillment of the DOL's responsibilities for activities related to the International Labor Organization (ILO). Develops policy recommendations, supports and coordinates the U.S. Government participation in the Manpower and Social Affairs Committee of the Organization for Economic Cooperation and Development (OECD). Provides for DOL participation in other aspects of the OECD's work. Arranges programs for international visitors in the United States under the auspices of the International Labor Organization. Recruits Americans for jobs with the ILO.

24. Reports and Documents

These files consist of Plans and Policy Reports of the International Labor Organization; delegation studies of U.S. participation; proceedings and press releases of various organizations.

- a. Official copy. PERMANENT-Transfer to FRC three years after close of file. Offer to NARA five years later. Approximately three cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copies. Destroy when no longer needed.

25. Questionnaires

These files consist of development of programs concerning industrial relations, employment, training and labor standards.

- a. Official copy. PERMANENT-Transfer to FRC three years after close of file. Offer to NARA five years later. Approximately three cu. ft. accumulated per year. Files arranged by subject.
- b. All other questionnaires. Review annually, destroy when current use ceases.

26. Files Concerning Meetings

These files consist of meetings such as the annual ILO Conference, Governing Body meetings, Industrial Committee meetings and other ILO related meetings. Includes files on meetings of the President's Committee on the ILO and its subcommittees--the ILO Consultative Group and the Tripartite Advisory Panel on International Labor Standards.

- a. Official copy. PERMANENT-Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately six cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

27. ILO Technical Subject Files

These files consist of the human rights files, other international organizations files.

- a. Official copy. PERMANENT-Transfer to FRC five years after close of file. Offer to NARA five years later. Approximately six cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed.

28. OECD Meeting Files

These files consist of OECD documents prepared for various meetings, background papers, U.S. position papers, and reporting cables.

Review annually, destroy when current use ceases.

29. OECD Correspondence and Research Files

These files consist of correspondence with DOL and other government agencies, the OECD, and U.S. Mission OECD/Paris. In addition, any OECD-related research is included in these files.

Review annually, destroy when current use ceases.

30. Project Files

These files consist of specific correspondence regarding international visitors, provided by the ILO while trainee is in the United States.

Break file annually. Return to ILO two years after international visitor has returned to host country. Approximately four cu. ft. accumulated per year. Files arranged by subject.

OFFICE OF FOREIGN RELATIONS

The Office of Foreign Relations consists of four distinct groups. They are: the International Visitors Program Group, Foreign Labor Affairs Group, the VOTRAKON Group, and the Development Assistance Group.

International Visitors Group

The International Visitors Group provides Departmental leadership for all the Department of Labor (DOL) observational, orientation, and training programs for foreign visitors. Provides policy guidance and coordination for all of the DOL observational technical training or cultural exchange program for foreign nationals. Arranges programs for international visitors in the United States under the auspices of the Department of State, the Agency for International Development, the United Nations, foreign government private foundations, and the American and International trade union organizations, among others.

31. Plans and Policy

These files consist of assignments, guest lists, approval memoranda, biographical data on each international visitor; initiating letters, memoranda and complete Washington programs information; background material on each Escort Officer/Team Manager and Intra-government liaison and coordination correspondence.

Break file annually. Transfer to FRC two years after close of file. FRC destroy five years later. Approximately four cu. ft. accumulated per year. Files arranged by subject.

32. Project Files

These files are the complete record of program development, implementation and all related financial documents or transactions (i.e., travel, allowances, training contracts, etc.). Files arranged by subject.

a. AID Projects

Review file annually. Return to AID two years after international visitor has returned to home country. Approximately 3 cu. ft. accumulated per year. Files arranged by subject.

b. Other Funded Projects

Review file annually. Transfer to FRC two years after close of file. FRC destroy six years later. Approximately three cu. ft. accumulated per year. Files arranged by subject.

c. Other Unfunded Projects

Review file annually. Transfer to FRC two years after close of file. FRC destroy three years later. Approximately four cubic feet accumulated per year. Files arranged by subject.

33. Foreign Labor Affairs Group

The Foreign Labor Affairs Group facilitates the reporting of information concerning labor in foreign countries and analyzes, disseminates, and utilizes this information in the development and implementation of the United States foreign policy and in support of the Department of Labor domestic programs; on a geographic basis, accumulates, analyzes, and utilizes information on labor in foreign countries to facilitate the formulation of policy, to provide a factual basis for the development of technical assistance, and to improve the effectiveness of all the DOL international activities and appropriate domestic programs.

34. Agency Guides

Contains briefing papers prepared by State Department for the Congress; country program books prepared by AID and Peace Corps.

Review file annually. Destroy superceded or obsolete material. Approximately three cu. ft. accumulated per year. Files arranged by subject.

35. Area Specialist/Area Operations

These files consist of papers of area specialists by region and country, including analyses and policy and program recommendations.

- a. Official copy. PERMANENT-Transfer to FRC two years after close of file. Offer to NARA five years after close of file. Approximately two cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Destroy when no longer needed or obsolete material. Approximately 10 cu. ft. accumulated per year.

36. Biographical Data

These files consist of material submitted by CIA and State on each trade union leader.

Review file annually. Destroy three months after trade union leader has returned to host country. Approximately three cu. ft. accumulated per year. Files arranged by subject.

37. Foreign Service

These files consist of material prepared by the Department of Labor in connection with the administration of the unified Foreign Service (Board of the Foreign Service, Board of Examiners, Labor Attaches, labor reporting officers).

- a. Official copy. PERMANENT-Transfer to FRC two years after close of file. Offer to NARA five years after close of file. Approximately two cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Break file annually. Review annually and destroy superceded or obsolete material. Approximately 10 cu. ft. accumulated per year.

VOTRAKON Group

The VOTRAKON Group executes the DOL responsibilities under the U. S. and Saudi Arabia Joint Economic Commission approved programs.

38. Plans and Policy

These files contain material relating to Department of Labor construction and engineering assistance, technical training and professional development of foreign nationals at training institutions in the U.S. and in the host country.

- a. Official copy. PERMANENT-Transfer to FRC two years after close of file. Offer to NARA after close of file. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copies. Destroy when no longer needed.

39. Technical Assistance and Advisory Services

These files consist of program information material printed and audiovisual for explaining the programs to officials of the U.S. and foreign governments, other interested parties, recurring participants, study courses, training material visual aids, study lectures outlines, background material on host-country used as training documents. Negotiations and agreements entered into with foreign governments.

- a. Official copy. PERMANENT--break file annually. Transfer to FRC two years after close of file. Offer to NARA five years later. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- a. Reference copy. Review annually. Destroy when superceded or obsolete material.

40. Program Promotions and Developments

These files consist of plans and activities concerned with developing contacts, negotiations, and programs with officials of foreign governments with a view to providing technical assistance and advisory services under foreign government financing.

Destroy superceded or obsolete material after close of fiscal year. Approximately five cu. ft. accumulated per year. Files arranged by subject.

Development Assistance Group

The Technical Assistance Group develops, promotes, and implements the Department of Labor's (DOL) programs financed by foreign countries which are in support of the U.S. foreign and domestic objectives, and other technical cooperation projects that are financed by foreign countries, U. S. AID, or multi-national donor organizations.

41. Plans and Policy

These files contain material relating to Department of Labor technical assistance and advisory services to foreign governments.

- a. Official copy. PERMANENT--Transfer to FRC two years after close of file. Offer to NARA five years after close of files. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference Copy. Destroy when no longer needed.

Program Promotions and Developments

These files consist of plans and activities concerned with developing contacts, negotiations, and programs with officials of foreign governments with a view of providing technical assistance and advisory services under foreign government financing. Negotiations and agreements entered into with foreign governments.

- a. Official copy. PERMANENT--Transfer to FRC two years after close of file. Offer to NARA five years after close of file. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copies. Destroy when no longer needed.

42. Program Reports

These files consist of reports covering program implementation, both recurring and one-time in nature. Statistical data on program activities.

Destroy superceded or obsolete material after close of fiscal year. Approximately five cu. ft. accumulated per year. Files arranged by subject.

43. Technical Assistance and Advisory Services

These files consist of program information material, printed and audiovisual, for explaining the programs to officials of the U.S. and foreign governments, other interested parties, recurring participants, study courses, training material visual aids, study lectures outlines, background material on host-country used as training documents. Negotiations and agreements entered into with foreign governments.

- a. Official copy. PERMANENT--Transfer to FRC two years after close of file. Offer to NARA five years after close of file. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Review annually. Destroy when no longer needed.

ADVISORY COMMITTEES

44. Office of Administrative Files

These files consist of correspondence, memoranda, and other documents, pertaining to the operations of various ILAB Committees, including matters for which other offices have primary responsibility. Files arranged by subject.

- a. General services correspondence, memoranda and subject files relating to arrangements for meetings, supplies and reproduction, distribution services and other clerical and technical support matters.

Destroy when two years old. (NC 174-76-1, Item 1). Approximately five cu. ft. accumulated per year. Files arranged by subject.

- b. Memorandum copy of travel vouchers, hotel accommodations, and other administrative matters pertaining to housing, travel assistance and payment.

Destroy when two years old. (GSR-9-5-a). Approximately three cu. ft. accumulated per year. Files arranged by subject.

45. Committee Files

These files consist of committee correspondence, membership roster, minutes, agenda, reports, policies, procedures, charters, verbatim transcripts, written statements, exhibits, and committee recommendations. This includes membership in the ILO, and other inter and intra-department foreign economic committees and policy staff groups.

- a. Official copy. PERMANENT--review file annually. Offer files to NARA when committee is terminated. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference copy. Review annually. Destroy obsolete or superceded material.

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46. Applicants Files

These files consist of correspondence, biographical data, applications and recommendations for appointments to various ILAB impacted Committees.

Destroy when five years old, or after abolishment of committee. Approximately three cu. ft. accumulated per year. Files arranged by subject.

47. Public Hearing Files

These files include hearings transcripts, announcements, notifications, list of presentations, exhibits and other related comments, written statements pertaining to proposed DOL regulations.

WITHDRAWN

- a. Official Copy. PERMANENT--Transfer to FRC two years after hearing is completed and if no action is taken or issuance of opinion, offer to NARA for appraisal and retention five years later. Approximately five cu. ft. accumulated per year. Files arranged by subject.
- b. Reference Copy. Destroy two years after hearing is completed.