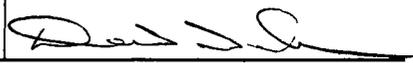
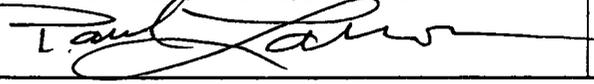


|   |                                    |  |   |
|---|------------------------------------|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                  |                                    | LEAVE BLANK  |   |
| TO <b>GENERAL SERVICES ADMINISTRATION<br/>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                    | JOB NO<br><b>NI-174-89-2</b>   | DATE RECEIVED<br><b>3/9/89</b>  |
| 1 FROM (Agency or establishment)<br><b>U. S. DEPARTMENT OF LABOR</b>                                      |                                    | NOTIFICATION TO AGENCY   |   |
| 2 MAJOR SUBDIVISION<br><b>Bureau of International Labor Affairs (ILAB)</b>                                |                                    | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><b>GWENDOLYN G. WILLIAMS</b>                                      | 5 TELEPHONE EXT<br><b>523-9208</b> | DATE<br><b>6/9/89</b>  | ARCHIVIST OF THE UNITED STATES<br> |
| 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 9 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<br><b>3 MAR 89</b> | C SIGNATURE OF AGENCY REPRESENTATIVE<br> | D TITLE<br><b>DOL RECORDS OFFICER</b> |
|---------------------------|---|---------------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
|           | <p align="center"><b><u>BUREAU OF INTERNATIONAL LABOR AFFAIRS</u></b></p> <p>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</p> |                                  | <b>18 items</b>                           |

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

11-174-89-2

PAGE

2 OF 9

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
|             | <p>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.</p> <p>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.</p> <p>Note: The following schedule covers important program records created by the following offices in ILAB; (1) Office of the Deputy Under Secretary for the Bureau of International Labor Affairs, (2) Office of Foreign Relations, (3) Office of International Economic Affairs and (4) Office of International Organizations.</p> |                                   |  |

I. OFFICE OF THE DEPUTY UNDER SECRETARY FOR THE BUREAU OF INTERNATIONAL LABOR AFFAIRS

1. Correspondence. Correspondence from the general public or members of Congress and other federal officials and agencies. Filed by individual's last name.

Cutoff files at end of calendar year  
Hold two years in office, transfer to FRC  
Destroy when ten years old

2. Program and Policy Records and Organization Records. Agenda and minutes of meetings, recommendations to the Secretary, items for Annual Report to Congress and other recorded actions documenting activities. Also included are correspondence on engagements, invitations, reports and related materials on committees, organizations, boards, panels, membership lists, directories and speeches.

PERMANENT

Cutoff closed files annually  
Hold three years in office, transfer to FRC  
Transfer to NARA when ten years old  
(e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 5' per year  
Volume on hand = 40 feet

3. Congressional Hearings

Speeches and testimonies before Congressional committees.

Cutoff closed files annually  
Hold three years in office, transfer to FRC  
FRC destroy when ten years old.

4. Budget Formulation and Execution Subject Files

Deals with all phases of the Bureau of International Labor Affairs' budget activities, guidelines for, and preparation of budget requests originating in each program office; review and revision of these requests, preparation and presentation of the detailed budget request to the Department, Congress and hearings before congressional appropriation committees, copies and analyses of proposed appropriation bills and amendments and apportionment of the bureau's appropriated funds by the Bureau of the Budget, and the administration of the approved budget.

Includes papers created in the formulation submission, justification and resubmission of the budget. Consists of such documents as narrative justifications, workload statistics, allowance and guidelines letters.

Cutoff closed files at end of each fiscal year  
Hold three years in office, transfer to FRC  
Destroy when 5 years old

## II. OFFICE OF FOREIGN RELATIONS

The Office of Foreign Relations (OFR) develops, promotes and implements the Department of Labor (DOL) programs financed by foreign countries which are in support of the United States foreign or domestic objectives and to fulfill DOL responsibilities for overseas informational and technical assistance activities. To facilitate the reporting of information concerning labor in foreign countries and to analyze, disseminate, and utilize this information in the development and implementation of U.S. foreign policy and in support of DOL domestic programs.

### 5. International Visitors' Program Group Subject Files

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

Do not send to FRC  
Destroy when obsolete or no longer needed for administrative purposes.

### 6. Technical Cooperation Group Subject Files

These files contain materials relating to the Department of Labor technical and advisory services to foreign governments; plans activities concerned with contacts, negotiations, and programs with officials of foreign governments with a view of providing technical assistance and advisory services, programs to officials of the U.S. and foreign governments, recurring participants; technical training and professional development of foreign nationals at training institutions in the U.S. and in the host country.

Cutoff closed files annually  
Transfer to FRC when five years old  
FRC destroy when ten years old.

7. Votrakon Group Project Files

a. Program Records. These files contain material relating to Department of Labor and Saudi Arabian studies and initial agreements; historical program files, end-of-tour reports; annual reports, publications, and financial analyses.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
Transfer to NARA when 20 years old in five year blocks (e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 5' per year  
Volume on hand = 59 feet

b. Routine Records. These files contain routine administrative procedures, contractor procedures, training and course materials, evaluation reports, and fax messages.

Review files annually for superceded or obsolete material;  
Transfer to FRC when five years old  
Destroy when ten years old

8. Foreign Labor Affairs Group Subject Files

These files consist of memoranda, briefing papers prepared for the Secretary of Labor and other high level Labor Department officials, analyses, policy and program recommendations, State Department telegrams, CIA documents, biographical data (consisting primarily of materials submitted by CIA and State Department on trade union leaders, government officials and others involved in labor affairs within the region.)

Review files annually for superceded or obsolete material  
Do not send to FRC  
Destroy when five years old

9. Foreign Service Subject Files

These files consist of material prepared by the Department of Labor in connection with the administration of the Unified Foreign Service which include policy and program papers, annual labor reports, post reports, inspection reports, biographical data on labor attaches and labor reporting officers, directories, training materials, and evaluations.

PERMANENT

Cutoff closed files annually

Hold five years in office, transfer to FRC

Transfer to NARA in five year blocks when 20 years old (e.g., 1980-1985 in 2005)

Records filed by subject

Rate of accumulation = 5' per year

Volume on hand = 59 feet

III. THE OFFICE OF INTERNATIONAL ECONOMIC AFFAIRS

The office of International Economic Affairs assists in the development and implementation of U.S. International Economic objectives and the impact on domestic employment and income in the formulation of such policies, to coordinate the Department's development of immigration policy; and to serve as principal advisor and provide staff support to the Deputy Under Secretary for International Affairs and other DOL policy officials in the policy formulation process. In support of these activities, conducts analytic research efforts on the employment and income effects of international trade and investment and current and proposed immigration policies. Facilitates improved lines on communication between DOL and the Labor sector of the economy on international economic matters.

10. Trade Policy Subject Files

These files consist of material related to international trade and other international economic policy matters; policy papers, cables, correspondence, working papers, and reports related to trade negotiations, international organizations (OECD, GATT, UNCTAD) international investment, foreign country economic data

and trade interests, international labor standards, interagency committees (e.g., trade policy staff committee), U.S.-Canada and U.S.-Israel Free Trade Areas, and the Generalized System of Preferences.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
FRC transfer to NARA in five year blocks when 20 years old  
(e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 2' per year  
Volume on hand = 34 feet

11. Economic Research Project Files

a. Program Records. These files contain: contract research reports; in-house studies and discussion papers.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
Transfer to NARA in five year blocks when 20 years old  
(e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 1'6" per year  
Volume on hand = 25 feet

b. Routine Records. These files contain routine administrative records and contractor products.

Review files annually  
Send to FRC when 5 years old  
Destroy after 10 years old

12. Commodities Division Subject Files

These files consist of documents, and position papers concerning the impact on U.S. labor of U.S. policy regarding import sensitive products such as textile, steel, footwear, semi-conductors, leather wearing apparel, motorcycles, autos, cookware, sugar, coffee, etc.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
Transfer to NARA in five years blocks when 20 years old  
(e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 1' per year  
Volume on hand = 8 feet

13. Advisory Committee Subject Files

These files include all official transcripts of the Labor Advisory Committee meetings and organized labor views on trade negotiations and trade policy issues. Records are also kept on union advice and tariff submissions such as, Amalgamated Clothing Workers of America, Textile Workers Union of America, United Brothers of Carpenters and Joiners, American Flint Glass Workers Union, United Glass and Ceramic Workers, etc.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
Transfer to NARA in five year blocks when 20 years old  
(e.g., 1980-1985 in 2005)  
Records filed by subject  
Rate of accumulation = 2' per year  
Volume on hand = 9 feet

14. Immigration Policy Group Files

A. General Correspondence and Subject Files

These files consist of a broad range of research materials, studies, legislation, testimony, cables and other official documents which must be accessible on a daily basis.

Review files annually  
Do not transfer to FRC  
Destroy superceded or obsolete material when no longer needed

- B. Organizational Files. These files consist of organizational charts, organization studies and papers regarding transfer.

PERMANENT

Cutoff closed files at end of fiscal year  
Hold four years in office, transfer to FRC  
Transfer to NARA when 8 years old  
Records filed chronologically by fiscal year  
Rate of accumulation = 1/4' per year  
Volume on hand = 1 foot

IV. OFFICE OF INTERNATIONAL ORGANIZATIONS (OIO)

The Office of International Organizations fulfills the Department of Labor responsibilities for participation in international organizations. Develops policy recommendations, provides liaison with other agencies and private sector organizations, and conducts research, programming, representational, and staff support relating to U.S. Government participation in the International Labor Organization (ILO), other agencies, and the Organization for Economic Cooperation and Development (OECD).

15. OIO Subject Files. These files contain materials related to the standard activities of the International Labor Organization, and in particular freedom of association cases filed with the ILO against the USG. Also, the files consist of cables, newspaper clippings and background papers, on labor and trade union rights in Eastern European, middle Eastern countries, Latin American, Asian and African countries, other related information not country specific, related to labor and human rights initiatives at DOL and Department of State, and other general material related to the activities of the OECD's Manpower and Social Affairs Committee and its subsidiary bodies, employment and training issues in OECD countries. The ILO Industrial Committee meetings which are held two to three times a year such as Coal Mines Committee and Building Committee. The ILO Governing Body. The annual ILO Conference folders broken down by agenda items. U.S. Delegation and conference material.

PERMANENT

Cutoff closed files annually  
Hold five years in office, transfer to FRC  
Transfer to NARA when 20 years old  
Records filed by subject  
Rate of accumulation = 5' per year  
Volume on hand = 64 feet.