

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-174-90-1

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

DATE RECEIVED

10/2/89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

OFFICE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

COMMISSION ON WORKFORCE QUALITY

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

VIOLET GRAHAM

523-6331


1/17/90



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 2 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 26 SEP 89	C. SIGNATURE OF AGENCY REPRESENTATIVE  Paul Larson	D. TITLE DOL Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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>RECORDS OF THE COMMISSION ON WORKFORCE QUALITY AND LABOR MARKET EFFICIENCY, 1988-89</p> <p>FINAL REPORT FILE. Record copy of the final report of the Commission, 3 volumes, 1989.</p> <p>DISPOSITION: PERMANENT. Transfer to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1995.</p>		
2.	<p>BASIC COMMISSION DOCUMENTS FILES. Record copies of documents pertaining to the establishment of the Commission, its charter, calendar, notices of meetings, press releases, and staff memos to file.</p> <p>DISPOSITION: PERMANENT. Transfer to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1995.</p>		

Copies sent to agency
ncf nvt 1/23/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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3.	<p>RECORD SET OF REPORTS, HANDOUTS, AND RELATED RECORDS. Record copy of each Commission report, press kit, hearing transcripts, executive staff briefing books, memoranda to commissioners, records of meetings, and similar materials.</p> <p>DISPOSITION: PERMANENT. Transfer to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1995.</p>		
4.	<p>COMMISSIONERS' CORRESPONDENCE FILE. Arranged alphabetically by commissioner. Copies of routine outgoing correspondence with Commissioners.</p> <p>DISPOSITION. Transfer to the Washington National Records Center upon termination of the Commission. DESTROY in 1992 1996 <i>JPK MUM</i> 12/13/89</p>		
5.	<p>GENERAL CORRESPONDENCE FILE. Arranged alphabetically. Copies of routine outgoing correspondence with other Federal agencies and members of the public. Consists of transmittal letters, requests for information, and similar types of correspondence.</p> <p>DISPOSITION. Transfer to the Washington National Records Center upon termination of the Commission. DESTROY in 1992 1996 <i>JPK MUM</i> 12/13/89</p>		
6.	<p>SEMINAR AND CONFERENCE FILE. Arranged chronologically by conference. Administrative and facilitative records relating to staff attendance at conferences and seminars to publicize the work of the Commission.</p> <p>DISPOSITION. Transfer to the Washington National Records Center upon termination of the Commission. DESTROY in 1992 1996 <i>JPK MUM</i> 12/13/89</p>		
7.	<p>PUBLICATION PROJECT FILES. Arranged by report and thereunder chronologically. Consists of proposals, drafts, comments, correspondence, and related records leading to the final production of Commission reports and other publications.</p> <p>DISPOSITION. Transfer to the Washington National Records Center upon termination of the Commission. DESTROY in 1992 1996 <i>JPK MUM</i> 12/13/89</p>		

12/13/89