

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-174-93-2	DATE RECEIVED 3-26-93
1. FROM (Agency or establishment) Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Assistant Secretary for Admin. and Mgmt.		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of IRM Policy			
4. NAME OF PERSON WITH WHOM TO CONFER Kenneth A. Mills	5. TELEPHONE 523-5095	DATE 10-14-93	ARCHIVIST OF THE UNITED STATES <i>Audrey H. ...</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 7-10-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth A. Mills</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule consists of Departmental Directives System Files.</p> <ul style="list-style-type: none"> <li>a. Department of Labor Manual Series (DLMS)</li> <li>b. Secretary's Orders</li> <li>c. Temporary Directives and Information Notices</li> <li>d. Handbooks</li> </ul>		

## 1. DEPARTMENT OF LABOR DIRECTIVES SYSTEM (DDS) FILES

### A. Department of Labor Manual Series (DLMS)

DOL manuals that provide procedural, instructional, and policy material of continuing use in department-wide administration and management. This series includes copies of the predecessor systems called Manual of Administration dated 1962-1975, and Administrative Instructions dated 1972-1974.

1. Manual of Administration, 1962-1975  
Volume on hand: less than 1 cubic foot  
Arrangement: subject
2. Administrative Instructions, 1972-1974  
Volume on hand: less than 1 cubic foot  
Arrangement: numerical
3. DLMS, 1975 - present  
Volume on hand: 1 cubic foot  
Annual Accumulation: less than 1 cubic foot  
Arrangement: subject

**Disposition: Permanent.** Transfer one copy of each manual and updates to the National Archives in 1996. Thereafter, transfer records set of additional issuances every 5 years.

### B. Secretary's Orders

Secretary's Orders issue policies and decisions of the Department in compliance with Executive Orders, and Presidential and Congressional mandates.

1. General Orders, 1945-1961  
Volume on hand: less than 1 cubic foot  
Arrangement: chronological
2. Secretary's Instructions, 1945-1960  
Volume on hand: less than 1 cubic foot  
Arrangement: chronological
3. Secretary's Orders, 1962 to present  
Volume on hand: less than 1 cubic foot  
Annual Accumulation: less than 1 cubic foot  
Arrangement: chronological

**Disposition: Permanent.** Transfer records dated 1945-1995 to the National Archives in 1996. Thereafter, transfer in 10 year blocks. (Example 1996-2006 transfer in 2007.)

### **C. Temporary Directives, Secretary's Notices, and Information Notices**

1. Temporary Directives and Secretary's Notices. Interim issuances supplementing DLMS, with a six month (occasionally 18 months) expiration date, and may serve to delegate responsibilities and establish policy and procedures.

Volume on Hand: less than 1 cubic foot  
Annual Accumulation: less than 1 cubic foot  
Arrangement: numerical

Disposition: **Permanent.** Transfer records dated 1975-1995 to the National Archives in 1996. Thereafter, transfer in 10 year blocks.

2. Information Notices. One-time or short-term issuances to convey administrative information, or call attention to existing policy or procedures.

Disposition: Destroy when superseded or obsolete. (GRS 16/1a)

### **D. Handbooks**

Department-wide administrative procedures handbooks and guides.

Volume on hand: less than one cubic foot  
Arrangement: subject/numerical

Disposition: **Permanent.** Transfer one copy of each handbook to the National Archives in 1996. Thereafter, transfer one copy of each new handbook in 10 year blocks.

### **E. DDS Drafts, Working Files and Concurrence Forms**

Consists of working drafts of manuals, Secretary's Orders, Temporary Directives, Secretary's and Information Notices, handbooks, agency comments, concurrence forms, and related working papers.

Disposition: Destroy when issuance superseded or when no longer needed.

### **F. Subject Index**

Disposition: **Permanent.** Transfer a copy of the current subject index with each permanent series listed above.