

- REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) DEPARTMENT OF LABOR	
2. MAJOR SUBDIVISION OFFICE OF THE SECRETARY & DEPUTY SECRETARY	
3. MINOR SUBDIVISION EXECUTIVE SECRETARIAT/OFFICE OF THE IMMEDIATE SECRETARY	
4. NAME OF PERSON WITH WHOM TO CONFER Ruth Morgenstern/Cheryl Robinson	5. TELEPHONE 219-6019 219-9161

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-174-93-3

DATE RECEIVED
3-25-93

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *4-21-94* ARCHIVIST OF THE UNITED STATES
Andy Hurdkamp

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 <i>3-17-93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>DOL Departmental Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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 records schedule supersedes all other records schedules of the Secretary & Deputy Secretary, and is to be used in conjunction with the departmental administrative records schedules, and the General Records Schedules (GRS).</p> <p><i>See attached.</i></p>		

Copies to NCF, NN-W, NNT and NIA @ 4/26/94

withdrawn

~~1. INTERNAL MEMORANDUMS.~~

~~Arranged alphabetically by Department of Labor component agency. Contains documents prepared by the individual Department of Labor component agencies.~~

~~Annual accumulation: 5 Cubic Foot (varies by Secretary).~~

~~PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center 1 year after cut off. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

~~2. IDENTICAL/SIMILAR DOCUMENTS.~~

withdrawn

~~Arranged alphabetically. Consists of documents by that component that are identical or similar in content and sent to multiple addresses.~~

~~Annual accumulation: 3 Cubic Feet (varies by Secretary).~~

~~PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center 1 year after cut off. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

~~3. GENERAL CORRESPONDENCE.~~

withdrawn

~~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 also include the TRACKING SYSTEM INDEX which is arranged alphabetically by subject.~~

~~Annual accumulation: 100 Cubic Feet~~

~~PERMANENT. Cut off every three months. Transfer to Washington National Records Center when 1 year old. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

4. NEWS RELEASES (Electronic or hard copy)

Information copy for reference purposes. The Office of Information and Public Affairs maintains the record set.

TEMPORARY: Destroy paper copy and delete electronic version when no longer needed.

5. BRIEFING MATERIALS, ^{Lynn Martin} 1991-Jan. 1993.

Arranged chronologically and/or alphabetically. Consists of all materials relating to the Secretary's or Deputy Secretary's meetings. These records include agendas, comments, and notes.

Annual Accumulation: 5 Cubic Feet (~~varies by Secretary~~)

PERMANENT: Transfer to Washington Federal Records Center 1 year after completion of term. Offer to National Archives ~~when twelve~~
~~(12) years old.~~ in 1996.

~~6. TRAVEL SCHEDULES~~

withdrawn

~~Arranged chronologically and/or alphabetically. Consists of daily activities, calendars, and trip schedule materials related to speaking engagements, meetings etc.~~

~~Annual Accumulation: 5 Cubic Feet (varies by Secretary)~~

~~PERMANENT: Transfer to Washington Federal Records Center 1 year after completion of term. Offer to National Archives when twelve (12) years old.~~

~~7. SPEECH/TESTIMONY FILES~~

withdrawn

~~Arranged chronologically and/or alphabetically. Consists of invitations, and speeches/testimonies and other related materials.~~

~~TEMPORARY: Destroy copy when no longer needed~~

8. MISCELLANEOUS SUBJECT FILES, 1991 - Jan. 1993.

Extra copies of correspondence, agency semiannual briefing files, correspondence routing slips, and other miscellaneous records.

DISPOSITION: Destroy upon approval of this schedule.