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

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 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,
   X is not required;   □ is attached; or □ has been requested.

   DATE 3-19-93
   SIGNATURE OF AGENCY REPRESENTATIVE

   TITLE DoL
   Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   - 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).
   - See attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

   □

   NSN 7540-00-834-4084
   PREVIOUS EDITION NOT USABLE

   STANDARD FORM 115 (REV. 3-91)
   Prescribed by NARA
   36 CFR 1228
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.

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.

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.

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.

6. **TRAVEL SCHEDULES**

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**

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

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

---


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

**DISPOSITION:** Destroy upon approval of this schedule.