

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
Department of Labor

2. MAJOR SUBDIVISION  
Assistant Secretary for Policy

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Linda Smith

5. TELEPHONE  
219-6081

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-174-94-1

DATE RECEIVED  
11-4-93

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11-8-94  
ARCHIVIST OF THE UNITED STATES  
*Cecilia Huelskamp Petersen*

### 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 1 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 10-22-93  
SIGNATURE OF AGENCY REPRESENTATIVE *Chief As Pikes*  
TITLE DOL  
DEPT. Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(See attached )		

Copies sent to Agency, NIA, NSX, NINT, NARA, NCF @ 11/10/94

1. REGULATORY TRACKING SYSTEM (NEW)

a. Regulatory Tracking System Database

This system tracks the regulation process for DOL. It maintains information on the date the regulation was received, the title, the office responsible for the regulation, and other pertinent information. The database is updated daily as the regulations are processed. This system can function as a finding aid to regulations generated by DOL.

Disposition: Temporary. Delete information when obsolete or when no longer needed for reference purposes, whichever is sooner.

2. SECRETARIAL GOALS AND OBJECTIVES (NEW)

a. Secretarial Goals and Objectives Database

The Secretarial Goals and Objectives process serves as a management tool for measuring of performance and the monitoring or progress of major DOL initiatives on a monthly basis. This system tracks the brief reports and projects assigned by the Secretary. It maintains information on specific projects and reports, i.e., due dates for various activities and explanation of due date changes.

Inclusive dates: 1988-1992

Restriction: No

Volume: 1 magnetic tape

Growth: 1 magnetic tape per fiscal year

Media: Magnetic Tape

Disposition: Permanent. Transfer copy of 1988-1992 data immediately to the National Archives.

b. **Secretarial Goals and Objectives Documentation**

**System specifications, file specifications, and record layouts relating to the files.**

**Disposition: Permanent. Transfer copy of documentation with datasets. Transfer updates and changes with any subsequent transfer of the datasets.**