

# 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/Immediate Office of Secy.

4. NAME OF PERSON WITH WHOM TO CONFER

Sarah Strange

5. TELEPHONE

219-6019

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

NI-174-94-3

DATE RECEIVED

6-29-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

JUN 22 1994

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

## 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

3/11/94

SIGNATURE OF AGENCY REPRESENTATIVE

*T. Michael Kerr*  
*Cheryl Robinson*

T. Michael Kerr  
Cheryl Robinson

TITLE

Executive Secretary  
DOL Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

*Copies sent to agency NCF NNT, NIA 1/13/95*

## 1. GENERAL (CONTROLLED) CORRESPONDENCE

Consists of all incoming correspondence to the Secretary's Office and outgoing correspondence signed by or on behalf of the Secretary of Labor or the Deputy Secretary of Labor. Arranged alphabetically. Volume on hand approximately 20 cubic feet. Annual accumulation approximately 60 cubic feet (varies by Secretary). Supersedes N1-174-87-1, Item 7.

PERMANENT. Cutoff every three months. retire to WNRC when 1 year old. Transfer records to the National Archives ~~in~~ four years ~~blocks when twelve (12) years~~ old. *When*

## 2. IDENTICAL/SIMILAR DOCUMENTS

Consists of documents by that component that are identical or similar in content and sent to multiple addresses. Arranged alphabetically. Annual accumulation: 3 cubic feet (varies by Secretary). Supersedes N1-174-87-1, Item 6.

PERMANENT. Cutoff at the end of calendar year. Retire to WNRC 1 year after cutoff. Transfer to the National Archives ~~in~~ four years ~~blocks when twelve (12) years~~ old. *When*

## 3. INTERNAL MEMORANDUMS

Consists of agency internal memos and related documentation from DOL component agencies to the Secretary of Labor, Deputy Secretary, or executive staff. This series includes, but is not limited to, action requests, action and information memorandum. Arranged alphabetically. Annual accumulation 5 cubic feet (varies by Secretary). Supersedes N1-174-87-1, Item 5.

PERMANENT. Cutoff at the end of calendar year. Retire to WNRC 1 year after cutoff. Transfer to the National Archives ~~in~~ four years ~~blocks when twelve (12) years~~ old. *When*

## 4. INVITATIONS AND MEETING REQUESTS FILES (FORMAT II-B)

Consists of routine invitations addressed to the Secretary or Deputy Secretary to attend, participate, and/or speak at meetings, conferences, seminars, social gathering, and similar events. Also includes action memos requesting a meeting(s) with the Secretary, Deputy Secretary, or Chief of Staff involving persons outside the Department.

TEMPORARY. Destroy when three years old or when no longer needed for agency purposes. *These records cannot be retired to WNRC.*

**5. 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.

~~6. TRIP FILES~~

*Withdrawn*  
~~Travel itineraries and other documentation related to trips by key officials excluding travel vouchers and travel orders.~~

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