

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Office of the Secretary of Labor

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Robinson
Sharon Ratcliff

5. TELEPHONE

202-219-9161

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

N1-174-95-1

DATE RECEIVED

3-16-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-26-95

ARCHIVIST OF THE UNITED STATES

Wendy Huskamp Peterson

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

3/15/95

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

Exec Secy

ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Copy of Records 3/15/95 DOL Departmental Records Officer

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

BRIEFING BOOKS

Secretary's copy of daily briefing books assembled on the activities and programs of the Department of Labor. These books consist of daily schedules, agendas, topics of discussion, issue and talking points, biographies, summary and/or position papers, speeches, and other background materials related to the daily activities of the Secretary. Arranged chronologically. Annual accumulation approximately 7 cubic feet. Amount on hand approximately 3 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives immediately upon completion of the Secretary's term.

Copy sent to agency NNT, NIA 5/2/95