

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. Department of Labor	
2. MAJOR SUBDIVISION Historian's Office	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Cheryl Robinson, DOL Records Officer	5. TELEPHONE 202 219-9161

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-174-95-2	
DATE RECEIVED 4-14-95	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-3-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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,

is not required; is attached; or has been requested.

DATE 4/13/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl A. Robinson</i>	TITLE DEPT. RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached.		

1. Secretary of Labor's Correspondence Index: Secretary of Labor's Chief Clerk Files, 1913-1933, and Secretary of Labor's Correspondence Index, 1934-1981.

Consists of approximately 30,000 5x8 card index arranged chronologically. Information listed includes date of correspondence, names of individuals, a brief summary of the subject of correspondence, and file locator information. Approximate volume 8 cubic feet. This series is maintained in the DOL Historian's Office. This is a closed series.

Permanent. Transfer to the National Archives in 2000 or sooner.

2. News Releases/Secretary Releases/Press Releases, 1961-1984

Consists of official Department of Labor informational releases made to the media and general public. Maintained in notebook binders in the Historian's Office.

A. Releases dated January 1961 to December 1984 (gaps in dates may exist). Arranged chronologically. Approximate volume 19 cubic feet.

Permanent. Transfer to the National Archives in 2000 or sooner.

B. Copies of releases dated after 1984. (Records dated 1985 to present are scheduled for permanent retention in the Office of Information and Public Affairs.)

Destroy when no longer needed for reference.

3. Secretary Speeches/Addresses/Testimonies, 1930-~~1981~~ 1992 (with gaps) 10/3/95 *eps*

Consists of the official copy of Secretary speeches, addresses and testimonies. Maintained in notebook binders. Arranged chronologically by date or Secretary's name. Approximate volume 22 cubic feet. Records are maintained in the DOL Historian's Office.

Permanent. Transfer to the National Archives in 2000 or sooner.

4. Department of Labor Agency Administrative Histories

Consists of copies of agency summaries during specific Presidential Administrations (Johnson to Carter), and may include summaries of published agency recommendations, copies of official statements made by high level agency personnel, copies of related Secretary Orders, position papers, pamphlets, news and press releases. Maintained in notebook binders in the DOL Historian's Office. Arranged by agency name. Approximate volume 6 cubic feet. This series covers future volumes if generated.

Agencies covered include:

Labor-Management Standards Administration
Women's Bureau
Bureau of Labor Statistics
Office of Safety and Health Administration
Employment Training Administration
Office of the Solicitor
International Labor Affairs Bureau
Mine Safety and Health Administration
Office of Federal Contract Compliance Programs
Inspector General

Permanent. Transfer to the National Archives in 2000 or sooner.

5. Transcripts. Records consist of transcripts of DOL oral history and special program interviews. Arranged by interviewee name. Approximate volume 1 cubic foot.

Permanent. Transfer to the National Archives in 2000 or sooner.

PHOTOGRAPHS

6. Photographic Prints: Labor History Subjects and Personalities 1910-1970. Approximate volume approximately 4 cubic feet. Arrangement alphabetical by subject.

Permanent. Transfer to the National Archives in 2000 or sooner.

7. Prints: Portraits of Secretaries of Labor and Other Labor Department Officials, 1913-1974. Approximate volume approximately 3 cubic feet. Arrangement by subject.

Permanent. Transfer to the National Archives in 2000 or sooner.

8. Photographs Compiled by the Employment and Training Administration (ETA) and Predecessor for the Publications, Manpower Magazine and Worklife, 1969-1979. Approximate volume 5 cubic feet. Arrangement alphabetically by subject.

Permanent. Transfer to the National Archives in ~~1996~~ 2000 or sooner.

10/3/95 CJS.
NNSP concurs.

9. Color Slides Compiled by the Employment and Training Administration for Presentations and Publications, C. 1970-1980.

Destroy when no longer needed for reference.

10. Miscellaneous Prints Collected by the Office of Information and Public Affairs, c. 1965-1980.

Destroy when no longer needed for reference.

11. Negatives and Contact Sheets: Photographs of Department of Labor Officials, Events, and Activities, 1956-1980.

Destroy when no longer needed for reference.

AUDIO TAPES

12. Oral History Interviews and Other DOL Program Activities. (Includes records captured on reel-to-reel and cassette tapes.)

A. Interviews captured on audio tapes that have not been transcribed. (Includes original or earliest generation of each recording and a dubbing if one exists.)

Permanent. Transfer to the National Archives in 2000 or sooner.

B. Interviews captured on audio tapes that have been transcribed. (INCLUDES ORIGINAL OR EARLIEST GENERATION OF EACH RECORDING AND A DUBBING IF ONE EXISTS).

~~Destroy when no longer needed.~~ PERMANENT. TRANSFER TO NARA IN 2000 OR SOONER ALONG WITH ACCOMPANYING

C. Miscellaneous audio tapes used for working or reference purposes. TRANSCRIPTS

Destroy when no longer needed.

PER TELSON
WITH T. SHADLOW
8/10/95

13. 35mm Motion Picture Film of Secretary of Labor Frances Perkins talking about security and post-depression recovery issues.

Permanent. Transfer to the National Archives upon approval of this schedule.

CJS 9/15/95