

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-174-96-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/05/20201

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 3 was superseded by N1-174-09-003, item 18

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 Office of the Assistant Secretary for Admin. & Mgmt.	
3. MINOR SUBDIVISION Immediate Office	
4. NAME OF PERSON WITH WHOM TO CONFER Linda Hunt-Reid/Cheryl Robinson	5. TELEPHONE (202) 219-9086 (202) 219-9161

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-174-96-4	
DATE RECEIVED 5-29-96	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 5-14-97	ARCHIVIST OF THE UNITED STATES <i>Abel 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 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 5/20/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl Robinson</i>	TITLE DOL Deptl. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Records Schedule for the Immediate Office of the Assistant Secretary for Administration and Management. See Attached		

1. **Correspondence Chron Files**

Consists of office copies of incoming correspondence and outgoing correspondence signed by the Assistant Secretary for Administration and Management. Arranged chronologically by month. Each monthly file contains a subject cross reference list. Amount on hand 2 cubic feet. Annual accumulation approximately 2 cubic feet.

Disposition: Permanent. Cutoff files at end of fiscal year. Retire to WNRC when 3 years old. Transfer to NARA when 10 years old.

2. **Assistant Secretary Briefing Books**

Copies of daily briefing books assembled on the activities and programs of OASAM. These books contain daily schedules, agendas, topics of discussion, issues and talking points, and other background materials relating to the daily activities of the Assistant Secretary. Arranged chronologically by month. Amount on hand 1 cubic foot. Annual accumulation 1 cubic foot.

Disposition: Permanent. Cutoff files at end of fiscal year. Retire to WNRC when 1 year old. Transfer to NARA when 10 years old.

3. **Miscellaneous OASAM Publications Unrelated to Specific DOL Program Activities**

Consists of a variety of miscellaneous pamphlets, notices, and brochures OASAM issues to inform employees about DOL services, employee programs, Government benefits, and other "FYI" information. Examples include newsletters *Spotlight*, *Focus on Benefits*, and *Tips for Supervisors*; pamphlets *Welcome to DOL*, *Benefits and Services at a Glance*, *The DOL Worklife Center*, and *There's No Excuse for Domestic Violence*.

Disposition: Destroy when no longer needed. (These records cannot be retired to an FRC.)