

# 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 Secretary of Labor

3. MINOR SUBDIVISION

Office of Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Adams

5. TELEPHONE

(202) 219-7344

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-174-96-6

DATE RECEIVED

6-27-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

12-4-96

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 7 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

6-12-96

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

TITLE

DOL Deptl. Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Records Schedule for the Office of Public Affairs. See Attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

DEC 10 1996 *not copy to: agency NNF NCF*

## OFFICE OF PUBLIC AFFAIRS' RECORDS SCHEDULE

### 1. News Releases

#### a. National Office Releases

Record copy of DOL produced news releases, 1990 to present. (Pre-1990 news releases are scheduled for permanent retention in the DOL Historian's Office.)

Arrangement : chronological by month.

Annual accumulation : one cubic foot.

Amount on hand : 3 cubic feet.

Disposition: **Permanent**. Cut off file at end of calendar year. Transfer to NARA in five year blocks when earliest copy is five years old. (Example: transfer 1995-1999 releases in 2000)

#### b. Regional Office Releases (including copies of National Office releases).

Arrangement : chronological by month.

Annual accumulation : less than one cubic foot.

Amount on hand : less than one cubic foot.

Disposition: **Permanent**. Cut off file at the end of a calendar year. Transfer to NARA (regional archives) in five year blocks when earliest copy is five years old. (Example: transfer 1995-1999 releases in 2000)

#### c. Working papers (draft copy), notes, camera-ready copy including electronic version of like records (National and Regional Offices).

**Disposition**: Destroy when release has been published, or when no longer needed for reference whichever is sooner.

### 2. OPA Publications

General publications funded and produced by OPA on an ad hoc basis.

Arrangement : chronological.

Annual accumulation : less than one cubic foot.

Amount on hand : less than one cubic foot.

Disposition: **Permanent**. Transfer one copy to the National Archives in 10 year blocks, when 10 years old or when one cubic foot accumulates.

**3. Newspaper and Magazine Clippings**

Disposition: Destroy when two years old or when no longer needed, whichever is sooner. Supersedes N1-174-94-2, item 3.

**4. Copies of the Secretary of Labor's Speeches, Testimonies, Remarks, Transcripts, Correspondence, Telegrams, etc.**

Disposition: Destroy when no longer needed for reference. Supersedes N1-174-94-2, item 7.

**5. Copies of the Secretary of Labor's Briefing Books**

Briefing books contain a variety of information about ongoing projects, programs and activities collected from DOL agencies and news sources and provided to the Secretary of Labor as needed for visits, briefings, etc. Materials are incomplete.

Disposition: Destroy when one year old, or no longer needed for reference, whichever is sooner.

**6. Copies of Secretary Messages and Statements**

Disposition: Destroy when three years old, or when no longer needed, whichever is sooner.

**7. Information Project Files** including information/promotional campaigns and other public affairs projects that address Secretarial or program issues and activities (National and Regional Offices).

Working files such as strategy plans, planning outlines, project meeting notes, memoranda, and other materials relating to projects including electronic versions of similar documents.

Disposition: Destroy one year after completion of the project/event or when no longer needed for reference. Supersedes N1-174-94-2, item 12.

**8. Biographies of Current and Former DOL Officials**

Disposition: Secretaries of Labor biographies will be maintained indefinitely. All others will be destroyed when no longer needed for reference.

**9. Assistant Secretary/Deputy Assistant Secretary Files**

**a. Subject/Reading Files**

Memoranda, incoming and outgoing correspondence, issues and subject matter files.

Disposition: Destroy when two years old.

**b. Daily Schedule of Meetings**

Disposition: Destroy when two years old.

Supersedes N1-174-94-2, item 11.

**10. Field Coordination Files** including letters, memoranda, reports (including Regional Briefing Reports); and, other materials documenting OPA's regional activities.

Disposition: Destroy all other materials when two years old or when no longer needed for agency business.

**11. Control System Files**

United States Department of Labor Form 1-2026 and related working papers.

Disposition: Destroy records when two years old. Supersedes N1-174-94-2, item 10.

## **12. Public Service Announcements (PSA's)**

Video messages by the Secretary of Labor or other high level government officials for broadcast dealing with a variety of DOL program-related issues such as employment programs, benefits, training and DOL initiatives.

Inclusive dates : 1977 to present.  
Arrangement : subject/chronological.  
Amount on hand : approximately eight cubic feet.  
Annual Accumulation : unknown.

**Disposition: Permanent.** Transfer original master (1 inch) or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old.

## **13. Press Video News Releases (VNR's)**

Video production or broadcasting of statements made by high ranking DOL officials addressing DOL issues. May include DOL background footage.

Arrangement : subject/chronological.  
Amount on hand : three cubic feet.  
Annual accumulation : one cubic foot.

**Disposition: Permanent.** Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old.

## **14. Press Conferences and Interviews (video)**

Video productions of DOL press conferences by top level agency officials. May include same day interviews of officials on related subject(s).

Arrangement : subject.  
Amount on hand : three cubic feet.  
Annual accumulation : one cubic foot.

**Disposition: Permanent.** Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old.

## **15. Video Productions of Agency Programs**

a. Program related videos.

**Disposition: Permanent.** Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old.

b. Routine training videos produced for personnel and administrative training programs that do not reflect the mission of the agency. (Includes role-playing sessions, management and supervisory instructions, etc.)

Disposition. Destroy one year after completion of the training program. (GRS 21/17)

Items 12-14: Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, fragmentary, unrelated and non-archival material, may be destroyed during archival processing.

## **16. DOL Photographic Files**

### **a. Official DOL Portraits, 1975 to present.**

Official photographs of high-level officials including the Secretaries of Labor, Deputy Secretaries of Labor, Assistant Secretaries of Labor, and Agency Administrators. Secretaries' photographs date from 1975 to the present. (Portrait files dating from 1913 to 1974 are maintained in the DOL's Historian's Office.) Files include black and white prints, color prints and negatives.

Arrangement : DOL agency, individual's name, date,  
and negative number.

Amount on hand : three cubic feet.

Annual accumulation : less than one cubic foot.

Disposition. Permanent. Transfer captioned print and negative to NARA in five year blocks with 20 years old or sooner.

### **b. DOL Officials at Various Events, 1985 to present**

1. Photographs of high-level DOL officials at important events, and function that document the mission of the agency. Files include black and white prints, color prints and negatives.

Arrangement : DOL agency, date and negative number.

Disposition. Permanent. Transfer captioned print and negative to NARA in five year blocks with 20 years old or sooner.

2. Photographs of DOL personnel at routine functions, award ceremonies, social events, and activities not related to the overall mission of the agency.

Disposition. Destroy when one year old or when no longer needed. (GRS 22/1)

### **c. Negative Files (covers portrait files in item 16a only), 1975 to present**

Official black and white and color negative files of DOL officials.

Arrangement : alphabetically by agency, date and negative number.

Amount on hand : approximately two cubic feet

Annual accumulation : less than one cubic foot.

Disposition: **Permanent**. Cut off files at the end of Fiscal Year 1994. Transfer to the NARA in 2014. Thereafter, transfer to NARA in five year blocks when 20 years old or sooner.

**d. Photographic Index File (covers portrait file in item 16a only), 1975 to present, 3"x5" cards**

Arrangement : alphabetically by individual's name, DOL agency, date, negative number, and summary of event.

Amount on hand : approximately two cubic feet.

Annual accumulation : less than one cubic foot.

Disposition: **Permanent**. Cut off files at the end of Fiscal Year 1994. Transfer to the National Archives in 2014.

Files dated 1995. Thereafter, transfer to NARA in five year blocks when 20 years old or sooner.