

RG:174

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 1 1975	JOB NO NC-174-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
8-28-75 (Date)	<i>James P. O'Heill</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Labor

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION
Office of the Asst. Sec. for Admin. & Mgt.

4. NAME OF PERSON WITH WHOM TO CONFER
Elaine Edmond

5 TEL EXT
137k 36438

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6/26/75 *Alta J. Bell*
Date (Signature of Agency Representative)

Departmental Records Officer
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	SECTION I -- RECORDS COMMON TO MOST OFFICES AGENCIES IN THE DEPARTMENT OF LABOR 1. <u>Office Administrative Files.</u> Records accumulated by individual offices that relate to routine internal administration or house-keeping activities of the office rather than the functions for which the office exists. In general, these papers relate to the office organization, office procedures and communications, day-to-day administration of office personnel, documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies and office equipment requests and receipts, documents regarding the use of office space and utilities, papers concerning participation in employee and community affairs, campaigns, drives, etc. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation. Cut off at close of fiscal year; hold one year and destroy.		<i>exp. 1/24/75</i>
2.	2. <u>Non-Record Material.</u> Non-record material consists of materials which have no documentary or evidential value. This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum.		<i>31 items</i>

Copy to Agency & NCW 9-3-75

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3.	<p>Non-record material is often found mixed with official files, even though this practice is considered poor records management. Retention of non-record material is not required. Much of this material should be destroyed without filing. If non-record material is filed, it should be kept separately from official records.</p> <p>3. <u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel. Cut off at close of fiscal year; hold one year and destroy.</p>		
4.	<p>4. <u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date, or a transitory paper being held for reference that may be destroyed on a given date.</p> <p>a. Notes and other reminders to submit a report or reply or take some action.</p> <p>b. File copies, or an extra copy of an outgoing communication, filed by the date a reply is expected.</p> <p>c. Transitory papers held in suspense pending the completion of a forthcoming action, until a short time duration (usually thirty days) has elapsed.</p> <p>Destroy on date suspended.</p>		
5.	<p>5. <u>Technical Reference Material.</u> Consists of copies of reports, studies, special compilation of data, drawings, periodicals, clippings etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally.</p> <p>Review annually; destroy material of no further reference value.</p>		

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6.	<p>6. <u>Transitory Material</u>. Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than six months. Record keepers can combine the types of temporary material shown below into one transitory file arranged chronologically and destroy after a short period.</p> <p>a. Routine requests for information or publications which require no administrative action, no policy or program decisions, and no special compilations or research for reply.</p> <p>Destroy immediately after reply is made or information is furnished.</p> <p>b. Letters of transmittal that do not add information to that contained in the transmitted material.</p> <p>Destroy upon receipt.</p> <p>c. Quasi-official notices, memoranda and other papers that do not serve as a basis for official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and papers dealing with activities of employee associations or unions.</p> <p>Destroy when purpose has been served.</p>		

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	<u>SECTION II -- GENERAL MANAGEMENT AND PLANNING RECORDS</u>		
7.	<p>1. <u>Coordination and Planning Correspondence Files.</u> These files consist of general correspondence, reports, forms, and other records on such matters as related programs of other coordination between Federal and State Agencies and other governmental bodies. Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. Destroy five years after cutoff.</p>		
8.	<p>2. <u>Controlled Congressional Inquiry Correspondence.</u> Files consist of copies of Congressional correspondence which is channeled through the National Office (N.O.) or Regional Office (R.O.). Cut off at end of fiscal year; hold one year, and destroy (1) PERMANENT. Offer selected sample letter "c" to NARS. (2) Destroy remaining files.</p>		
<i>Dr. Arnie 18 Aug 75</i>	<p>3. <u>Non-Controlled Congressional or Priority Correspondence.</u> Files consist of correspondence between individuals and the N.O. and R.O. about OSEC/OASA programs signed at regional or national level. Cut off at end of fiscal year; hold one year and destroy.</p>		
10.	<p>4. <u>Equal Employment Opportunity Program Correspondence Files.</u> These files are comprised of forms, reports, correspondence relating to the general administration and operation of the EEO Program. Cut off at end of fiscal year; hold two years and retire to the FRC. Destroy five years after cutoff.</p>		
11.	<p>5. <u>Equal Employment Opportunity Complaint Case Files.</u> Documents reflecting complaints of contractor or sponsor personnel concerning equal employment opportunity. Included are complaints, transmittal letters, investigative data and summaries, finding of fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar papers. Cut off at end of fiscal year when final action is completed; hold two years and retire to FRC. Destroy seven years after cutoff.</p>		

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12.	<p>6. <u>Incentive Award Case Files.</u> These records are comprised both of suggestions and honor awards. Suggestion files consist of An Idea For Improvement, DL Form 1-120; enclosures or exhibits if applicable; Suggestion Evaluation, DL Form 1-234; Authorization to Issue An Award Check, DL Form 1-211; rejection notice; and related correspondence. Honor awards consist of Nomination for Performance Award, certifying letters; samples of work or evaluations; position descriptions; other supporting papers; Notice of Approval of Quality Increase, or Authorization to Issue an Award Check, DL Form 1-211.</p> <p>Cut off closed cases at end of fiscal year; hold three years and destroy.</p>		
13.	<p>7. <u>Award Control Files.</u> Documents used in registering and controlling employee suggestions and performance award recommendations. Included are logs, registers, etc.</p> <p>Cut off at end of fiscal year; hold three years and destroy.</p>		
14.	<p>8. <u>Award Report Files.</u> Documents created to provide information on participation, award approvals, savings realized, and other information about the incentive awards program.</p> <p>Cut off at end of fiscal year; hold three years and destroy.</p>		
15.	<p>9. <u>Management by Objectives Files.</u> Background materials, such as analyses, notes, drafts, charts, interim reports, and other similar workpapers generated during the project concerning actions or changes in the manner or method of planning, directing, controlling, or doing work, which results in increased effectiveness, efficiency and economy. Usually found in Management Analysis offices.</p> <p>Cut off completed projects at end of the fiscal year; hold three years and destroy.</p>		

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16.	<p><u>SECTION III -- GENERAL ADMINISTRATION AND MANAGEMENT RECORDS</u></p> <p>1. <u>Administration and Management Program Correspondence Files.</u> These files consist of correspondence, reports, forms, and other records created in administering various programs usually found in Administration and Management Services Offices, such as Fiscal Management, ADP, Contract Administration, Property, Training, Personnel, Management Analysis, Management Information Systems and Reporting. These are files related to A&MS programs, and should not be confused with Office Administrative files.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. Destroy five years after cutoff.</p>		
17.	<p>2. <u>Financial Management Program Correspondence Files.</u> General correspondence, reports, forms and other papers created by the R.O., and N.O. which relate to the basic responsibilities, operations, and administration of financial management activities. These activities include such areas as fiscal management and budget. The files are similar to the types of records contained in Item I above; however, they are usually maintained separately.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p>		
18.	<p>3. <u>Request for Approval of Expenditures for Rental of Office Space.</u> These files contain offers to lease space to correspondence between N.O. , R.O. and lessor. Also included are maps, floor plans, Requests for Approval of Expenditures for Repairs and Alterations and related papers. Basically, this is a typical lease file except that it does not contain the lease itself. These expenditures are approved by the ASAM.</p> <p>Cut off when agency moves from the building; hold two years and retire to FRC. Destroy after four additional years.</p>		

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19.	<p>4. <u>Financial Management Special Project Files.</u> These files relate to special projects to implement various types of financial management systems. They include such items as organization charts, Gantt charts, progress reports, worksheets, correspondence and other papers related to the specific project. An example of a project would be Implementation of Cost Accounting.</p> <p>Cut off at end of fiscal year in which project completed; hold three years and destroy.</p>		
20.	<p>5. <u>Position Description Files.</u> Documents describing duties, responsibilities, and supervisory relationships of each position in the R.O., Optional Form 8. Maintained in Administration and Management Services offices, these are extra copies of official files maintained in R.O., and N.O.</p> <p>Destroy upon supersession or abolishment of the position.</p>		
21.	<p>6. <u>Administrative Copy Personnel Documents.</u> These items are maintained in Administration and Management Services offices and are copies of official file documents maintained in the RAO, and/or N.O. Items included are SF-50, Personnel Action; SF-52, Request for Personnel Action; SF-7, Service Record Cards; Performance Evaluation; "Skeleton" Personnel Folders; and other documents maintained by the RAO.</p> <p>Cut off at end of the fiscal year, hold one year and destroy.</p>		
22.	<p>7. <u>Requisition Files.</u> These records consist of Requisitions for Equipment and Supplies, DL Form 1-1; Requisition for Printing, GSA Form 50; and other requisitions for non-personal services. These are copies of the forms sent to the RAO, and N.O.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		

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23.	<p>8. <u>Administrative Copies of Travel and Transportation Documents.</u> These files are accumulated in Administration and Management Services offices and include extra copies of travel and transportation documents of these originals. Included are copies of Travel Authorizations, Travel Vouchers, Travel Requisitions, Requests for Advance of Funds, and other documents related to official travel including permanent change of station documents. Copies are used for funds control purposes.</p> <p>Cut off at end of the fiscal year; hold one year and destroy.</p>		
24.	<p>9. <u>Training General Administrative Files.</u> Documents relating to the general administration of employee training programs, such as announcements and schedules of training courses and seminars, inventories of available training resources, requests for information on training activities and similar papers.</p> <p>Cut off at end of the fiscal year; hold two years and destroy.</p>		
25.	<p>10. <u>Training Report Files.</u> Documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports, special training reports; listings and reports of employees trained; study reports, and coordinating actions.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center if volume warrants. Destroy five years after cutoff.</p>		
26.	<p>11. <u>Training Record Files.</u> Training achievement records and cards showing history of individual employees. Arranged alphabetically by employee name.</p> <p>Destroy individual record upon separation or retirement of employee.</p>		

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27.	<p>12. <u>Individual Trainee Files</u>. Case files containing applications, schedules, certificates, reports of progress and attendance, and related data concerning individual employee participating in the college trainee or other formal technical or clerical training program under a training agreement.</p> <p>Cut off at the end of fiscal year following completion of training; hold five years and destroy.</p>		