

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Labor

2. MAJOR SUBDIVISION
Bureau of International Labor Affairs

3. MINOR SUBDIVISION
Office of Management Administration and Planning

4. NAME OF PERSON WITH WHOM TO CONFER
Bora E. Carrington
Bora E. Carrington

5. TEL EXT
523-6136

LEAVE BLANK
JOB NO NCI-174-82-1
DATE RECEIVED October 23, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 Withdrawn by letter of February 15, 1985, from NARS to Department of Labor. (NIRC), 2-28-85. Date Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7-31-81	<i>Clare Jackson</i>	<i>Departmental Records Officer</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
------------	---	---------------------	------------------

BUREAU OF INTERNATIONAL LABOR AFFAIRS

The Bureau of International Labor Affairs was established in 1947 (formerly the Office of International Labor Affairs --U.S. Government Manual 1948, pg. 318) to direct and coordinate the international activities as they affect the responsibility for discharging the Department's functions in the international labor field and with mobilizing, directing and coordinating all other international activities in the Department; conducts an analytic research effort on the employment conditions and income effects of international trade and investment; develops and coordinate Departmental positions regarding foreign economic policy issues to ensure consideration of the U.S. human resource objectives and impact of trade on domestic employment and income levels and to facilitate improved lines of communication between the Department of Labor (DOL) and the labor sector of the economy on matters for which the office is responsible; fulfills the DOL responsibilities for participation in international organizations and in overseas informational and technical assistance activities; develops, promote, and implement the DOL programs financed by foreign countries which are in support of the U.S. foreign or domestic objectives; develops Departmental leadership for all DOL observational, orientation, and training programs for foreign

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 15

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>visitors; implements the adjustments for trade adjustment assistance provisions of the Trade Act of 1974 to assure the effective and efficient delivery of adjustment assistance benefits to qualified workers; facilitates the reporting of information concerning labor in foreign countries and analyze, disseminate and utilize this information in the development and implementation of the U.S. foreign policy and in support of the DOL domestic program.</p> <p>The series listed on this schedule are all programmatic files. Administrative files will be disposed of in accordance with the Department of Labor Common Records Schedules, NC-174-76-1, and in accordance with the General Records Schedules.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>I. <u>OFFICE OF FOREIGN ECONOMIC RESEARCH</u></p> <p>The Office of Foreign Economic Research conducts analytical research on employment conditions and income effects on international trade and investment. Designs a comprehensive and integrated research program aimed specifically at employment and income effects of international trade. Monitors and coordinates the research projects included in the overall program. This effort entails making available and interpreting existing knowledge, strengthening relevant on-going research and facilitating new research.</p> <p><u>Technology Transfer</u></p> <p>These files consist of data collected on foreign investment, interagency exercises to improve data collected on foreign investment, papers on availability data, research on feasibility of improving data.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year.</p> <p>a. Foreign investment operational papers regarding the effect of foreign investment on the U.S. economy, U.S. policy statements, and production of trade.</p> <p>b. Tax policy and foreign investment research on the effect of U.S. tax structure on foreign investment.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>Less Developed Countries</u></p> <p>These files consist of research papers on development needed for Less Developed Countries (LDCs) resulting from oil price increases, debt problems of LDCs, interagency exercises of U.S. policy toward U.S. aid and aid of world institutions for LDCs.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year.</p>		
3.	<p><u>Trade and Employment</u></p> <p>These files consist of working papers on Trade Data, Trade Balance, Japan and China Trade, Mexican Trade, and the impact of MTN on Minority Employees and Sensitive industries. Various drafts and updates of trade and employment exercises. Monthly, quarterly and annual data reports.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year.</p>		
4.	<p><u>Research Studies</u></p> <p>These files consist of reports on official papers for Disincentives, China Studies, Steel Industry, Apparel Industry, Textile Industry, and Competitive Trends. Various drafts of interagency reports on exports. Data on analysis for U.S. steel industry, steel imports and exports; estimates of effects on various protective measures of U.S. production and employment. Research papers and data on factors affecting U.S. competitiveness.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approximately five cu. ft. accumulated per year.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	<p><u>Generalized System of Preference</u></p> <p>These files consist of data on imports, descriptive and analytical studies, and research studies on the program. Data on the operation of the competitive need limitations, numerous interagency and international agency studies of general System Preference and legislative history.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC five years after close of file. Offer to NARS for appraisal and retention five years later. Approximately five cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies.</u> Destroy when superceded or obsolete.</p>		
6.	<p><u>Foreign Assembly Provision</u></p> <p>These files consist of legal provisions, imports by commodity supplying country and analysis of the effects of the provisions of U.S. trade and employment.</p> <p>Break file annually, destroy superceded or obsolete material. Transfer pertinent material to inactive files for five years, then destroy. Approx. five ct. ft. accumulated per year.</p>		
7.	<p><u>Immigration</u></p> <p>These files consist of background material on Mexico and other countries, effects on immigration in various U.S. regions (Florida, New York) on the options. Material on contract labor, labor certification (H2), policy statements and options on guest-workers. History data, demographic data and refugees.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC five years after close of file. Offer to NARS for appraisal and retention five years later. Approximately five cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies.</u> Destroy when superceded or obsolete.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>II. <u>OFFICE OF INTERNATIONAL ECONOMIC POLICY AND PROGRAMS</u></p> <p>The Office of International Economic Policy and Programs is responsible for the development and coordination of Departmental positions regarding foreign economic policy issues to ensure consideration of the U.S. human resources objectives impact of trade, domestic employment, income levels and to facilitate improve lines of communication between the Department of Labor and the labor sector of the economy.</p> <p>8. <u>Commercial Policy</u></p> <p>These files consist of data required for the implementation of Commercial Policy, technical reference material including correspondence, working papers, technical reports, and final reports.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC three years after close of file. Offer to NARS for appraisal and retention five years later. Approximately four cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies.</u> Destroy when current use ceases or three years old, whichever is earlier.</p> <p>9. <u>Textile and Apparel Agreements</u></p> <p>These files contain general working papers and agreements between the U.S. and the affected country. These agreements are for textile apparels, etc.</p> <p>Transfer to FRC three years after close of file. FRC destroy five years later. Approximately four cu. ft. accumulated per year.</p> <p>10. <u>Statistical Data File</u></p> <p>This file consist of copies of in-house generated reports, computations, and statistical summaries compiles from various sources.</p> <p>Review annually. Destroy superceded or obsolete. Approximately four cu. ft. accumulated per year.</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11.	<p><u>Tariff and Trade Affairs</u></p> <p>These files include General Agreements on Tariff and Trade (GATT), Trade Acts, Agriculture Cathedral, GATT meat, grains, and dairy.</p> <p>Transfer to FRC three years after close of file. FRC destroy three years later. Approximately four cu. ft. accumulate per year.</p>		
12.	<p><u>Multilateral Trade</u></p> <p>These files consist of reports of the Congressional Budget Office, East/West Trade, and the General Agreements of Tariff and Trade. Estimates of the Trade and Employment effects of the Tokyo Round of the MTN. CIA material on Foreign Aid and Trade.</p> <p>Transfer to FRC three years after close of file. FRC destroy three years later: Approximately four cu. ft. accumulated per year.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p>III. <u>INTERNATIONAL ORGANIZATION AND TECHNICAL ASSISTANCE</u></p> <p>The Office of International Organization and Technical Assistance conducts research, interagency liaison, and other representational and staff support activities required for the fulfillment of the DOL's responsibilities for activities related to the International Labor Organization (ILO). Develops policy recommendations, supports and coordinates the U.S. Government participation in the Manpower and social Affairs Committee of the Organization for economic Cooperation and Development (OECD). Provides for DOL participation on other aspects of the OECD's work.</p> <p><u>Reports and Documents</u></p> <p>These files consist of Plans and Policy Reports of the International Organization and Technical Assistance area; Delegation studies of U.S. participation; proceedings and press releases of various organizations.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC for three years after close of file. Offer to NARS for appraisal and retention five years later. Approximately three cu. ft. accumulated per year.</p> <p>b. Reference copies. Destroy when current use ceases or three years old, whichever is earlier.</p>		
14.	<p><u>Questionnaires</u></p> <p>These files consist of development of programs concerning industrial relations, employment, training and labor standards.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC for three years after close of file. Offer to Nars for appraisal and retention five years later. Approximately three cu. ft. accumulated per year.</p> <p>b. <u>All other Questionnaires.</u> Review annually, destroy when current use ceases.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
---------------	---	---------------------------	---------------------

15. IV. OFFICE OF INTERNATIONAL VISITORS PROGRAMS

The Office of International Visitors Programs develops Departmental leadership for all the Department of Labor (DOL) observational, orientation, and training programs for foreign visitors. Provides policy guidance and coordination for all of the DOL observational technical training or cultural exchange programs for foreign nationals. Arranges programs for international visitors in the United States under the auspices of the Department of State, the Agency for International Development, the United Nations, the International Labor Organization, foreign governments private foundations, and the American and international trade union organizations.

Plans and Policy

These files consist of photographic assignment, guest list, seating charts, approval memoranda, biographic data of each International Visitor; initiating letters, memoranda and complete Washington Programs information; background material on each Escort Officer/ Team Manger and Intra-government Liaison.

Transfer to FRC two years after close of file. FRC destroy five years later.

Project Files

These files consist of specific correspondence regarding International Visitors, provided by AID while trainee is in the United States.

Return to AID two years after International Visitor has returned to host country.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17.	<p>V. <u>OFFICE OF FOREIGN FINANCED PROGRAMS</u></p> <p>The Office of Foreign Financed Programs develops, promotes, and implements the Department of Labor's (DOL) programs financed by foreign countries which are in support of the U.S. foreign and domestic objectives. Executes the DOL responsibilities under the U.S. and Saudi Arabia Joint Economic Commission approved programs. Implements other bilateral technical cooperation projects that are financed by foreign countries.</p> <p><u>Plans and Policy</u></p> <p>These files contain material relating to Departemnt of Labor technical assistance and advisory services to foreign governments, construction and engineering assistance. Technical training and professional development of foreign nationals at training institutions in the U.S. and in the host country.</p> <p>a. <u>Official Copy.</u> PERMANENT--Transfer to FRC two years after close of file. Offer to NARS for appraisal and retention five years later. Approximately five cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies.</u> Destroy when current use ceases, or five years old, whichever is earlier.</p>		
18.	<p><u>Program Promotions and Developments</u></p> <p>These files consist of plans and activities concerned developing contacts, negotiations, and programs with officials of foreign governments with a view to providing technical assistance and advisory services under foreign government financing.</p> <p>Review annually. Destroy superceded or obsolete material. Approximately five cu. ft. accumulated per year.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
19.	<p><u>Program Reports</u></p> <p>These files consist of reports covering program development and implementation, both recurring and one-time in nature. Statistical data on program activities.</p> <p>Review annually. Destroy superceded or obsolete material. Approximately five cu. ft. accumulated per year.</p>		
20.	<p><u>Technical Assistance and Advisory Services</u></p> <p>These files consist of program information material printed and audiovisual for explaining the programs to officials of the U.S. and foreign governments, other interested parties, recurring participants, study courses, training material visual aids, study lectures outlines, background material on host-country used as training documents. Negotiations and agreements entered into with foreign governments.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC two years after close of file. Offer to NARS for appraisal and retention five years later.</p> <p>b. <u>Reference Copies.</u> Review annually. Destroy when <u>superceded or obsolete</u>, whichever is earlier.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>VI. <u>OFFICE OF FOREIGN LABOR AFFAIRS</u></p> <p>The Office of Foreign Labor Affairs facilitates the reporting of information concerning labor in foreign countries and analyze disseminates, and utilize this information in the development and implementation of the United States foreign policy and in support of the Department of Labor domestic programs; on a geographic basis, accumulates, analyzes, and utilizes information on labor in foreign countries to facilitate the formulation of policy, to provide a factual basis of the development of technical assistance, and to improve the effectiveness of all the DOL international activities and appropriate domestic programs.</p> <p><u>Agency Guides</u></p> <p>Contains briefing papers prepared by State Department for the Congress; country program books prepared by AID and Peace Corps.</p> <p>Review annually. Destroy superceded or obsolete material. Approximately three cu. ft. accumulated per year.</p> <p><u>Area Specialist/Area Operations</u></p> <p>These files consist of working papers of area specialist by region and country.</p> <p>Review annually. Destroy superceded or obsolete material. Approximately three cu. ft. accumulated per year.</p> <p><u>Biographical Data</u></p> <p>These files consist of material on trade union leaders.</p> <p>a. Active files in which no material has been added for ten years, forward to: Bureau of Intelligence and Research.</p> <p>b. Files on separated or deceased foreign national leaders are to be destroyed three years after close of file.</p> <p>Approximately six cu. ft. accumulated per year (a & b).</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
24	<p><u>Labor Attaches and Reporting Officers</u></p> <p>These files consist of effectiveness of officers interpretation and presentation of U.S. foreign policy to trade unions and other working groups. Appraisals of reports, backstopping material, evaluation (annually), staffing plans and weekly labor packet.</p> <p>Reveiw annually. Destroy superceded or obsolete material. Approximately three cu. ft. accumulated per year.</p>		
25	<p><u>Reports and Statistics</u></p> <p>These files consist of comprehensive economic reporting program, inspection corps, reports, memoranda and other working papers.</p> <p>Review annually. Destroy superceded or obsolete material. Approximately three cu. ft. accumulated per year.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
26	<p>VII. <u>ADVISORY COMMITTEES</u></p> <p><u>Office of Administrative Files</u></p> <p>These files consist of correspondence, memoranda, and other documents, pertaining to the operations of various ILAB Committees, including matters for which other offices have primary responsibility.</p> <p>a. General services correspondence, memoranda and subject files relating to arrangements for meetings, supplies and reproduction, distribution services and other clerical and technical support matters.</p> <p style="padding-left: 40px;">Destroy when two years old. (NC174-76-1, Item 1). Approximately five cu. ft. accumulated per year.</p> <p>b. Memorandum copy of travel vouchers, hotel accommodations, and other administrative matters pertaining to housing, travel assistance and payment.</p> <p style="padding-left: 40px;">Destroy when when two years old. (GSR-9-5-a). Approximately three cu. ft. accumulated per year.</p> <p><u>Committee Files</u></p> <p>These files consist of committee correspondence, membership roster, minutes, agenda, reports, policies, procedures, charters, verbatim transcripts, written statements, exhibits, and committee recommendations. This includes membership in the ILO, and other inter and intra-department foreign economic committees and policy staff groups.</p> <p>a. <u>Official Copy</u>. <u>PERMANENT</u>--Review file annually. Offer files to NARS when committee is terminated. Approximately five cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies</u>. Review annually. Destroy obsolete or superceded material.</p>		
27			

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
28	<p><u>Applicants Files</u></p> <p>These files consist of correspondence, biographical data, applications and recommendations for appointments to various ILAB impacted Committees.</p> <p>Destroy when five years old, or after abolishment of committee. Approximately three cu. ft. accumulated per year.</p>		
29	<p><u>Public Hearing Files</u></p> <p>These files include hearings transcripts, announcements, notifications, list of presentations, exhibits and other related comments, written statements pertaining to proposed DOL regulations.</p> <p>a. <u>Official Copy.</u> <u>PERMANENT</u>--Transfer to FRC two years after hearing is completed and if no action is taken or issuance of opinion, offer to NARS for appraisal and retention five years later. Approximately five cu. ft. accumulated per year.</p> <p>b. <u>Reference Copies.</u> Destroy two years after hearing is completed.</p>		