REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of Labor

2. MAJOR SUBDIVISION
   Office of the Solicitor

3. MINOR SUBDIVISION
   Division of Occupational Safety & Health

4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. J.J. LaFranchise

5. TEL. EXT.
   961-3123

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/8/73

J.J. LaFranchise
SOL Administrative Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Records pertaining to various legal aspects of occupational safety and health, consisting of case files, correspondence and related papers.

1. Budget- Work and other backup papers pertaining to annual budget.

   Destroy after 3 years

2. Freedom of Information Act- Correspondence relating to the dissemination of information under the Freedom of Information Act.

   Destroy after 3 years

3. Litigations- Case files pertaining to litigation in the Courts, under the Occupational Safety and Health Act.

   (see page 2 for disposal specifications)

   Permanent


   Destroy after 2 years

8 ITEMS

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>5.</td>
<td>National Institute for Occupational Safety and Health - Criteria material used in developing health standards. Destroy after 2 years</td>
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<td>7.</td>
<td>Reports - Weekly reports pertaining to significant activities of the Division. Destroy after 2 years</td>
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<td>8.</td>
<td>Representation in Civil Litigation - General correspondence with the Office of Management and Budget, and the Department of Justice relating to representation in civil litigation of the Department of Labor. Offer for transfer to National Archives after 20 years old. Permanent</td>
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<td>3.</td>
<td>Litigation Case Files: Transfer to Federal Records Center 5 years after case is closed.</td>
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<td></td>
<td>a. The Office of the Solicitor will designate before transfer to FRC those cases that are deemed to be historically or politically significant, precedent setting, or of national interest. PERMANENT. Offer to National Archives 30 years after case is closed.</td>
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<td>b. All other cases. Temporary. Destroy 30 years after case is closed.</td>
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