

RG-174

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED <b>4/16/74</b>	JOB NO. <b>NN-174-091</b>
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.	
Date <b>5-2-74</b>	Archivist of the United States <i>James B. Rhoads</i>

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 General Legal Services-  
Counsel for International Affairs

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

4-8-74 J. J. Lafranchise  
(Date) (Signature of Agency Representative)

SOL Administrative Officer  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Foreign labor agreements, including correspondence, memoranda, reports and other related papers.  Transfer to Federal Records Center after 5 years.  PERMANENT. Offer to National Archives after 20 years.	NN-466-9 Item 4c	
2.	Correspondence, memoranda, reports, and related papers concerning the Department's activities in the International Labor Organization, and other international organizations.  Transfer to Federal Records Center after 5 years.  PERMANENT. Offer to National Archives after 20 years.	NN-466-9 Item 2d	
3.	Press Releases.  Temporary. Destroy when no longer needed or after 2 years, whichever is earlier.		
4.	Reports of weekly significant activities submitted to the Office of the Solicitor.  Temporary. Destroy after 1 year.		

5 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>Bills-Legislative and Executive Branch. Correspondence, memoranda, reports and related materials on tariff bills and related foreign economic policy.</p> <p>a. Documents accumulated in the preparation and processing of legislation proposed by or in the interest of the Department.</p> <p>PERMANENT. Transfer to Federal Records Center after five years. Offer to National Archives after 20 years.</p> <p>b. All other materials.</p> <p>Temporary. Destroy when no longer needed.</p>	NN-466-9 Item 3	