

REQUEST FOR RECORDS DISPOSITION AUTHORITY	N1-257-04-02
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NW) WASHINGTON, DC 20409	DATE RECEIVED <i>01/02/2004</i>
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1. FROM (Agency or establishment) Department of Labor	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
2. MAJOR SUBDIVISION Bureau of Labor Statistics	
3. MINOR SUBDIVISION OCWC/OCLT/DCDAP	

4. NAME OF PERSON WITH WHOM TO CONFER Mike Cimini	5. TELEPHONE 202-691-6275	DATE <i>4-14-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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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 ___ 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 <i>12/18/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Louise L. Henderson</i> LOUISE L. HENDERSON	TITLE Records Officer, Department of Labor, <i>BLS</i>
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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Record Group 257, Records of the Bureau of Labor Statistics

See attached.

cc Agency DR NWMW NWCT

Collective Bargaining Agreement Files

1. Private Establishment Collective Bargaining Agreement (CBA) Files, 1951-

Serially numbered file of union collective bargaining agreements maintained by the agency for public inspection under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947.

Arrangement: By unique serial number assigned by agency
Volume on hand: 318 cubic feet
Annual accumulation: 11.5 cubic feet

TEMPORARY. Review files periodically. An agreement is considered inactive if it expired more than 5 years ago, or if the organization's bargaining situation no longer exists, i.e., company size falls below 1,000 employees or the company or bargaining association goes out of business. Cut off inactive files at the end of the calendar year and transfer in 5-year blocks to a designated Labor history repository under terms of an approved donation agreement with this agency.

(Supersedes N1-257-94-1, item 1)

2. Public Establishment Collective Bargaining Agreement (CBA) Files, 1957-

Serially numbered file of public union collective bargaining agreements for such employees as policemen, firemen, teachers, maintenance workers, and other state, county, and municipal government employees maintained by the agency for public inspection under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947.

Arrangement: By unique serial number assigned by agency
Volume on hand: 222 cubic feet
Annual accumulation: 2.8 cubic feet

TEMPORARY. Review files periodically. An agreement is considered inactive if it expired more than 5 years ago, or if the organization's bargaining situation no longer exists, i.e., company size falls below 1,000 employees or the company or bargaining association goes out of business. Cut off inactive files at the end of the calendar year and transfer in 5-year blocks to a designated Labor history repository under terms of an approved donation agreement with this agency.

(Supersedes N1-257-94-1, item 3)

3. Confidential Private and Public Establishment Collective Bargaining Agreement (CBA) Files

Serially numbered file of union collective bargaining agreements that require confidentiality maintained by the agency under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947. Section 211(a) of the Act specifically states "that no specific information submitted in confidence shall be disclosed."

Arrangement: By unique serial number assigned by BLS
Volume on hand: Negligible
Annual accumulation: Negligible

TEMPORARY. Review files periodically. A confidential agreement is considered inactive when the parties to the agreement have agreed that it no longer requires confidentiality AND the agreement expired more than 5 years ago. Cut off inactive files at the end of the calendar year and transfer in 5-year blocks to a designated Labor history repository under terms of an approved donation agreement with this agency.

(Supersedes N1-257-94-1, item 2)

4. Listing of Current Private and Public Establishment Collective Bargaining Agreements and CBA History File

Listing of agreements entered in proprietary database. Records are arranged alphabetically in two indexes; private establishment by employer name, and public establishment by employer/location name. A hardcopy printout of the data is kept with the active file and updated monthly. A hardcopy printout of the history file of non-current CBAs is printed out and retired with the inactive CBAs.

a. Hardcopy of database report

TEMPORARY. Destroy previous copies when updated.

b. Electronic copy of database

TEMPORARY. Provide one copy of history file of non-current CBAs on mutually acceptable electronic media to the repository receiving the CBA donation. Delete file when no longer needed for update or revision purposes.

(Supersedes N1-257-86-2, item 132)

5. Requests for Copies of CBAs Received from the Public

Requests for copies of agreements received from the public, usually by telephone or electronic mail. Copies are mailed to requestors by members of the CBA staff. A proprietary database is used to track fulfillment of requests.

a. Electronic requests

TEMPORARY. Delete from e-mail system after request has been entered in the database and reconciled against the agency's accounts receivable office's monthly report.

b. Textual requests

TEMPORARY: Destroy after request has been entered in the database and reconciled against the agency's accounts receivable office's monthly report.

c. Electronic copy of database

TEMPORARY: Delete file when no longer needed.

LISTING OF DISCONTINUED SCHEDULE ITEMS
(Submitted with Job No. N1-257-04-2)

The schedule items listed below are no longer being created and no copies are known to exist – they are no longer valid schedule items.

N1-257-94-1, item 4

Microfiche Copy of Current Private and Public Sector Collective Bargaining Agreement Files.

N1-257-94-1, item 5a

Alphabetical Company Index and Summary Cards to Private Sector Bargaining Agreement Files.

N1-257-94-1, item 5b

Association Index and Summary Cards to Private Sector Bargaining Agreement Files.

N1-257-94-1, item 5c

Industry Area Index and Summary Cards to Private Sector Bargaining Agreement Files.

N1-257-94-1, item 6

Index and Summary Cards to Public Sector Bargaining Agreement Files.

N1-257-94-1, item 7

Union Wage Agreement Files.

N1-257-86-2, item 130

Agreement Coding Input Cards.

N1-257-86-2, item 131

Coding Books for Agreement Provision Studies.

N1-257-86-2, item 133

Agreement Data File Coding-Instruction Book Files.