

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
U.S. DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION  
BUREAU OF LABOR STATISTICS

3. MINOR SUBDIVISION  
OFFICE OF WAGES AND INDUSTRIAL RELATIONS

4. NAME OF PERSON WITH WHOM TO CONFER  
KAREN NUNLEY

5. TELEPHONE  
202 606-6007

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-257-94-1

DATE RECEIVED  
3/29/94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
4-9-94

ARCHIVIST OF THE UNITED STATES  
*Audrey Henshaw Peters*

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 3/23/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen H. Nunley</i>	TITLE <i>Chief, Records Mgmt. &amp; Gen. Svcs</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Collective Bargaining Agreements and Union Wage Agreements.</p> <p>See attached.</p>		

## Collective Bargaining Agreement Files

1. Private Establishments Collective Bargaining Agreement Files. Serially numbered files of union collective bargaining agreements maintained by BLS and catalogued for public inspection under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947. The file presently contains some 1700 agreements covering establishments involving 1000 or more employees. The serially numbered filing captions represent the various private establishments covered by the agreements.

The folders contain printed or other copies of the bargaining agreements, including both the current and superseded agreements, and form letters involved in obtaining the agreements. While the Kardex and folders are legal size, the records are primarily letter size or smaller. When a folder becomes full, a second folder is set up for the agreements involving a particular establishment.

Retention Period. Permanent. Supersedes N1-257-86-2, item 124.

(a) Files in agency space, 1978 to present. Break files at end of fiscal year and retire inactive files to WNRC. Transfer to the National Archives after 1995 in 5 year blocks when 10 years old.

(b) WNRC accessions 257-71A3764, 257-73A0789, 257-74-0027, 257-76-0883, 257-82-0028, 257-82-0086, 257-83-0067, 257-83-0068, and 257-83-0085, 1958-1977 (total 125 cubic feet) transfer to the National Archives in 1996.

2. Confidential Private Establishment Collective Bargaining Agreement Files. Consist of agreement folders numerically arranged by establishment number covering those few establishments which require pledges of Bureau confidentiality in submitting copies of collective bargaining agreements. File is maintained in one legal size file drawer.

Retention Period. Permanent. Transfer inactive files to the National Archives after 1995 in 10 year blocks when 30 years old. Supersedes N1-257-86-2, item 125.

3. Public Sector Collective Bargaining Agreements Files. Consist of letter size rotary files containing serially numbered folders, housing printed or other copies of collective bargaining agreements involving presently 50 or more state, county, or city employees at a particular location. Prior to 1983, the file covered government agreements with unions at locations involving 10 or more employees. These files cover such employees as police, firemen, teachers, maintenance workers and other state, county, or municipal government employees having collective

bargaining agreements. Only the latest two agreements are presently maintained in the files. All agreements are open to the public.

Retention Period. Permanent. Transfer inactive files to the National Archives after 1995 in 5 year blocks when 10 years old. Supersedes N1-257-86-2, item 126.

4. Index and Summary Cards to Private Sector Bargaining Agreement Files (Index relates to items 1 and 2 of this schedule). These indexes have entries from 1945 to date. The following manually maintained 5x8 index and summary cards are maintained for the numerically arranged private sector file of union collective bargaining agreements:

(a) Alphabetical Company Index and Summary Cards. These cards, arranged alphabetically by the name of individual companies involved, serve as the primary name index to the numerical file, covering the majority of the establishments concerned. In addition to showing the serial number(s) assigned to a company's facilities, the cards indicate such data as the agreement numbers, the SIC number and the union number, and provide a running record of the beginning and expiration dates of the union agreements with that company. Separate cards for the organizational subunits of a company are filed behind the main card for a company.

(b) Association Index and Summary Cards. These cards, arranged alphabetically by name of employer associations or industry councils, serve as an index to the basic numerically arranged main file of agreements, for groupings of industry companies or organizations which bargain as a single unit with unions. Beginning and ending date of agreements received are entered onto the cards, and serial numbers of the agreements.

(c) Industry Area Index and Summary Cards. This is the smallest group of alphabetical index and summary cards to the numerically arranged main file of collective bargaining agreements. It covers groups of industry companies or organizations that bargain as a unit with unions, but which are not considered as formal employer associations or councils. It shows the major groups involved and the beginning and ending dates of the agreements and serial numbers of agreements. The file is alphabetically arranged by the name of the union concerned, and if volume warrants, has geographical breakdowns within a union segment of the card file.

Retention Period. Permanent. Transfer to the National Archives with related collective bargaining agreement files. Supersedes N1-257-86-2, item 128abc.

5. Index and Summary Cards to Public Sector Bargaining Agreement Files (Index relates to item 3 of this schedule). A manually maintained index and summary card file arranged alphabetically by state, and by local area thereunder to the numerically arranged main file of union agreements with state, county, and municipal governments. The cards show the name and address of the government unit, the union involved, the serial number of the pertinent agreements, and the beginning and ending dates of the agreements.

Retention Period. Permanent. Transfer to the National Archives with related collective bargaining agreement files. Supersedes N1-257-86-2, item 129.

6. Union Wage Agreement Files, 1962-1965. Records consist of folders containing a printed copy of final union agreements. Some files also contain cover letters.

WNRC accessions: 257-65A0127 (7 cubic feet)  
257-66A1307 (7 cubic feet)  
257-67A2053 (9 cubic feet)

Retention Period. Permanent. Transfer to the National Archives in 1996. Supersedes N1-257-88-4, item 2.