

Request for Records Disposition Authority

Records Schedule Number DAA-0317-2015-0001
Schedule Status Approved

Agency or Establishment Department of Labor
Record Group / Scheduling Group Records of the Labor-Management Services Administration
Records Schedule applies to Major Subdivision
Major Subdivision Employee Benefits Security Administration (EBSA)
Minor Subdivision Office of Technology and Information Services (OTIS)
Schedule Subject Supplement and Change to N1-317-11-1
Internal agency concurrences will be provided Yes

Background Information The purpose of this schedule is to adjust retention requirements to N1-317-11-1, Item 4 (4- Outputs, item b, E-Mail Archive Files) from 7 to 40 years, and to add an item for EFAST Annual Reports Master File Image Files (recordkeeping system) associated with N1-317-11-1, item 6, EFAST2 Administrative, Management and Other Records.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0317-2015-0001

| Sequence Number | |
|-----------------|--|
| 1 | Supplement and Change to N1-317-11-1 |
| 1.1 | 4b. Email Archive File. Disposition Authority Number: DAA-0317-2015-0001-0001 |
| 1.2 | 6d. EFAST Annual Reports Master File Image Files. Disposition Authority Number: DAA-0317-2015-0001-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Supplement and Change to N1-317-11-1 The purpose of this schedule is to adjust retention requirements to N1-317-11-1, Item 4 (4- Outputs, item b, E-Mail Archive Files) from 7 to 40 years, and to add an item for EFAST Annual Reports Master File Image Files (recordkeeping system) associated with N1-317-11-1, item 6, EFAST2 Administrative, Management and Other Records.</p> |
| 1.1 | <p>4b. Email Archive File.</p> <p>Disposition Authority Number DAA-0317-2015-0001-0001</p> <p>The system will send instructions to filers via E-Mail regarding IREG credentials, and filings requiring electronic signatures. The Contact Center personnel will receive and respond to E-Mails from filers. All E-Mails will be electronically archived in the E-Mail Archive File.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-317-11-1, Item 4b E-Mail Archive File.</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Annually on June 30th.</p> <p>Transfer to Inactive Storage Archive in the E-Mail Archive File.</p> <p>Retention Period Destroy 40 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 1.2 | <p>6d. EFAST Annual Reports Master File Image Files.</p> <p>Disposition Authority Number DAA-0317-2015-0001-0002</p> <p>Record keeping copy of Form 5500 Series filings.</p> |

| | |
|--|--|
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| Do any of the records covered by this item exist as structured electronic data? | Yes |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff off annually on June 30th. |
| Retention Period | Destroy 40 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|--|
| 12/08/2014 | Certify | Rachel Vera | U.S. Dept of Labor, Records Management Officer | Office of the Assistant Secretary for Administration and Management - Business Operations Center |
| 04/26/2016 | Submit for Concurrence | Jim Cassedy | Appraiser | National Archives and Records Administration - Records Management Services |
| 04/28/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/29/2016 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 05/02/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |