

N1-317-09-1

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-317-09-1	DATE RECEIVED 6/10/08
1. FROM (Agency or establishment) U.S. DEPARTMENT OF LABOR		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION EMPLOYMENT STANDARDS ADMINISTRATION			
3 MINOR SUBDIVISION OFFICE OF LABOR-MANAGEMENT STANDARDS			
4 NAME OF PERSON WITH WHOM TO CONFER BRADFORD SINKOVIC	5. TELEPHONE 202-693-0256	DATE 10-21-09	ARCHIVIST OF THE UNITED STATES Michael Kemp

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 page(s) are not 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 5-29-2008	SIGNATURE OF AGENCY REPRESENTATIVE KAREN H. NUNLEY <i>Karen Nunley</i>	TITLE DEPARTMENTAL RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Private Sector Collective Bargaining Agreement (CBA) Files, 1951 -	N1-257-04-2, Item 1	
2	Public Sector Collective Bargaining Agreement (CBA) Files, 1957 -	N1-257-04-2, Item 2	
3	Confidential Private and Public Sector Collective Bargaining Agreement (CBA) Files	N1-257-04-2, Item 3	
4	Listing of Current Private and Public Sector Collective Bargaining Agreements and CBA History File	N1-257-04-2, Item 4	
5	Request for Copies of CBA's Received from the Public	N1-257-04-2, Item 5	

**U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Collective Bargaining Agreement Files**

The Office of Labor-Management Standards (OLMS), Employment Standards Administration, of the Department of Labor is responsible for the compilation and public disclosure of collective bargaining agreements under Section 211 of the Labor Management Relations Act, 1947, (LMRA) 29 U.S.C. 181 (a). These duties, previously assigned to the Department's Bureau of Labor Statistics, were transferred to OLMS in May 2007 by Secretary's Order 4-2007.

Under Section 211 of the LMRA, BLS had collected copies of collective bargaining agreements, which were available for inspection by the public. These are private and public sector agreements covering 1,000 or more employees, excluding agreements in the airline and railroad industries. In October 2007, BLS transferred 2,131 collective bargaining agreements to OLMS. Approximately 1,490 agreements are in electronic format and available for review on the OLMS internet public disclosure site at unionreports.gov. An additional 641 agreements in paper format are on file in the OLMS Public Disclosure Room. A limited number of agreements were submitted subject to the statutory provision for confidentiality and are not available for public disclosure. OLMS will continue responsibilities for the collection of collective bargaining agreements in accordance with Section 211 of the LMRA with the goal of making all the non-confidential agreements available for public disclosure through the OLMS internet site.

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

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

Arrangement: By unique serial number assigned by agency

Volume on hand: 318 cubic feet

Annual accumulation: 11.5 cubic feet

Disposition: Temporary. Review files periodically. 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. (An agreement is considered inactive if it expired more than 5 years prior to the cut-off date or if the bargaining situation no longer exists, (i.e., the employer goes out of business without a successor employer or the union is decertified).)

(Supersedes N1-257-04-2, item 1)

2. Public Sector Collective Bargaining Agreement (CBA) files, 1957-

Serially numbered file of public sector 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, 1947.

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

Disposition: Temporary. Review files periodically. 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. (An agreement is considered inactive if it expired more than 5 years prior to the cut-off date, or if the bargaining situation no longer exists, (i.e., the public sector employer ceases to exist or the union is decertified).)

(Supersedes N1-257-04-2, item 2)

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

Serially numbered file of collective bargaining agreements that require confidentiality be maintained by the agency under Section 211 of the Labor Management Relations (Taft-Hartley) Act, 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 OLMS
 Volume on Hand: Negligible
 Annual accumulation: Negligible

Disposition: Temporary. Review files periodically. 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. (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.) Maintain active confidential agreements until no longer of use to DOL and then destroy.

(Supersedes N1-257-04-2, item 3)

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

Listing of agreements on file with the agency. Records are arranged alphabetically in two indexes; private sector by employer name, and public sector by employer/location name. A hardcopy printout of the history file of inactive CBAs is retired with inactive CBAs.

a. Hardcopy of database report. (GRS 20,16)
Disposition: Temporary. Destroy previous copies when updated.

b. Electronic copy of database.

Disposition: Temporary. Provide one copy of the inactive CBAs database on mutually acceptable electronic media to the repository receiving the CBA donation. Delete file when no longer needed for update or revision purposes.

(Supersedes N1-257-04-2, item 4)

5. Requests for Copies of CBAs Received from the Public

The agency maintains requests for copies of agreements received from the public, usually by telephone or electronic mail, and creates, in electronic format, a log to track fulfillment of the requests.

- a. Electronic requests. (GRS 23,10)
Disposition: Temporary. Delete from the e-mail system after the request has been logged for processing.
- b. Textual requests. (GRS 23,10)
Disposition. Temporary. Destroy after the request has been logged for processing.
- c. Electronic format log of requests (GRS 23,8)
Disposition. Temporary. Delete the records when no longer needed for agency purposes.

(Supersedes N1-257-04-2, item 5)