Schedule Number: N1-317-89-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/4/2022

**ACTIVE ITEMS**
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 3

**SUPERSEDED AND OBSOLETE ITEMS**
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 is superseded by N1-317-02-003, Item 2

Item 4a is superseded by N1-317-02-003, Item 6b

Item 4b is superseded by GRS 3.1 item 050 (DAA-GRS-2013-0003-0002)
The Office of Labor-Management Standards (OLMS) provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), Section 7120 of the Civil Service Reform Act of 1978 (CSRA), Section 1017 of the Foreign Service Act (FSA), and Section 1209 of the Postal Reorganization Act (PRA). In performing these functions, reports from labor organizations, union officers and employees, employers and labor relations consultants are examined for compliance with the statutes and regulations. In investigations are conducted of complaints alleging violations of the law or where evidence exists of willful violation. Supervision is provided for rerun elections if union officials held under court order or waiver.
1. Labor Management Report Records—Filed by assigned "Labor Union" number, 1950 to the present.

A. Originals and updates of Labor Union Constitution and Bylaws

Disposition: After the termination of a labor union hold for five years then transfer to a FRC. Dispose of ten years after closeout.

B. All other records including forms LM-1, LM-1A or equivalent; supporting documents which include all correspondence relating to the organization; annual financial reports (forms LM-2, LM-3 and the simplified format); and, trusteeship data (forms LM-6, LM-15/15A and LM-16).


(2) Filings for 1990 and after. National Office copy: Cut off at the end of the calendar year. Transfer to the WNRC 5 years after cut off. Dispose of 10 years after cut off.

(3) Field office copies. Destroy when 5 years old or sooner if no longer needed for reference.

Volume on hand—approximately 2000 cubic feet
Annual accumulation—50 cubic feet

2. International Labor-Management Reports Files—Include records described under item 1 maintained for large international labor organizations.

PERMANENT—Transfer records to the National Archives ten years after the termination of a labor organization or when 30 years old whichever comes first.
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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<td>3.</td>
<td><strong>Union Financial Statistics Bulletins</strong> -- Publications produced at irregular intervals which contain selected financial data of labor organizations filing annual reports under the labor-management reporting and disclosure act. <strong>PERMANENT</strong>--Transfer a copy of the publication to NARA when 20 years old.</td>
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<td>4.</td>
<td><strong>Labor Organization Reporting System (&quot;LORS&quot;)</strong> Master File--(Machine-readable records). The system produces yearly data on reporting labor unions regarding financial expenditures, assets, and liabilities extracted from Labor Management forms from 1975 to the present. <strong>A. Copy of the LORS Data Tape produced yearly</strong> <strong>PERMANENT</strong>--Transfer to NARA a copy of the LORS master file upon the annual production of the data (Tapes from 1975 - 1989 will be transferred in 1990). <strong>B. Documentation of the LORS Master File</strong> <strong>PERMANENT</strong>--Transfer to NARA in conjunction with the LORS Data Tape described above.</td>
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