

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Labor	
2. MAJOR SUBDIVISION Office of Labor-Management Standards	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Bonnye Newkirk	5. TELEPHONE 219-7320

LEAVE BLANK (NARA use only)	
JOB NUMBER NI 317.94.1	
DATE RECEIVED 5.4.93	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 FOR 1/7/95	ARCHIVIST OF THE UNITED STATES <i>James S. Moore</i>

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 5 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 4-28-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Edy A. Ricks</i>	TITLE DOL 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached		

Copies sent to Agency NNT, NNE, ~~NCF~~ NIA @ 1/10/95

1. LABOR ORGANIZATION INFORMATION REPORTS (LMRDA)

Description

(a) Labor Organization Information Report

Form LM-1 and supporting documents including labor organization constitutions and bylaws. Filed by number assigned to the labor organization upon receipt of initial Form LM-1 to create a disclosure file for the labor organization. Amended Forms LM-1 received with labor organization annual financial reports are filed chronologically in each labor organization's disclosure file. Disclosure files are kept in numerical order in a file room.

(b) Report of Current Status: Labor Organization Information Supplement.

Form LM-1A and supporting documents including labor organization constitutions and bylaws. These forms, which amend Form LM-1, are received with labor organization annual financial reports and are filed chronologically in each labor organization's disclosure file.

Disposition

1. Reports of Active Files.

Item 1a: Retain initial Form LM-1 the current section of the labor organization's disclosure file until the organization is terminated.

Item 1b: Retain any amended Form LM-1and/or Form LM-1A in the disclosure file with the latest labor organization financial report to which it is applicable.

Retire any amended Form LM-1 and Form LM-1A to the Washington National Records Center (WNRC) with annual financial reports in accordance with the disposition of reports of active filers as described in Item (2) of this document.

2. Reports of Terminated Labor Organizations.

Retire to WNRC with the latest labor organization annual financial report to which it is applicable in accordance with the disposition of reports of terminated labor organizations as described in item 2(b) of this document.

Supersedes NC1-317-85-1, item 2a

2. LABOR ORGANIZATION ANNUAL FINANCIAL REPORTS, TRUSTEESHIP REPORTS (LMRDA)

Description

(a) Labor Organization Annual Financial Reports.

Forms LM-2, LM-3, LM-4, Simplified Report, or equivalent. Filed chronologically in each labor organization's disclosure file.

(b) Labor Organization Trusteeship Reports.

Form LM-6, LM-15, LM-15A, LM-16, or equivalent. Filed chronologically in each labor organization's disclosure file.

Annual accumulation: 50 cubic feet

Amount on hand: approximately 2000 cubic feet

Disposition

1. Reports of Active Filers

(a) Retire pre 1990 reports to WNRC. (Include in transfer folder any applicable amended Form LM-1 and/or Form LM-1A as described in item 1. Destroy in 1999.

(b) 1990 to the present. Cutoff in five year blocks and hold five years. Retire to WNRC in five year blocks (i.e. 1991-1995). Include in transfer folder any applicable amended Form LM-1 and/or Form LM-1A as described in item 1. Destroy when 10 years old (10 years after cutoff).

2. Reports of Terminated Labor Organizations.

(a) Retire disclosure files for labor organizations terminated prior to 1992 immediately to WNRC. Destroy in 2001.

(b) Hold disclosure files for labor organizations terminated in 1992 and thereafter for one year after receipt of information that the labor organization was terminated, then retire the disclosure file to WNRC (retirement will be on an annual basis). Destroy when files are seven years old.

Supersedes NC1-317-85-1, item 2b

3. LABOR ORGANIZATION REPORTS CORRESPONDENCE FILE

Description

Copies of letters, memoranda, and other records which relate to Forms LM-1, LM-2, LM-3, LM-4, LM-15/15A, LM-16 or equivalent. Covers such subjects as reporting deficiencies and delinquencies, requests for extension or reporting deadlines, reports of financial audits, position papers on the reporting status of organizations, establishment and discontinuance of trusteeships, union constitution provisions, etc. Correspondence is filed chronologically in a separate insert in the labor organization's disclosure file and is not available to the public.

Disposition

Retire related files with items 1 and 2 of this schedule.

Supersedes NC1-317-85-1, item 2c.

4. INVESTIGATIVE CASE FILES

Description

Correspondence, complaints, investigative reports, exhibits, and other materials relating to civil and criminal investigations conducted under the LMRDA and related statutes. Maintained numerically by assigned case number.

Disposition

Cutoff from active files and retain on site three years after case is closed. Retire to FRC three years after case is closed, destroy when 10 years old. (Supersedes NC1-317-85-1, item 1)

5. LABOR ORGANIZATION STATISTICAL PUBLICATIONS

Description

Union Financial Statistics Bulletins produced at irregular intervals which contain selected financial data from labor organization annual financial reports filed under the LMRDA.

Disposition

Permanent. Transfer one copy of each publication to the National Archives in ten year blocks when five years old. Ex. 1980-1989 transfer in 1994. (Supersedes N1-317-89-1, item 3)

6. LABOR ORGANIZATION REPORTING SYSTEM DATABASE RECORDS (LORS)

Description

Labor Organization Reporting System (LORS) master file machine readable records capturing data (financial expenditures, assets, liabilities, etc.) extracted from labor organization reports beginning in 1975.

Inclusive dates: 1975 to present

Restriction: none

Volume: two cubic feet. annual accumulation one data tape.

Media: magnetic tape

(A) Master tape produced annually.

Disposition

1. Tapes dated 1975 to 1993. Permanent. Archive to magnetic tape. Transfer to the National Archives upon approval of this schedule.
2. Tapes dated 1994 to present. Permanent. Transfer directly to the National Archives upon the annual production of the data.

(B) Labor Organization Reporting System Documentation including system specifications, file specifications, and record layouts relating to the files.

Disposition

Permanent. Transfer copy of documentation with data sets. Transfer updates and changes with any subsequent transfer of the data sets.
Supersedes N1-317-89-1, item 4.