

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 N9-317-00-04	DATE RECEIVED MAY 30 2000
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Office of Labor-Management Standards			
4. NAME OF PERSON WITH WHOM TO CONFER Ed Hilz	5. TELEPHONE 202-693-1215	DATE 10-27-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>5</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/21/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>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. Investigations are conducted of complaints alleging violations of the law or where evidence exists of willful violation. Supervision is provided for rerun elections of union officials held under court order or waiver.</p> <p>This schedule pertains to the disposition of e-mail and word processing records in both the field and National office.</p> <p>NOV 30 2000 <i>[Signature]</i> copy to: agency</p>		

# Office of Labor–Management Standards

## **1. Labor Organization Reports Correspondence File**

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 of 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**

Temporary N1-317-94-1, item 3

### **Electronic Copies**

Electronic copy created using e-mail and/or word processing applications. Delete when record keeping copy has been produced or when no longer needed for referencing and updating.

## **2. Investigative Case Files**

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**

Temporary N1-317-94-1, item 4

### **Electronic Copies**

Electronic copy created using e-mail and/or word processing applications. Delete when record keeping copy has been produced or when no longer needed for referencing and updating.

## **3. Labor Organization Special Reports: Related Correspondence**

### **(a) Employer Report**

Form LM-10 or equivalent and **related correspondence**. These forms are filed by number assigned to the employer upon receipt of an initial report and filed chronologically in each employer's disclosure file.

### **(b) Agreement and Activities Report**

Form LM-20 or equivalent and **related correspondence**. These forms are filed by number assigned upon receipt of an initial report and filed chronologically in each disclosure file.

(c) Receipts and Disbursements Report

Form LM-21 or equivalent and **related correspondence** These forms are filed by number assigned upon receipt of initial report and filed chronologically in each disclosure file

(d) Labor Organization Officer and Employee Report

Form LM-30 or equivalent and **related correspondence** These forms are filed by number assigned upon receipt of an initial report and filed chronologically in each disclosure file

(e) Surety Company Annual Report

Form S-1 or equivalent and **related correspondence** These forms are filed by number assigned upon receipt of an initial report and filed chronologically in each disclosure file

**Disposition**

Temporary N1-317-95-1, item 1

**Electronic Copies**

Electronic copy created using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

**4. Case Files of Disputed Claims Under Urban Mass Transportation Act (UMTA) Program and Rail Passenger Service Act (RPSA).**

a Includes claims filed by employee, related correspondence, brief, record of hearing, disposition of claim case, protective agreement, record of UMTA actions and decision

**Disposition**

Temporary NC1-317-84-1, item 4 (a) & (b)

**Electronic Copies**

Electronic copies created using e-mail and/or word processing applications, except final decision, and significant draft(s), which may be useful for policy guidance Delete when decision is issued Significant drafts Delete two years after final decision is issued Final decision Delete when record keeping copy has been incorporated into the "Digest of Employee Protections " All other electronic copies Delete when decision is issued

b "Digest of Employee Protections" – Permanent NC1-317-84-1, item 4 (c)

**Disposition**

### **Electronic Copies**

Electronic copies of drafts of "Digest" created using e-mail and/or word processing applications Delete when final version of "Digest" (or appropriate update thereto) is completed and published  
Final draft Delete when record keeping copy has been produced or when no longer needed for referencing and updating

### **5. Administrative Subject Files**

Correspondence, memoranda, reports, and other records relating to all routine administrative matters, such as office services, personnel, financial matters, travel and procurement

#### **Disposition**

Temporary NC1-317-84-1, item 5

### **Electronic Copies**

Electronic copies of drafts using e-mail and/or word processing applications Delete when final document is issued/accepted Final version created using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

### **6. Program Policy Files**

Correspondence, memoranda, reports, studies, and other records relating to Redwood policy issues, urban mass transportation programs, and employee-management relations administered by the Labor-Management Relations Service and by State and local governments which are not contained in the case files or elsewhere

#### **Disposition**

Temporary NC1-317-84-1, item 6

### **Electronic Copies**

Electronic copies of drafts and related electronic documents created using e-mail and/or word processing applications Delete when electronic final version is approved Final electronic copy created using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

## **7. Legislative and Legal Subject Files**

Correspondence, memoranda, reports, copies of laws, executive orders and proclamations, and other records relating to the development of legislation, Congressional relations, claims and litigation

### **Disposition**

Temporary NC1-317-84-1, item 7

### **Electronic Copies**

Electronic copies of drafts and related electronic documents created using e-mail and/or word processing applications Delete when electronic final version is approved/issued Final electronic copy created using e-mail and/or word processing applications Delete when record keeping copy has been created or when no longer needed for referencing and updating

## **8. Claimant's Correspondence**

Correspondence with members of Congress relating to inquiries made on behalf of individual claimants

### **Disposition**

Temporary NC1-317-84-1, item 8

### **Electronic Copies**

Electronic copies of drafts and related electronic documents created using e-mail and/or word processing applications Delete when electronic final version is approved/issued Final electronic copy created using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

## **9. Urban Mass Transportation Act Case Files (UMTA)**

Includes preliminary applications for agreement, copy of tentative labor agreements, correspondence, case history sheet, application for Federal assistance, and description of project In addition to above, case files include final application for grant, signed agreement and DOL certification

### **Disposition**

a (Certifications other than Landmark certifications) Temporary NC1-317-84-1, item 17 (b)

### **Electronic Copies**

Electronic copies of drafts of the documents and related electronic documents created using e-mail and/or word processing applications Delete when electronic final version is issued Final electronic copy produced using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

## **Disposition**

b (Landmark Certifications) Permanent NC1-317-84-1, item 17 (a)

## **Electronic Copies**

- b* Electronic copies of drafts and related electronic documents created using e-mail and/or word processing applications Delete when electronic final version is issued Final electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for referencing and updating
- a b* Electronic copies of drafts or related electronic documents containing significant discussion/analysis, or which might serve as "boiler plate," or "form" documents created using e-mail and/or word processing applications Delete when not used for a period of one year or when record keeping copy has been produced or when no longer needed for referencing and updating

## **10. Contract Files**

Final documents, essential background data and correspondence regarding contract awards such as requests for contracts, proposed project description, status of contract, and the results of contract

## **Disposition**

a (Materials Other Than Final Report) Temporary NC1-317-84-1, item 18(b)

## **Electronic Copies**

Electronic copies of drafts created using e-mail and/or word processing applications Destroy when final document is issued Final electronic copy created using e-mail and/or word processing applications Delete when record keeping copy has been produced or when no longer needed for referencing and updating

## **Disposition**

b (Final Report) Permanent NC1-317-84-1, item 18(a)

## **Electronic Copies**

Electronic copies of drafts created using e-mail and/or word processing applications Delete when final document is issued Final electronic copy created using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for referencing and updating