

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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| LEAVE BLANK | |
| DATE RECEIVED DEC 9 1974 | JOB NO. |
| DATE APPROVED | NC-317-75-1 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| <i>2/28/75</i> Date | <i>James B. [Signature]</i> Archivist of the United States |

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 U.S. Department of Labor

2. MAJOR SUBDIVISION
 Labor-Management Services Administration

3. MINOR SUBDIVISION
 Office of Federal Labor-Management Relations

4. NAME OF PERSON WITH WHOM TO CONFER
 Leonard I. Nichols.

5. TEL. EXT.
 427-7193

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 6 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12/9/74
(Date)

Alta J. Bell
(Signature of Agency Representative)

Records Officer
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1. | <p style="text-align: center;"><u>LMSA RECORDS SCHEDULE NO. 6</u></p> <p>The Office of Federal Labor-Management Relations, a component of the Labor-Management Services Administration, has the responsibility for carrying out the Assistant Secretary's obligations under Executive Order 11491, dated October 28, 1969, as amended. They include making unit determinations, supervising representation elections, investigating cases involving complaints of unfair labor practices, issuing cease and desist orders for violations of the Executive Order and requiring affirmative actions where appropriate, determining eligibility questions on "National Consultation Rights" under criteria established by the Federal Labor Relations Council, deciding applications regarding grievability and arbitrability matters, and developing regulations needed to administer these functions.</p> <p><u>FIELD OFFICE CASE FILES</u></p> <p>a. <u>Representation Case Files.</u></p> <p>Include Form LMSA 60 or 64 and all documents and material relevant to the investigation and final disposition of a petition, e.g., withdrawal, dismissal, Certification of Representative, Certification of Results, Amendment of Recognition or Certification,</p> | | |

Copy to Field Agency 3/5/75 [Signature]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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| | <p>Clarification of Unit, Certification for Inclusion in Existing Unit, Report and Findings on Eligibility for National Consultation Rights or Decision by the Assistant Secretary.</p> <p><u>Disposition.</u> Destroy 10 years after case is closed. Closed case files are to be held in the office for 3 years. At the end of this period, they are to be transferred to a Federal Records Center, where they will be held for 7 years and then destroyed.</p> <p>b. <u>Unfair Labor Practice Case Files.</u></p> <p>Include Form LMSA 61 or 62 and all documents and materials relevant to the investigation and final disposition of the complaint, e.g., withdrawal, dismissal, Settlement Agreement, Decision and Order by the Assistant Secretary, or Ruling by the Assistant Secretary on request for review.</p> <p><u>Disposition.</u> Destroy 10 years after case is closed. Closed case files are to be held in the office for 3 years. At the end of this period, they are to be transferred to a Federal Records Center, where they will be held for 7 years and then destroyed.</p> <p>c. <u>Grievability and Arbitrability Case Files.</u></p> <p>Include Form LMSA 63 and all material related to the investigation and final disposition of case, e.g., withdrawal, dismissal, Report and Findings on Application of Decision on Grievability and Arbitrability, Decision by the Assistant Secretary, or Decision on Ruling by the Federal Labor Relations Council, or Ruling by the Assistant Secretary on Request for Review.</p> <p><u>Disposition.</u> Destroy 10 years after case is closed. Closed case files are to be held in the office for 3 years. At the end of this period, they are to be transferred to a Federal Records Center, where they will be held for 7 years and then destroyed.</p> <p>d. <u>FLMR Publications.</u></p> <p>All official publication such as Decisions and Reports on Ruling of the A/S, the Digest and Index and</p> | | |

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| 2. | <p>regulations issued by the A/S.</p> <p><u>Disposition.</u> Destroy when superseded or when no longer needed.</p> <p>NATIONAL OFFICE - ASSISTANT SECRETARY FOR LABOR-MANAGEMENT RELATIONS'S FILES</p> <p>a. <u>Decisions and Rulings Files.</u></p> <p>Original signed copies of decisions and rulings issued by the Assistant Secretary relating to hearing and appeal cases.</p> <p><u>Disposition.</u> Permanent. The files are to be held in the office for 14 years. At the end of this period, they are to be offered to the National Archives.</p> <p>b. <u>Representation Case Files.</u></p> <p>Include Hearing Officer's Report; Form LMSA 1120, Report on Investigation of Showing of Interest; Form LMSA 1118, Appearance Sheet, extension granted for filing briefs; briefs; any motions for correction of the records and Hearing Officer's rulings on such motions; one copy each of A/S Decision, summary and service sheet; any document pertaining to an appeal from a decision of A/S to the Federal Labor Relations Council; decision on appeal of Federal Labor Relations Council, if any.</p> <p>Originals of related correspondence should also be included. Stipulation of facts and related documents must be included when case has been transferred to the Assistant Secretary in lieu of hearing.</p> <p><u>Disposition.</u> Closed case files are to be held in the office for 3 years. The following action should then be taken:</p> <p>(1) Permanent. Those cases that result in decisions that interpret basic authority or substantially affect the program, or that have precedential value, national impact, or special significance are to be separated from the others and transferred to the Washington National Records Center, where they will be held for 7 years and then offered to the National Archives.</p> | <p><i>(copy of 1/2 cu. ft. per yr.) *</i></p> <p><i>(copy of 1 1/2 cu. ft. per yr.) *</i></p> | |

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| | <p>(2) Destroy. The remaining cases are to be transferred to the Washington National Records Center, where they will be held for 7 years and then destroyed after the full 10 year retention.</p> <p>c. <u>Unfair Labor Practice, Objections to Election, Challenged Ballots, Standards of Conduct, and Grievability and Arbitrability Case Files.</u></p> <p>Include Administrative Law Judge's Report and Recommendation; exceptions; briefs; one copy of each of A/S Decision, summary, and service sheet; any document pertaining to an appeal from a decision of A/S to the Federal Labor Relations Council; decision on appeal of Federal Labor Relations Council, if any.</p> <p>Originals of related correspondence should also be included. Stipulation of facts and related documents must be included when case has been transferred to the Assistant Secretary in lieu of hearing.</p> <p><u>Disposition.</u> Closed case files are to be held in the office for 3 years. The following action should then be taken:</p> <p>(1) Permanent. Those cases that result in decisions that interpret basic authority or substantially affect the program, or that have precedential value, national impact, or special significance are to be separated from the others and transferred to the Washington National Records Center, where they will be held for 7 years and then offered to the National Archives.</p> <p>(2) Destroy. The remaining cases are to be transferred to the Washington National Records Center, where they will be held for 7 years and then destroyed after the full 10 year retention.</p> <p>d. <u>Requests for Review Case Files.</u></p> <p>Include one copy of each of the following: acknowledgement letter; RA's determination or ruling being appealed; related correspondence; copy of the A/S's letter to the parties; copy of the minutes of the Case Review Committee. Should there be an appeal to the Federal Labor Relations Council, one copy of each</p> | <p><i>(approx. 2 cu. ft. per yr.)</i></p> | |

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| D | <p>of the appeal, briefs, related correspondence and documents and any letters and rulings by the Council will in included.</p> <p><u>Disposition.</u> Closed case files are to be held in the office for 3 years. The following action should then be taken:</p> <p>(1) Permanent. Those cases that result in decisions that interpret basic authority or substantially affect the program, or that have precedential value, national impact, or special significance are to be separated from the others and transferred to the Washington National Records Center, where they will be held for 7 years and then offered to the National Archives.</p> <p>(2) Destroy. The remaining cases are to be transferred to the Washington National Records Center, where they will be held for 7 years and then destroyed after the full 10 year retention.</p> <p>e. <u>Transcripts of Hearings and Exhibits.</u></p> <p>Official printed copies of formal proceedings and various types of documents submitted as evidence.</p> <p><u>Disposition.</u> After the closing of the cases to which they relate, transcripts of hearings and exhibits are to be held in the office for 3 years. The following action should then be taken:</p> <p>(1) Permanent. Those transcripts and exhibits relating to those cases selected for permanent retention under items 2b, 2c, and 3d are to be separated from the others and transferred to the Washington National Records Center, where they will be held for 7 years and then offered to the National Archives.</p> <p>(2) Destroy. The remaining transcripts and exhibits are to be transferred to the Washington National Records Center, where they will be held for 7 years and then after the full 10 year retention destroyed.</p> <p><u>Duplicate Copies.</u> Destroy 3 years after the close of the case to which they relate.</p> | (approx 1 1/2 cu. ft. per yr.) | |
| P | | (approx. 6 cu. ft. per yr.) | |

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| f | <p>f. <u>Legislation and Program Guidance Files.</u></p> <p>The Executive Order and program guidance material as well as related papers relating to the establishment and operation of the Federal Labor-Management Relations program.</p> <p><u>Disposition.</u> Permanent. Hold in office for fifteen years and then offer to the National Archives.</p> | (app. prot. 1/2 cu. ft. per yr.)* | |
| g | <p>g. <u>FLMR Publications.</u></p> <p>All official publications such as Decisions and Reports on Rulings of the A/S, the Digest and Index, and regulations issued by the A/S.</p> <p><u>Disposition.</u></p> <p>(1) Record Copy. Permanent. Offer to the National Archives after 15 years after superseded or when no longer needed. ⁵ *</p> <p>(2) All other. Destroy when superseded or when no longer needed.</p> | (app. prot. 1/2 cu. ft. per yr.)* | |

[# Changes made per Mrs. Reed 2-14-75]