

Rec NCO 21287814

FORMS FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

CLASSIFICATION

JOURNAL

NCI 317 78 2

DATE RECEIVED

SEP 28 1978

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3307a the disposition of records, including any materials approved except for items that may be retained, shall be reported to the agency or other appropriate authority.

OCT 4 1978

James E. O'Neil

1 GENERAL SERVICES ADMINISTRATIVE CENTER
NATIONAL ARCHIVE AND RECORDS SERVICE WASHINGTON, DC 20408

FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Labor

2 MAJOR SUBDIVISION

Labor-Management Services Administration

3 MINOR SUBDIVISION

Office of Labor-Management Standards Enforcement

4 NAME OF PERSON WITH WHOM TO CONTACT

Leonard I. Nichols

5 TELEPHONE EXTENSION

523-8595

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal
- B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
9-21-78	<i>Elaine Edmond</i>	<i>Departmental Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO 10 ACTION TAKEN
	<p align="center"><u>I.M.S.A RECORDS SCHEDULE NO. 10</u></p> <p>The Office of Labor-Management Standards Enforcement, a component of the Labor-Management Services Administration, provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959 and Section 18 of Executive Order 11401. 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 align="center">NN-169-28</p> <p align="right"><i>1 item</i></p>

sent to All FRO's & Agency

1. LMSE - All Regional Offices

a. Field Investigative Case Files

Includes copies of correspondence, complaints, investigative reports and exhibits relating to compliance, financial and other investigations under the LMRDA and Section 18 of E. O. 11491, for which an Area Office in the Region has been assigned investigative responsibility.

Disposition. Remove from active file when case is closed, hold one (1) year, DESTROY. (Note: cases referred for legal action will be cut off when litigation action is completed or when the case is administratively closed.)

All original copies of the above documents will be filed in the primary investigative case file located either in the respective Area Office or in the LMSE National Office.

This Records Schedule No. 10 supersedes Records Schedule No. 4, Job No. NN 169-28, approved September 12, 1968.

dwl
10/2/78