

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

NC 1-317-84-1

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

12-5-84

1 FROM (Agency or establishment)

U.S. Department of Labor

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Bureau of Labor Management and Cooperative Programs

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Ursaline C. Sutson

5 TELEPHONE EXT

523-6471

DATE

1-8-86

ARCHIVIST OF THE UNITED STATES

*James A. Burke*

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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <i>11/27/84</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Elaine F. Jackson</i>	D TITLE <i>Departmental Records Officer</i> Departmental Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
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**BLMCP Records Schedule No. 1**

The Bureau of Labor-Management and Cooperative Programs (BLMCP), a component of the Office of the Secretary provides for the administration and enforcement of the Redwood Employee Protection Program (REPP), 29 Code of Federal Regulations (CFR) 92.50 and Section 103(d) through (i) of Title II of the Redwood Park Expansion Act of 1978. In performing these functions, this office administers applications by individuals for continuing entitlement to REPP health and welfare benefits and the accrual of pension rights and credits.

This office also administers the Secretary's responsibilities under Sections 3(e), (4), 5(n), (1), 17 and 13(c) of the Urban Mass Transportation Act of 1964, as amended (Public Law 88-365, amended) 29 CFR 215 and Sections 405(a), (b) and (c) of the Rail Passenger Service Act of 1970, as amended (Public Law 91-518, amended).

This schedule pertains to the disposition of BLMCP records in the National Office only.

All changes to this proposed schedule have been approved by:

*MFP 9-16-85*  
*Michael J. Pacifico 7-24-85* *James A. Burke* *Sept 16, 1985*  
*July 24, 1985*

27 items

Copies to DOK, NMF, NCF, 1-15-86 ZRM

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u><b>DIVISION OF LEGISLATIVE ANALYSIS</b></u></p> <p>A component of the Office of Labor-Management Relations Services, assists in the evaluation of legislative proposals and in the development of policy on all aspects of labor-management relations. Requests the development and execution of research studies to aid in development of policy decisions. Filed numerically by decision number.</p> <p><u><b>a. Standards of Conduct Decision and Rulings Files</b></u></p> <p>Originals of decisions, rulings and orders issued by the Assistant Secretary relative to the Standards of Conduct provisions of the Civil Service Reform Act, 5 USC §2120.</p> <p><u>Disposition</u></p> <p><u>Permanent.</u> Retain in the office for 10 years. Offer to the National Archives in 5 year blocks when 10 years old.</p> <p><u><b>b. Standards of Conduct Case Files</b></u></p> <p>Files contain decisions and orders of Administrative Law Judges; exceptions; briefs; related Assistant Secretary decisions, orders and service sheets; documents pertaining to required remedial action, and to referral of any matter to the Federal Labor Relations Authority. Filed numerically by decision number.</p> <p><u>Disposition</u></p> <p>Closed case files are to be held in the office for 3 years. The following action should then be taken:</p> <p>(1) <u>Permanent.</u> The 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 FRC, where they will be held for 7 years and then offered to the National Archives.</p> <p>(2) <u>Destroy.</u> The remaining cases are to be transferred to the FRC where they will be held for 7 years and then destroyed after the full 10 year retention.</p>	<p>approx. 1 cu. ft.</p> <p>approx. 3 cu. ft.</p>	<p>WITHDRAWN</p> <p>WITHDRAWN MFP 11/13/84 WCO 11/13/84</p> <p>WITHDRAWN MFP 11/13/84 WCO 11/13/84</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>Project Files</u></p> <p>Final documents and reports, essential background data, correspondence, discussion papers, proposals, and related materials for projects to develop sound principles and practices for employee-management relations, redwood employee protection program, and urban mass transportation program. This includes technical assistance, training materials, conferences, information services, and publications, and all other records not contained in this schedule. Filed in alphabetical order followed by an alpha-numeric arrangement.</p> <p><u>Disposition</u></p> <p>Break file annually.</p> <p>a. <u>Permanent</u>. Transfer to FRC when 3 years old. Offer to NARS when 10 years old.</p> <p>b. <u>All Other Materials</u>. Transfer to FRC when 3 years old. Hold 10 years, then destroy.</p>	approx. 20 cu.ft.	<p>REMOVED WITHDRAWN MFP 12/5/84 per attached note dated 11/27/84</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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OF

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

3.

REDWOOD EMPLOYEE PROTECTION PROGRAM (REPP)

a. Employer Files

Under REPP an employer is defined as a corporation, partnership, joint venture, person or other form of business, or a working portion or division thereof, which is engaged in the harvest of timber or in related sawmill, plywood or other wood processing operations. These files include all correspondence, production calculations and other information used in determination of an employer's status. Filed in alphabetical order, by name of employer.

Disposition

Destroy when no longer needed for reference.

b. Health and Welfare Pension Benefits Case Files

These files contain reports and other records, including medical bills, claim explanations, REPP forms generated by the State of California and health and welfare pension calculations for cases involving pension benefits. Arranged in alphabetical order by claimant's last name.

Est. annual accumulation - 6 cu. ft. per year

Disposition

~~(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 routine case files and transferred to the FRC, where they will be held for 5 years and then offered to the National Archives.~~

CLOSE FILES WHEN

~~(2) All other files. Retain in the office until claimant retires or accepts severance pay or exhausts period of protection and receives pension entitlement. Transfer to FRC one year later. Hold 3 years, then destroy.~~

Transfer to FRC when  
1 years old. DESTROY  
when 5 years old.

approx.  
16 cu.ft.

approx.  
152 cu.ft.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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c. <u>Benefit Appeal Case Files</u>	<p>Includes all administrative records developed under 29 CFR 92.50 on which the Assistant Secretary's decision of a contested REPP benefit determination appeal is based. These files contain hearing transcripts and exhibits; supporting materials for same; initial or reconsidered determination; claimant's appeal to California Unemployment Insurance Appeals Board, California Administrative Law Judge's decision and benefit appeals to Assistant Secretary and Assistant Secretary's decision.</p> <p><u>Disposition</u></p> <p><del>(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 routine case files and transferred to the FRC, where they will be held for 5 years and then offered to the National Archives.</del></p> <p>(2) <del>All other files. Retain in the office until claimant retires or accepts severance pay or exhausts period of protection and receives pension entitlement. Transfer to FRC one year later. Hold three years, then destroy.</del> <sup>CLOSE FILE WHEN</sup> Transfer to FRC when <u>1</u> years old. DESTROY when <u>5</u> years old.</p> <p>(3) <u>Decisions. Permanent. Transfer to NARS upon completion of program.</u></p>	approx. 50 cu.ft.	
4. <u>Case Files of Disputed Claims Under Urban Mass Transportation Act (UMTA) Program and Rail Passenger Service Act (RPSA).</u>	<p>Includes claims filed by employee, related correspondence, brief, record of hearing, disposition of claim case, protective agreement, record of UMT actions and decision.</p> <p><u>Disposition</u></p> <p>a. Closed case files are to be held in the Office for 2 years, after final decision has been rendered, then destroyed.</p> <p>b. Copy of final decision will be maintained in the office until no longer needed.</p> <p>c. "Digest of Employees Protections". Permanent. Transfer to NARS when 25 years old. <sub>A</sub> IN TEN YEAR BLOCKS</p>	approx. 16 cu.ft.	
		approx. 2 cu.ft.	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	<p><u>Administrative Subject Files</u></p> <p>Correspondence, memoranda, reports, and other records relating to all routine administrative matters, such as office services, personnel, financial matters, travel and procurement.</p> <p><u>Disposition</u></p> <p>Break file annually. Destroy when 3 years old or when no longer needed, whichever is sooner.</p>		
6.	<p><u>Program Policy Files</u></p> <p>Correspondence, memoranda, reports, studies, and other records relating to redwood program policy issues, urban mass transportation programs, and employee-management relations administered by the Labor-Management Relations Services and by State and local governments which are not contained in the case files or elsewhere.</p> <p><u>Disposition</u></p> <p>Screen annually. Destroy when no longer needed for reference. These records may <u>not</u> be transferred to a FRC.</p>		
7.	<p><u>Legislative and Legal Subject Files</u></p> <p>Correspondence, memoranda, reports, copies of laws, executive orders and proclamations, and other records relating to the development of legislation, Congressional relations, claims and litigation.</p> <p><u>Disposition</u></p> <p>Screen annually. Destroy when no longer needed for reference. These records may <u>not</u> be transferred to a FRC.</p>		
8.	<p><u>Claimant's Correspondence</u></p> <p>Correspondence with members of Congress relating to inquiries made on behalf of individual claimants.</p> <p><u>Disposition</u></p> <p>Screen annually. Destroy when 3 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
9.	<p><u>Research Files</u></p> <p>Final documents and essential background data from research and study of domestic and foreign labor-management relations matters. Studies involve specific aspects such as collective bargaining agreements, state and Federal reporting requirements, union constitutions, election procedures, etc.</p> <p><u>Disposition</u></p> <p>a. Final study. Permanent. Offer to National Archives <i>IN FIVE (5) YEAR BLOCKS</i> when 7 years old.</p> <p>b. Other materials, destroy 7 years after completion.</p>	NC-317-76-1 Item 1a.  approx. 13 cu. ft.	
10.	<p><u>Publications</u></p> <p>All official publications.</p> <p><u>Disposition</u></p> <p>a. Record Copy. Permanent. Offer to the National Archives when 5 years old. <i>IN FIVE (5) YEAR BLOCKS</i></p> <p>b. All others, destroy when superseded or obsolete.</p>	NC-317-76-1 Item 1b. & <del>1c.</del>  approx. 1 cu. ft.	
11.	<p><u>Case files of Labor Negotiations and Agreements</u></p> <p>Reference material on major disputes, negotiations and agreements.</p> <p><u>Disposition</u></p> <p>Closed case files. Transfer to FRC when 3 years old. <del>Hold 7 years, then destroy.</del> DESTROY WHEN <u>10</u> YEARS OLD</p>	NC-317-76-1 Item 2a.  approx. 2 cu. ft.	
12.	<p><u>Status Reports</u></p> <p>Supplementive pre-negotiation memoranda on strike situations and settlement terms.</p> <p><u>Disposition</u></p> <p>Hold in the office for 3 years after settlement of strike. Transfer to FRC. <del>Hold 7 years, then destroy.</del> DESTROY WHEN <u>10</u> YEARS OLD</p>	NC-317-76-1 Item 2b.  approx. 1 cu. ft.	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p><u>Weekly Report on Major Negotiations</u></p> <p>Weekly descriptions of the status of major negotiated disputes.</p> <p><u>Disposition</u></p> <p>Hold in the Office for 3 years after settlement of strike. Transfer to FRC. <del>Hold 7 years, then destroy.</del> DESTROY WHEN <u>10</u> YEARS OLD</p>	NC-317-76-1 Item 2c.  approx. 1 cu. ft.	
14.	<p><u>Briefing Summaries</u></p> <p>Includes materials to familiarize speakers and others who deal with particular unions as to the background and current status of union situations.</p> <p><u>Disposition</u></p> <p>Cut off annually. Destroy when no longer needed.</p>	NC-317-76-1 Item 2d.  approx. 1 cu. ft.	
15.	<p><u>Pre-negotiation Memoranda Files</u></p> <p>Include summary and report on the historical background, bargaining and union demands of particular industry or company.</p> <p><u>Disposition</u></p> <p>Transfer to FRC when 3 years old. <del>Hold 7 years, then destroy.</del> DESTROY WHEN <u>10</u> YEARS OLD</p>	NC-317-76-1 Item 2e.  approx. 1 cu. ft.	
16.	<p><u>Significant Contract Expirations</u></p> <p>Yearly listings of key contract expirations</p> <p><u>Disposition</u></p> <p>Cut off annually. Destroy when no longer needed.</p>	NC-317-76-1 Item 2g.  approx. 1 cu. ft.	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17.	<p><u>Urban Mass Transportation Act Case Files (UMTA)</u></p> <p>Include preliminary applications for agreement, copy of tentative labor agreements correspondence; case history sheet; application for Federal assistance; description of Project. In addition to above, closed case files include final application for grant; signed agreement and DOL certification.</p> <p><u>Disposition.</u> Closed case files are to be held in the office for 5 years. The following action should then be taken:</p> <p>(a) <u>Permanent.</u> 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 FRC, <del>where they will be held for 7 years and then offered to the National Archives.</del></p> <p>(b) <u>Destroy.</u> <del>The remaining cases are to be transferred to the FRC where they will be held for 7 years and then destroy after the full 12 year retention.</del> Transfer to FRC when <u>5</u> years old. DESTROY when <u>12</u> years old.</p>	NC-317-76-1 Item 2i. & 2j. approx. 30 cu. ft.	PERMANENT Transfer to FRC when <u>5</u> years old. Offer to NARS when <u>12</u> years old: <b>IN TEN (10) YEAR BLOCKS</b>
18.	<p><u>Contracts Files</u></p> <p>Final documents, essential background data and correspondence regarding contract awards such as requests for contract, proposed project description, status of contract, and the result of contract.</p> <p><u>Disposition</u></p> <p>a. Final Report. Permanent. Transfer to FRC when 3 years old. Offer to NARS when 10 years old. <b>IN TEN (10) YEAR BLOCKS</b></p> <p>b. Other materials. Transfer to FRC when 3 years old. Destroy when 10 years old.</p>	NC-317-76-1 Item 2q. approx. 10 cu. ft.	