

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NCl-317-85-1

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

DATE RECEIVED
2-01-85

1. FROM (Agency or establishment)
U.S. Department of Labor

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Office of Labor-Management Standards

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT. DATE ARCHIVIST OF THE UNITED STATES

Tali Rider *Tali Rider*

523-8595

2-13-85

Robert May

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 4 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 1/29/85

C. SIGNATURE OF AGENCY REPRESENTATIVE
Elaine Jackson
Elaine Jackson

D. TITLE
DOL Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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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OLMS Records Schedule No. 2

The Office of Labor-Management Standards (OLMS), provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), as amended, 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.

This schedule pertains to the disposition of OLMS records in the Area and District offices only.

This schedule supersedes NCl-317-81-1, approved 11/19/80.

11 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>1. <u>Field Investigative Case Files.</u> Correspondence complaints, investigation reports, and exhibits relating to compliance and financial investigations. Arranged numerically by case number.</p> <p>(a) <u>Primary Case Files.</u> Accumulated by office assigned primary investigative responsibility.</p> <p><u>Disposition.</u> Remove from active files when case is closed, hold two (2) years, transfer to Federal Records Center, hold eight (8) additional years, then destroy. (NOTE: Cases referred for legal action will be cut off when litigation action is completed or when case is administratively closed.)</p> <p>(b) <u>Auxiliary Case Files.</u> Accumulated by office assigned auxiliary investigative responsibility.</p> <p><u>Disposition.</u> Remove from active files when case is closed, hold one (1) year, then destroy. (NOTE: Original exhibits and other records necessary to document the investigation will be forwarded to the office having primary investigative responsibility.)</p> <p>2. <u>Labor-Management Reports (LMRDA).</u></p> <p>(a) <u>Labor Organization Information Report.</u> Form LM-1, LM-1A or equivalent; supporting documents including organization constitution and bylaws, trusteeship data (includes LM-6, LM-15/15A, and LM-16).</p> <p><u>Disposition.</u></p> <p>(1) <u>Active Organizations.</u> Retain the Field copy of the original LM-1 and most current LM-1A. Remove all previous amendments and destroy.</p> <p>(2) <u>Cancelled Reports and Reports of Terminated Labor Organizations.</u> Cut off when organization is cancelled or terminated, hold one (1) year, then destroy.</p>	<p>NCL-317-81-1 item 1a</p> <p>NCL-317-81-1 item 1b</p> <p>NCL-317-81-1 item 2a1</p> <p>NCL-317-81-1 item 2a2</p>	

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	<p>(b) <u>Labor Organization Annual Financial Reports.</u> Forms LM-2, LM-3 or equivalent. Filed numerically in the appropriate area or district office by organization file number.</p> <p><u>Disposition.</u> Cut off annually, hold two (2) years, then destroy.</p> <p>(c) <u>Labor Organization Reports Correspondence File.</u> Contains copies of letters, memoranda, and other records which relate to Forms LM-1, LM-2, LM-3, LM-15/15A, LM-16 or equivalent. Includes such subjects as reporting deficiencies and delinquencies; requests for extension of reporting deadlines; reports of financial audit; 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 organization disclosure file.</p> <p><u>Disposition.</u></p> <p>(1) <u>Active Labor Organizations.</u> Cut off annually, hold two (2) years, then destroy.</p> <p>(2) <u>Terminated Labor Organizations.</u> Remove from active files, hold one (1) year, then destroy.</p> <p>(d) <u>Employer Report.</u> Form LM-10 or equivalent; financial transaction forms completed in accordance with instructions in Form LM-10 and related correspondence. Filed numerically in the appropriate area or district office by organization file number.</p> <p><u>Disposition.</u> Cut off annually, hold two (2) years, then destroy.</p>	<p>NCL-317-81-1 item 2b</p> <p>NCL-317-81-1 item 2c1</p> <p>NCL-317-81-1 item 2c2</p> <p>NCL-317-81-1 item 2d</p>	

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	<p>(e) <u>Agreement and Activities Report</u>. Form LM-20 or equivalent and related correspondence. Filed numerically in the appropriate area or district office by organization file number.</p> <p><u>Disposition</u>. Cut off annually, hold two (2) years, then destroy.</p> <p>(f) <u>Receipts and Disbursements Report</u>. Form LM-21 or equivalent and related correspondence. Filed numerically in the appropriate area or district office by organization file number.</p> <p><u>Disposition</u>. Cut off annually, hold two (2) years, then destroy.</p> <p>(g) <u>Labor Organization Officer and Employee Report</u>. Form LM-30 or equivalent and related correspondence. Filed numerically in the appropriate area or district office by organization file number.</p> <p><u>Disposition</u>. Cut off annually, hold two (2) years, then destroy.</p>	<p>NCL-317-81-1 item 2e</p> <p>NCL-317-81-1 item 2f</p> <p>NCL-317-81-1 item 2g</p>	