

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 N1-448-01-3	DATE RECEIVED 5-22-01
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Assistant Secretary for Office of the American Workplace		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Ed Hilz	5. TELEPHONE 202-693-1215	DATE 8-21-01	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 2 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,

is not required; is attached; or has been requested.

DATE 8/16/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE <i>Departmental Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

OFFICE OF THE ASSISTANT SECRETARY FOR OFFICE OF THE
AMERICAN WORKPLACE

The Office of the American Workplace (OAW) was created by Secretary Order 2-93 effective July 21, 1993 when the Office of Labor Management Standards was transferred to OAW. OAW ceased operations on May 25, 1996. Its mission was to provide a national focal point for achieving the Secretary's goal of encouraging the creation of high-performance work practices and policies.

Its functions were as follows:

1. Encourage the development of work organization, technology, and performance measurements that enhance the skill, involvement and commitment of front-line employees through the Office of Work and Technology Policy.
2. Promote innovative and highly productive relations between managers, labor unions, and professional organizations and administers statutory employee protections through the Office of Labor-Management Programs.
3. Safeguards the financial integrity and internal democracy of American labor unions and helps unions improve their organizational and administrative effectiveness through the Office of Labor-Management Standards.
4. Directs the staff functions of an administrative team to provide computer information and support systems, administrative, human resource and labor/management relations services, and a communications team to coordinate publications, media activity, and other public relations efforts for the Office.

SUBJECT FILES: Files of the Office of the American Workplace (OAW), covering July, 1993 through May, 1996, when the office ceased operations. Includes correspondence, reports, speeches, studies, policy, meetings and other subject files.

File Scheme: By subject (alphabetically)

Annual Rate of Growth: N/A

Volume on hand: 8 cubic feet

Disposition: Permanent. Immediately transfer entire accession covering the years 1993 through 1996 to the National Archives and Records Administration (NARA). The accession may contain some records covered by the General Records Schedules and may be removed during processing by NARA.