

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
 Employment Standards Administration

3. MINOR SUBDIVISION Office of the Assistant Secretary
 for Employment Standards

4. NAME OF PERSON WITH WHOM TO CONFER Dottie Chester
 5. TELEPHONE 202-693-0296

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1448-02-1

DATE RECEIVED
 11/8/2001

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 4-30-02 ARCHIVIST OF THE UNITED STATES
[Signature]

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 ___ 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 11/1/01 SIGNATURE OF AGENCY REPRESENTATIVE *Maureen Hill* TITLE Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

N1-448-02-01

Office of the Assistant Secretary for Employment Standards

Appointment Books:

Schedule of daily activities which reflects meetings, appointments, telephone calls, trips, visits, and other activities by the Assistant Secretary. Arranged chronologically by year.

Temporary: Appointment books covering 1980-1986, destroy immediately upon approval of this schedule.

Volume on hand: 1.75 cubic feet

Changes approved in telephone conversation with Dottie Chester, 04/18/2002, who cleared them with Maureen Hill, DOL records Officer. cfd