

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER N1-448-98/	DATE RECEIVED 3/23/98
1. FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Management, Administration and Planning, Div. of Legislative & Regulatory Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Dottie Chester	5. TELEPHONE 202-218-8447	DATE 7-13-98	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</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 1 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 2/23/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Naumen Hill</i>	TITLE DOW Records officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Office of Management, Administration and Planning (OMAP), acts as support for the Employment Standards Administration (ESA). OMAP coordinates ESA's long range goals and objectives designed to solve problems and meet the needs of the Nation's workforce. It provides analysis and review of ESA programs, policies, and organizational components to assure efficiency, uniformity of enforcement, and integrity of fiscal and program operations. OMAP also develops and administers ESA's budget, including allocation of resources, and evaluates the overall impact and effectiveness of ESA in meeting the real needs of the Nation's workforce.</p> <p>The Division of Legislative and Regulatory Analysis advises ESA Executive Management of new, and ongoing legislative and regulatory initiatives; serves as the focal point within ESA for the development of Congressional contacts with ESA; maintains liaison with the Office of the Assistant Secretary for Policy (OASP) regarding regulatory issues and ESA regulatory agendas, the Office of Congressional and Intergovernmental Affairs (OCIA) regarding legislative matters, and the Office of the Solicitor (SOL).</p> <p>Disposition Schedule Attached.</p>		

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*copy to: Agency
NARA*

Division of Legislative and Regulatory Analysis

1. **Briefing Books:** Briefing books are assembled for Congressional hearings. These books contain background information to assist the agency individual (primarily the Assistant Secretary for ESA, or heads of ESA programs) testifying at a Congressional hearing. These books contain, among other things, the invitation, the testimony, talking points, background materials on the subject area or bill being discussed, a list of Committee members and their biographies, and questions and answers.

Arrangement: Chronological.

Annual accumulation: less than 1 cubic foot per year.

Volume on hand: 6 cubic feet.

Disposition:

A. **PERMANENT.** 1978 -- 1993: immediately transfer to NARA.

B. **PERMANENT.** 1994 -- present: cutoff after official testifies before Congress. Retain onsite for 5 years. Transfer to NARA briefing books in 5 year blocks when most recent briefing book in block is 5 years old.