

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-448-00-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 <b>N9-448-00-02</b>	
1 FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED <b>MAY 30 2000</b>	
2 MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Management, Administration and Planning			
4 NAME OF PERSON WITH WHOM TO CONFER Dottie Chester	5 TELEPHONE 202-693-0296	DATE <b>10-27-00</b>	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 <u>9</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>4/21/00</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE <i>Departmental Records Officer</i>	
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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule pertains to the disposition of e-mail and word processing records in the National office.</p> <p style="text-align: center;"><b>NOV 30 2000</b></p> <p style="text-align: center;"><i>for copy to: agency</i></p>		

## EMPLOYMENT STANDARDS ADMINISTRATION

### 1. Records Disposition Files.

Disposition: Temporary.

NCl-448-76-1, item 2

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

### 2. Forms Files.

a. Disposition: Record set of ESA Forms - Permanent.

NCl-448-76-1, item 3a

b. Disposition: Other materials - Temporary.

NCl-448-76-1, item 3b

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

### 3. Management Improvement Program and Related material.

Disposition: Temporary.

NCl-448-76-1, item 4

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

### 4. Employee Grievance Files (other than complaints of discrimination).

Disposition: Temporary.

NCl-448-76-1, item 6

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

5. ESA Labor-Management Records.

Disposition: Temporary.

NCl-448-76-1, item 7

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

6 Annual Training Plans and Reports

Disposition: Temporary.

NCl-448-76-1, item 8

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

7. Program Memoranda.

Disposition: Temporary.

NCl-448-76-1, item 28

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

8. Issue Papers.

Disposition: Temporary.

NCl-448-76-1, item 29

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been created or when no longer needed for updating, reference or distribution.

9. Long Range Strategy Paper.

Disposition: Temporary.

NCl-448-76-1, item 30

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for

updating, reference or distribution.

10. Significant Activities Report.

Disposition: Temporary.

NCl-448-76-1, item 32

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

11. Legislative Program for ESA.

Disposition: Temporary.

NCl-448-76-1, item 36

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

12. History of Legislation.

Disposition: Permanent.

NCl-448-76-1, item 37

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

13. Analyses of Legislation.

Disposition: Temporary.

NCl-448-76-1, item 38

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

14. Bill Comments.

Disposition: Temporary.

NCl-448-76-1, item 39

Disposition: Electronic records - Electronic copy produced

using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

15. Published Studies Required by Law or Requested by Congress or the Executive Branch.

Disposition: Permanent.

NCl-448-76-1, item 40

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

16. Special Studies, Position Papers and Analyses Submitted to Congress.

Disposition: Permanent.

NCl-448-76-1, item 41

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

17. Studies, Position Papers, Memoranda Developed at the Request of officials of the Department of Labor.

Disposition: Temporary.

NCl-448-76-1, item 42

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

18. Original Research Materials.

Disposition: Temporary

NCl-448-76-1, item 43

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

19. Accountability Review Reports.

Disposition: Temporary.

NCl-448-76-1, item 44

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

20. GAO Reports and ESA Responses.

Disposition: Temporary.

NCl-448-76-1, item 46

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

~~\* 21. Sound Recordings and Video Recordings.~~

Disposition: Permanent.

NCl-448-77-1, item 2 a,b,c

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

~~\* 22. Still Pictures.~~

Disposition: Permanent.

NCl-448-77-1, item 3

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

23. Information Releases.

Disposition: Permanent.

NCl-448-77-1, item 4

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

*\* Item removed. no e-mail or wordprocessing copy.*

24. Detail Payment Files worldwide.

Disposition: Temporary.

N1-448-82-1, item 2

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

25. Executive Correspondence.

Disposition: Temporary.

N1-448-92-1, item 1

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

26. OMAP Notices.

Disposition: Temporary.

N1-448-92-1, item 2

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

27. Assistant Secretary Memorandum.

Disposition: Temporary.

N1-448-92-1, item 3

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

28. Total Quality Management/Quality Work Life.

Disposition: Temporary.

N1-448-92-1, item 8

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-



keeping copy has been created or when no longer needed for updating, reference or distribution.

29. Employee Award Files.

Disposition: Temporary.

Nl-448-92-1, item 25

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

30. ESA Organizational Files

Disposition: Permanent.

Nl-448-92-1, item 26 a,b,c

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

31. Management Surveys and Studies.

Disposition: Temporary.

Nl-448-92-1, item 27

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

32. OIG and GAO Reports and ESA Responses.

Disposition: Temporary.

Nl-448-92-1, item 28

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

33. ESA Complaint and Employee Conduct Investigations.  
Complaint file which is maintained by DIMC.

Disposition: Temporary.

Nl-448-92-1, item 29

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

34. Administrative Management Files.

Disposition: Temporary.

Nl-448-92-1, item 30

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

35. Automated Systems Equipment Inventory.

Disposition: Temporary.

Nl-448-92-1, item 32

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

36. ADP Systems Security.

Disposition: Temporary.

Nl-448-92-1, item 33

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

37. Complaint Review Files.

Disposition - Temporary.

Nl-448-97-1, item 1

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

38. Briefing Books.

Disposition: Permanent.

Nl-448-98-1, item 1

Disposition: Electronic records - Electronic copy produced using e-mail and/or word processing: Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.