

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2 2 UNIT 11

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Labor

2 MAJOR SUBDIVISION
Employment Standards Administration

3 MINOR SUBDIVISION
Office of Program Development and Accountability

4 NAME OF PERSON WITH WHOM TO CONFER

JD Shelby Hallmark
Dan Coulopoulos

5 TEL EXT
523-8489
523-7035

LEAVE BLANK

JOB NO

NC1-448-82-1

DATE RECEIVED

October 23, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-18-82 *Robert M. May*
Date Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<i>10/5/81</i>	<i>Elaine Jackson</i>	<i>Departmental Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO 10 ACTION TAKEN
	<p>The Office of Program Development and Accountability (OPDA) acts as the support arm for ESA. OPDA provides ESA with 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. OPDA 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>Office of Program Development and Accountability Machine-Readable Records</p> <p><u>Division of Budget and Finance</u> <u>Machine-readable files</u></p> <p><i>Copy to NNS 11/6/81</i></p>	<p><i>2 items</i></p>

*Closed Out: 6-30-82: K.T.D.
Copy to Agency, NCW, NNS & NNF*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Chargeback Master Files-Worldwide</u></p> <p>The Employment Standards Administration pays benefits to all Federal Employees who sustain injuries while working. Certain benefits, stated in Section 8147(b) of Title 5 USC, are reimbursable to ESA by the employing agency. These master files list the claimants whose benefits are reimbursable. They are our only records of personnel on our rolls at the end of a given year and must be kept for audit purposes. The data elements contained in these files are claimant's case number, initiating district, pay district, date of injury/death, case type, effective date of the last plate action and amounts. There are approximately 100 reels of files.</p> <p>Date of File: <u>Series starts 3/74 and ends in 3/82.</u></p> <p>Location, Description of Facility: <u>Optimum Systems, Inc. (OSI)</u></p> <p><u>Transfer to FARC.</u> Recommended Disposition: Retain magnetic tapes at OSI for 1 year after cutoff, date, then transfer to NARS and retain for 7 years then Destroy when 8 years old. <u>FARC</u></p>		<p>DWR 6/7/82</p>
2.	<p><u>Detail Payment Files-Worldwide</u></p> <p>On August 15 of each year the Division of Budget and Finance, OPDA, sends out a bill to all agencies. This bill gives the amount of benefits paid by the Department of Labor on the behalf of their agency for the year. One of the files used in the calculation of this bill is the detail payment file. This file shows the date and the amount of each payment to each claimant for the year. These files are needed as a detailed backup for audit purposes and to help solve questions agencies have about their bill. The data elements contained in these files are the claimants case number, initiating district, pay district, type of case amount and date of payment, pay period, and effective date.</p> <p>Date of Files: <u>Commences 3/74 and is continued to date.</u></p> <p>Location, Description of Facility: <u>Optimum Systems, Inc. (OSI)</u></p> <p><u>Transfer to FARC</u> Recommended Disposition: Retain Magnetic tapes at OSI for 1 year after cutoff, date, then transfer to NARS and retain for 7 years then Destroy when 8 years old. <u>FARC</u></p>		<p>DWR 6/7/82</p>