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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0013-2013-0001

Request for Records Disposition Authority

Records Schedule Number: DAA-0013-2013-0001
Schedule Status: Returned Without Action
Agency or Establishment: National Mediation Board
Record Group / Scheduling Group: Records of the National Mediation Board
Records Schedule applies to: Agency-wide
Schedule Subject: NATIONAL MEDIATION BOARD
PROGRAM AND ADMINISTRATIVE RECORDS
Internal agency concurrences will be provided: No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	10

GAO Approval

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Outline of Records Schedule Items for DAA-0013-2013-0001

Sequence Number	
1	National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files Disposition Authority Number: DAA-0013-2013-0001-0001
2	Board Actions Disposition Authority Number: DAA-0013-2013-0001-0002
3	Mediation Case Files Disposition Authority Number: DAA-0013-2013-0001-0003
4	Representation Case Files Disposition Authority Number: DAA-0013-2013-0001-0004
5	Litigation Case Files
5.1	Significant litigation case files Disposition Authority Number: DAA-0013-2013-0001-0005
5.2	All other litigation case files Disposition Authority Number: DAA-0013-2013-0001-0006
6	Arbitration Files Disposition Authority Number: DAA-0013-2013-0001-0007
7	GRS Related Records Disposition Authority Number: DAA-0013-2013-0001-0008
8	Administrative Program Records Disposition Authority Number: DAA-0013-2013-0001-0009
9	Rail and Air Carrier Contracts with its Employees Disposition Authority Number: DAA-0013-2013-0001-0010

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Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 1474 485">National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files</p> <p data-bbox="365 506 1133 538">Disposition Authority Number DAA-0013-2013-0001-0001</p> <p data-bbox="365 559 1401 666">Official Case Files. Progress and final reports and any other material that documents or provides evidence of the progress and outcome of Presidential Emergency Boards.</p> <p data-bbox="365 687 914 719">Final Disposition Permanent</p> <p data-bbox="365 740 906 772">Item Status Withdrawn</p> <p data-bbox="365 793 816 825">Is this item media neutral? Yes</p> <p data-bbox="365 846 816 953">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="365 974 816 1070">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1102 665 1134">Disposition Instruction</p> <p data-bbox="365 1155 1230 1187">Cutoff Instruction Close files when cases are closed.</p> <p data-bbox="365 1208 1409 1272">Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after cases are closed.</p> <p data-bbox="365 1315 662 1347">Additional Information</p> <p data-bbox="365 1368 889 1464">What will be the date span of the initial transfer of records to the National Archives? Unknown Annually</p> <p data-bbox="365 1485 889 1559">How frequently will your agency transfer these records to the National Archives? Unknown Annually</p>
2	<p data-bbox="365 1666 557 1698">Board Actions</p> <p data-bbox="365 1708 1141 1740">Disposition Authority Number DAA-0013-2013-0001-0002</p> <p data-bbox="365 1761 1474 1868">Official published Board Actions including determinations, proffers, correspondence, and other materials dealing with matters of significance and long-term historical importance to the agency.</p> <p data-bbox="365 1889 914 1921">Final Disposition Permanent</p>

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	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-13-05-1/1
	Disposition Instruction	
	Cutoff Instruction	Close files when Board Actions are complete.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 year(s) after files are closed.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Transfer annually
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer annually
3	Mediation Case Files	
	Disposition Authority Number	DAA-0013-2013-0001-0003
	Progress and final reports and any other material that documents or provides evidence of the progress and outcome of mediation cases.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-13-05-1/4

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Disposition Instruction

Cutoff Instruction	Close files when cases are closed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 year(s) after files are closed.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Transfer annually
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer annually

Representation Case Files

Disposition Authority Number	DAA-0013-2013-0001-0004
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Documents describing the progress and outcome of representation cases.

Final Disposition	Permanent
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Item Status	Withdrawn
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Is this item media neutral?	Yes
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
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Do any of the records covered by this item exist as structured electronic data?	Yes
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GRS or Superseded Authority Citation	NI-13-05-1/7
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Disposition Instruction

Cutoff Instruction	Close files when cases are closed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 year(s) after files are closed.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Transfer annually
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	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer annually
5	Litigation Case Files Case files accumulated to document the progress and outcome of litigation cases of the Office of Legal Affairs (OLA).	
5.1	Significant litigation case files Disposition Authority Number DAA-0013-2013-0001-0005 Significant litigation cases selected by the Chief Counsel because the cases established legal precedent; received widespread attention from the news media, Congress, or the White House; or pertained to significant events or prominent individuals. Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes GRS or Superseded Authority Citation NI-13-05-1/10 Disposition Instruction Cutoff Instruction Close files when cases are closed. Transfer to the National Archives for Accessioning Transfer to the National Archives 7 year(s) after files are closed. Additional Information What will be the date span of the initial transfer of records to the National Archives? Unknown Transfer annually How frequently will your agency transfer these records to the National Archives? Unknown Transfer annually	
5.2	All other litigation case files	

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Records Schedule: DAA-0013-2013-0001

Disposition Authority Number DAA-0013-2013-0001-0006
Case files accumulated to document the progress and outcome of litigation cases of the Office of Legal Affairs (OLA).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NI-13-05-1/12

Disposition Instruction

Cutoff Instruction Close active files when cases are closed.

Retention Period Destroy 7 year(s) after cases are closed

Additional Information

GAO Approval Not Required

Arbitration Files

Disposition Authority Number DAA-0013-2013-0001-0007

Case files, correspondence and other records, including party submissions and arbitration awards created by parties or arbitrators who are not employees of the National Mediation Board, or accumulated by parties or arbitrators in the conduct of arbitration activities.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NI-13-05-1/13

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7	Disposition Instruction	
	Cutoff Instruction	Close active files when related cases are closed.
	Retention Period	Destroy 7 year(s) after cases are closed
	Additional Information	
	GAO Approval	Not Required
	GRS Related Records	
	Disposition Authority Number	DAA-0013-2013-0001-0008
	Records closely associated to GRS items such as financial, budget, FOIA, etc.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
8	Disposition Instruction	
	Cutoff Instruction	Fiscal year end.
	Retention Period	Destroy 7 year(s) after filing.
	Additional Information	
	GAO Approval	Not Required
	Administrative Program Records	
	Disposition Authority Number	DAA-0013-2013-0001-0009
	Arbitrator roster files, notes, general correspondence, etc.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-13-05-1/15
	Disposition Instruction	
	Cutoff Instruction	End of Fiscal Year
	Retention Period	Destroy 3 years after filing or earlier if not needed for legal business or operational purpose.
	Additional Information	
	GAO Approval	Not Required
9	Rail and Air Carrier Contracts with its Employees	
	Disposition Authority Number	DAA-0013-2013-0001-0010
	45 U.S.C. § 155, Third (e) (e) Within sixty days after June 21, 1934, every carrier shall file with the Mediation Board a copy of each contract with its employees in effect on the 1st day of April 1934, covering rates of pay, rules, and working conditions. If no contract with any craft or class of its employees has been entered into, the carrier shall file with the Mediation Board a statement of that fact, including also a statement of the rates of pay, rules, and working conditions applicable in dealing with such craft or class. When any new contract is executed or change is made in an existing contract with any class or craft of its employees covering rates of pay, rules, or working conditions, or in those rates of pay, rules, and working conditions of employees not covered by contract, the carrier shall file the same with the Mediation Board within thirty days after such new contract or change in existing contract has been executed or rates of pay, rules, and working conditions have been made effective.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	When NMB determines that the institution can receive the records.

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Retention Period	Transfer to : Cornell University, Kheel Center for Labor-Management Documentation and Archives of the School of Industrial and Labor Relations or its successor or other appropriate institution.
Additional Information	
GAO Approval	Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/14/2013	Certify	LoValerie Mullins	Mediator	NMB - NMB
07/22/2015	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services

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