Records Schedule: DAA-0013-2015-0002

Request for Records Disposition Authority

Records Schedule Number	DAA-0013-2015-0002
Schedule Status	Approved
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

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Number of Total Disposition Items	1		Number of Withdrawn Disposition Items
9	5	4	0

GAO Approval

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Outline of Records Schedule Items for DAA-0013-2015-0002

Sequence Number	
1	National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files
	Disposition Authority Number: DAA-0013-2015-0002-0001
2	Board Actions Disposition Authority Number: DAA-0013-2015-0002-0002
3	Mediation Case Files Disposition Authority Number: DAA-0013-2015-0002-0003
4	Representation Case Files Disposition Authority Number: DAA-0013-2015-0002-0004
5	Litigation Case Files
5.1	Significant litigation case files Disposition Authority Number: DAA-0013-2015-0002-0005
5.2	All other litigation case files Disposition Authority Number: DAA-0013-2015-0002-0006
6	Arbitration Files Disposition Authority Number: DAA-0013-2015-0002-0007
7	GRS Related Records Disposition Authority Number: DAA-0013-2015-0002-0008
8	Administrative Program Records Disposition Authority Number: DAA-0013-2015-0002-0009

Records Schedule: DAA-0013-2015-0002

Records Schedule Items

Sequence Number					
1	National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files				
	Disposition Authority Number	DAA	-0013-2015-0002-0001		
		Official Case Files. Progress and final reports and any other material that locuments or provides evidence of the progress and outcome of Presidential Emergency Boards.			
	Final Disposition	Perr	nanent		
	Item Status	Activ	/e		
	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	GRS or Superseded Authority Citation	N1-'	-13 -11-1/1 13-11-1/2 13-11-1/4		
	Disposition Instruction				
	Cutoff Instruction	Clos	se files when cases are cl	osed.	
	Transfer to the National Archives for Accessioning		nsfer to the National Archi es are closed.	ives 15 year(s) after	
	Additional Information	ation			
	What will be the date span of the initial transfer of records to the National Archives?	With	nown 1 new 15 year retention re nitial transfer is July 2010	•	
	How frequently will your agency transfer these records to the National Archives?	Unknown Transferable data/documents will be transferred in July of each year.		will be transferred in	
			Estimated Current Volume	Annual Accumulation	
	Electronic/Digital		2 GB	.5 GB	

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Paper		1 Cubic feet	
Microform			
Hardcopy or Analog Specia Media	 I	· · · ·	
Board Actions		·	
Disposition Authority Number	DA	A-0013-2015-0002-0002	
	natei	ncluding determinations, proffers, rials dealing with matters of significance and long- agency.	
Final Disposition	Per	manent	
Item Status	Act	ve	
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		3-05-1/1 13-05-1/2	
Disposition Instruction			
Cutoff Instruction	Clo	se files when Board Actions are complete.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after files are closed.		
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?	Wit	nown n new 15 year retention requirement, date span nitial transfer is July 2010 - July 2025.	
How frequently will your agency transfer these records to the National Archives?	Tra	nown nsferable data/documents will be transferred in v of each year.	
		Estimated Current Volume Annual Accumulation	

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PDF Created on: 06/16/2017



Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		·
Hardcopy or Analog Special Media		
Mediation Case Files		
Disposition Authority Number	DAA-0013-2015-00	02-0003
Progress and final reports ar evidence of the progress and		l that documents or provides on cases.
Final Disposition	Permanent	
Item Status	Active	
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 N1-13-05-1/5 N1-13-88-1/12	
Disposition Instruction		
Cutoff Instruction	Close files when ca	ses are closed.
Transfer to the National Archives for Accessioning	Transfer to the Nati are closed.	onal Archives 15 year(s) after files
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	-	etention requirement, date span July 2010 - July 2025.
How frequently will your agency transfer these records to the National Archives?	Unknown Transferable data/d July of each year.	locuments will be transferred in

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	•
Microform		
Hardcopy or Analog Special Media		
Representation Case Files		
Disposition Authority Number	DAA-0013-2015-0002-0004	
Documents describing the pr	ogress and outcome of repre-	sentation cases.
Final Disposition	Permanent	
item Status	Active	
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-13-05-1/7 N1-13-05-1/8	
Disposition Instruction		
Cutoff Instruction	Close files when cases are c	losed.
Transfer to the National Archives for Accessioning	Transfer to the National Arch are closed.	nives 15 year(s) after file
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	Unknown With new 15 year retention r for initial transfer is July 2010	
How frequently will your agency transfer these records to the National Archives?	Unknown Transferable data/document July of each year.	s will be transferred in

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Specia Media	1	
Litigation Case Files Case files accumulated to de of the Office of Legal Affairs	ocument the progress and out (OLA).	come of litigation
Significant litigation case file	es	
Disposition Authority Number	DAA-0013-2015-0002-0005	
established legal precedent;	elected by the Chief Counsel b received widespread attention	
	se; or pertained to significant of	
Congress, or the White Hou		
Congress, or the White Hous individuals.	se; or pertained to significant of	
Congress, or the White Hous individuals. Final Disposition Item Status	se; or pertained to significant o	
Congress, or the White Hous individuals. Final Disposition	se; or pertained to significant o Permanent Active	
Congress, or the White Hous individuals. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	se; or pertained to significant o Permanent Active Yes	
Congress, or the White Hous individuals. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured	se; or pertained to significant of Permanent Active Yes Yes	
Congress, or the White Hous individuals. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation	se; or pertained to significant of Permanent Active Yes Yes Yes NI-13-05-1/10	
Congress, or the White Hous individuals. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority	se; or pertained to significant of Permanent Active Yes Yes Yes NI-13-05-1/10	events or promine

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National Archives?	With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.				
How frequently will your agency transfer these records to the National Archives?	Unknown Transferable data/documents will be transferred in July of each year.				
	I	Estimated Current Volume	Annual Accumulation		
Electronic/Digital	1	2 GB	.5 GB		
Paper		1 Cubic feet			
Microform					
Hardcopy or Analog Special Media					
All other litigation case files Disposition Authority Number Case files accumulated to do of the Office of Legal Affairs	ocume		come of litigation cas		
	Temporary				
Final Disposition	Temj	porary			
Final Disposition	Temj Activ	-			
-	-	-			
Item Status	Activ	-			
Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	Activ Yes	-			
Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured	Activ Yes Yes Yes	-			
Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority	Activ Yes Yes Yes	e			
Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation	Activ Yes Yes Ni-13	e	s are closed.		

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Arbitration Files Disposition Authority Number DAA-0013-2015-0002-0007 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 or arbitration activities. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? 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 format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured Yes GRS or Superseded Authority NI-13-05-1/13 Cutoff Instruction Close active files when related cases are closed. Retention Period Destroy 7 year(s) after cases are closed Additional Information GAA-0013-2015-0002-0008 GRS closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that ar	GAO Approval	Not Required
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 Active Is this item media neutral? Yes Do any of the records covered Yes by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered Yes by this item exist as structured electronic format(s) other than e- mail and word processing? Do any of the records covered Yes by this item exist as structured electronic data? GRS or Superseded Authority Citation NI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/16 Disposition Instruction Cutoff Instruction Cutoff Instruction GAO Approval 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-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered Yes	Arbitration Files	
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 or arbitration activities. Final Disposition Temporary Item Status Active Is this Item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) of the renew frame electronic format(s) of the renew frame electronic format(s) of the renew frame electronic data? Yes GRS or Superseded Authority Citation NI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16 Disposition Instruction Close active files when related cases are closed. Retention Period Destroy 7 year(s) after cases are closed. Additional Information GAA-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Disposition Authority Number DAA-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records Temporary Item Status Active Is this item media neutral? Yes Do any of	Disposition Authority Number	DAA-0013-2015-0002-0007
Item StatusActiveItem StatusActiveIs this Item media neutral?YesDo any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?YesDo any of the records covered by this item exist as structured electronic data?YesGRS or Superseded Authority CitationNI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16Disposition InstructionClose active files when related cases are closed.Cutoff InstructionClose active files when related cases are closed.Additional InformationDestroy 7 year(s) after cases are closedGRS Related RecordsDAA-0013-2015-0002-0008Disposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to, formally created GRS files.Final DispositionTemporarytem StatusActiveIs this item media neutral?Yes	arbitration awards created b National Mediation Board, o	y parties or arbitrators who are not employees of the
Is this Item media neutral? Yes Do any of the records covered Yes Possible the records covered Yes Possible the records covered Yes Yes Yes Yes Yes Yes Yes Yes	Final Disposition	Temporary
NoteDo any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?YesDo any of the records covered by this item exist as structured electronic data?YesGRS or Superseded Authority CitationNI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16Disposition InstructionClose active files when related cases are closed.Cutoff InstructionClose active files when related cases are closedAdditional InformationDestroy 7 year(s) after cases are closedGRS Related RecordsDAA-0013-2015-0002-0008Disposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to, formally created GRS files.Final DispositionTemporaryItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	Item Status	Active
by this item currently exist in electronic format(s) other then e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation NI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16 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-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records tare, or closely related to,formally created GRS files. Final Disposition Ether tare, or closely related to,formally created GRS files. Final Disposition Y Yes Do any of the records covered Yes	Is this item media neutral?	Yes
by this item exist as structured electronic data? GRS or Superseded Authority Citation NI-13-05-1/13 N1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16 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-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered Yes	by this item currently exist in electronic format(s) other than e-	Yes
CitationN1-13-05-1/14 N1-13-05-1/15 N1-13-05-1/16Disposition InstructionClose active files when related cases are closed.Cutoff InstructionClose active files when related cases are closedRetention PeriodDestroy 7 year(s) after cases are closedAdditional InformationGAO ApprovalGAO ApprovalNot RequiredGRS Related RecordsDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to, formally created GRSFinal DispositionTemporaryItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	by this item exist as structured	Yes
Cutoff InstructionClose active files when related cases are closed.Retention PeriodDestroy 7 year(s) after cases are closedAdditional InformationNot RequiredGAO ApprovalNot RequiredGRS Related RecordsDAA-0013-2015-0002-0008Disposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files.Final DispositionTemporaryKem StatusActiveIs this item media neutral?YesDo any of the records coveredYes		N1-13-05-1/14 N1-13-05-1/15
Retention PeriodDestroy 7 year(s) after cases are closedAdditional InformationGAO ApprovalNot RequiredGRS Related RecordsDisposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRSFinal DispositionTemporaryItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	Disposition Instruction	
Additional Information Not Required GAO Approval Not Required GRS Related Records DAA-0013-2015-0002-0008 Disposition Authority Number DAA-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes	Cutoff Instruction	Close active files when related cases are closed.
GAO ApprovalNot RequiredGRS Related RecordsDisposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRSFinal DispositionTemporaryItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	Retention Period	Destroy 7 year(s) after cases are closed
GRS Related Records Disposition Authority Number DAA-0013-2015-0002-0008 Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes	Additional Information	
GRS Related RecordsDisposition Authority NumberDAA-0013-2015-0002-0008Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files.Final DispositionTemporaryItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	GAO Approval	Not Required
Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to,formally created GRS files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered Yes	GRS Related Records	
personnel, and other records that are, or closely related to,formally created GRSfiles.Final DispositionItem StatusActiveIs this item media neutral?YesDo any of the records coveredYes	Disposition Authority Number	DAA-0013-2015-0002-0008
Item Status Active Is this item media neutral? Yes Do any of the records covered Yes	personnel, and other records	to GRS items such as financial, budget, FOIA, s that are, or closely related to,formally created GRS
Is this item media neutral? Yes Do any of the records covered Yes	Final Disposition	Temporary
Do any of the records covered Yes	Item Status	Active
	Is this item media neutral?	Yes
		Yes

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electronic format(s) other than e- mail and word processing?	
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Fiscal year end.
Retention Period	Destroy 7 year(s) after filing.
Additional Information	
GAO Approval	Not Required
Administrative Program Rec	ords
Disposition Authority Number	DAA-0013-2015-0002-0009
authorizations ballots, attest	al case notes, routine Internal correspondence, s, address lists, and other material of an administrative are not necessary to document the outcome of overseen by NMB.
Final Disposition	Temporary
Item Status	Active
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-13-05-1/15 N1-13-11-1/3 N1-13-05-1/3 N1-13-05-1/6 N1-13-05-1/9
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
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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	Ву	Title	Organization
07/10/2015	Certify	LoValerie Mullins	Mediator ADR	NMB - NMB
05/30/2017	Submit for Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/01/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/11/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist