Schedule Number: N1-013-05-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded in full. Items 1-16 of this schedule are superseded by DAA-0013-2015-0002 items 1-8. Items 17 and 18 are superseded by GRS 5.1 item 020 (DAA-GRS-2016-0016-0002).

Date Reported: 2/24/2021

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER N1-013-05-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received 6/29/05
1. FROM (Agency or establishment) NATIONAL MEDIATION BOARD	NOTIFICATION TO AGENCY
2. MAJOR SUB DIVISION NATIONAL MEDIATION BOARD	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
ANITA BONDS	202-692-5031	6/27/06	Allen Weinstein

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 6 page(s) are not needed now 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,

[X] is not required [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/10/2005	[signature]	DIRECTOR, OFFICE OF ADMIN.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets The National Mediation Board is an independent administrative agency established by the Railway Labor Act, as amended, 45 U.S.C. Sec. 151, et.seq., the law governing labor relations in the railroad and air transport industries. The principal duty of the National Mediation Board is to assist in the creation and maintenance of a sound mutual understanding between air and rail carriers and their employees covered by the Railway Labor Act(RLA). The purpose of the Act is to promote and maintain peace and order in those labor relations as a means of avoiding interruptions to interstate commerce. The Act imposes positive duties on carriers and employees alike, defines rights and makes provisions for their protection, prescribes methods of settling various types of disputes, and sets up agencies for adjusting differences.	NI-13-88-1 cc Agency NR NWMD NWMS, NWMN	

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

NWML

RETENTION GUIDANCE
NATIONAL MEDIATION BOARD
PROGRAM AND ADMINISTRATIVE RECORDS

BOARD

Board Actions

(1) Board Action Files. Official published Board Actions including determinations, proffers, correspondence, and other materials dealing with matters of significance and long-term historical importance to the agency.

N1-13-05-1/1

Permanent. Close files when Board Actions are complete. Retain in electronic recordkeeping system for 2 years after closing date, and then transfer to custody of the National Archives (NARA) in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272.

(2) Paper copies of Board Action files retained at NMB or previously transferred to the Federal Records Center.

N1-13-05-1/2

Permanent. NMB will transfer eligible paper Board Action files to NARA previously stored at the Washington National Records Center in accordance to N1-13-05-1/1. If the records are not eligible for immediate transfer, NMB will capture them into an electronic record keeping system, and transfer those records in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 2 years after closure.

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Board Member Records

Correspondence and other documents created by Members of the NMB Board in connections with its routine internal administrative activities.

N1-13-05-1/3 **Temporary**. Retain in electronic recordkeeping system *in accordance with 36 CFR 1234.32*. Destroy when 3 years old.

MED

Mediation Case Files

(1) Official Case Files. Progress and final reports and any other material that documents or provides evidence of the progress and outcome of mediation cases as defined in the agency Document and Records Management Policy.

N1-13-05-1/4 **Permanent.** Close files when cases are closed. Retain in electronic recordkeeping system *in accordance with 36 CFR 1234.32*. Transfer to custody of the National Archives (NARA) in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 20 years after closure.

(2) Paper mediation case files previously transferred to the Federal Records Center.

N1-13-05-1/5 **Permanent.** NMB will transfer eligible paper Mediation case files to NARA previously stored at the Washington National Records Center in accordance to N1-13-05-1/4. If the records are not eligible for immediate transfer, NMB will capture them into an electronic record keeping system, and transfer those records in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 20 years after closure.

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(3) Case Notes. Routine internal correspondence, notes, authorizations, ballots, attests, address lists, and other material of an administrative and temporary nature which are not necessary to document the outcome of mediation cases.

N1-13-05-1/6 **Temporary**. Retain in electronic recordkeeping system "Notes" folder *in accordance with 36 CFR 1234.32*. Destroy 3 years after cases are closed.

OLA *Representation Case Files*

(1) Official Case Files. Documents describing the progress and outcome of representation cases as defined in the agency Document and Records Management Policy.

N1-13-05-1/7 **Permanent**. Close active files when cases are closed. Retain in electronic recordkeeping system for 2 years after closing date, then transfer to custody of the National Archives (NARA) in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272.

(2) Paper case files previously transferred to the Federal Records Center.

N1-13-05-1/8 **Permanent**. NMB will transfer eligible paper Representation case files to NARA previously stored at the Washington National Records Center in accordance to N1-13-05-1/7. If the records are not eligible for immediate transfer, NMB will capture them into an electronic record keeping system, and transfer those records in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 2 years after closure.

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(3) Case Notes. Routine internal correspondence, notations, authorizations, ballots, attests, address lists, and other material of an administrative and temporary nature which are not necessary to document the outcome of representation cases.

N1-13-05-1/9 **Temporary**. Retain in electronic recordkeeping system "Notes" folder while cases are active *in accordance with 36 CFR 1234.32.* Destroy when 3 years after cases are closed.

Litigation Case Files

Case files accumulated to document the progress and outcome of litigation cases of the Office of Legal Affairs (OLA).

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.

N1-13-05-1/10 **Permanent**. *Close files when cases are closed. Retain in electronic recordkeeping system in accordance with 36 CFR 1234.32. Transfer to custody of the National Archives (NARA) in accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 20 years after closure.*

N1-13-05-1/11 (2) Paper case files previously transferred to the Federal Records Center.

Permanent. NMB will transfer eligible paper Representation case files to NARA previously stored at the Washington National Records Center in accordance to N1-13-05-1/10. If the records are not eligible for immediate transfer, NMB will capture them into an electronic record keeping system, and transfer those records in

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accordance with provisions for transferring permanent electronic records in 36 CFR 1228 Subpart L, sections 1228,270 and 272, 20 years after closure.

All other litigation case files.

N1-13-05-1/12 **Temporary**. Close active files when cases are closed. Retain in electronic recordkeeping system *in accordance with 36 CFR 1234.32*. Destroy when 10 years old.

ARB *Arbitration 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.

N1-13-05-1/13 **Temporary**. Close active files when related cases are closed. Retain in electronic recordkeeping system *in accordance with 36 CFR 1234.32*. Destroy when 3 years old.

NRAB (Arbitration) Case Files

Case files that describe the initiation, progress, and outcome of assigned arbitration cases.

N1-13-05-1/14 **Temporary**. Close files when cases are closes. Retain in electronic recordkeeping system *in accordance with 36 CFR 1234.32*. Destroy when 3 years old.

Arbitrator Resume or Roster Files

(1) Resume or roster files captured into the Corporate Memory system and managed as electronic files.

N1-13-05-1/15 **Temporary**. Retain in electronic recordkeeping system, *in accordance with 36 CFR 1234.32*, until superseded, obsolete, or no longer needed for reference.

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(2) Paper copies of Roster files retained at NMB or in Federal Records Centers.

N1-13-05-1/16 **Temporary**. Capture hard copy files into an electronic recordkeeping system. Retain *in accordance with 36 CFR 1234.32* until superseded, obsolete, or no longer needed for reference.

Electronic Mail and Word Processing Records

Word Processing Files

Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

N1-13-05-1/17 Delete from the word processing system when no longer needed for updating or revision.

Electronic Mail Records

Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

N1-13-05-1/18 Delete from the e-mail system within 180 days after copying to a recordkeeping system.

This schedule supercedes all previous schedules submitted by the National Mediation Board and approved by the National Archives and Records Administration. It applies to all medium, hardcopy and electronic.

National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: June 15, 2006

To: For the Record

From: James G. Cassedy, WG 4, NWML

Subject: Records described in N1-13-88-1 as permanent, but not located by agency.

Appendix A of the appraisal document for N1-13-05-1 lists several record series items described as permanent in N1-13-88-1, but the status of which are currently uncertain. The National Archives and Records Administration will work with the National Mediation Board to survey and ascertain the status of these items (listed below), and upon completion of the survey, NARA will decide what further actions, if any, are required to bring any outstanding records issues to a close.

The series in question include:

N1-13-88-1, Item 20. Discontinued Index Listing.

N1-13-88-1, Item 21. Duplicate copy of R Cases Listings for the 1970's.

N1-13-88-1, Item 28. Official-Use-Only Manuals.

N1-13-88-1, Item 29. Representation Manuals.

N1-13-88-1, Item 36. Legislative History.

N1-13-88-1, Item 37. Policy Letter Volumes.

N1-13-88-1, Item 45. NMB Releases.

N1-13-88-1, Item 46. Speeches of the Board Members and Executive Director.

N1-13-88-1, Item 47. Biographical Material on Inactive Referees.