

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-013-11-001



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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded in full by DAA-0013-2015-0002.

Date Reported: 2/24/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-13-11-1 | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 10/26/10 | |
| 1 FROM (Agency or establishment) National Mediation Board | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2 MAJOR SUBDIVISION | | | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Anita Bonds | 5 TELEPHONE NUMBER 202-692-5031 | DATE 2/11/11 | ARCHIVIST OF THE UNITED STATES  |
| 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 _____ page(s) are not needed now for the business for 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 Oct. 26, 2010 | SIGNATURE OF AGENCY REPRESENTATIVE  | | TITLE Records Officer |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Presidential Emergency Board Case Files (see attached description) | N1-13-88-1 | |

National Mediation Board (NMB) Presidential Emergency Board
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.

N1-13-11-1/1

(1)

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.

NMB will consider submitting a "pre-accessioning" electronic copy 5 years after cut-off to ensure that the records can be processed and preserved for permanent retention. These records will not be available to non-National Mediation Board (NMB) entities until the 20 year disposition period is complete, and the records are legally transferred to NARA.

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

N1-13-11-1/2

(2)

Permanent. NMB will transfer eligible paper Presidential Emergency Board case files to NARA previously stored at the Washington National Records Center in accordance to N1-13-11-1/1. If the records are not eligible for immediate transfer, NMB **may** 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.

(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.

N1-13-11-1/3

(3)

Temporary. Retain in electronic recordkeeping system "Notes" folder *in accordance with 36 CFR 1234.32*. Destroy 3 years after cases are closed.

N1-13-11-1/4

(4) Presidential Emergency Board Reports (Electronic versions). Electronic Version of the Final Reports of Presidential Emergency Board Cases. Public Version currently available on NMB website.

(4)

Permanent. Transfer electronic copy to the 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, immediately upon approval of this schedule. Thereafter, transfer a copy of the previous years' schedule at the end of calendar year **(if any)**.