INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded in full by DAA-0013-2015-0002.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
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
    8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
National Mediation Board

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Anita Bonds

5 TELEPHONE NUMBER
202-692-5031

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,

☐ is not required
☐ is attached, or
☐ has been requested

DATE Oct. 26, 2010
SIGNATURE OF AGENCY REPRESENTATIVE Anita Bonds

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Presidential Emergency Board Case Files
(see attached description)

9 GRS OR SUPERSEDED JOB CITATION
N1-13-88-1

10 ACTION TAKEN

JOB NUMBER N1-13-11-1

Date received 10/26/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

ARCHIVIST OF THE UNITED STATES

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
**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**

**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**

**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.

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


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).