

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*man  
8/6/81*

*VI Aug 31 1981*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
National Mediation Board

2. MAJOR SUBDIVISION National Railroad Adjustment Board and Predecessor Agencies

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Administrative Office and All Divisions

Rowland K. Quinn, Jr.

5. TEL. EXT.  
(202) 523-5920

LEAVE BLANK
JOB NO NCL-13-81-2
DATE RECEIVED August 12, 1981
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<u>4-21-82</u> Date <i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/27/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Executive Secretary
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>National Railroad Adjustment Board</u></p> <p>This request for records disposition authority covers all records of the National Railroad Adjustment Board. The NRAB was created in 1934 by Amendments to the Railway Labor Act of 1926. The Board replaced the Regional Train Service Boards of Adjustment which had functioned since their establishment under the Transportation Act of 1926. The NRAB was established to adjudicate disputes between carriers and their employees resulting from grievances on the interpretation or application of agreements which could not be settled in the required conferences. The NRAB operates under the National Mediation Board, although except for budgetary and general administrative direction it acts as a separate entity. The National Railroad Adjustment Board is divided into four Divisions, consisting of equal numbers of representatives of the carriers and of national organizations of employees. Each Division has jurisdiction over certain crafts or classes of employees. The Divisions have always operated as distinct units with their own policies and methods of procedure on substantive matters.</p>	<u>II-NNA-219a</u>	<i>14 items</i>

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	<p>The Division offices, and the NRAB administrative offices, are located at Chicago, Illinois. The law also provides for the establishment from time to time of Special and Supplemental Boards of Adjustment. The Railway Labor Act of 1926 was further amended in 1966 when Congress provided for the creation of what became known as Public Law Boards. These Boards operate under the National Mediation Board but are administered from the NRAB headquarters in Chicago. The Public Law Boards and Special Boards of Adjustment meet on local properties and are non-consensual; neutral parties generally sit with each Board. Over 2500 of these Boards have been created.</p> <p>This schedule will supercede all schedules previously approved for the records of the National Railroad Adjustment Board.</p> <p>1. <u>Administrative Officer's Subject Files.</u></p> <p>(a) Correspondence, memoranda, directives, reports and other records relating to the major functions, programs and policies of the NRAB maintained by the Administrative Officer.</p> <p>1934-1979; 1 cft; neg. accum. per year; arranged by subject.</p> <p>PERMANENT. Break at end of fiscal year, hold in office 5 years, retire to FARC. Offer to the National Archives after 20 years.</p> <p>(b) Correspondence, memoranda, reports, publications, bulletins and other records relating to routine administrative matters.</p> <p>Cut off file at end of fiscal year. Destroy when no longer required for administrative use. Do not transfer to Records Center.</p> <p>2. <u>NRAB Board Minutes.</u></p> <p>Minutes of Board meetings of Divisions 1-4, consisting of summary accounts pertaining to organizational, operational and procedural matters.</p>		

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	<p>1934-1979; 23 cft; ½cft/year; arranged chronologically.</p> <p>PERMANENT. Break file at end of calendar year. Offer to the National Archives when 30 years old.</p>		
3.	<p><u>Master Case File Controls, Divisions 1-4.</u></p> <p>Registers, Cardex and other finding aids to docketed case files and awards, in the form of bound volumes, notebooks and file cards. Information varies, but consists for the most part of docket or award numbers, names of carriers, employee organizations and referees, dates of docketing, first submission and award, finding, disposition, and brief description of grievance.</p> <p>1934-1979; 10 cft; less than 1 cft/year; arranged by docket or award number, with some arranged alphabetically by carrier's name and thereunder by case number.</p> <p>PERMANENT. Offer to the National Archives when no longer required for administrative purposes.</p>		
4.	<p><u>Awards/Findings File, Divisions 1-4.</u></p> <p>The Award or Finding documents the decision of the Board and the award granted. These generally contain a summary of the facts, issues, and arguments.</p> <p>(a) Record Copy. 1935-1979; 50 cft; 2 cft/years; arranged numerically by Award number.</p> <p>PERMANENT. Cut off file at end of fiscal year in which the Award is made. Transfer to FARC when 2 years old. Offer to the National Archives when 30 years old.</p> <p>(b) Reference Copies.</p> <p>DESTROY when no longer required for administrative use. Do not transfer to FARC.</p>		
5.	<p><u>Master Case Files, Divisions 1-4.</u></p> <p>Grievance and discipline case files consisting</p>		

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	<p>of correspondence pertaining to initial scheduling of hearing and intention to file, notices about time periods for submissions, submissions (briefs) of both parties, excerpts from Agreements, rebuttals, exhibits including transcript of original hearing at carrier's site, appointment of Referee, the finding and the award. Fourth Division case files also include withdrawn cases.</p> <p>Cut off file at end of fiscal year in which case is closed. Transfer to FARC when 2 years old. DESTROY 35 years after cutoff, except that no cases will be destroyed before Jan. 1, 1984.</p> <p>6. <u>Withdrawn Case Files, Divisions 1-4.</u></p> <p>Cases that were initially docketed and proceedings started, but withdrawn prior to a finding.</p> <p>Cut off file at end of fiscal year in which case is withdrawn.</p> <p>DESTROY 10 years after cutoff.</p> <p>7. <u>Informal Complaint File, Divisions 1-4.</u></p> <p>Informal complaints, requests for information pertaining to initiation of cases or for information from current or past cases, Congressional and other inquiries, and NRAB responses concerning grievance procedures.</p> <p>Cut off file at end of fiscal year.</p> <p>DESTROY 5 years after cut off.</p> <p>8. <u>Awards of Public Law Boards and Special Boards of Adjustment</u></p> <p>The Award documents the finding of the Board and the nature of the Award. Also included are summaries of the grievance, arguments and issues.</p> <p>1967-1979; 70 cft; 12 cft/year; arranged by Board number, thereunder by Award number.</p>		

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9.	<p>PERMANENT. Cut off file at end of fiscal year; transfer to FARC when 1 year old; offer to the National Archives when 30 years old.</p> <p><u>Master Case Files of Public Law Boards and Special Boards of Adjustment.</u></p> <p>Records of grievance cases. Includes submissions, transcript of proceedings of initial hearing or investigation by the carrier, exhibits, the finding and the award.</p> <p>Cut off file at end of fiscal year in which the case is closed; transfer to FARC 2 years after cutoff.</p> <p>DESTROY 35 years after cutoff.</p>		
10.	<p><u>History Files of Public Law Boards and Special Boards of Adjustment.</u></p> <p>Records of the establishment, membership and case load during the life of the Boards. Includes correspondence and memoranda of agreement creating the Board, appointments and acceptances of members, acceptances and withdrawals of cases, monthly activity reports (days in session, numbers of cases added, decided and withdrawn), and letters of transmittal of submissions. Substantive case matters are not part of these files.</p> <p>Cut off file at end of fiscal year in which the Board terminated activities, place in Closed File. Transfer Closed Files to FARC when accumulation reaches at least 1 cubic foot.</p> <p>DESTROY when 35 years old.</p>		
11.	<p><u>Civil Action (CA) Files.</u></p> <p>Case material and correspondence pertaining to litigation instituted in Federal courts based on cases heard by the NRAB, Public Law Boards and Special Boards of Adjustment. Files contain the petition for review, subpoena, copies of legal papers such as briefs and court orders,</p>		

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12.	<p>copies of papers from the original case file of the Board, and correspondence between the court, the NRAB administrative office, and the General Counsel of the National Mediation Board.</p> <p>1970-1979; 4 cft; 1 cft/year; arranged by Federal court's civil action number.</p> <p>PERMANENT. Cut off file at end of fiscal year in which the case is closed. Transfer to FARC 1 year after cutoff. Offer to NARS 20 years after cutoff.</p> <p><u>Referees' Payment Files.</u></p> <p>Records of Referees' assignments to cases, expense records including travel and subsistence, and pay vouchers.</p> <p>Close file at end of fiscal year. Transfer to FARC when 2 years old.</p> <p>DESTROY 6 years, 3 months, after final payment.</p>		