

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0025-2015-0001**

Request for Records Disposition Authority

Records Schedule Number DAA-0025-2015-0001
Schedule Status Returned Without Action

Agency or Establishment National Labor Relations Board
Record Group / Scheduling Group Records of the National Labor Relations Board
Records Schedule applies to Agency-wide
Schedule Subject Unfair Labor Practice and Representation Official Case Files
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	23

GAO Approval

0003, 0004, 0005, 0007, 0009

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

Outline of Records Schedule Items for DAA-0025-2015-0001

Sequence Number	
1	Unfair Labor Practice and Representation Official Case files
1.1	Undocketed Correspondence Disposition Authority Number: DAA-0025-2015-0001-0001
1.2	Official Case Files Disposition Authority Number: DAA-0025-2015-0001-0002
1.3	Election Records in Representation Cases
1.3.1	Electronic Submissions of Representation Case Documentation Disposition Authority Number: DAA-0025-2015-0001-0003
1.3.2	Paper Submissions of Showing of Interest Documentation Disposition Authority Number: DAA-0025-2015-0001-0004
1.3.3	Paper Submissions of Other Representation Case Documentation Disposition Authority Number: DAA-0025-2015-0001-0005
1.4	Back Pay Administration Disposition Authority Number: DAA-0025-2015-0001-0006
1.5	General Counsel-Side Court Mediation and Non-Court Settlement Files
1.5.1	Court Mediation Working Files Disposition Authority Number: DAA-0025-2015-0001-0007
1.5.2	Non-Court Settlement Working Files Disposition Authority Number: DAA-0025-2015-0001-0008
1.6	Submitted Documentation Disposition Authority Number: DAA-0025-2015-0001-0009
1.7	Misconduct by Attorneys or Party Representatives
1.7.1	No Action Disposition Authority Number: DAA-0025-2015-0001-0010
1.7.2	All Other Cases Disposition Authority Number: DAA-0025-2015-0001-0011
2	Board-Specific Documentation that Supports ULP and R Official Case Files
2.1	Advisory Opinions and Declaratory Orders Regarding Board Jurisdiction
2.1.1	Deliberative and Background Material Disposition Authority Number: DAA-0025-2015-0001-0012
2.1.2	Advisory Opinions and Declaratory Orders Case Files Disposition Authority Number: DAA-0025-2015-0001-0013
2.2	Solicitor's Court Case Files

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2.2.1	Routine ULP and R Cases, General Inquiries, and Deliberative and Background Material Disposition Authority Number: DAA-0025-2015-0001-0014
2.2.2	All Other Cases Disposition Authority Number: DAA-0025-2015-0001-0015
2.3	Board Agenda (Meeting) Files
2.3.1	Sub-Panel Notes Disposition Authority Number: DAA-0025-2015-0001-0016
2.3.2	Panel Notes Disposition Authority Number: DAA-0025-2015-0001-0017
2.3.3	Board Agenda Records Disposition Authority Number: DAA-0025-2015-0001-0018
3	NLRB Legal Research
3.1	Research Publications and Electronic Databases Disposition Authority Number: DAA-0025-2015-0001-0019
4	Case Tracking and Reporting Data
4.1	Electronic Case Tracking Data Disposition Authority Number: DAA-0025-2015-0001-0020
4.2	Case Records Unit (CRU) Tracking System Disposition Authority Number: DAA-0025-2015-0001-0021
4.3	Statistical Reports Disposition Authority Number: DAA-0025-2015-0001-0022
5	Working Papers, Transitory, and Duplicative Case File Documentation Disposition Authority Number: DAA-0025-2015-0001-0023

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0025-2015-0001**

Records Schedule Items

Sequence Number

1 Unfair Labor Practice and Representation Official Case files
Documentation created and/or received during NLRB processing of 1) Charges of Unfair Labor Practices (including but not limited to "CA," "CC," "CD," "CB," "CP," "CE," and "CG" cases) and 2) Petitions for Representation Elections, whether certification or decertification (including but not limited to "RC," "RM," "AC," "UC," and "UD" cases). Related activities include but are not limited to: the receipt of initial undocketed correspondence; the receipt and docketing of a charge of unfair labor practice or petition for representation election; all investigations and/or enforcement actions; as well as trials and hearings. Official case files are assigned an alpha-numeric case file number and case file documentation is managed in electronic case management systems.

1.1 Undocketed Correspondence

Disposition Authority Number DAA-0025-2015-0001-0001

Preliminary correspondence, memoranda and other documentation relating to a potential charge or petition. This item includes correspondence that lacks sufficient details and, upon further inquiry and research, cannot be successfully assigned to a corresponding ULP or R case. Note: When an unfair labor practice charge or representation petition is subsequently filed and docketed, any related, previously undocketed correspondence must be maintained as part of the official case file (Item #A1b).

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
A1a	

GRS or Superseded Authority Citation NC1-025-81-1/801/04

Disposition Instruction

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

1.2

Cutoff Instruction Cuf off after last action.
Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Official Case Files

Disposition Authority Number DAA-0025-2015-0001-0002

Documentation generated from the receipt and docketing of an Unfair Labor Practice Charge or Representation Petition through to the final withdrawal, dismissal, settlement or conclusion of the case for the Agency.

Final Disposition Permanent

Item Status Withdrawn

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

Manual Citation	Manual Title
A1b	

GRS or Superseded Authority Citation NC1-025-81-1/802/02/a
NC1-025-81-1/802/02/b
NC1-025-81-1/802/03
NC1-025-81-1/802/07/a
NC1-025-81-1/802/12
NC1-025-81-1/802/15
NC1-025-81-1/803/2/a
NC1-025-81-1/803/2/b
NC1-025-81-1/803/03
NC1-025-81-1/803/04/a

Disposition Instruction

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after case is closed

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Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown <2011

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	6 TB	500 GB
Paper	250 Cubic feet	250 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

Election Records in Representation Cases

Documentation, such as showing of interest and ballots, received or generated as part of processing an R-case petition. The sole purpose of the showing of interest is to determine whether to continue processing the petition. The sole purpose of the ballots is to conduct the voting. Note: Documents that announce the election and record final results, such as Election Notices, Tally of Ballots, and Election Certifications, must be maintained as part of the official case file (Item #A1b). Additionally, election records that become exhibits, due to questions including but not limited to authenticity, forgery, or fraud, must also be maintained (in their original format) as part of the official case file (Item #A1b).

1.3.1

Electronic Submissions of Representation Case Documentation

Disposition Authority Number DAA-0025-2015-0001-0003

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Applies only to electronic records.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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1.3.2	Do any of the records covered by this item exist as structured electronic data?	No
	Manual Citation	Manual Title
	A1c(1)	
	GRS or Superseded Authority Citation	NC1-025-81-1/803/08
	Disposition Instruction	
	Retention Period	Destroy immediately after case is closed.
	Additional Information	
	GAO Approval	Required and Not Received
	Paper Submissions of Showing of Interest Documentation	
	Disposition Authority Number	DAA-0025-2015-0001-0004
1.3.3	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	Applies only to paper records.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Manual Citation	Manual Title
	A1c(2)	
	GRS or Superseded Authority Citation	NC1-025-81-1/803/08
	Disposition Instruction	
	Retention Period	Return to Petitioner immediately after case is closed.
Additional Information		
GAO Approval	Required and Not Received	
Paper Submissions of Other Representation Case Documentation		
Disposition Authority Number	DAA-0025-2015-0001-0005	
Final Disposition	Temporary	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

Item Status Withdrawn
Is this item media neutral? No
Explanation of limitation Applies only to paper records.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
A1c(3)	

GRS or Superseded Authority Citation NC1-025-81-1/803/08

Disposition Instruction

Retention Period Destroy immediately after case is closed.

Additional Information

GAO Approval Required and Not Received

Back Pay Administration

Disposition Authority Number DAA-0025-2015-0001-0006

Documentation generated to ensure compliance with Board Orders for reinstatement and prompt processing of payments to discriminatees. The documentation includes job search and interim earning information from claimants, payroll data and referral information from respondents, data for tracking the processing of back pay payments, and research to locate individuals who may have moved. Documentation from this financial function is also used to verify back pay wages for the Internal Revenue Service (IRS) and the Social Security Administration (SSA).

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title

1.4

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A1d	
GRS or Superseded Authority Citation	NC1-25-81-1/802/13
Disposition Instruction	
Retention Period	Destroy 7 year(s) after case is closed.
Additional Information	
GAO Approval	Not Required
1.5	General Counsel-Side Court Mediation and Non-Court Settlement Files Documentation generated and gathered during court mediation and non-court settlement negotiations in court cases being handled by General Counsel-side branches. Note: Final settlement agreements must be maintained as part of the official case file (Item #A1b).
1.5.1	Court Mediation Working Files
Disposition Authority Number	DAA-0025-2015-0001-0007
Final Disposition	Temporary
Item Status	Withdrawn
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?	No
Manual Citation	Manual Title
A1e(1)	
Disposition Instruction	
Retention Period	Destroy 2 year(s) after case is closed.
Additional Information	
GAO Approval	Required and Not Received
1.5.2	Non-Court Settlement Working Files
Disposition Authority Number	DAA-0025-2015-0001-0008
Final Disposition	Temporary

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Item Status Withdrawn

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

Manual Citation	Manual Title
A1e(2)	

Disposition Instruction

Retention Period Destroy 7 year(s) after case is closed.

Additional Information

GAO Approval Not Required

Submitted Documentation

Disposition Authority Number DAA-0025-2015-0001-0009

Documentation obtained from persons or entities outside of the NLRB that do not become exhibits to an official case file and are irrelevant to the investigation of the case. These include documents that are obtained pursuant but not limited to: • Administrative subpoena • Discovery requests • Requests for the voluntary production of documents • Requests to other agencies Note: Submitted Documents that become exhibits to an official case file must be maintained as part of the official case (Item #A1b). Submitted Documents that are relevant to current or anticipated investigations, cases, or third-party requests should be retained until no longer relevant, and are subject to annual review.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title

1.6

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Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

	A1f	
	Disposition Instruction	
	Retention Period	Destroy immediately after case is closed.
	Additional Information	
	GAO Approval	Required and Not Received
1.7	Misconduct by Attorneys or Party Representatives Documentation generated as a result of NLRB investigations and proceedings involving allegations of misconduct in violation of the NLRB's rules by attorneys or other party representatives (other than current NLRB employees) who appear and practice before the NLRB.	
1.7.1	No Action	
	Disposition Authority Number	DAA-0025-2015-0001-0010
	Case files where no action is found warranted based on initial screening process or informal investigation.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Manual Citation	Manual Title
	A1g(1)	
	GRS or Superseded Authority Citation	N1-025-97-1/803/10/a
	Disposition Instruction	
	Retention Period	Destroy 5 year(s) after case is closed.
	Additional Information	
	GAO Approval	Not Required
1.7.2	All Other Cases	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0025-2015-0001

Disposition Authority Number DAA-0025-2015-0001-0011

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
A1g(2)	

GRS or Superseded Authority
Citation N1-025-97-1/803/10/b

Disposition Instruction

Retention Period Destroy 10 year(s) after case is closed.

Additional Information

GAO Approval Not Required

Board-Specific Documentation that Supports ULP and R Official Case Files

Advisory Opinions and Declaratory Orders Regarding Board Jurisdiction
Petitions for advisory opinions questioning Board jurisdictional limits, Board
responses, and related documentation. Advisory opinions may only be requested
by other government entities or courts. Note: When an unfair labor practice charge
or representation petition is subsequently filed and docketed, a copy of this
documentation becomes part of the official ULP or R case file.

Deliberative and Background Material

Disposition Authority Number DAA-0025-2015-0001-0012

Final Disposition Temporary

Item Status Withdrawn

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

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Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
A2a(1)	

GRS or Superseded Authority Citation NC1-025-81-1/801/05

Disposition Instruction

Retention Period Destroy 10 year(s) after case is closed.

Additional Information

GAO Approval Not Required

Advisory Opinions and Declaratory Orders Case Files

Disposition Authority Number DAA-0025-2015-0001-0013

Final Disposition Permanent

Item Status Withdrawn

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

Manual Citation	Manual Title
A2a(2)	

GRS or Superseded Authority Citation NC1-025-81-1/801/05

Disposition Instruction

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after case is closed.

Additional Information

2.1.2

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Records Schedule: **DAA-0025-2015-0001**

What will be the date span of the initial transfer of records to the National Archives? **Unknown <2011**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume,	Annual Accumulation
Electronic/Digital	1 GB	1 GB
Paper	25 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

Solicitor's Court Case Files

Documents related to pending litigation or legal matters that are generated by the Solicitor's Office to advise the Board on questions of proposed and existing law, policy, and procedure related to the NLRA, cases pending before the Agency, or legal issues of potential interest to the Agency. Arranged by case or subject matter.

2.2.1

Routine ULP and R Cases, General Inquiries, and Deliberative and Background Material

Disposition Authority Number **DAA-0025-2015-0001-0014**

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

Manual Citation	Manual Title
A2b(1)	

GRS or Superseded Authority Citation **NC1-025-81-1/802/14**

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2.2.2

Disposition Instruction

Retention Period Destroy 10 year(s) after case is closed.

Additional Information

GAO Approval Not Required

All Other Cases

Disposition Authority Number DAA-0025-2015-0001-0015

Significant ULP and R cases, as well as all other matters that involve substantive law, policy, and procedure, legal precedent, a complex or novel issue, or a high level of Congressional, media, or public interest.

Final Disposition Permanent

Item Status Withdrawn

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

Manual Citation	Manual Title
A2b(2)	

GRS or Superseded Authority Citation NC1-025-81-1/802/14

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after case is closed.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown <2011

How frequently will your agency transfer these records to the National Archives? Every 1 Years

Estimated Current Volume	Annual Accumulation

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Electronic/Digital	1 GB	1 MB
Paper	25 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.3

Board Agenda (Meeting) Files

2.3.1

Sub-Panel Notes

Disposition Authority Number DAA-0025-2015-0001-0016

Memoranda and other documentation relating to Board sub-panel decisions on possible disposition of cases appealed to the Board.

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Item Status Withdrawn

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

Manual Citation	Manual Title
A2c(1)	

GRS or Superseded Authority Citation NC1-025-81-1/801/06/a/1
NC1-025-81-1/801/06/a/2

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.3.2

Panel Notes

Disposition Authority Number DAA-0025-2015-0001-0017

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Memoranda and related documentation concerning Board panel decisions on possible disposition of cases appealed to the Board.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
A2c(2)	

GRS or Superseded Authority Citation NC1-025-81-1/801/06/b/1
NC1-025-81-1/801/06/b/2

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 30 year(s) after cut off.

Additional Information

GAO Approval Not Required

Board Agenda Records

Disposition Authority Number DAA-0025-2015-0001-0018

Minutes, notes, transcripts of oral arguments, and other documentation relating to full Board meetings to determine the disposition of cases appealed to the Board.

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Item Status Withdrawn

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

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2.3.3

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A2c(3)

GRS or Superseded Authority Citation NC1-025-81-1/801/06/c/1
NC1-025-81-1/801/06/c/2

Disposition Instruction

Cutoff Instruction Cut off annually.
Retention Period Destroy 30 year(s) after after cutoff.

Additional Information

GAO Approval Not Required

NLRB Legal Research

NLRB-generated volumes, digests, indexes and similar publications and databases that facilitate research of the NLRA, significant case files, or select types of legal and/or court documentation, such as Board Decisions and Orders and Appellate and Supreme Court Briefs. For digests, the information captured may include classification number, case citation, date, and an abstract. Input documentation includes NLRB forms designed for classifying case file information and/or copies of final decisional documentation. If printed and/or bound, titles include but are not limited to the: • Classified Index of NLRB Decisions and Related Court Decisions • Court Decisions Relating to the National Labor Relations Act • Index of Court Decisions Relating to the NLRB • Board Decisions and Orders Note: The above list is not exhaustive of all publications that the NLRB has or will create under this record series item.

Research Publications and Electronic Databases

Disposition Authority Number DAA-0025-2015-0001-0019

Final Disposition Permanent

Item Status Withdrawn

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

Manual Citation

Manual Title

A3c

GRS or Superseded Authority Citation NC1-25-81-1/801/07a

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NC1-25-81-1/801/08
NC1-25-81-1/801/09/a
NC1-25-81-1/801/09/b
N1-25-88-1/1/d

Disposition Instruction

Cutoff Instruction Cut off annually or when system is discontinued.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
<2011

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	500 MB
Paper	25 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4

Case Tracking and Reporting Data

Data compiled to support the administrative and day-to-day tracking, reference, and reporting needs within specific NLRB offices and to enable those offices to monitor the timeliness of case activity ("unit workload") and to generate data on caseload statistics and productivity.

4.1

Electronic Case Tracking Data

Disposition Authority Number DAA-0025-2015-0001-0020

Databases and spreadsheets created to automate paper case tracking data (Item #A4a). This includes but is not limited to the Solicitor's System (SOL), Trail Information Gathered in Electronic Records (TIGER), Litigation Information on the

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Network (LION), Special Litigation Branch Case Tracking System (SPLIT). This also includes the electronic data subsets within the enterprise case management electronic systems.

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Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Applies only to electronic records.

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

Manual Citation	Manual Title
A4b	

Disposition Instruction

Retention Period Destroy 3 year(s) after the system is discontinued or no longer needed for administrative purposes, whichever is later.

Additional Information

GAO Approval Not Required

Case Records Unit (CRU) Tracking System

Disposition Authority Number DAA-0025-2015-0001-0021

Electronic case tracking and indexing system used exclusively by the Case Records Unit (CRU) to index paper case files, generate barcode labels, track the loan and return ("circulation") of case files to NLRB staff, and to track case files in offsite Federal Records Center (FRC) storage. This system automated the paper-based Case Control Index Cards maintained by the Case Records Unit (Item #A4a(1)).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Applies only to electronic records.

Do any of the records covered by this item currently exist in Yes

4.2

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WITHDRAWN - RETURNED WITHOUT ACTION

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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**

Manual Citation	Manual Title
A4c	

Disposition Instruction

Retention Period **Destroy 3 year(s) after the system is discontinued or no longer needed for administrative purposes, whichever is later.**

Additional Information

GAO Approval **Not Required**

Statistical Reports

Disposition Authority Number **DAA-0025-2015-0001-0022**

Reports and memoranda documenting case activity, productivity, and caseload statistical data for regular reporting requirements, which are generated from various paper and electronic case tracking data.

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

Manual Citation	Manual Title
A4d	

GRS or Superseded Authority Citation **NC1-025-81-1/801/01/a/1
NC1-025-81-1/801/01/a/2
NC1-025-81-1/801/01/b
NC1-025-81-1/801/01/c
N1-025-88-1/3/c**

WITHDRAWN - RETURNED WITHOUT ACTION

Disposition Instruction

Cutoff Instruction Cut off annually.
Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Working Papers, Transitory, and Duplicative Case File Documentation

Disposition Authority Number DAA-0025-2015-0001-0023

Working papers, printouts of general legal research, drafts (such as drafts between staff and supervisors) for which a final exists, notes of a routine or transitory nature, and duplicate case documentation. This item also applies to copies (PDFs) of case file documentation maintained in electronic repositories, such as ArchivalWare and eRooms, which were used before and superseded by the enterprise case management systems and used solely for convenience as a way to electronically and more expeditiously search case file documentation. Note: When drafts contain substantive or procedural information (such as when inter-divisional review or concurrence is required) or when drafts must be kept according to a specific requirement in a case handling manual or standard operating procedure, the documentation must be maintained as part of the official case file (Item #A1b).

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
A6	

GRS or Superseded Authority Citation NC1-025-81-1/801/03
 NC1-025-81-1/801/07/b
 NC1-025-81-1/801/09/b
 NC1-025-81-1/802/04
 NC1-025-81-1/802/05
 NC1-025-81-1/802/06
 NC1-025-81-1/802/07/b
 NC1-025-81-1/802/08

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

NC1-025-81-1/802/09/a
NC1-025-81-1/802/09/b
NC1-025-81-1/802/10/a
NC1-025-81-1/802/10/b
NC1-025-81-1/802/11/a
NC1-025-81-1/802/11/b
NC1-025-81-1/802/15
NC1-025-81-1/803/05/a
NC1-025-81-1/803/05/b
NC1-025-81-1/803/06/a
NC1-025-81-1/803/06/b
NC1-025-81-1/803/09

Disposition Instruction

Retention Period

Destroy when no longer needed or no later than 3 years after case is closed or 3 years after system is discontinued after the successful migration of the electronic files into the enterprise case management systems.

Additional Information

GAO Approval

Not Required

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0025-2015-0001

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	By	Title	Organization
05/06/2015	Certify	Stacie Byas	Agency Records Officer	National Labor Relations Board - National Labor Relations Board
03/30/2018	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services