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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-025-01-1</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>2/13/01</i> | |
| 1. FROM (Agency or establishment) National Labor Relations Board 1099 14 th Street, NW Washington, DC 20570 | | 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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.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 Office of the Inspector General | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Nancy G. Miller, Chief Records Management Section | 5. TELEPHONE 202-273-2833 | DATE <i>6-6-01</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |

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 3 page(s) are not now needed 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,
 is not required; is attached; or has been requested.

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| DATE February 8, 2001 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy G. Miller</i> Nancy G. Miller | TITLE NLRB Records Officer |
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| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p>(See attached copy of current schedule)</p> <p>This schedule has been prepared using guidelines sent by NARA to agency Inspectors General for use in replacing dispositions which relied heavily on General Records Schedule 22.</p> <p>Two old items, 202-08 and 202-09, were folded into new items on the proposed schedule, and the entire Inspector General's schedule was rewritten.</p> | | |

sent to Agency, NWML, NWML, NR

202-07

Audit and Inspection Files.

- a. Case files for recurring program evaluations that assist management in identifying, analyzing and resolving program and organizational performance/policy issues, studies of areas of specific concern, and internally generated study initiatives designed to achieve organizational improvement. During the course of an evaluation, work files (which can include survey questionnaires, rough draft proposals and correspondence) are used to prepare the final recommendations and report. A concise final report is incorporated, along with the work files, into the case file on completion of each evaluation/study/initiative.

Cut off at the end of fiscal year in which audit is closed or inspection report is issued. Destroy 8 years after cutoff.

- b. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1) Copies of records covered by sub-item a that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

*NC1-25-81-1-203-08
GRS 16, Item 2a, 6/88*

202-08 Not used.

NC1-25-81-1-203-09

202-09 Not used.

NC1-25-81-1-203-10

202-10 **Investigative Files.**

Note: Access to these records is governed by the Privacy Act, and a "W" restriction should be placed on them if they are retired to the Washington National Records Center after closure. Such a restriction may be specified on the SF 135, *Records Transmittal and Receipt* and provides for *Restricted Use – Witnessed Disposal Required*.

- a. Case files developed during Investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel, programs, and operations administered or financed by the agency, including contractors and others having a relationship with the agency. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and background and working files. *Privacy Act System Notice NLRB-18 governs access to these files.*

A case file has significant value because:

The subject is a senior agency official as defined in General Records Schedule 23 (see NOTE after item 5a.) [NARA General Records Schedules, Transmittal No. 8, December 1998];
It attracts substantial national/regional media or congressional attention;
It results in substantive changes in agency policies and procedures; or,
It has potential historical significance.

PERMANENT. Cut off closed cases at the end of each fiscal year. Transfer to the National Archives of the United States 25 years after cutoff.

- b. All other investigative case files not covered by sub-item a.

*Cut off closed cases at the end of each fiscal year.
Destroy 10 years after cutoff.*

- c. Files containing information or allegations that do not result in conduct of an investigation or establishment of a formal case file. The files include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.

*Cut off closed cases at the end of each fiscal year.
Destroy 5 years after cutoff.*

- d. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used

solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1) Copies of records covered by sub-items a-c that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

NC1-25-81-1-203-11