

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	2/3/88
1 FROM <i>(Agency or establishment)</i> <b>NATIONAL LABOR RELATIONS BOARD</b>		DATE RECEIVED	NT-25-88-1
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER  Edward Barrese	5 TELEPHONE EXT  653-7829	DATE 2/8/89	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 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 2/1/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE NLRB Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><u>ELECTRONIC RECORDKEEPING SYSTEMS OF THE NATIONAL LABOR RELATIONS BOARD</u></p> <p>The 8 items described on the attached pages 2 through 5 provide for the disposition of a portion of the electronic recordkeeping systems maintained by the National Labor Relations Board. Each item includes subitems for input and output documentation, captured on paper media, as well as data recorded electronically. Authority for the disposition of some subitems has been granted, either through the General Records Schedules or Appendix I, Disposition Standards, of the NLRB Files Maintenance and Records Disposition Handbook (NARA external disposal job number NC1-25-81-1). In such cases, references to the GRS and the Appendix have been provided. These subitems have been included to preserve the context of the systems but have been marked out in accordance with 36 CFR 1228.20(b)(3) and 1228.70.</p>		9 items

## 1. NLRB Legal Research System

The purpose of this system is to classify and index information relating to cases in order to support needed legal research. Information captured includes classification number, case citation, and date and abstract of decision. Input documents include a variety of NLRB forms designed for classifying the case file information. Periodically, the information is published by GPO in the following volumes: Classified Index of NLRB Decisions and Related Court Decisions, Classified Index of Decisions of the Regional Directors of the NLRB in Representation Proceedings, and Classified Index of Disposition of Unfair Labor Practices Charges by the General Counsel of the NLRB. No paper printouts are generated. Instead, the information is provided to GPO in electronic form to begin the printing process.

- a. Input form NLRB-5145, Classification Index Worksheet: Destroy when all administrative needs have ended.
- b. All other input forms: Destroy after data entry has been verified.
- ~~c. Print file data: Erase data upon publication. GRS 20/6.~~
- d. History file data: Erase or replace data when superseded or no longer needed for administrative purposes.

## 2. Case Handling Information Processing System - CHIPS

This system is designed to provide management controls over all cases brought before the NLRB. Coverage begins with cases filed in fiscal year 1963. Categories of information include types of cases, case status, and regional distribution of cases. The system is used to manage the agency's resources, to monitor the processing of cases, to prepare the agency's budget, and to publish the annual report to Congress. Employees use case documents to prepare input before the information is put into the system. Disposal of input forms, electronic data, and printouts is accomplished as follows:

- a. Input forms: Destroy after data has been verified.
- b. Data: PERMANENT: Transfer data on cases closed from 1963 through 1986 to NARA upon approval of this schedule. Transfer annual updates of closed case data following publication of the information in the Agency's annual report to Congress.
- ~~c. Computer printouts: See 801-01.~~

~~3. Unit Case Tracking Systems~~

Case tracking systems designed to monitor the unit workload and to maintain control of active cases. Data is gathered from case file documents and case history cards. Output reports are statistical in nature and are used by staff members to determine the status of active cases. Such systems are operating in the Office of the Executive Secretary, the Division of Judges, and several units within the Division of Enforcement Litigation.

- a. Source documents: See 801-02, 802-02, and 803-02.
- b. Data: Erase or replace data when superseded or no longer needed for administrative purposes. GRS 23/8.
- ~~c. Computer printouts: See 801-01.~~

## 4. Atex Edit-One Document Processing System

Atex is a word processing system used to prepare various Agency issuances including Board Decisions and Orders, case handling manuals, slip opinions, recruitment and informational pamphlets, reports, and similar publications. Most publications are for sale through GPO.

- a. Input and output documents: See 303-01 and 02, and 801-07 and 08.
- b. Data: Erase or replace data when superseded or no longer needed for administrative purposes.

~~5. Procurements, Obligations, Inventory Network Terminal System - POINTS~~

This system provides accountability for all agency procurements and funds obligated for them. Data is gathered using NLRB Form 12, Request for Supplies or Equipment, and NLRB Form 12a, Expenditure Justification. Output is captured on NLRB Form 1310, Order for Supplies or Services, and various periodic summary reports.

- a. Input and output forms: See 701-01.
- b. Data: Erase or replace data when superseded or no longer needed for administrative purposes. GRS 20/3.
- ~~c. Computer Printouts: Destroy 6 years and 3 months after period covered by the account.~~

6. ~~Personnel Management Information Telecommunication System~~  
 PERMITS

This system is designed to capture a wide variety of Agency-wide personnel employment data for use by agency managers for planning and programming in the human resources area. The information is gathered from assorted standard forms and includes data related to hiring, promotions, pay levels, position titles, and separations. PERMITS is hosted by the Department of the Treasury and used by a number of Federal Agencies.

- a. Source documents: See Chapter 4.
- b. Data: Erase or replace data when superseded or no longer needed for administrative purposes.  
 GRS 20/I/29.
- c. Computer printouts:
  - (1) Reports sent to OPM: See 401-04.
  - (2) All others: Destroy when no longer needed for reference.

7. Employee Development Computer Information System

This system is designed to capture training on agency employees gathered from SF 182, Request, Authorization, Agreement, and Certification of Training. Information captured includes data on the employee (name, address, etc.) and on the proposed training (costs, locations, scheduling, etc.). The system is used to generate reports required to be filed with OPM and others for use by agency managers and employees.

- a. Source documents: See 406-01.
- b. Data: Erase or replace data when superseded or no longer needed for administrative purposes.  
 GRS 20/I/29.
- c. Computer printouts:
  - (1) Reports sent to OPM: See 401-04
  - (2) All others: Destroy when no longer needed for reference.

8. Division of Operations Management, Employment and Performance Records System, General Counsel Legal Programs Units

This system is maintained in the Office of the Executive Assistant, Division of Operations Management, and includes data relating to the employment and performance of all professional and clerical staff under the general supervision of the General Counsel, except those working in the Division of Administration. Data gathered includes such routine pieces of information as social security number, grade, salary, and position; and relates to the award, promotion, and appraisal processes. Source documents for the data in the system consist of standard personnel forms.

~~a. Source documents: See chapter 4.~~

b. Data: Erase or replace data when superceded or no longer needed for administrative purposes.

c. Computer printouts: Destroy when all administrative needs have expired.