

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-025-89-1
1 FROM <i>(Agency or establishment)</i> NATIONAL LABOR RELATIONS BOARD		DATE RECEIVED	11/28/88
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4/13/89	ARCHIVIST OF THE UNITED STATES <i>Claude J. [Signature]</i>
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 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, 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 11/17/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Edward Barrese</i>	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 4 items described on the attached pages 2 and 3 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 through Appendix I, Disposition Standards, of the NLRB Files Management and Records Disposition Handbook (NARA external disposal job number NCl-25-81-1). In such cases, references to the Appendix have been provided and these subitems have been marked out in accordance with 36 CFR 1228.20(b)(3) and 1228.70.</p>		4 items

1. 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.

c. Computer printouts:

~~(1) Reports sent to OPM: See 401-04.~~

(2) All others: Destroy when no longer needed for reference.

2. 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.

c. Computer printouts:

~~(1) Reports sent to OPM: See 401-04.~~

(2) All others: Destroy when no longer needed for reference.

3. Equal Employment Opportunity Management System

This system captures information used by the agency's Equal Employment Opportunity Office in the development, modification, and monitoring of its programs. Data included on individual employees is taken from their personal Qualifications Statements (SF 171) and include items such as organizational code, sex, occupational series, minority code, position number, grade, and social security number.

~~a. Source documents: See 401-01.~~

b. Data: Erase or replace data when superseded or no longer needed for administrative purposes.

~~c. Computer printouts: See 407-01.~~

4. Treasury Payroll Information System - TPIS

This system is operated by the Department of the Treasury and is used by the NLRB to prepare its payroll. The system captures current fiscal and calendar year-to-date information on earnings and deductions and includes information such as employee name, grade, salary, medical and life insurance, and state and Federal income taxes.

~~a. Source documents: See Section 4, chapter 6.~~

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

~~c. Computer printouts: See Section 4, Chapter 6.~~