

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		FORM 115 (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-280-04-1	DATE RECEIVED 2-5-2004
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 ADMIN SERVICES/INFORMATION SYSTEMS DEPT			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	DATE 10-13-04	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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

DATE 8 DEC 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE RECORDS MANAGER
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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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

See Agency for NARA NAWMD NAWME NAWNW NAWCT

RETENTION SCHEDULE
LABOR MANAGEMENT GRANTS ADMINISTRATION PROGRAM

800 Series

File Number

Title/Description

801

Grants Administration Case Files

Case files created to document the progress outcome of approved grants administered by the Office of Grants Application, filed by fiscal year and numbered consecutively within each year. Case files include correspondence, memoranda, and any other documents necessary to verify the progress and outcome of each awarded grant, from the official award letter to the final audit report from grantees and acknowledgment from the Director of the Office of Grants Applications.

Temporary. Maintain as active file while grant is active. Close files in fiscal year blocks, by the fiscal year in which the period of the grant award has ended, all moneys are accounted for satisfactorily, and final audits have been reviewed and accepted, and the grant administration case is closed. Transfer closed case files in fiscal year blocks to offsite storage. Destroy when 10 years old.

801-1

Grants Contract Dispute Review Files

These files document the contract dispute appeals process that begins with a request for agency review of a grantee's disputed action and concludes with the resolution or outcome of the appeal after the Grants Contract Dispute Review Board (GCDRB) has reviewed it. Include all correspondence, memoranda, and other documents relevant to the appeal as it proceeds through the defined process.

(a) Grants Contract Dispute Case Files:

Temporary. Retain as active file until the contract dispute is resolved and the case is closed. Retire to offsite storage in fiscal year blocks. Destroy when 10 years old.

(b) Copies of Grants Contract Dispute files retained by individual board members or others for administrative or reference purposes:

Temporary. Destroy when 1 year old or no longer needed for reference.

802

~~Grants-Administration-General-Correspondence.~~

Correspondence or subject files related to the routine administration of the grants application program, that are not directly associated with case files or other items described in this series.

Temporary. Destroy when 2 years old. (GRS 3.14)

810

Applications and Correspondence Associated with the Grants Applications Review Process

Grants Application Forms (SF 124) and associated correspondence received by the Director of the Grants Application Program from grants applicants

(a) Original copies of Sf-124's

(1) Approved and funded:

Temporary. Include in Grants Application Case File.

(2) Disapproved:

Temporary. Destroy when appeals or other procedural questions are resolved.

(b) Copies of SF-124's submitted to the Grants Review Board and individual members of the Board for review and scoring, including administratively rejected applications that may be submitted to the Board.

Temporary. Destroy when grants application review process is complete.

811

Grants Application Review Board Rating Sheets

Rating sheets distributed to Grants Application Review Board members and used to rank or score applications.

Temporary. Destroy when application review process is complete.

812

General correspondence associated with the Grants Review Board

Correspondence or related documents accumulated by Board members or others involved in the Application Review Process.

Temporary. Destroy when the Application Review process is complete.

813

Grant Review Board Final Report

(a) Record copy of Final Report.

Temporary. File with Grants Administration Case File.

(b) Copies submitted to the Director, FMCS, and to the Director of the Grants Application Program:

Temporary. Destroy when 2 years old or when no longer needed for reference.

(a) All other copies:

Temporary. Destroy when 1 year old.

813

Grants Application Acknowledgment Letters and Associated Correspondence

(a) Letters and any follow-correspondence to successful grantees:

Temporary. Include in Grants Application Case Files.

(b) Rejection or disapproval letters and any additional follow-up correspondence:

(1) Rejections not appealed.

Temporary. Destroy when 1 year old.

(2) Rejected Grant Applications that are appealed.

Temporary. Destroy when subsequent appeals have been resolved and all work associated with the appeal is completed.

~~821~~

~~*Cooperative Research or Contractual Agreements Files*~~

~~Correspondence, memoranda, cooperative agreements, and associated documents relating to cooperative and contractual agreements between the Office of Grants Applications and public or private sector business, organizations, or academic and research institutions.~~

~~Temporary. Maintain as active case files while agreements are active. Close files when contractual agreements conclude or are terminated. Cut off in fiscal year blocks and retire to offsite storage. Destroy when 6 years and 3 months old. (GRS-3.3(a)(1)(a))~~

850

Electronic Mail and Word Processing Copies

Electronic copies of records created or received on office application software or e-mail client software and used solely to generate recordkeeping copies of records covered by items in this schedule, and copies of records maintained for updating, revision, or dissemination.

(a) Copies that have no further administrative or informational value after recordkeeping copies have been captured. Include copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disks or network drives, and copies on shared network drives that are only used to produce the recordkeeping copy.

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

(b) Copies that have been used for dissemination, revision, or updating that may be maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is complete. ~~(GRS-20.13, 14)~~