

<b>REQUEST FOR RECORD DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		I FAVF RI ANK (NARA USE ONLY)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		NUMBER <i>NI-280-057</i>	
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATIONA SERVICE		DATE RECEIVED <i>9/2/05</i>	
2 MAJOR SUBDIVISION ADMIN SERVICES/INFORMATION SYSTEMS DEPT		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE <i>4/2/07</i>	
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	ARCHIVIST OF THE UNITED STATES <i>Allen W. Smith</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 <i>4/2/03</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

## RETENTION SCHEDULE

900 Series

ADMINISTRATIVE AND SUPPORT RECORDS COMMON  
TO MOST OFFICES INCLUDING FMCS FIELD OFFICES  
(GRS 23)

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File number

**900**

Title/description

*Office Administration Files*

Records accumulated in FMCS offices, including field offices that describe or relate to routine, internal, administrative or housekeeping activities, and do not pertain to specific program-related or business activities. In general, these records relate to such activities as office organization, staffing, communications, including fax machine logs, and the expenditure of imprest funds or other routine internal budgetary matters, and similar routine administrative functions.

Cut off at the end of the calendar year. Destroy when 2 years old. (GRS 23.1)

**901**

*Logs or schedules of Daily Activities*

Logs, calendars, appointment books, and similar scheduling or appointment records documenting meetings, trips, visits, telephone calls, or other activities of Federal employees acting in their official capacity. EXCLUDE desk calendars, appointment books and other such records that are incorporated into the official program records of the FMCS Director or Associate Director.

Destroy or delete when 2 years old. (GRS 23.5(a))

**902**

*Tickler or Suspense Files*

Chronological files of notes, copies of correspondence, or other materials kept as reminders of pending actions or responses.

Destroy when pending action or response is taken or made. (GRS 23.6)

903

*Transitory Files*

Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.

Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

Destroy when 3 months old. (GRS 23.7)

904

*Extra Copies and Reference or Convenience Materials*

Copies of bulletins, announcements, speeches, directives, issuances, publications, news clippings, and other materials kept only for reference or convenience purposes. EXCLUDE record copies described in other agency retention schedules.

**Destroy when obsolete, superseded, or no longer needed for reference. Review for disposal at the end of each calendar year.**

905

*Administrative Issuances*

(a) Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).

Destroy when superseded or obsolete. (GRS 16.1a)

(b) Case files related to (a) above that document aspects of the development of the issuance.

Destroy when issuance is destroyed. (GRS 16.1b)

**910**  
*Action*

*Extra or Convenience Copies of SF-50 (Notice of Personnel*

Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.

Destroy when 1 year old. (GRS 1.14b)

**911**

*Supervisors' Personnel Files and Duplicate OPF Information*

(a) Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF

Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1.12a)

**912**

*Leave Application Files*

(a) SF 71 or equivalent plus any supporting documentation of requests and approvals of leave (SF 71 signed by employee). Destroy at end of following pay period. (GRS 2.6a)

(b) If employee has not initialed time card or equivalent. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2.6(b))

**913**

*Extra or Office Copies of Travel Records*

Reference or convenience copies of correspondence, itineraries, agendas, reports, and other records to official agency travel and participation in meetings, conferences, seminars, or other mission or training related activities.

**Cut off or break at the end of each calendar year. Destroy when one year old.**

**914**

*Duplicate Files of Working Papers*

Reference or convenience copies of working papers, drafts, or other records that are for reference purposes or in the preparation of documents and reports that reside in the official case files or other official records series described in these schedules.

**Destroy when 1 year old or when no longer needed for reference, whichever is sooner.**

**920**

*General Correspondence Files Retained in FMCS Field Offices*  
Correspondence, memoranda, publications, reports, directives, and other records relating to public relations, dispute prevention cases, relations with professional societies, training, conferences, and other mission-related activities that are kept locally for reference purposes and that are not part of official case files or reports.

**Cut off or break at the end of each calendar year. Destroy when 2 years old.**

**921**

*Training Records*  
Copies of training aids and course materials, including films or videos, scripts, slide presentations, handouts, or other materials developed by the Service, maintained for reference or use in field offices or elsewhere in the Agency. EXCLUDE original or record copies of training materials maintained in the Office of Education and Training.

**Destroy when superseded or no longer needed for reference, whichever is earlier.**

**922**

*Reports*  
Copies of required periodic reports relating to case load, work stoppages, strikes, and related subjects submitted to headquarters.

**Destroy when 2 years old or when no longer needed for reference, whichever is earlier.**

**930**

#### **ELECTRONIC RECORDS DISPOSITION NOTE**

*Electronic Mail and Word Processing Systems Copies*

Electronic mail and word processing systems 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 the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies 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.

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

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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