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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | FAVFRANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-280-07-1</i> | |
| 1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE | | DATE RECEIVED <i>1/10/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Grants Administration Department | | ARCHIVIST OF THE UNITED STATES | |
| 4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY | 5 TELEPHONE (202) 606-2157 | DATE <i>1/17/07</i> | <i>Althea G. Weir</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 |
|--------------------|---|--------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|---|--|
| | Program and Administrative Records of the FMCS Department of Grants Administration | | |

All copies sent to Agency, NWMD, NWMU, NWCT, NR

RETENTION SCHEDULE
LABOR MANAGEMENT GRANTS ADMINISTRATION
PROGRAM

800 Series

File Number

Title/Description

G/ADM 801

Grants Administration Case Files

Case files created to document the progress and outcome of approved grants administered by the Office of Grants Application, filed by fiscal year and numbered consecutively within each year. Case files include grantee applications and award approval documentation from the Grants Review Board, 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, 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 6 years after case files are closed. **Supersedes N1-280-04-1, item 801**

G/ADM 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 6 years after final resolution of case and case files are closed. **Supersedes N1-280-04-1, item 801-1**

G/ADM 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 3 years old
Supersedes N1-280-04-1, item 803b



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date February 26, 2007
To Director, NWML
From Kitty Carter, NWML
Subject N1-280-07-1, Federal Mediation and Conciliation Service

jc 5/11/407
The Federal Mediation and Conciliation Service (FMCS), Office of Administrative Services submits Job No. 280-07-1 to request changes to the retention period for three items in its Grants Administration Program records.

Background

The FMCS, created in 1947, is an independent U.S. Government agency whose mission is to preserve and promote labor-management peace and cooperation. Headquartered in Washington, DC, with 10 district offices and 69 field offices, the agency provides mediation and conflict resolution services to industry, government agencies and communities.

The Grants Office (GO) provides grants to support the establishment and operation of joint labor-management committees at the plant level, on a community or area wide basis, within a particular industry, and for public sector employees.

Grant Administration Program Records

This schedule supersedes previous scheduled items, *G/ADM 801, Grants Administration Case Files, G/ADM 801a, Grants Contract Dispute Review Files, and G/ADM 813b, Grants Review Board Final Files* under N1-280-04-1.

FMCS wishes to decrease the retention period for two items: *G/ADM 801, Grants Administration Case Files* and *G/ADM 801a, Grants Contract Dispute Review Files* from destroying records 10 years after closing file to 6 years. The Grants Administration Department stated that grants case files only need six years because grantees are excluded from applying for new grants for six years after their last approved grant.

The *Grant Review Board Final Reports (item G/ADM 813b)*, consists of copies of reports submitted to the FMCS director and the Director of the Grants Application Program. After discussions with Dean Bundy, FMCS records officer, it was determined as a business practice to maintain the information for 3 years instead of two years for reference purposes, and to give the Grant Office enough time to evaluate the reports. FMCS determined that 3 years would satisfy any departmental need for copies of the report. These are reports about grant administration. They have no substantial programmatic information concerning FMCS activities and are therefore not really of historical value.

Conclusion

The proposed retention periods are sufficient to meet the business need of FMCS as well as protect the rights of Government and private parties and are adequate to ensure Government accountability.

I recommend approval of this schedule.

A handwritten signature in cursive script that reads "Kitty Carter".

KITTY CARTER
Life Cycle Management Division