

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		I FAVORITANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-280-07-2
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		DATE RECEIVED	1/10/07
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Department of Public Affairs		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	4/12/08	Althea Warrick

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

LO 4/25/08 Copies sent to agency, OWSM, OWSM, OWSM, OWSM, OWSM, OWSM

RETENTION SCHEDULE

RECORDS OF THE PUBLIC AFFAIRS DEPARTMENT

These disposition instructions apply to all the described records regardless of physical media, except as noted.

File Number Description/Disposition

PAO-301 *Official FMCS Publications*

Annual Reports, press releases, bulletins, published reports of mediation or conflict resolution services and accomplishments, and all other official publications produced by the Office of Communications in support of the Agency's mission and activities. Recordkeeping copies of these records may exist as hard copy publications, on digital media such as CD's, or as information posted to the FMCS website. Record copies of official Agency publications and productions are generally regarded as eligible for permanent retention. Retention and preservation of permanently valuable publications depends on the media they are recorded on as described below. Accumulation of hard copy materials is less than 1 cubic foot a year. Accumulation of analog or electronic objects is negligible. Date range is approximately 1985 to present. Volume is approximately 10 cubic feet. Arrangement is by calendar year and date of issuance.

(1) a. *Electronic or Digital Publications*

Permanent. Cut off annually. Transfer to NARA 3 years after cut-off in accordance with 36 CFR 1228.270 or applicable NARA guidance for digital records.

(2) b. *Hard Copy Publications*

Permanent. Cut off annually and maintain by subject in chronological order. Transfer to NARA 3 years after cut-off.

PAO-310

Audio-Visual Records that are Mission Related or that Document Personalities or Events of Significance

Still photographs, audio or video tapes, or other audio-visual materials that can be identified and document significant events or personalities in the Agency's history, related to its mission and accomplishments. Volume is small, about 5 cubic feet. Date range for photographs is from about 1960 to the present; for audio and video tapes, from about 1990. Arrangement is chronological. Annual accumulation is less than one half a cubic foot a year.

Permanent.

- (3) a. **Legacy Analog Data.** Transfer legacy media immediately upon approval of this schedule.
- (4) b. **Future Analog data.** Review for significance and cut off annually. Transfer original or earliest generation copy whether analog or digital plus one copy for reference, if available to the National Archives three years after cut-off.
- (5) c. **Legacy Still Pictures.** Transfer Still Pictures dating prior to 2003 immediately upon the approval of this schedule.
- (6) d. **Still Pictures dating after 2003.** Cut-off at end of calendar/fiscal year. Transfer still pictures to NARA 3 years after cut-off. If digital, transfer in accordance with 36 CFR 1228.270 or applicable NARA guidance for digital records.
- (7) e. **Finding aids for audiovisual records.** Transfer with the records to which the finding aids relate.

PAO-310.2

(8)

Production Files

Files that document the origin, development, acquisition, use, or production, or ownership of permanent audio-visual records.

Permanent: *Transfer Production Files and Finding Aids along with the audio-visual records to which they pertain.*

~~PAO-311~~

~~*Audio-Visual Records that Document Activities that are Routine and Administrative, and do not Reflect the Agency's Mission and Accomplishments*~~

~~(a) Photographs of award ceremonies, social events, or other routine, administrative, and internal events and activities not related to the mission of the Agency.~~

~~Temporary. Destroy when 1 year old. (GRS 21.1)~~

~~(b) Personal Identification or passport photos.~~

~~Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is later. (GRS 21.2)~~

~~(c) Internal personnel or administrative training slide presentations, overheads, or other materials.~~

~~Temporary. Destroy 1 year after completion of training program. (GRS. 21.3)~~

~~PAO-312~~

~~*Routine Artwork for Flyers, Posters, Document Covers, Charts, and other Graphics*~~

~~Temporary. Destroy when no longer needed for publication or reprinting. (GRS 21.6, 8)~~

~~PAO-313~~

~~*Video Records Obtained Externally or Created In-House for Routine, Administrative, and Personnel Training or other Routine Uses.*~~

~~These include videos of "roll play" sessions, management or supervisory instructions, and so on.~~

~~Temporary. Destroy 1 year after completion of training. (GRS 21.14, 17)~~

~~PAO 314~~ ~~*Routine Building or Grounds Surveillance Tapes*~~

~~Temporary. Destroy when 6 months old. (GRS 21.18)~~

~~PAO 315~~ ~~*Production Files*~~

~~Files that document the origin, development, acquisition, use, or production, or ownership of temporary audio visual records.~~

~~Temporary. Dispose of according to instructions covering related audio-visual records. (GRS 21.28)~~

PAO-320

(9)

FMCS Mediation History Files

These files are created to document the progress and outcome of events in which FMCS mediators or services play a prominent role, and which have national significance or interest. They consist of correspondence, press clippings, statistics, reports, publications, and any other materials selected to document the progress of dispute resolution efforts. Annual accumulation is variable, depending on the number of significant mediation events and the amount of material collected to document them. Generally less than 5 cubic feet. Current volume amounts to about 30 cubic feet. Date range is approximately 1980 to 2002. They are filed by mediation case name and the year the event occurred; material in individual folders is filed by publication date, the most recent items at the front of the folders and the oldest at the back

Permanent. Cut off at the end of the calendar year in which the files are created. If paper, retain in the Agency until 3 years after cutoff, and then transfer to NARA. If electronic, cut off annually. Transfer to NARA 3 years after cut-off in accordance with 36 CFR 1228.270 or applicable NARA guidance for digital records.

PAO-321 ~~(10)~~ *Communication Reference or Convenience Files*

Files accumulated by Office of Communications Directors or other staff, including extra copies of publications, copies of correspondence or memoranda, or similar documents that have no direct business function or activity, that are kept only for reference or convenience.

Temporary. Destroy when superceded no longer needed for reference, whichever is sooner. Review for disposal at the end of each calendar year.

~~**PAO-322** *Information Requests Files*~~

~~Requests for information and copies of replies involving no administrative actions, no policy decisions, and no special compilations or research, and requests for and transmittal of publications, photographs, videos or CDs, and other information literature.~~

~~Temporary. Destroy when 3 months old. (GRS 14.1)~~

~~**PAO-322-1** *Acknowledgement Files*~~

~~Acknowledgements and transmittals or inquiries and requests that have been referred elsewhere for reply.~~

~~Temporary. Destroy 3 months after acknowledgment and referral. (GRS 14.2)~~

~~**PAO-322-2** *Articles and other documentation from CustomScoop and other Press Services.*~~

~~Temporary. Destroy/delete source information within 3 months after copies have been posted as e-mail digests on the FMCS Intranet. (GRS 14.3)~~

~~**PAO-322-3** *Commendation/Complaint Correspondence Files*~~

~~Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies, EXCLUDING those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.~~

~~Temporary. Destroy when 3 months old. (GRS 14.5)~~

~~PAO 322-4~~ *Indexes and Check Lists*

~~Bibliographies, checklists, and indexes of agency publications and press releases EXCLUDING those relating to record sets scheduled as permanent.~~

~~Temporary. Destroy when superseded or obsolete. (GRS 14.6)~~

~~PAO 330~~ *Electronic Mail and Word Processing Copies*

~~Electronic 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 the 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. Include copies maintained by individuals in personal files. Personal electronic mail directories or other personal directories on hard disks 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. (GRS 20, Item 13, 14).~~

~~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. (GRS, Item 13, 14).~~