

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 N1-280-07-3	DATE RECEIVED 11/10/07
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6/1/07	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

SA 6/6/07 Copies sent to Agency, NWMD, NWME, NWMW, NWCT, NR

RETENTION SCHEDULE

400 Series

RECORDS OF THE OFFICE OF EDUCATION AND TRAINING

File number

Title/Description

EDT401 (Item 1) *Original Training or Course Instructional Materials Produced by or Under the Direction of the Office of Education and Training*

One copy of original and recordkeeping training and course instructional materials developed to support the Office of Education and Training's mission and to provide for the training of FMCS mediators and other employees, or developed to support FMCS training offered to clients. Arrangement is alphabetically by subject, within each calendar year. Volume is 10 cubic feet. Accumulation is less than 2 cubic feet a year.

Permanent. Cut off at the end of each calendar year. Retire to offsite storage in 3-year blocks. Transfer to NARA when 10 years old. Supersedes N1-280-03-3, File Number EDT 401 (Item 1).

EDT420 (Item 2) *Employee Training Records*

Correspondence, reports, evaluations, and other records that document the training and educational accomplishments of FMCS employees, including records pertaining to the New Mediator Training Program and the SES Candidate Development Program, and related records.

(a) Record copies of employee training records are submitted to the Office of Human Resources for filing in employee Official Personnel Folders (OPF).

(b) Copies retained in the Office of Education or Training or in other departments for administrative or reference purposes.

Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. Supersedes N1-280-03-3, File Number 420 (Item 2).