

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-280-08-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received October 12, 2007	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records of the Office of Arbitration			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dean Bundy	5 TELEPHONE NUMBER 202-606-2157	DATE 4/14/08	ARCHIVIST OF THE UNITED STATES <i>Alan W...</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 needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/12/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>		TITLE <i>Record's Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Office of Arbitration Services/Notice Processing Unit		
<i>10 4/11/08 Copies sent to agency, NWINW, &amp; NR</i>			

## RETENTION SCHEDULE

### **ARB-010-030**      RECORDS OF THE OFFICE OF ARBITRATION SERVICES/NOTICE PROCESSING UNIT

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

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File number      Title/Description

1. **ARB-010**      *Arbitration Case Administration Data (including R-43 Request for Arbitration Panel Forms.)* Data collected from various sources and entered into the FMCS database to support the administration of current arbitration cases. Data includes the R-43 Arbitration Panel Request forms and additional documents and correspondence concerning the selection of arbitration panels, issues involved in the arbitration, representatives of union and management, appointment letters, and similar information pertinent to the establishment and support of arbitration cases.

Temporary. Cut off at the end of the calendar year R-43s are received in.  
Destroy when 5 years old.

2. **ARB-011**      *R-19 Arbitrator's Report and Statement of Fees Forms Case Files* R-19 forms and any supplemental correspondence between FMCS and the arbitrator needed to support or explain the forms.

Temporary. Cut off at the end of the calendar year the R-19s are received in.  
Destroy when 5 years old.

3. **ARB-020**      *Official Roster of Arbitrators and R-22 Arbitrator Personal Data Questionnaire Forms.* The R-22 arbitrator personal data information case files that are retained as the basis for the active Roster of FMCS dispute arbitrators.

Temporary. Retain in the Department of Arbitration Services. Destroy 2 years after arbitrators are dropped from the Roster.

*Notice Processing Records.*

Records, including Notice to Mediation Agency (F7) forms and notices of appeal filed by parties, correspondence, and any other records collected and filed by the Notice Processing Unit into case files which are evidence of the business operations of that Unit. Data from the F7 forms and notices of appeal are extracted from the forms and keyed into the database by NPU staff. Data is then provided electronically to FMCS Regional Offices for assignment of mediation cases.

Temporary. Cut off at the end of the calendar year the F-7s are received in. Destroy when 7 years old.

~~*Electronic Mail and Word Processing Copies. (GRS 20, Items 13, 14).*~~

~~Electronic copies of records that are created on electronic mail and word processing systems are 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. Include copies maintained by individuals in personal files, personal electronic mail 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. ——~~

~~——— 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.~~