

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NC1 280 78 1</b>
DATE RECEIVED	<b>9 MAR 1978</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <u>4-14-78</u>	<i>James E. O'Neill</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Mediation and Conciliation Service

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Dan Funkhouser

5. TEL. EXT.

653-5310

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 22 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/2/78	<i>Robert P. Gajdys</i> Robert P. Gajdys	Director of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">Federal Mediation and Conciliation Service</p> <p>The Federal Mediation and Conciliation Service (FMCS) was created by the Labor Management Relations Act of 1947 which transferred the mediation and conciliation functions of the Secretary of Labor and the U.S. Conciliation Service to the newly created agency. The primary function of the FMCS is to prevent or to minimize strikes and work stoppages by making mediators available at the request of either or both parties in a labor dispute, or intervening on its own initiative. The Service attempts to avoid involvement in disputes if state or other conciliation services are available. The Service was not granted law enforcement power, but relays on the power of persuasion through the use of mediation, factfinding, and arbitration.</p> <p>Through its mediators, the Service seeks to establish sound and stable labor-management relationships. The Service also promotes collective bargaining and voluntary arbitration as the best method for settling issues between management and representatives of employees.</p> <p>The activities of the FMCS involve industry labor-management disputes in the private sector and an increasing involvement in recent years with Federal, state, and local</p>		

*15-107 Sent to agency, all FRC's, NCA, MNG, NNR, NNF, HNY, MNB, and NMBR - 4/18/78 90 items*

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	<p>governments and their employees in the public sector including the Federal sector. In addition, the 1974 amendment to the National Labor Relations Act established new procedures for bargaining involving disputes between health care institutions and their employees, and extended coverage to employees of private nonprofit health care institutions which were previously exempted.</p> <p>The dispute mediation, technical assistance, and mediator training functions of the FMCS are carried out in large part by the eighty field offices, under the supervision of eight regional directors who are also responsible for maintaining regional public and press relations.</p> <p>This schedule covers all records currently created by the FMCS other than those covered by the General Records Schedules.</p> <p>This schedule will supersede all schedules previously approved for the records of the Federal Mediation and Conciliation Service.</p> <p>The records described in this schedule are arranged under the following headings:</p> <p>Records of the Office of the Director  Records Relating to Advisory Committees  FMCS Research Records  Records of the Office of the General Counsel  Records of the Office of Information  Records of the Office of Professional Development  Records of the Office of Arbitration Services  Records of the Office of Mediation Services  Records of the Office of Administration (other than those covered by the General Records Schedules)  Dispute Case Files (Headquarters and Field)  Field Office Records (other than dispute case files)  Records Common to Most Offices</p>		

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Records of the Office of the Director

The Director and the Deputy Director of FMCS have the general responsibility for the administration of the FMCS and setting the policy under which the mission will be carried out. They act as the liaison with the White House, and direct and participate in the mediation of all major disputes.

1. Subject Files.

a. Correspondence, memoranda, directives, reports, and other records relating to the major functions, programs, and policies of the Service, liaison with the White House and relations with other Federal agencies and state governments. Arranged alphabetically by subject.

PERMANENT. Break file every three years. Retain in office for an additional 2 years, then transfer to Federal Records Center. Offer to National Archives 15 years after file cutoff. This file currently accumulates at less than 2 cubic feet per year.

b. Correspondence, memoranda, reports, publications, bulletins, and other records relating to routine internal administrative matters.

Destroy when 3 years old.

2. Reading File.

Blue carbon copy of outgoing correspondence circulated weekly to heads of offices and other top officials in the Service. Filed chronologically.

Destroy when 3 months old.

3. Status Reports of Cases.

Reference copies of the statistical reports of case intake and disposition submitted by field offices. The Office of Mediation Services receives the record copy.

Destroy when superseded or no longer needed.

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4.	<p><u>Biographies.</u></p> <p>Biographies of key personnel including mediators, regional directors, and HQ office directors, maintained in binders. Included for each is a photograph and personal data including the individual's experience, education, and other qualifications.</p> <p>Destroy when no longer needed.</p> <p style="text-align: center;"><u>Records Relating to Advisory Committees</u></p>		
5.	<p><u>Advisory Committee Records.</u></p> <p>a. Correspondence, memoranda, copies of Executive Orders, agenda, copies of Federal Register notice of meetings, work papers, drafts, and other records relating to the establishment of the committee (including the charter), budget, membership, and justification for continuation.</p> <p>Arranged chronologically.</p> <p>(1) Work papers, drafts, notices of meetings and any other material of transitory value.</p> <p>Screen periodically and destroy.</p> <p>(2) Charter, justifications and any other records relating to the establishment or continuation of committee.</p> <p>PERMANENT. Offer to National Archives 5 years after discontinuance of the committee. Negligible annual volume.</p> <p>b. Minutes of meetings. Record copy of bound transcripts of meetings.</p> <p>Arranged chronologically. Less than 1 cubic foot per year for each committee.</p> <p>PERMANENT. Offer to National Archives when 25 years old.</p>		

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6.	<p style="text-align: center;"><u>FMCS Research Records</u></p> <p>The FMCS research function currently rests in the Office of the Director. The responsibilities of this function are to conduct research and analysis of problems relating to mediation and arbitration.</p> <p><u>Research Studies.</u></p> <p>a. Record copy of printed or published studies or articles, or final draft copy if not printed, of any original research performed by <del>OTS</del> <sup>FMCS</sup> researchers in the area of dispute prevention, health care bargaining, or any other subject relating to FMCS activities.</p> <p>Arranged alphabetically by subject. Negligible accumulation and negligible annual volume.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p> <p>b. Studies and reports summarizing data from published sources to be used internally for reference or information.</p> <p>Destroy when obsolete or no longer needed.</p> <p>c. Questionnaires, working papers and other records created in the process of gathering information.</p> <p>Destroy when no longer needed.</p> <p style="text-align: center;"><u>Records of the Office of the General Counsel</u></p> <p>The Office of the General Counsel provides legal advice and representation for the Service; serves as Congressional liaison; interprets court decisions, legislation, and conflict of interest regulations; maintains relations with NLRB and other government agencies; administers the Taft-Hartley injunction procedures; participates in the mediation of significant disputes; and represents the Service at conferences and seminars dealing with legal or semi-legal issues. The General Counsel also serves as the Freedom of Information officer. Until August 1973, the General Counsel was also responsible for arbitration operations. At that time the Office of Arbitration Services was established allowing the general counsel to function as a full time legal officer.</p>	<p style="text-align: right;"><i>jkf</i> 2/12/78</p>	

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7.	<p><u>Subject File.</u></p> <p>Correspondence, memoranda, regulations, reports, studies, and other records relating to legal interpretations, litigation, Congressional liaison, relations with other Federal agencies and states, proposed legislation, and significant disputes and cases. Freedom of Information requests and reports are also included.</p> <p>Arranged alphabetically.</p> <p>a. Screen annually reference materials and records relating to routine internal administrative matters and destroy in accordance with items 51-55 of this schedule.</p> <p>b. See GRS 14, items 16-20, for disposition of records relating to the Freedom of Information Act.</p> <p>c. Records documenting the primary functions of the office as described above and excluding a. and b.</p> <p>PERMANENT. Break file every three years. Transfer to Federal Records Center when volume warrants. Offer to National Archives 15 years after file cut-off. This file accumulates at the rate of about 1 cubic foot per year.</p>		
8.	<p><u>Legislative History File.</u></p> <p>a. Records relating to legislation proposed by the FMCS including clearances and comments, internal memoranda, and a copy of proposed bill.</p> <p>Arranged chronologically.</p> <p>Destroy when 5 years old.</p> <p>b. Records relating the legislation proposed by other government agencies which was sent to the FMCS for comment and printed copies of bills relating to labor relations maintained for reference.</p> <p>Cutoff file at the end of the year. Destroy 4 years after cutoff.</p>		

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	<p style="text-align: center;"><u>Records of the Office of Information</u></p> <p>The Office of Information has the responsibility for coordinating the public relations program of the Federal Mediation and Conciliation Service. This includes making information concerning FMCS programs and activities available to the public and the media and promoting collective bargaining policy and the mediation process. In the field, mediators participate in this program by accepting speaking engagements, taking part in conferences, occasionally lecturing high school or college classes in labor-management relations, and making themselves available to the media, especially during disputes.</p> <p>The Office of Information carries out its responsibilities by issuing newsreleases, providing media liaison during key disputes, publishing informational pamphlets and reports, arranging interviews and press conferences, writing speeches for key FMCS personnel, publishing a newsletter, providing photographic service, and coordinating the FMCS foreign visitor program.</p> <p>9. <u>Subject File.</u></p> <p>Correspondence, memoranda, and bulletins relating to routine administrative matters such as coordination of foreign visitors programs, design and printing services, and coordination of the awards committee.</p> <p>Back file annually. Destroy when 5 years old.</p> <p>10. <u>Speeches of the Director of FMCS.</u></p> <p>a. Record copy of each speech delivered by the Director to labor organizations, conferences, management representatives, and other groups, relating to labor-management relations, collective bargaining, dispute mediation, arbitration, and the role of the FMCS in carrying out its nation-wide responsibilities. Processed copies, filed in binders. Arranged by name of individual director and thereunder chronologically by date of speech.</p> <p>These speeches accumulate at less than 4 inches per year. The current accumulation is about 2 1/2 linear feet for the period 1947 to the present.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p>		

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	<p>b. Numbered list of the titles of speeches delivered by the Director maintained for quick reference. Filed in binders.</p> <p>Arranged chronologically by date of speech.</p> <p>The annual accumulation of this file is negligible. The current accumulation is about 2 inches for the period 1947 to the present.</p> <p>PERMANENT. Offer to National Archives with related speeches.</p> <p>c. Working copies of speeches including drafts, comments, and original typed copy. Maintained in envelopes and arranged chronologically.</p> <p>Destroy when 1 year old.</p>		
11.	<p><u>Press Releases.</u></p> <p>Processed copy of each FMCS news release relating to status reports on disputes, settlements, pending mediation of significant strikes, appointments, opening of new regional offices, implementation of legislation, and other events or developments relating to FMCS program or cases. Filed in binders and arranged chronologically.</p> <p>The annual accumulation is about 1 inch per year. The current accumulation is about 2 feet for the period 1947 to the present.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p>		
12.	<p><u>Publications</u></p> <p>a. Annual Report.</p> <p>Record copy of the published FMCS Annual Report which provides narrative information on the programs, policies, and functions of the Service, summaries of significant cases in which the Service was involved, statistical summaries relating to the total case load and types of cases, and copies of legislation relevant to the creation, functions and responsibilities of the Service. Arranged chronologically by year.</p>		



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13.	<p>The annual volume is negligible. The current accumulated volume is about 1 foot for the 1st thru 28th Annual Reports, 6/30/48 - FY 1975.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p> <p>b. <u>Newsletter.</u></p> <p>Record copy of the <u>Mediator</u>, a printed monthly newsletter distributed internally and to a limited extent externally, containing articles relating to personnel, national and regional office news, major cases, meetings and general labor relations subjects; and its predecessor the <u>Newsletter</u>, issued irregularly. Arranged chronologically.</p> <p>The annual volume is about 1 inch per year. The accumulated volume of the <u>Newsletter</u>, 1959-74, is about 1/2 foot. The accumulated volume of the <u>Mediator</u>, March 1974 thru present is about 2 inches.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p> <p>c. <u>Pamphlets and Brochures.</u></p> <p>Informational pamphlets and brochures relating to the structure and functions of the FMCS, arbitration, available technical services, and employment with the FMCS. Published for distribution to the public. Arranged alphabetically by subject.</p> <p>PERMANENT. Offer to the National Archives when 15 years old. Negligible annual accumulation.</p> <p><u>Clippings Scrapbook.</u></p> <p>a. Clippings or photocopies of newspaper or magazine articles provided by a clipping service from various newspapers throughout the country relating to the FMCS, covering such subjects as appointment of key personnel, conferences sponsored by the FMCS, dispute or arbitration cases in which the FMCS participated, and legislation affecting labor-management relations. Pasted on sheets of paper and filed in binders. Arranged chronologically.</p> <p>These records accumulate about one inch per year. The current accumulation is about one foot, 1959-present.</p>		

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	<p>PERMANENT. Offer to National Archives when 15 years old.</p> <p>b. Newspaper clippings provided by a clipping service or sent in by a field office relating to FMCS field office personnel and activities. Pasted on sheets of paper and filed in binders. Arranged by region. The current accumulation is about one foot, mid 50's to late 60's. These records are no longer maintained.</p> <p>PERMANENT. Offer to National Archives when 15 years old.</p> <p>c. Newspaper clippings relating to labor relations activities and legislation maintained as background material for speeches and articles.</p> <p>Destroy when no longer needed.</p>		
14.	<p><u>Public Relations Reports.</u></p> <p>Reports from mediators and other key personnel in the field providing information on public appearances including name of participant, date and place, subject of address, and estimated size of audience. Filed numerically by region number and thereunder alphabetically by name of participant.</p> <p>Break file annually and destroy when 2 years old.</p>		
15.	<p><u>Statistical Reports.</u></p> <p>Reference copies of field office statistical monthly summaries of case intake and disposition, the record copy of which is submitted to the Office of Mediation Services. Filed chronologically in binders.</p> <p>Destroy when no longer needed for reference.</p>		
16.	<p><u>Still photographs, filmstrips, posters, original artwork or slide sets of officials, events, and activities relating to the functions and programs of FMCS.</u></p> <p>a. Still photographs - The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.</p> <p>b. Other pictorial records - The original and a reference print of each item.</p>		

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	<p>PERMANENT. Break file after 5 years and offer to the National Archives 5 years after break or when no longer needed, whichever occurs first.</p> <p>c. Additional duplicate prints of (a.) and (b.)</p> <p>Destroy after 5 years or when no longer needed.</p>		
17.	<p><u>Still photographs of social gathering, low-level administrative staff functions, ceremonial activities and other subjects of a transitory nature.</u></p> <p>Destroy after 5 years or when no longer needed, whichever is sooner.</p> <p><u>Records of the Office of Professional Development</u></p> <p>The Office of Professional Development, established in 1977, is responsible for mediator staff development within the Federal Mediation and Conciliation Service. This responsibility includes policy and program development, program implementation and program and personnel evaluation for all mediator employees of the Service, as well as training and related services to select agencies and activities outside of the Service.</p> <p>The Office of Professional Development has responsibility for the training of new mediator personnel and the continuing development of other mediators on the staff through such activities as workshops, regional conferences, the National Seminar, individual development programs, career counseling and outside training and development opportunities.</p>		
18.	<p><u>Subject Files.</u></p> <p>Correspondence, memoranda, reports, press releases, publications, speeches, agenda, bulletins, news clippings, and other records relating to budget, conferences, personnel, training, and other administrative matters.</p> <p>Break file annually. Destroy when 5 years old.</p>		
19.	<p><u>Monthly Summary of Significant Events.</u></p> <p>Reference copy of the monthly narrative report to the Director.</p>		

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20.	<p>Destroy when 1 year old.</p> <p><u>Training Records.</u></p> <p>Correspondence, memoranda, rosters, blank questionnaires and other records relating to mediator and commissioner orientation and training.</p> <p>Destroy when 1 year old or when superseded or obsolete, whichever is applicable.</p>		
21.	<p><u>Audiovisual records used for the training of FMCS personnel.</u></p> <p>Destroy after 5 years or when no longer needed, whichever occurs first.</p> <p style="text-align: center;"><u>Records of the Office of Arbitration Services</u></p> <p>The Office of Arbitration Services established as a separate office in FY 1974, provides lists of qualified arbitrators to disputing parties who make such a request. Related to this basic function, the Office of Arbitration Services is also responsible under the 1974 health care amendments to the National Labor Relations Act for appointing boards of inquiry in emergency health care industry disputes. In conjunction with their basic responsibilities, this office also participates in FMCS - sponsored symposiums relating to arbitration, maintains contact with private arbitration organizations, and provides advice to state governments in establishing procedures or training relating to arbitration.</p>		
22.	<p><u>Subject Files.</u></p> <p>Correspondence, memoranda, reports publication, working papers, workshop materials and other records relating to the general administration of the office.</p> <p>Break file annually. Destroy when 3 years old.</p>		
23.	<p><u>Correspondence Files.</u></p> <p>a. General correspondence relating to requests for information, letters of transmittal, procedures, preliminary inquires, and other routine matters.</p> <p>Break file annually. Destroy when 1 year old.</p>		

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	<p>b. Regional correspondence relating to procedural and informational matters.</p> <p>Break file annually. Destroy when 3 years old.</p> <p><i>This item was inadvertently omitted.</i> <i>jkf</i> <i>3/10/78</i></p>		

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24.	<p><u>Arbitration Case Files.</u></p> <p>Case files containing correspondence requesting a panel of arbitrators and related subsequent correspondence, transcripts, briefs, and awards. Arranged by consecutive case number.</p> <p>Destroy when 3 years old.</p>		
25.	<p><u>Log of Arbitration Case Files.</u></p> <p>Arranged numerically by case number. Destroy when no longer needed.</p>		
26.	<p><u>Board of Inquiry Case Files.</u></p> <p>Case files including correspondence and reports relating to health care institution labor-management disputes which threaten to close the institution. Arranged alphabetically by name of institution.</p> <p>Disposal is not authorized at this time. Submit recommendation for disposition in 1985.</p>		
27.	<p><u>Arbitrator Files.</u></p> <p>a. Rejected applications and related correspondence.</p> <p>Break file annually. Destroy when 2 years old.</p> <p>b. Applications, correspondence, and biographical data including education, training and experience.</p>		

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	<p>(1) Files for qualified applicants not selected for inclusion on the roster.</p> <p>Break file annually. Destroy when 2 years old.</p> <p>(2) Files for applicants placed on the roster.</p> <p>Maintain in active file until notified of temporary unavailability, retirement, or death.</p> <p>(3) Files of active arbitrators who notify the Service that they will be temporarily unavailable.</p> <p>Separate from active file upon notification of unavailability. Destroy 10 years later unless returned to active status.</p> <p>(4) Files of active arbitrators who become unavailable due to retirement or death.</p> <p>Separate from active file upon notification of retirement or death. Destroy 1 year later.</p>		
28.	<p><u>Biographical Book.</u></p> <p>Binder containing sheets of biographical information on current arbitrators, arranged alphabetically and maintained for reference.</p> <p>Destroy when no longer needed.</p>		
29.	<p><u>Records Relating to Speeches.</u></p> <p>Notes, outlines, and background materials relating to speeches delivered by the Director and Deputy Director of the Office of Arbitration Services.</p> <p>Destroy when no longer needed.</p> <p><u>Records of the Office of Mediation Services</u></p> <p>The Office of Mediation Services is responsible for establishing FMCS policies and procedures for all dispute mediation and technical assistance. Mediators at headquarters and in field offices throughout the country participate in the mediation of labor management disputes, both in the private sector and,</p>		

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30.	<p>increasingly, in the public sector. The headquarters office coordinates field mediation activities, acts as liaison between the FMCS and other agencies on specific disputes, and handles Federal-state relations.</p> <p><u>Subject Files.</u></p> <p>Correspondence, memoranda, directives, publications, speeches, reports, press releases, and other records relating to Federal and State legislation, collective bargaining procedures and activities the Federal Service Impasses Panel, liaison with other government agencies, and other matters.</p> <p>Break file every 2 years. Destroy when 5 years old.</p>		
31.	<p><u>Report and Control Files.</u></p> <p>a. Periodic status and summary reports relating to case intake and disposition submitted by field offices or prepared at headquarters such as strike reports, and work stoppage reports.</p> <p>Destroy when 2 years old.</p> <p>b. Control registers compiled at the headquarters office from information received from the field.</p> <p>Destroy 5 years after date of the latest entry.</p>		
32.	<p><u>Federal Services Impasse Panel Cases.</u></p> <p>Duplicate case files containing copies of reports, correspondence, and recommendations relating to cases referred to the FSIP, maintained for control.</p> <p>Destroy when case is closed.</p>		
33.	<p><u>Food, Health, and Construction Industries Reports.</u></p> <p>Duplicate copies of initial and final reports filed in the official dispute case files relating to the food, health, and construction industries. Maintained in the headquarters office from monitoring purposes.</p> <p>Destroy when 2 years old.</p>		



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34.	<p><u>Technical Assistance Case Files.</u></p> <p>Headquarters duplicate copies of case files consisting of correspondence and interim and final reports relating to preventive activities (dispute prevention), including consultation, training, and formation of labor-management committees.</p> <p>Destroy when 3 years old.</p>		
35.	<p><u>Technical Assistance Case Register.</u></p> <p>Register containing a regional summary of types of cases administered by each mediator.</p> <p>Destroy when no longer needed.</p>		
36.	<p><u>Records Relating to Technical Services in the Regions.</u></p> <p>Correspondence, memoranda, and other records relating to personnel assignments, status of cases, regional conferences, requests for information, and various aspects of regional administration.</p> <p>Break file annually. Destroy when 5 years old.</p>		
37.	<p><u>Audiovisual records produced by the FMCS and used for educational and informational purposes, or to record mediation and conciliation sessions in progress.</u></p> <p>a. Motion picture films - The original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound projection print of each motion picture.</p> <p>b. Sound records - The master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>c. Video recordings - The original or the earliest generation of each recording or a kinescope of the recording.</p> <p>d. Finding Aids and Production Documentation - Existing finding aids such as date sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the</p>		

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	<p>audiovisual records as well as production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.</p> <p>PERMANENT. Offer to the National Archives after 5 years or when no longer needed.</p> <p>e. Additional duplicate prints of items identified in (a.).</p> <p>f. Additional duplicate recordings of items identified in (b.) and (c.).</p> <p>g. Prints and recordings acquired from other agencies and institutions.</p> <p>Destroy after 5 years or when no longer needed.</p> <p style="text-align: center;"><u>Records of the Office of Administration</u> (exclusive of those authorized for disposal by the General Records Schedules)</p>		
38.	<p><u>Budget Estimates and Justifications.</u></p> <p>Statistical and narrative reports and tables created to present the current and projected costs of personnel, travel, rents, utility services, penalty mail, equipment, and all other expenditures of the Service, and evaluation of program effectiveness.</p> <p>Destroy when 15 years old.</p>		
39.	<p><u>Forms Files.</u></p> <p>a. Record copy of all FMCS forms developed by the Service. Arranged numerically by form number.</p> <p>PERMANENT. Place in inactive file when superseded, obsolete, or no longer used. Break file every 5 years. Offer inactive file to National Archives when 20 years old. Negligible annual accumulation.</p> <p>b. Background papers, clearance and related records.</p> <p>Destroy when related form is superseded, obsolete, or no longer used.</p>		

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40.	<p>c. Forms not developed by the FMCS.</p> <p>Destroy when superseded, obsolete, or no longer used.</p> <p><u>Issuances.</u></p> <p>a. Directives</p> <p>(1) Record copy of directives documenting the organization, policies, and procedures of the FMCS, including the current Directives Manual and the Operations Manual which has been superseded in part by the Directives Manual. Arranged by numeric code.</p> <p>Current accumulation is about 2 cubic feet. Annual projected volume is negligible.</p> <p>PERMANENT. Transfer to National Archives when superseded or when 10 years old, whichever is later.</p> <p>(2) Background material and clearances, exclusive of the record copy of each directive.</p> <p>Destroy when 10 years old.</p> <p>b. Handbooks.</p> <p>(1) Policy Directive Handbook containing interim policy instructions pending clearances and issuance as part of the Directives Manual.</p> <p>Destroy when superseded or obsolete.</p> <p>(2) Travel Regulations handbook containing copies of directives relating to travel excerpted from the Directives Manual.</p> <p>Destroy when superseded, obsolete or no longer needed.</p> <p>c. Bulletins</p> <p>Record copy of bulletins issued to all employees for the dissemination of information or issuance of ephemeral instructions.</p> <p>Destroy when 3 years old.</p>		

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41.	<p><u>Operations Audits Files.</u></p> <p>Statistical and narrative information used to evaluate the quantity and variety of cases handled for each region, each field office and the individual mediators.</p> <p>Destroy when 10 years old.</p>		
42.	<p><u>Management Improvement Studies.</u></p> <p>Studies conducted to determine the efficiency of current organizational and procedures in relation to statutory functions and Executive Orders. Any changes made as a result of recommendations in the studies would be issued in the Directives Manual.</p> <p>Destroy when 10 years old.</p>		
43.	<p><u>Final Reports.</u></p> <p>Duplicate copies of all final reports (FMCS Forms F-3 F-3a, F-19 or equivalent) for dispute, technical assistance and arbitration cases, used as source material for the Mediation Data File and the Arbitration Information Tracking System.</p> <p>Destroy when 5 years old. Do not retire to Federal Records Center.</p>		
44.	<p><u>Arbitration Information Tracking System.</u></p> <p>Machine-Readable records used to select arbitrators, track process of arbitrations, and remind arbitrators to submit copies of awards to FMCS. Records contain personal profiles of arbitrators, information on companies and unions, and current and historical case data.</p> <p>Destroy when 20 years old.</p>		
45.	<p><u>Mediation Data File.</u></p> <p>Machine-Readable records containing statistics on any company or union in the U.S. which has received FMCS assistance in negotiating a labor-management contract for which a final report has been filed.</p> <p>Destroy when 20 years old.</p>		

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Dispute Mediation and Technical Assistance  
Case Files and Related Records

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| 46. | <p><u>Official copies of Dispute Mediation and Technical Assistance Case Files.</u></p> <p>Reports and related correspondence documenting the initiation, progress, and completion of dispute mediation cases.</p> <p>Arranged numerically by case number.</p> <p>Headquarters and field offices:</p> <p>PERMANENT. Transfer to Federal Records Center 3 years after case is closed. Offer to National Archives (appropriate Regional Archives Branch) 30 years after case is closed.</p>  | <p>II - NNA - 2026, item 1</p> <p>II - NN - 3375</p>         |  |
| 47. | <p><u>Control Cards.</u></p> <p>a. Assignment control card.</p> <p>FMCS Form 18 or equivalent summarizing the disposition of the cases. Arranged numerically by case number.</p> <p>PERMANENT. Offer to National Archives <del>5 years after case is closed.</del> with related case files. (appropriate Regional Archives Branch)</p> <p>b. All other control cards and registers.</p> <p>Destroy when no longer needed.</p> <p style="text-align: center;"><u>Field Office Records</u><br/>(exclusive of the dispute case files)</p> <p>The following records are common to most FMCS field offices.</p> | <p><i>jat</i><br/>3/10/78</p> <p>II - NNA - 2026, item 4</p> |  |
| 48. | <p><u>General Subject Files.</u></p> <p>Correspondence, memoranda, publications, reports, directives, and other records relating to arbitration, mediation, public relations, and dispute prevention cases and activities; relations with professional societies; training; conferences; and other program related activities.</p> <p>Destroy when 3 years old.</p>  |  |  |

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
49.	<p><u>Training Records.</u></p> <p>Training aides and course material including films, scripts, handouts and other materials developed by the Service.</p> <p>Destroy when superseded or no longer needed.</p>		
50.	<p><u>Reports.</u></p> <p>Copies of required periodic reports relating to case load, work stoppages, strikes, and related subjects submitted to headquarters.</p> <p>Destroy when 1 year old.</p>		
<u>Records Common to Most Offices</u>			
The following items provide disposition instructions for the records described, wherever they may be found in the agency, for both headquarters and field offices.			
51.	<p><u>Housekeeping Records.</u></p> <p>Correspondence, memoranda, reports, forms, and other records relating to housekeeping matters, exclusive of records relating to program activities which are described elsewhere in this schedule.</p> <p>Destroy in accordance with disposition instruction provided by the General Records Schedules.</p>		
52.	<p><u>Reference Materials.</u></p> <p>Copies of speeches, directives, bulletins, press release, issuances, news clippings, publications, and other materials maintained for reference, whether or not they were created within the Service, exclusive of record copies of FMCS records described elsewhere in this schedule.</p> <p>Destroy when obsolete, superseded, or no longer needed for reference. Review annually.</p>		

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53.	<p><u>Chronological Files.</u></p> <p>White carbon or other copy of outgoing correspondence. Arranged chronologically.</p> <p>Destroy when no longer needed or when 2 years old, whichever is sooner.</p>		
54.	<p><u>Travel Records.</u></p> <p>Correspondence, itineraries, agendas, reports, and other records relating to individual employee travel to and participation in conferences, seminars, and other meetings.</p> <p>Destroy when 1 year old.</p>		
55.	<p><u>Duplicate Files and Working Papers.</u></p> <p>Duplicate copies of records filed in the official case files, reports, drafts, notes, publications, and other records used as background material as well as working papers.</p> <p>Destroy when no longer needed.</p>		