

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Federal Labor Relations Authority

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Debra McGruder

5. TELEPHONE
(202) 482-6690
ext. 433

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-480-00-1

DATE RECEIVED
05/30/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
1-5-01 John W. Paul

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
05/18/00	Debra L McGruder	Director, ASD

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

1. a. Authority Working Case Files

Working case files are created by the Office of Case Control (CCO) staff for cases such as, arbitration, negotiability, representation, and ULP, that are assigned for merits review by the Authority Member Offices. When a case is assigned for merits review, one working case file is provided to each Member Office and a second file is provided to the Member Office that is assigned lead responsibility for the case. Once provided to the Member Offices by CCO, the working files are maintained by the staff in the Member Offices.

The working case files essentially contain copies of pleadings filed by the parties in a case and any orders or other documents issued by CCO to the parties (i.e., acknowledgment notices, orders). The working case files may also contain documents created by other FLRA components such as decisions of Administrative Law Judges (ALJ's) in Unfair Labor Practice (ULP) cases. The working case files may contain internal informational memoranda from CCO to the Authority case screening committee and/or Member Offices. The working case files also contain internal information generated by the Authority case screening committee. In addition, the working case files may contain internal Authority generated documents related to the decisional process such as document checklists and staff surveys. Also included are internal copies of staff memos and drafts of decisions. Closed working case files are maintained by staff in the Member Offices. Electronic copies of documents generated by the CCO and the Member Offices are maintained by the respective offices.

Cut off closed cases at the end of each fiscal year. Destroy when no longer needed for research or 1 year after cut off, whichever is sooner. Not authorized for transfer to an FRC.

- b. Electronic copies of documents prepared for working case files that are created by word processing and e-mail applications.

Maintain by case number or case name in computer system for research. Review annually and delete when no longer needed for research.