

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-317-99-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/5/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1a2, 1b2 and 2a

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1a1 and 1b1 are one-time authorities for disposal of closed series

Items 2b and 3b are superseded by GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

Item 3a1 is superseded by N1-317-02-003, Item 5a

Item 3a2 is superseded by N1-317-02-003, Item 5b

Item 4a is superseded by N1-317-02-003, Item 6a

Items 4c1 and 4c2 are superseded by N1-317-02-003, Item 6b

Items 4b and 4c3 are superseded by GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)

Item 4d1 is superseded by GRS 3.1 item 050 (DAA-GRS-2013-0003-0002)

Item 4d2 is superseded by GRS 3.1 item 051 (DAA-GRS-2013-0005-0003)

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U. S. Department of Labor

2. MAJOR SUBDIVISION

Employment Standards Administration

3. MINOR SUBDIVISION

Office of Labor-Management Standards

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Ed Hilz

202-693-1215

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-317-99-1

DATE RECEIVED

8-25-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-27-00

[Signature]

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 6 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

2/20/99

*Maureen Vell**Departmental Records Officer*7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

See Attached

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228*Agency, NWMG, NR, NWMW*

* **1. LABOR ORGANIZATION REPORTS**

Includes initial Form LM-1 (Labor Organization Information Report), amended Form LM-1s, Form LM-1As (filed prior to December 31, 1994 when Form LM-1A was eliminated), labor organization constitutions and bylaws, labor organization annual financial reports (Forms LM-2, LM-3, and LM-4), labor organization trusteeship reports (Forms LM-15, LM-15A, LM-16, and LM-6 (filed prior to 1997 when Form LM-6 was eliminated)), and attachments filed with the reports.

A. Active Filers

1. Filed before 1990.

Temporary. Initial Form LM-1, latest constitution and bylaws, and latest applicable amended Form(s) LM-1 and/or LM-1A, if any, retained in OLMS National Office. Other reports retired to FRC. Destroy in January 2009.

2. Filed on or after January 1, 1990.

Temporary. Retain initial Form LM-1, latest constitution and bylaws, and latest applicable amended Form(s) LM-1 and/or LM-1A, if any, in OLMS National Office. Cut off reports in five-year blocks. Retire to the FRC 10 years after cutoff. Destroy 15 years after cutoff.

B. Terminated Filers

1. Terminated Prior to 1995

Temporary. Retired to the FRC. Destroy in January 2009.

2. Terminated on or after January 1, 1995.

Temporary. Cut off after termination. Retire to the FRC 3 years after cutoff. Destroy 15 years after cutoff.

Supersedes N1-317-94-1 items 1 and 2

* revised schedule approved by agency via fax, 11/12/99

2. LABOR ORGANIZATION REPORTS CORRESPONDENCE FILE

Copies of incoming and outgoing letters, memoranda, and other records relating to Forms LM-1, LM-2, LM-3, LM-4, LM-15, LM-15A, LM-16, or equivalent.

A. Textual Records

Temporary. Destroy when no longer needed for reference.

B. Records created using electronic mail or word processing

Temporary. Destroy or delete when record keeping copy has been produced.

Supersedes N1-317-94-1, item 3

3. INVESTIGATIVE CASE FILES

Correspondence, complaints, investigative reports, exhibits and other materials relating to civil and criminal investigations conducted under the LMRDA and related statutes. Arranged numerically by assigned case number. Privacy Act System DOL/ESA-45

Volume on hand: 900 cubic feet

Annual Accumulation: 80 cubic feet

A. Textual

+ significant
+ overregional
1. Case files deemed historically significant. These cases meet at least one of the following criteria: generates national/media attention; results in a congressional investigation; causes substantive change in agency policy or procedure; or involves high level or prominent individuals.

PERMANENT. Cut off after case is closed. Retain on site two years after cutoff and then transfer to the FRC. Transfer to the National Archives 25 years after cutoff.

2. All other case files.

Temporary. Cut off after case is closed. Retain on site two years after cutoff and then transfer to FRC. Destroy 10 years after cutoff.

B. Electronic Version

Records created using electronic mail or word processing

Temporary. Destroy or delete when record keeping copy has been produced.

+ addition approved by RLO via telephone, 12/6/99
xyf

✱ 4. Labor Organization Reporting System (LORS) Database Records

The LORS master file captures data (financial expenditures, assets, liabilities, etc.) extracted from labor organization reports covered under Item 1 of this schedule.

Inclusive dates: 1998 to present

Restriction: None

Volume: one CD-ROM per year

- A. Inputs. Union organization and financial information taken from forms LM-1, LM-2, LM-3, and LM-4 and simplified annual reports.

TEMPORARY. Disposition is covered by item 1 of this schedule.

- B. Master File: Data extracted from forms LM-1, LM-2, LM-3, and LM-4 and simplified annual reports.

TEMPORARY. Delete when data is updated or superseded and transferred to CD-ROM in ASCII format.

- C. Outputs.

1. CD-ROM, 1998 and 1999, containing master file data

PERMANENT. Transfer to the National Archives upon approval of this schedule.

2. CD-ROM containing master file data

PERMANENT. Produce annually at the end of the calendar year. Transfer to the National Archives immediately after verification.

3. Other textual reports needed for reference purposes.

TEMPORARY. Destroy when no longer needed.

- D. Documentation: Includes system specifications, file specifications, record layouts and copies of reporting forms with corresponding instructions.

1. Documentation required by 36 CFR 1228.188(e) and copies of forms LM-1, LM-2, LM-3, and LM-4

PERMANENT. Transfer annually to the National Archives with CD-ROM

2. All other documentation.

TEMPORARY. Destroy when updated or no longer needed, whichever is sooner.

** Approved by agency RO via e-mail 12/22/99*