

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-02-8</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-4-2002</i>	
1. FROM (Agency or establishment) DEFENSE CONTRACT AUDIT AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GALE DAVIS	5. TELEPHONE (703) 767-1038	DATE <i>10-28-02</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 <u>4</u> 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,			
XX is not required; is attached; or has been requested.			
DATE <i>2/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jody A. Treary</i>	TITLE ASSISTANT DIRECTOR, RESOURCES	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**LABOR MANAGEMENT RELATIONS FILE SERIES
FOR DEFENSE CONTRACT AUDIT AGENCY**

This is an update to the Labor Management Relations File Series. The proposed file codes and descriptions replace former file codes:

- 347.2 Case Files
- 347.3 Labor Relations

These file descriptions and codes had become outdated since they were appraised in 1975.

cc Agency

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FOR DEFENSE CONTRACT AUDIT AGENCY

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347.6 Collective Bargaining Agreement. All files related to a collective bargaining agreement. Includes proposals, correspondence, bargaining history, FLRA negotiability files, and Federal Service Impasses Panel activity.

1. TEMPORARY RECORD. Destroy/delete 3 years after being superseded by a new agreement

347.7 Mid Term Bargaining/Impact and Implementation. Relates to matters outside the Collective Bargaining Agreement

2. TEMPORARY RECORD. Destroy/delete 3 years after being superseded by a new agreement

347.8 Grievance/Arbitration. Records relating to grievances and arbitration actions.

3. TEMPORARY RECORD. Destroy/delete 3 years after no longer current

347.9 Litigation Actions. Records relating to litigation actions before the FLRA and/or Court of Appeals. Includes briefing materials, etc.

4. PERMANENT RECORD.

Recordkeeping copy, paper
Electronic copies, delete after 3 years

CUT-OFF: End of Year
RETAIN: For 5 years
TRANSFER: To Federal Records Center
CUT-OFF: After 20 years
TRANSFER: To National Archives

APR
10/28/02
WITHDRAW

DCAA TO
REASSESS
NEED

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347.10 Unfair Labor Practices. Records relating to actual or perceived unfair labor practices.

5. PERMANENT RECORD

Recordkeeping copy, paper

Electronic copies, delete after 3 years

CUT-OFF: End of Year

RETAIN: For 5 years

TRANSFER: To Federal Records Center

CUT-OFF: After 20 years

TRANSFER: To National Archives

347.11 Unit Determinations. Records relating to documented changes to the bargaining unit and related Certificates of Representation.

6. PERMANENT RECORD

Recordkeeping copy, paper

Electronic copies, delete after 3 years

CUT-OFF: End of Year

RETAIN: For 5 years

TRANSFER: To Federal Records Center

CUT-OFF: After 20 years

TRANSFER: To National Archives

(ADP)

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WITHDRAW

DCAA TO

REASSESS

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Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. 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. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

7. TEMPORARY RECORD. 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.

8. TEMPORARY RECORD. Destroy/delete when dissemination, revision, or updating is completed.

10/28/02

(ADD)

WITHDRAW

DCAA TO
REASSESS