

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0174-2022-0003

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Department of Labor
Record/Scheduling Group	0174 - General Records of the Department of Labor
Records Schedule Applies To	Agency-wide
Schedule Subject	Executive Secretariat Correspondence Records
Additional Schedule Information	<p>Department of Labor executive correspondence, memoranda, and invitations for the Secretary.</p> <p>This schedule supersedes all existing DOL and subagency schedules for its items. The executive correspondence, memoranda, and invitation records controlled by the Department of Labor, Executive Secretariat, are the official record copy and all other copies maintained within the Department of Labor are convenience copies.</p> <p>The Department of Labor Executive Secretariat controls all executive correspondence, memoranda, and invitations for the Secretary of Labor. All Department of Labor sub agencies may contribute to the creation of these records however the recordkeeping version is maintained by the Executive Secretariat.</p> <p>This schedule supersedes N1-174-95-1, item 1 and N1-174-94-3 items 1, 3, and 4. Records covered by item N1-174-94-3 item 2 are no longer maintained separately from item 1 due to being maintained electronically and item 2 is now obsolete. The Executive Secretariat no longer maintains records under item 5 as this is the responsibility of the Office of Public Affairs and is scheduled under N1-174-94-2 item 1. Item 6 was previously withdrawn.</p> <p>This schedule is media neutral.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 1

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0174-2022-0003

Item #	Title	Disposition
0001	Executive (Controlled) Correspondence	Permanent
0002	Internal Memoranda	Permanent
0003	Invitations and Meeting Request Files	Temporary
0004	Briefing Books	Permanent

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Records Schedule Items

DAA-0174-2022-0003-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Executive (Controlled) Correspondence		
Item Description	Consists of all incoming correspondence to the Secretary of Labor's Office, outgoing correspondence signed by or on behalf of the Secretary of Labor or the Deputy Secretary of Labor, and all executive correspondence, incoming and outgoing, controlled by the Executive Secretariat.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-174-94-003 / 1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cutoff concluded files quarterly		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 1 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Textual data:8GB		
Approximate first year of records covered by this authority	2021		
End year of records covered by this authority	Still being created		
Date span of the initial transfer	From: 01/01/2021 To: 12/31/2021		
Frequency of transfer	1		
Are any of the records covered by this item subject to a FOIA exemption?	Yes		
FOIA Exemption(s)	FOIA (b)(6) Personal Information		

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DAA-0174-2022-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Internal Memoranda	
Item Description	Consists of agency internal memos and related documentation from DOL component agencies to the Secretary of Labor, Deputy Secretary, or executive staff. This series includes, but is not limited to, action requests, action and information memoranda.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-174-94-003 / 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff concluded files quarterly.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:8GB	
Approximate first year of records covered by this authority	2021	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2021 To: 12/31/2021	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law	

DAA-0174-2022-0003-0003	STATUS: Active
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ITEM GENERAL INFORMATION		
Item Title	Invitations and Meeting Request Files	
Item Description	Consists of routine invitations addressed to the Secretary or Deputy Secretary to attend, participate, and/or speak at meetings, conferences, seminars, social gathering, and similar events. Also includes action memos requesting a meeting(s) with the Secretary, Deputy Secretary, or Chief of Staff involving persons outside the Department.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-174-94-003 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0174-2022-0003-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Briefing Books	
Item Description	Secretary's copy of daily briefing books assembled on the activities and programs of the Department of Labor. These books consist of daily schedules, agendas, topics of discussion, issue and talking points, biographies, summary and/or position papers, speeches, and other background materials related to the daily activities of the Secretary.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-174-95-001 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when the Secretary's term ends.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:4GB	
Approximate first year of records covered by this authority	2021	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 03/01/2021 To: 03/31/2023	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(6) Personal Information	

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.