

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-174-03-01</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/12/2002</i>	
1. FROM (Agency or establishment) U.S. Department of Labor		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Secretary			
3. MINOR SUBDIVISION Office of Small Business Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Betty Cooper	5. TELEPHONE NUMBER 202-693-6469	DATE <i>4-30-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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>5</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/12/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

entire job reviewed by RO liaison and approved via email on 2/18/04. 208

Office of Small Business Programs

The Office of Small Business Programs (OSBP) administers the Department of Labor's responsibilities to ensure procurement opportunities for small, small disadvantaged, women-owned small businesses, HUBZone businesses, and businesses owned by service disabled veterans; serves as the Department's central referral point for small business regulatory compliance assistance information; manages the Department's minority colleges and universities and other special programs; and provides management oversight and guidance for the Department's advisory committees and other similar committees and agreements to ensure compliance with applicable statutes and related requirements.

Authority: Federal agencies are required to promote procurement opportunities for small, small disadvantaged and 8(a) businesses by the Small Business Act, as amended, (Public Law 95-502 and 503). The Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) mandates similar efforts for small women-owned businesses, Public Law 106-50 created the program for service-disabled veteran-owned small businesses; Public Law 105-135 established the HUBZone program. The Small Business Regulatory Enforcement Fairness Act of 1996 (P.L. 104-121) requires Federal agencies to make available to small businesses compliance guides and assistance. Executive Orders 12876, 12900 and 13201 direct Federal agencies to implement programs, respectively regarding Historically Black Colleges and Universities, Educational Excellence for Hispanic Americans, and Tribal Colleges and Universities that are administered by the respective White House Initiative offices (in the U.S. Department of Education). Executive Order 13125 directs Federal agencies to ensure that Asian Americans and Pacific Islanders are afforded opportunity to fully participate in Federal programs. The Federal Advisory Committee Act (P.L. 92-463) sets requirements for advisory committees. This Act and the Negotiated Rulemaking Committee Act of 1990 (P.L. 101-463) apply to negotiated rulemaking committees.

1. OFFICE OF SMALL BUSINESS PROGRAMS PUBLICATIONS

- Record set (one copy) of each pamphlet, bulletin, report, booklet, brochure, leaflet, fact sheet, newsletter, or other material for public distribution published by
- the Office of Small Business Programs. Includes OSBP material published by the Government Printing Office.

Annual Accumulation: 2-3 cubic feet

Arrangement: Alphabetically by name of publications

3. Disposition: **PERMANENT**. Cut off files at the end of each fiscal year. Retire to Federal Records Center 3 years after cut off. Transfer to NARA in 5 year blocks when 5 years old. (e.g., 1996-2000 publications transferred to NARA in 2006.)

- b). Working Files. Files includes working drafts, notes, reference materials, routine administrative records, copies of materials from other sources and related documentation whose value does not warrant inclusion in OSBP official files.

Disposition: Temporary. Maintain in office. Destroy when no longer needed for reference.

2. SPEECHES, ADDRESSES, COMMENTS

- * *Extra copies of* Speeches, addresses, and comments made by the Director or designated staff members at official functions or formal ceremonies. Audience includes: high level policy officials within the Department of Labor as well as officials in other Executive Branch agencies, Congress, key industry leaders, labor, academic, small businesses, minority colleges and universities and members of various DOL advisory committees.

Annual Accumulation: Less than 1 cubic foot

Arrangement: Chronological by date of event

- * Disposition: ~~PERMANENT. Cut off at the end of fiscal year. Retire to Federal Records Center 5 years after cutoff. Transfer to NARA in 5 years blocks when 10 years old. (e.g., 1996-2000 publications transferred to NARA in 2011.)~~ *Temporary. Destroy when no longer needed.*

3. INFORMATIONAL RELEASES

- * *Extra copies* Copy of informational releases such as News Releases, Press Releases and Biographical sketches of the OSBP Directors

Annual Accumulation: Less than one cubic foot

Arrangement: Chronologically by date of event

- * Disposition; ~~PERMANENT. Cut off at end of fiscal year. Retire to Federal Records Center 3 years after cutoff. Transfer to NARA in 5 year blocks when 10 years old. (e.g., 1996-2000 publications transferred to NARA in 2011.)~~ *Temporary. Destroy when no longer needed.*

Changes/corrections provided by OSBP liaison via email of 1/12/04. Noy

4. OFFICE OF SMALL BUSINESS PROGRAMS' ANNUAL REPORTS

Record copy maintained by Headquarters OSBP Office
Annual accumulation; less than 1 cubic foot
Arrangement: Chronological

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to NARC in 10 year blocks when 10 years old. (e.g., 1996-2000 publications transferred to NARA in 2011.)

5. ORGANIZATION AND DIRECTIVE FILES

*** Extra copies*
Record copy of formal directives, information bulletins, procedural and operating manuals, organizational charts and function statements.

Annual accumulation: less than 1 cubic foot
Arrangement: Alphabetically by subject

Temporary. Destroy when no longer needed.
Disposition: ~~PERMANENT. Cut off at end of fiscal year. Transfer to NARA in 5 year blocks when 10 years old. (e.g., 1996-2000 publications transferred to NARA in 2011.)~~

6. Small Business and Small Disadvantaged Business Utilization Files

Correspondence, reports, studies, goal statements, and other records relating to the small and advantaged business utilization program as required.

Annual accumulation: less than 1 cubic foot
Arrangement: Alphabetically by subject

Temporary. Destroy when no longer needed.
Disposition: ~~PERMANENT. Cutoff at end of fiscal year. Transfer to NARA in 5 year blocks when 10 years old. (e.g., 1996 - 2000 transfer to NARA in 2011.)~~

7. Minority Colleges and Universities Program Files

A, Correspondence reports, and other records relating to the Minority Colleges and Universities Program as required.

Annual accumulation: less than 1 cubic foot
Arrangement: Alphabetically by subject

Disposition: PERMANENT: Cutoff at end of fiscal year. Transfer to NARA in 5 year blocks when 10 years old. (e.g., 1996 - 2000 transfer to NARA in 2011.)

*** Confirmed by OSBP records liaison via email, 2/3/04. rog*

b. Copies used for dissemination, revision or updating that are maintained in addition to the record keeping copy

Disposition: **Temporary:** Delete when no longer needed for reference, revising or updating.

8. Small Business Regulatory Enforcement Fairness Act of 1996 (SBREFA) Program

Correspondence, reports, and other records relating to the SBREFA Program as required.

Disposition: **TEMPORARY:** Cutoff at end of fiscal year. Maintained in office. Destroy when 5 years old.

9. Advisory Committee Files

Reports and records of all Department of Labor advisory committees which includes incoming and outgoing correspondence, memoranda, original copies of advisory committee charters, Notices of Establishments and Renewals, Fact Sheets, Annual Reports, Memberships, minutes of advisory committee meetings and other materials dealing with the purpose and functions of the Commission/Council. Original charters are to be returned to originating agency upon termination of the Commission or Council.

Annual accumulation: less than 12 cubic foot

Arrangement: Alphabetically by subject

Disposition: **PERMANENT:** Maintained in the Office of Small Business Programs. Cutoff at end of fiscal year. Transfer to NARA in 5 year blocks when 10 years old. (e.g., 1996 – 2000 transfer to NARA in 2011.)

10. Electronic Mail and Word Processing System Copies for Items 1 through 9:

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

a. Copies that have no further administrative value after the record keeping copy are made. Includes copies maintained by individual 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 record keeping copy

Disposition: **TEMPORARY:** Delete within 180 days after the record keeping copy has been produced.