REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER *NI-174-05-1*
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received *3/17/05*

1. FROM (Agency or establishment) U.S. Department of Labor	NOTIFICATION TO AGENCY
2. MAJOR SUB DIVISION Office of Adjudicatory Services (OAS)	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER Sabrina Middleton	5. TELEPHONE 202-693-5031	DATE *7/9/05*	ARCHIVIST OF THE UNITED STATES *[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 ___1___ page(s) are not needed now 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,

[x] is not required   [ ] is attached; or   [ ] has been requested.

DATE *11/30/2004*	SIGNATURE OF AGENCY REPRESENTATIVE *[signature]*	TITLE Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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

SA 8/15/05 Copies sent to Agency, NWMW, NR

OFFICE OF ADJUDICATORY SERVICES

The Office of Adjudicatory Services (OAS) provides consolidated administrative, technical, logistical, and managerial service support to the Department of Labor's appellate boards (Administrative Review Board [ARB], Benefits Review Board [BRB], and Employees' Compensation Appeals Board [ECAB]), here in referred to as the Boards. As necessary provides advice and assistance on assigned programs to the Office of the Deputy Secretary and other agencies/parties.

This establishes a records schedule for the **Office of Adjudicatory Services.** This schedule will be used in conjunction with the General Records Schedule and other appropriate Department of Labor schedules.

General Files of the Office

1. Adjudicatory Boards' Reports – Provides the Deputy Secretary for the Department of Labor, and for Department's appellate boards (Administrative Review Board [ARB], Benefits Review Board [BRB], and Employees' Compensation Appeals Board [ECAB]). Reports that contain analysis and case workload/production data, trend and analysis summary for the Department's appellate boards.

    a. Adjudicatory Boards' Monthly Report. 1998-present.
       Volume on Hand: less than 1 cubic foot
       Arrangement: by month

       Disposition – TEMPORARY. Cut off at the end of each calendar year. Destroy when 3 years old.

    b. Adjudicatory Boards' Annual Report. 1998-present.
       Volume on Hand: less than 1 cubic foot
       Arrangement: by year

       Disposition – TEMPORARY. Cut off at the end of each calendar year. Destroy when 3 years old.

2. Electronic mail and word processing records.

    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 items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

    a. Copies of records that have no further administrative value after the

Recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.