
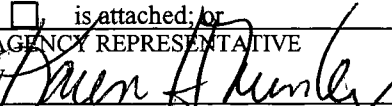


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-174-09-4	DATE RECEIVED 9/22/09
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary and Deputy Secretary			
3. MINOR SUBDIVISION Executive Secretariat/Immediate Office of the Secretary			
4. NAME OF PERSON WITH WHOM TO CONFER Denise Love	5. TELEPHONE 202-693-7278	DATE 5 Apr 11	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 9-18-2009	SIGNATURE OF AGENCY REPRESENTATIVE Karen H. Nunley 	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">Comprehensive Records Schedule U.S. Department of Labor Office of the Secretary and Deputy Secretary Executive Secretariat (EXECSEC) Secretary's Information Management System (SIMS)</p> <p>1 - 5 See attached detailed descriptive listing of record series items for Secretary's Information Management System (SIMS).</p> <p>1 SIMS Input</p> <p>2 SIMS Master File</p> <p>3 SIMS Output</p> <p>4 SIMS System Back-up Tapes</p> <p>5 SIMS System Documentation</p>		

**U.S. Department of Labor
Office of the Secretary
Office of the Executive Secretary**

SECRETARY'S INFORMATION MANAGEMENT SYSTEM

The Secretary's Information Management System (SIMS) is a Web-based electronic correspondence control and tracking system that has been in operation since 2001. SIMS is used by the Office of the Executive Secretary (EXEC SEC) and Department of Labor (DOL) agencies to track controlled correspondence or memoranda addressed to – or prepared for – the Secretary or Deputy Secretary of Labor or otherwise provided to EXEC SEC for tracking.

SIMS allows users to track documents from receipt to finalization, including tracking the progress of inter-agency clearance of draft documents. SIMS contains information about each document, including an assigned number, the originator of the document, the subject, and the DOL agency to which the document has been assigned for response or clearance, that may be used to query or search the SIMS database. SIMS also allows users to view scanned images of source documents and related comments and drafts.

The hardcopy correspondence and documents scanned into SIMS by Exec Sec are maintained and preserved in a paper recordkeeping system in accordance with the National Archives and Records Administration (NARA) approved records retention schedule number N1-174-94-3. DOL agencies may use SIMS to control and track their own correspondence and internal documents. However, correspondence and documents scanned into SIMS by the agencies are maintained and preserved pursuant to their agency's NARA approved records retention schedules.

- ~~1. **Input/Source Documents.** Consists of the data needed for tracking controlled correspondence and documents from receipt to finalization including, but not limited to: originator; addressee; organization; constituent; subject; signature level; dates associated; agencies or offices assigned; instructions; and remarks. Additionally, scanned images of incoming correspondence (including invitations and scheduling requests) addressed to the Secretary or Deputy Secretary of Labor, or provided to EXEC SEC for tracking are included – along with all outgoing correspondence signed by the Secretary or Deputy Secretary, or signed by other DOL senior agency officials on behalf of the Secretary or Deputy Secretary; information and action memoranda prepared by DOL officials for the Secretary or Deputy Secretary; drafts of letters and memoranda and clearances and comments received by DOL agencies on those drafts.~~

a. ~~**Hardcopy (non-electronic) – General (Controlled) Correspondence.**~~

~~Original copies of correspondence scanned into SIMS.~~

~~**Disposition. TEMPORARY.** Return hardcopy originals to the official recordkeeping custodial office. Apply previously approved records retention schedule. (Authority: N1-174-94-3, item 1 and GRS 20, item 2a(1)).~~

b. ~~**Hardcopy (non-electronic) – Internal Memorandums.**~~ 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 memorandum. Original copies of correspondence scanned into SIMS.

~~**Disposition. TEMPORARY.** Return hardcopy originals to the official recordkeeping custodial office. Apply previously approved records retention schedule. (Authority: N1-174-94-3, item 3 and GRS 20, item 2a(1)).~~

c. ~~**Hardcopy (non-electronic) – Invitation and Meeting Requests Files.**~~

~~Consists of routing 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. Original copies of correspondence scanned into SIMS.~~

~~**Disposition. TEMPORARY.** Return hardcopy originals to the official recordkeeping custodial office. Apply previously approved records retention schedule. (Authority: N1-174-94-3, item 4 and GRS 20, item 2a(4)).~~

2. **Master File.** The structured database stores permissions, scanned documents, and metadata. Users are able to search and query the database.

a. ~~**User identification, profiles, authorizations, and password files.**~~ Files created to monitor password and user identification administration. Also includes information on system usage, log in and audit trails.

~~**Disposition. TEMPORARY.** Destroy when a user terminates or when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 1c)~~

b. **Electronic records, documents, and files, including scanned images and metadata.** Electronic images of input/source documents and files described in record series Item 1 above.

Disposition. TEMPORARY. Delete 10 years after hard copy records covered under N1-174-94-3 are transferred to the National Archives.

3. ~~**Outputs.**~~ Consists of management reports, tracking reports, and email notifications. Users can query the system and display, print, or email reports, as needed.

~~**Disposition. TEMPORARY.** Destroy or delete immediately, or when no longer needed for reference, or according to a predetermined time period or business rule. (GRS 23, item 7)~~

4. ~~**System Documentation.** Data systems specifications, file specifications, codebooks, record layouts, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~**Disposition. TEMPORARY.** Destroy or delete when the SIMS system is superseded or becomes obsolete. (GRS 20, item 11a(1))~~