

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK
	JOB NO N1-174-89-1

TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	DATE RECEIVED 1-30-89
---	---------------------------------

1 FROM (Agency or establishment) Pension & Welfare Benefits Administration	NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.
2 MAJOR SUBDIVISION Office of the Assistant Secretary	
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER Ursaline C. Sutson	5 TELEPHONE EXT 523-6471	DATE 3/3/89	ARCHIVIST OF THE UNITED STATES <i>C. Anderson</i>
---	------------------------------------	-----------------------	--

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 25JAN89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul Larson</i>	D TITLE DOL Records Officer
--------------------------	--	---------------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Records 1968 - 1972 1981 Former Administrators for the Office of Pension and Welfare Benefits Programs 1. Agency Files Arranged alphabetically. Consists of correspondence, memorandum and other material prepared by or concerning various PWBA component offices. Footage on hand: 68 cu. ft. Annual accumulation: 0 Permanent. Transfer to the National Archives immediately.		6 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

2. Advisory Council Committee records established under former OPWBP Administrators 1968-1984 and continued under Assistant Secretary for 1984 and Forward

Arranged alphabetically. Consists of agenda and minutes of meetings, information, advice and recommendations on its policies, programs and operations and other recorded actions documenting Advisory Council activities. Also includes correspondence on engagements, invitations, reports and related materials on committees, organizations, boards, panels, membership lists and directories.

Footage on hand: 60 cu. ft.

Annual accumulation: 5 cu. ft.

Permanent. Break file annually. Transfer to Federal Records Center when three years old. Transfer to National Archives when 10 years old.

Records 1986 and Forward

Assistant and Deputy Assistant Secretaries for Pension and Welfare Benefits

3. Policy and Procedure Files.

Arranged alphabetically. Consists of documents that deal with the development and implementation of policies, procedures and changes in organizational functions and overall management program operations.

Footage on hand: 5 cu. ft.

Annual accumulation: 2 cu. ft. - varies by Assistant/Deputy Assistant Secretaries

Permanent. Break file annually. Transfer to Federal Records Center when three years old or one year after departure of Assistant or Deputy Assistant Secretaries, whichever is sooner. Transfer to National Archives when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4.	<p>Office Administrative Files.</p> <p>Arranged alphabetically. Consists of correspondence, reports, hotel and travel arrangements, newspaper articles, personnel, and other general administrative correspondence.</p> <p>Break file annually. Destroy when three years old. DO NOT RETIRE TO THE FEDERAL RECORDS CENTER.</p>		
5.	<p>General Correspondence.</p> <p>Arranged alphabetically. Consists of correspondence from members of Congress and other Federal officials and agencies.</p> <p>Footage on hand: 10 cu. ft.</p> <p>Annual accumulation: 3 cu. ft. - varies by Assistant/Deputy Assistant Secretaries</p> <p>Permanent. Break file annually. Transfer to Federal Records Center when two years old. Transfer to National Archives when 10 years old.</p>		
6.	<p>Internal memorandums.</p> <p>Arranged alphabetically by PWBA component offices. Consists of all documents sent to and signed by on behalf of the Secretary of Labor or the Deputy Secretary of Labor.</p> <p>Permanent. Break file annually. Transfer to Federal Records Center when two years old. Transfer to National Archives in four year blocks when 15 years old.</p> <p>Footage on hand: 5 cu. ft.</p> <p>Annual accumulation: 2 cu. ft. - varies by Assistant/Deputy Assistant Secretaries</p>		