

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-174-93-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 4 is non-record reference material.

Item 5 was accessioned by NARA. See National Archives Identifier 27499933.

Date Reported: 05/05/20201

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

OFFICE OF THE SECRETARY & DEPUTY SECRETARY

3. MINOR SUBDIVISION

EXECUTIVE SECRETARIAT/OFFICE OF THE IMMEDIATE SECRETARY

4. NAME OF PERSON WITH WHOM TO CONFER

Ruth Morgenstern/Cheryl Robinson

5. TELEPHONE

219-6019

219-9161

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-174-93-3

DATE RECEIVED

3-25-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

4-21-94

Andy Hurdkamp

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 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

3-17-93

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

DoL

Departmental Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

~~This records schedule supersedes all other records schedules of the Secretary & Deputy Secretary, and is to be used in conjunction with the departmental administrative records schedules, and the General Records Schedules (GRS).~~

See attached.

Copies to NCF, NN-W, NNT and NIA @ 4/26/94

withdrawn

~~1. INTERNAL MEMORANDUMS.~~

~~Arranged alphabetically by Department of Labor component agency. Contains documents prepared by the individual Department of Labor component agencies.~~

~~Annual accumulation: 5 Cubic Foot (varies by Secretary).~~

~~PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center 1 year after cut off. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

~~2. IDENTICAL/SIMILAR DOCUMENTS.~~

withdrawn

~~Arranged alphabetically. Consists of documents by that component that are identical or similar in content and sent to multiple addresses.~~

~~Annual accumulation: 3 Cubic Feet (varies by Secretary).~~

~~PERMANENT. Cut off at end of calendar year. Transfer to Washington National Records Center 1 year after cut off. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

~~3. GENERAL CORRESPONDENCE.~~

withdrawn

~~Arranged alphabetically. Consists of all documents sent to and signed by or on behalf of the Secretary of Labor or the Deputy Secretary of Labor. These records also include the TRACKING SYSTEM INDEX which is arranged alphabetically by subject.~~

~~Annual accumulation: 100 Cubic Feet~~

~~PERMANENT. Cut off every three months. Transfer to Washington National Records Center when 1 year old. Transfer records to the National Archives in four year blocks when twelve (12) years old.~~

4. NEWS RELEASES (Electronic or hard copy)

Information copy for reference purposes. The Office of Information and Public Affairs maintains the record set.

TEMPORARY: Destroy paper copy and delete electronic version when no longer needed.

5. BRIEFING MATERIALS, ^{Lynn Martin} 1991-Jan. 1993.

Arranged chronologically and/or alphabetically. Consists of all materials relating to the Secretary's or Deputy Secretary's meetings. These records include agendas, comments, and notes.

Annual Accumulation: 5 Cubic Feet

Transfer to Washington Federal Records Center 1 year after completion of term. Offer to National Archives

PERMANENT:

~~(12) years old~~

SCHEDULES

~~when twelve~~

in 1996
withdrawn

6. ~~daily~~ activities, and/or alphabetically. Consists of agendas, and trip schedule materials related to speaking engagements, meetings etc.
Arranged chronologically
Annual Accumulation: 5 Cubic Feet (varies by Secretary)

Transfer to Washington Federal Records Center 1 year after completion of term. Offer to National Archives
(12) years old.

~~when twelve~~

withdrawn

PERMANENT:

FILES

Arranged chronologically and/or alphabetically. Consists of speeches, and speeches, testimonies and other related materials.
~~invitations, and speeches, testimonies and other related materials.~~

Destroy copy when no longer needed

TEMPORARY:

8. MISCELLANEOUS SUBJECT FILES, 1991 - Jan. 1993.

Extra copies of correspondence, agency semiannual briefing files, correspondence routing slips, and other miscellaneous records.

Destroy upon approval of this schedule.

DISPOSITION: