

**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 of Labor

3. MINOR SUBDIVISION

Office of Information and Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Kuhns

5. TELEPHONE

(202)219-7344

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-174-94-2

DATE RECEIVED

1-14-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

9-10-94

Audrey Hunkamp Peters

**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 5 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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

DOL  
DEPT. RECORDS OFFICER7.  
ITEM  
NO.**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

Records Schedule for the Office of Information and Public Affairs. See attached.

This records schedule supersedes all other records schedules of the OIPA, and is to be used in conjunction with the General Records Schedule (GRS).

Copies sent to NSP, NW, WNS, NNT, NCF, NIA and Agency of State

## **1. News Releases**

Record copy of DOL produced news releases, 1990 to present. (Pre-1990 news releases are scheduled for permanent retention in the DOL Historian's Office.) Arrangement: chronological by month. Annual accumulation: one cubic foot. Amount on hand: 3 cubic feet.

### **a. National Office**

Disposition: **Permanent.** Cutoff file at end of calendar year. Transfer to NARA in five year blocks when earliest copy is five years old. (Ex. 1990-1994 transfer in 1995)

### **b. Regional Office (including copies of N.O. releases) Amount on hand less than one cubic foot.**

Disposition: **Permanent.** Cutoff file at end of calendar year. Transfer to NARA (regional archives) in five year blocks when earliest copy is five years old. (Ex. 1990-1994 transfer in 1995)

### **c. Working papers, notes, camera-ready copy (National and Regional offices).**

Disposition: Destroy when no longer necessary.

## **2. DOL Annual Report**

### **a. DOL Annual Report to Congress. Arrangement: chronological. Annual accumulation: less than one cubic foot. Amount on hand: two cubic feet.**

Disposition: **Permanent.** Transfer to the National Archives in 10 year blocks when 10 years old.

### **b. Working Papers, Original Camera-ready Copy and Negatives.**

Disposition: Destroy when no longer needed.

## **3. Newspaper and Magazine Clips**

Disposition: Destroy when two years old.

#### **4. OIPA Publications**

General publications funded and produced by OIPA on an infrequent basis. Arrangement: chronological. Annual accumulation: less than one cubic foot. Amount on hand: less than one cubic foot.

Disposition: **Permanent.** Transfer one copy to the National Archives in 10 year blocks when 10 years old or when one cubic foot accumulates.

#### **5. DOL Newsletter**

Copy of each newsletter published monthly. Arrangement: chronological by month. Annual accumulation: less than one cubic foot. Amount on hand: one cubic foot.

##### **a. National Office**

Disposition: **Permanent.** Transfer one copy of each DOL newsletter to the National Archives in 10 year blocks when 10 years old.

##### **b. Working Papers, notes, camera-ready copy.**

Disposition: Destroy when no longer needed.

#### **6. Copies of Secretary of Labor's Briefing Books**

Briefing books contain a variety of information about ongoing projects/programs collected from DOL agencies and news sources and provided to the Secretary of Labor as needed for visits, briefings, etc. Materials are incomplete.

Disposition: Destroy when one year old or when no longer needed for reference.

#### **7. Secretary of Labor's Speeches, Testimonies, Remarks, Transcripts, Correspondence, Telegrams**

Disposition: Destroy when no longer needed for reference.

#### **8. Copies of Secretary Messages and Statements**

Disposition: Destroy when three years old or when no longer needed for reference.

**9. Press Services (series discontinued October 1993)**

In newsletter format, press service provide an overview of present issues reported in the media. (Information is also published in the DOL Newsletter scheduled for permanent retention in item 4 of this schedule.) Approximate volume 2.5 cubic feet.

Disposition: Destroy when one year old. Working papers and notes may be discarded one week after distribution.

**10. Control System Files**

United States Department of Labor Form ~~1-2026~~ <sup>1-2026</sup> and related working papers.

Disposition: Destroy when three years old. <sup>CJS 9/11/96</sup>

**11. OPA Assistant Secretary's Correspondence**

Disposition: Destroy when two years old.

**12. Information Project Files (information/promotion campaigns) National and Regional Offices**

Working files consisting of outlines, campaigns, and project meetings notes.

Disposition: Destroy three years after completion of the project or event.

Video Records

**13. Public Service Announcements (PSA's)**

Video messages by the Secretary of Labor or other high level Government officials for broadcast dealing with a variety of DOL program related issues such as employment programs, benefits, training and DOL initiatives. Inclusive dates 1977 to present. Arrangement: subject/chronological. Amount on hand: approximately 8 cubic feet. Annual accumulation: unknown.

Disposition: **Permanent.** Transfer to NARA original master (1 inch) or earliest generation of recording and a dubbing, if one exists, in 5 year blocks when 10 years old.

#### 14. Press Video News Releases (VNR's)

Video production for broadcasting of statements made by high ranking DOL officials addressing DOL issues. May included DOL background footage. Arrangement: subject/chronological. Amount on hand: three cubic feet. Annual accumulation: one cubic foot.

Disposition: **Permanent.** Transfer to NARA original master or earliest generation of recording and dubbing, if one exists, in 5 year blocks when 10 years old.

#### 15. Press Conferences and Interviews (video)

Video productions of DOL press conferences by top level agency officials. May include same day interviews of officials on related subject(s). Arrangement: subject. Amount on hand: three cubic feet. Annual accumulation: one cubic foot.

Disposition: **Permanent.** Transfer to NARA original master or earliest generation of recording and dubbing, if one exists, in 5 year blocks when 10 years old.

#### 16. Video Productions of Agency Programs

##### a. Program related videos.

Disposition: **Permanent.** Transfer original master or earliest generation of recording and dubbing, if one exists, to the National Archives in 5 year blocks when 10 years old.

b. Routine training videos produced for personnel and administrative training programs that do not reflect the mission of the agency. (Includes role-play sessions, management and supervisory instruction, etc.)

Disposition: Destroy 1 year after completion of training program. (GRS 21/17)

*Items 13-16: Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, fragmentary, unrelated and non-archival material, may be destroyed during archival processing.*

*8/15/94*

## Photographic Records

### 17. DOL Photographic Files

#### A. Official DOL Portraits, 1975 to present.

Official photos of high-level officials to include the Secretary's of Labor, Assistant Secretaries, Deputy Secretaries, and Agency Administrators. Secretary's photos date from 1975 to the present. (Portrait files dating from 1913 to 1974 are maintained in the DOL's Historian's Office. These records are scheduled for permanent retention under a pending SF 115.) Files include black and white prints, color prints and negatives. Arrangement: by negative number, agency, individual name, and date. Amount on hand: 3 cubic feet. Annual accumulation: less than 1 cubic foot.

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Disposition: Permanent. Transfer captioned print and negative to NARA in 5 year blocks when 20 years old or sooner.

#### B. DOL Officials at Various Events, 1985 to present

1. Photos of DOL high officials at important events, and functions that document the mission of the agency. Files include black and white prints, color prints and negatives. Arranged by agency, date, and negative number.

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Disposition: Permanent. Transfer captioned print and negative to NARA in 5 year blocks when 20 years old or sooner.

2. Photos of DOL personnel at routine functions, award ceremonies, social events, and activities not related to the overall mission of the agency.

Disposition: Destroy when 1 year old or when no longer needed. (GRS 22/1)

#### C. Negative Files (covers portrait files in item 17A only), 1975 to present

Official black and white, and color negative files of DOL officials. Arrangement: alphabetically by agency name, date and negative number. Amount on hand: approximately 2 cubic feet. Annual accumulation: less than 1 cubic foot.

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Disposition: Permanent. Cutoff files at end of fiscal year 1994. Transfer to the National Archives in 2014. There after, break files in 5 year blocks. Transfer to NARA in 5 year blocks when 20 years old or sooner.

D. Photographic Index File (covers portrait file in item 17A only), 1975 to present

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5x3 cards arranged alphabetically by name, negative number, agency, name, date, and summary of event. Amount on hand: approximately 2 cubic feet. Annual accumulation: less than 1 cubic foot.

Disposition: Permanent. Cutoff files at end of fiscal year 1994. Transfer to NARA in 2014. Files dated 1995 forward, break files in 5 year blocks. Transfer to NARA in 5 year blocks when 20 years old or sooner.