

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-174-00-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Assistant Secretary for Admin. & Mgmt.

3. MINOR SUBDIVISION

Information Technology Center

4. NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Cheryl A. Robinson

202-693-4025

LEAVE BLANK (NARA use only)

JOB NUMBER

N9-174-00-02

DATE RECEIVED

10/18/99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1-20-00

*John W. Carl*

## 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 \_\_\_\_\_ 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

10/1/99

*Maureen Hill*

Maureen Hill, 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SUPERSEDED  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)

Please see the attached.

JAN 24 2000

Copy to: agency

## DEPARTMENT OF LABOR DIRECTIVE SYSTEM (DDS) FILES

### A. Department of Labor Manual Series (DLMS)

DOL manuals that provide procedural, instructional, and policy material of continuing use in department-wide administration and management. This series includes copies of the predecessor systems called Manual of Administration dated 1962-1975, and Administrative Instructions dated 1972-1974.

1. Manual of Administration, 1962-1975  
Volume on hand less than 1 cubic foot  
Arrangement Subject
2. Administrative Instructions, 1972-1974  
Volume on hand less than 1 cubic foot  
Arrangement numerical
3. DLMS, 1975 - present  
Volume on hand 1 cubic foot  
Arrangement subject

#### *Disposition*

**Recordkeeping copy** (paper) - Permanent. Transfer one hard copy of each manual and updates to the National Archives in 1996. Thereafter, transfer records set of additional issuances every 5 years. *(All 174-93-2/ item A)*

**Electronic copies** created on word processing systems. Delete after recordkeeping copy has been produced. *and when no longer needed for revision, updating or distribution.*

### B. Secretary's Orders

Secretary's Orders issue policies and decisions of the Department in compliance with Executive Orders, and Presidential and Congressional mandates.

1. General Orders, 1945-1961  
Volume on hand less than 1 cubic foot  
Arrangement chronological
2. Secretary's Instructions, 1945-1960  
Volume on hand less than 1 cubic foot

Arrangement chronological

3. Secretary's Orders, 1962 to present  
Volume on hand. less than 1 cubic foot  
Annual Accumulation less than 1 cubic foot  
Arrangement chronological

*Disposition*

**Recordkeeping copy** (paper)- Permanent Transfer records dated 1945-1995 to the National Archives in 1996 Thereafter, transfer in 10 year blocks (Example 1996-2006 transfer in 2007 )  
(N1-174-93-2/ item B)

**Electronic copies** created on word processing systems Delete after recordkeeping copy has been produced

C Temporary Directives, Secretary's Notices, and Information Notices

- 1 Temporary Directives and Secretary's Notices Interim issuances supplementing DLMS, with a six month (occasionally 18 months) expiration date, and may serve to delegate responsibilities and establish policy and procedures

Volume on Hand less than 1 cubic foot  
Annual Accumulation less than 1 cubic foot  
Arrangement numerical

*Disposition*

**Recordkeeping copy** (paper) - Permanent Transfer records dated 1975-1995 to the National Archives in 1996 Thereafter, transfer in 10 years blocks (N1-174-93-2/ item C1)

**Electronic copies** created on word processing systems Delete after recordkeeping copy has been produced.

- 2 Information Notices One-time or short-term issuances to convey administrative information, or call attention to existing policy or procedures

*Disposition*

**Recordkeeping copy** (paper)- Temporary. Destroy when superseded or obsolete (GRS 16/1a)  
(N1-174-93-2/ item C2)

**Electronic copies** created on word processing systems Delete after recordkeeping copy has been produced

D Handbooks

Department-wide administrative procedures handbooks and guides

Volume on hand less than one cubic foot

Arrangement: subject/numerical

*Disposition*

**Recordkeeping copy** (paper) - Permanent Transfer one hard copy of each handbook to the National Archives in 1996. Thereafter, transfer one copy of each new handbook in 10 year blocks. (N1-174-93-2/Item D)

**Electronic copies** created on word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for revision, updating, or distribution.\*

E DDS Drafts, Working Files and Concurrence Forms

Consists of working drafts of manuals, Secretary's Orders, Temporary Directives, Secretary's and Information Notices, handbooks, agency comments concurrence forms, and related working papers

*Disposition*

**Recordkeeping copy** (paper) - Permanent Destroy when issuance superseded or when no longer needed. (N1-174-93-2/Item E)

**Electronic copies** created on word processing systems Delete after recordkeeping copy has been produced

F Subject Index

*Disposition*

**Recordkeeping copy** (paper) - Permanent Transfer a hard copy of the current subject index with each permanent series listed above. (N1-174-93-2/Item F)

**Electronic copies** created on word processing systems Delete after recordkeeping copy has been produced