

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-174-99-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N9-174-99-01	
1. FROM (Agency or establishment) U.S. Department of Labor		DATE RECEIVED JUN 15 1999	
2. MAJOR SUBDIVISION Office of the Secretary of Labor		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Office of Public Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Adams	5. TELEPHONE 202-693-4656	DATE 10-22-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 5/26/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Maureen Hill]</i>	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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records Schedule for the Office of Public Affairs based on NARA Bulletin number 99-04. Please see attached.		

OCT 07 1999

Copy to agency

OFFICE OF PUBLIC AFFAIRS' RECORDS SCHEDULE

PERMANENT RECORDS

News Releases

a. National Office News Releases

(NI-174-94-2, item 1a,b,c)

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

Annual accumulation 1 cubic foot

Amount on hand 3 cubic feet

Permanent

A. Textual Files/Printed Copies: Cut off file at the end of a calendar year Transfer to NARA in three year blocks when earliest copy is three years old (Example transfer 1997-1999 releases in 2000)

B. Electronic version of records: Created by word processing applications

Temporary: Destroy when release has been published and printed copies are available

b. Regional Office News Releases (including copies of National Office releases)

Arrangement chronological

Annual accumulation less than 1 cubic foot

Amount on hand less than 1 cubic foot

Permanent

A. Textual Files/Printed Copies: Cut off file at the end of each calendar year Transfer to NARA (regional archives) in three year blocks when earliest copy is three years old (Example transfer 1997-1999 releases in 2000)

B. Electronic version of records: Created by word processing applications

Temporary: Destroy when release has been published and printed copies are available

c. Working papers (draft copy), notes, camera-ready copy including electronic version of like records (National and Regional Offices).

Temporary

A. Textual Files: Destroy when release has been published or when no longer needed for reference, whichever is sooner

B. Electronic version of records: Created by word processing applications *and electronic mail **
Destroy when release has been printed and issued

OPA Publications

(N1-174-94-2, item 4)

General publications funded and produced by OPA on an ad hoc basis

Arrangement chronological

Annual accumulation less than 1 cubic foot

Amount on hand less than 1 cubic foot

Permanent

A. Textual Files/Printed Copies: Transfer one copy to the National Archives in 10 year blocks when 10 years old or when one cubic foot accumulates, whichever is sooner

B. Electronic version of records: Created by word processing applications

Temporary: Destroy when publication has been printed and issued *and when no longer needed for reference, updating and dissemination.**

Public Service Announcements (PSA's)

(N1-174-94-2, item 13)

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

Permanent

A. Videotape: Transfer original master (1 inch) or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old

B. Electronic version of records: None

Press Video News Releases (VNR's)

(N1-174-94-2, item 14)

Video production or broadcasting of statements made by high ranking DOL officials addressing DOL issues May include DOL background footage

Arrangement subject/chronological

Amount on hand 3 cubic feet

Annual accumulation 1 cubic foot

Permanent

A. Videotape: Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old

B. Electronic version of records: None

Press Conferences and Interviews (video)

(N1-174-94-2, item 15)

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

Permanent

A. Videotape: Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old

B. Electronic version of records: None

Video Productions of Agency Programs

(N1-174-94-2, item 16)

a. Videos about Department of Labor laws, programs, or activities.

Permanent

A. Videotape: Transfer original master or earliest generation of recording and dubbing, if one exists, to the NARA in five year blocks when 10 years old

B. Electronic version of records: None

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

A. Videotape: Destroy one year after completion of the training program (GRS 21/17)
(Videos 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)

B. Electronic version of records: None

DOL Photographic Files

(N1-174-94-2, item 17 a-d)

a. Official DOL Portraits, 1975 to present

Official photographs of high-level officials including the Secretaries of Labor, Deputy Secretaries of Labor, Assistant Secretaries of Labor, and Agency Administrators Secretaries' photographs 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 DOL agency, individual's name, date, and negative number

Amount on hand three cubic feet
Annual accumulation less than one cubic foot

Permanent

A. Photograph: Transfer captioned print and negative to NARA in five year blocks when 20 years old or sooner

B. Electronic version of records: None

b. DOL Officials at Various Events, 1985 to present

1. Photographs of high-level DOL officials at important events and function that document the mission of the agency. Files include black and white prints, color prints and negatives
Arrangement DOL agency, date and negative number

Permanent

A. Photograph: Transfer captioned print and negative to NARA in five year blocks with 20 years old or sooner

B. Electronic version of records: None

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

Temporary

A. Photograph: Destroy photographs when one year old or when no longer needed (GRS 22/1)

B. Electronic version of records: None

c. Negative Files (covers portrait files in item 18a only), 1975 to present
Official black and white and color negative files of DOL officials
Arrangement alphabetically by agency, date and negative number
Amount on hand approximately two cubic feet
Annual accumulation less than one cubic foot

Permanent

A. Photographic Negatives: Cut off negative files at the end of Fiscal Year 1994 Transfer to the NARA in 2014 Thereafter, transfer to NARA in five year blocks when 20 years old or sooner

B. Electronic version of records: None

d. Photographic Index File (covers portrait file in item 18a only), 1975 to present, 3" x 5" cards
Arrangement alphabetically by individual's name, DOL agency, date, negative number, and summary of event

~~Amount on hand approximately two cubic feet~~

~~Annual accumulation less than one cubic foot~~

Permanent

A. Photographic Negatives: Cut off printed files at the end of Fiscal Year 1994 Transfer to the National Archives in 2014 Files dated 1995 and thereafter, transfer to NARA in five year blocks when 20 years old or sooner

B. Electronic version of records: None

TEMPORARY RECORDS

a. Newspaper, Magazine, Newswire Clippings

(N1-174-96-6, item 3)

Temporary

A. **Copies of Articles:** Destroy when two years old or when no longer needed for reference, whichever is sooner

B. **Electronic version of records:** None

b. Copies of the Secretary of Labor's Speeches, Testimonies, Remarks, Transcripts, Correspondence, Telegrams, etc.

(N1-174-96-6, item 4)

Temporary

A. **Textual Files/Printed Copies:** Destroy when no longer needed for reference

B. **Electronic Version of Copy:** If available, created by word processing applications
Destroy when no longer needed for reference — *near keeping copy has been produced and when no longer needed for reference **

c. Copies of the Secretary of Labor's Briefing Books

(N1-174-94-2, item 6)

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

Temporary

A. **Textual Files/Printed Copies:** Destroy when no longer needed for reference

B. **Electronic Version of Copy:** If available, created by word processing applications
Destroy when no longer needed for reference

d. Copies of Secretary Messages and Statements

(N1-174-94-2, item 8)

Temporary

A. **Textual Files/Printed Copies:** Destroy when two years old

B. **Electronic Version of Copy:** If available, created by word processing applications
Destroy when no longer needed for reference

e. Information Project Files

(N1-174-96-6, item 7)

Information/promotional campaigns and other public affairs projects that address Secretarial or program issues and activities (National and Regional Offices) Working files such as strategy plans, planning outlines, project meeting notes, memoranda, and other materials relating to projects

Temporary

A. Textual Files/Printed Copies: Destroy one year after completion of the project or event

B. Electronic Version of Copy: ~~*If available~~, created by word processing or electronic applications Destroy one year after completion of the project or event

f. Biographies of Current and Former DOL Officials

(N1-174-96-6, item 8)

Temporary

A. Textual Files/Printed Copies: Secretaries of Labor biographies will be maintained indefinitely in the Office of Public Affairs All other biographies will be destroyed when no longer needed for reference

B. Electronic Version of Copy: ~~*If available~~, created by word processing applications Destroy when updated or when the official leaves office

g. Assistant Secretary/Deputy Assistant Secretary Files

(N1-174-96-6, item 9)

1. Subject/Reading Files -- Memoranda, incoming and outgoing correspondence, issues and subject matter files

Temporary

A. Textual Files/Printed Copies: Destroy when two years old

B. Electronic Version of Copy: Created by word processing or electronic applications Destroy when two years old or immediately upon filing a paper copy

2. Daily Schedule of Meetings

Temporary

A. Textual Files/Printed Copies: Destroy when two years old or when no longer needed

B. Electronic Version of Copy: Created by word processing or electronic applications Destroy when two years old or immediately upon filing a paper copy

h. Field Coordination Files

(N1-174-96-6, item 10)

Including letters, memoranda, reports, and other materials documenting OPA's regional activities

Temporary

A. Textual Files/Printed Copies: Destroy when two years old or when no longer needed

B. Electronic Version of Copy: Created by word processing or electronic applications Destroy when two years old or immediately upon filing a paper copy

I. Control System Forms and Information

(N1-174-96-6, item

11)

United States Department of Labor Form 1-2026 and related working papers

Temporary

A. Textual Files/Printed Copies: Destroy when two years old

B. Electronic Version of Copy: None