

## Request for Records Disposition Authority

Records Schedule Number DAA-0317-2015-0001

Schedule Status Approved

Agency or Establishment Department of Labor

Record Group / Scheduling Group Records of the Labor-Management Services Administration

Records Schedule applies to Major Subdivision

Major Subdivision Employee Benefits Security Administration (EBSA)

Minor Subdivision Office of Technology and Information Services (OTIS)

Schedule Subject Supplement and Change to N1-317-11-1

Internal agency concurrences will be provided Yes

Background Information The purpose of this schedule is to adjust retention requirements to N1-317-11-1, Item 4 (4- Outputs, item b, E-Mail Archive Files) from 7 to 40 years, and to add an item for EFAST Annual Reports Master File Image Files (recordkeeping system) associated with N1-317-11-1, item 6, EFAST2 Administrative, Management and Other Records.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0317-2015-0001

Sequence Number	
1	Supplement and Change to N1-317-11-1
1.1	4b. Email Archive File. Disposition Authority Number: DAA-0317-2015-0001-0001
1.2	6d. EFAST Annual Reports Master File Image Files. Disposition Authority Number: DAA-0317-2015-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Supplement and Change to N1-317-11-1</b></p> <p>The purpose of this schedule is to adjust retention requirements to N1-317-11-1, Item 4 (4- Outputs, item b, E-Mail Archive Files) from 7 to 40 years, and to add an item for EFAST Annual Reports Master File Image Files (recordkeeping system) associated with N1-317-11-1, item 6, EFAST2 Administrative, Management and Other Records.</p>
1.1	<p><b>4b. Email Archive File.</b></p> <p>Disposition Authority Number      <b>DAA-0317-2015-0001-0001</b></p> <p>The system will send instructions to filers via E-Mail regarding IREG credentials, and filings requiring electronic signatures. The Contact Center personnel will receive and respond to E-Mails from filers. All E-Mails will be electronically archived in the E-Mail Archive File.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-317-11-1, Item 4b E-Mail Archive File.</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Annually on June 30th.</b></p> <p>Transfer to Inactive Storage          <b>Archive in the E-Mail Archive File.</b></p> <p>Retention Period                      <b>Destroy 40 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
1.2	<p><b>6d. EFAST Annual Reports Master File Image Files.</b></p> <p>Disposition Authority Number      <b>DAA-0317-2015-0001-0002</b></p> <p><b>Record keeping copy of Form 5500 Series filings.</b></p>

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff off annually on June 30th.
Retention Period	Destroy 40 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/08/2014	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
04/26/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/28/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist