

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-317-88-2

DATE RECEIVED

4/4/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

UNITED STATES DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

OFFICE OF LABOR-MANAGEMENT STANDARDS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

EDWARD H. WOLTERBEEK

5. TELEPHONE EXT.

523-8595

DATE

12-31-91

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>31 MAR 88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE EDWARD H. WOLTERBEEK <i>[Signature]</i> PAUL LARSON <i>[Signature]</i>	D. TITLE OLMS RECORDS OFFICER DOL RECORDS OFFICER
-----------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><u>OLMS Records Schedule No. 1</u></p> <p>The Office of Labor-Management Standards (OLMS) provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), Section 7120 of the Civil Service Reform Act of 1978 (CSRA), Section 1017 of the Foreign Service Act (FSA), and Section 1209 of the Postal Reorganization Act (PRA). In performing these functions, reports from labor organizations, union officers and employees, employers and labor relations consultants are examined for compliance with the statutes and regulations. Investigations are conducted of complaints alleging violations of the law or where evidence exists of willful violation. Supervision is provided for rerun elections of union officials held under court order or waiver.</p>	<p><i>10 items</i></p>	<p>WITHDRAWN</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
(NARS USE
ONLY)

-2-

Labor-Management Reports Files (LMRDA and CSRA).

1.

Labor Organization Reports. Forms LM-1, LM-1A or equivalent; supporting documents which include organization constitution and bylaws and all correspondence relating to the organization; annual financial reports (forms LM-2, LM-3 and the simplified format); and, trusteeship data (forms LM-6, LM-15/15A and LM-16). These forms are filed numerically by the organization file number assigned in the order in which the LM-1 is received.

Annual rate of accumulation-2 cubic feet.

Total volume on hand-43 cubic feet.

Dispositions:

A. Reports of Active Filers

1. Permanent Microfilm Copy

Transfer to NARA at the end of the calendar year a silver halide microfilm plus one silver, diazo or vesicular duplicate.

2. Office Microfilm Copy

Retain working copy in office until no longer needed, then destroy.

3. Original Paper Records

a. Forms Prior to 1983

Destroy after conversion to microfilm has been completed and microfilm is verified for completeness.

b. Forms After 1982

Forward to field office for office use and destroy when 5 years old.

WITHDRAWN

WITHDRAWN

WITHDRAWN

WITHDRAWN

WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

- 3 -

4. Field Copies of Reports

Destroy after original reports are received and verified.

WITHDRAWN

B. Reports of Terminated Unions Prior to 1989

Arrangement of files: Arranged by file number broken by permanent and temporary.

Annual rate of accumulation 120 Cubic feet

Total volume on hand: 100 Cubic Feet

NN166 -
161
Item 3

WITHDRAWN

1. Original Paper Records

Transfer to Washington National Records Center immediately and transfer to NARA when 10 years old for permanent storage.

WITHDRAWN

2. Index

a. Non-Microfilm Index

Transfer copy of index to NARA in conjunction with the transfer of records described in B1, above.

WITHDRAWN

b. Microfilm Index

Transfer the paper copy of the index, microfilm copy of index and magnetic copy of the index, meeting the requirements of CFR 36, Chapter 12, paragraph 1226.188, to NARA at the end of the calendar year in conjunction with the permanent microfilm copy. (Item 1A Above).

WITHDRAWN