

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-317-00-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <b>N9-317-00-01</b>	
<b>1. FROM (Agency or establishment)</b> <b>U.S. Department of Labor</b>		<b>DATE RECEIVED</b> <b>6/17/99</b>	
<b>2. MAJOR SUBDIVISION</b> <b>Pension and Welfare Benefits Administration</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
<b>3. MINOR SUBDIVISION</b> <b>Office of the Assistant Secretary</b>		<b>DATE</b> <b>ARCHIVIST OF THE UNITED STATES</b> <b>3-6-00</b> <i>John W. Paul</i>	
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <b>Pamela Rhodes</b>	<b>5. TELEPHONE</b> <b>202/219-6471</b>		

<b>6. AGENCY CERTIFICATION</b> 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,		
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
<b>DATE</b> <b>10/8/99</b>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Maureen Hill</i>	<b>TITLE</b> <i>Departmental Records Officer</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

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*Copy to agency*

**PENSION AND WELFARE BENEFITS ADMINISTRATION  
OFFICE OF THE ASSISTANT SECRETARY**

*(NI-174-89-1, item 2)*

**1. Advisory Council Committee records established under former OPWBP Administrators 1968-1984 and continued under Assistant Secretary for 1984 and Forward**

Arranged alphabetically Consists of agenda and minutes of meetings, information, advice and recommendations on its policies, programs and operations and other recorded actions documenting Advisory Council activities Also includes correspondence on engagements, invitations, reports and related materials on committees, organizations, boards, panels, membership lists and directories

Annual accumulation 5 cubic feet

Amount on hand 60 cubic feet

**A. Recordkeeping copy (paper)** Permanent Break file annually Transfer to Federal Records Center when 3 years old Transfer to National Archives when 10 years old

**B. Electronic version of records** created on word processing applications Temporary Delete after recordkeeping copy is produced

**Records 1986 and Forward**

**Assistant and Deputy Assistant Secretaries for Pension and Welfare Benefits.**

*(NI-174-89-1, item 3)*

**2. Policy and Procedure Files.**

Arranged alphabetically Consists of documents that deal with the development and implementation of policies, procedures and changes in organizational functions and overall management program operations

Annual accumulation 2 cubic feet - varies by Assistant/Deputy Assistant Secretaries

Amount on hand 5 cubic feet

**A. Recordkeeping copy (paper)** Permanent Break file annually Transfer to Federal Records Center when 3 years old or 1 year after departure of Assistant or Deputy Assistant Secretaries, whichever is sooner Transfer to National Archives when 10 years old

**B. Electronic version of records** Temporary Created by word processing applications Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy Destroy/delete after recordkeeping copy is produced or when dissemination, revision or updating has been completed

*(NI-174-89-1, item 4)*

**3. Office Administrative Files.**

Arranged alphabetically Consists of correspondence, reports, hotel and travel arrangements, newspaper articles, personnel, and other general administrative correspondence

**A** Recordkeeping copy (paper) Temporary Break file annually Destroy when 3 years old

DO NOT RETIRE TO THE FEDERAL RECORDS CENTER

B Electronic version of records Temporary Created by word processing applications Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy Destroy/delete after recordkeeping copy is produced or when dissemination, revision or updating has been completed

*(N1-174-89-1, item 5)*

**4. General Correspondence**

Arranged alphabetically Consists of correspondence from members of Congress and other Federal officials and agencies

Annual accumulation 3 cubic feet — varies by Assistant/Deputy Assistant Secretaries

Footage on hand 10 cubic feet

**A. Recordkeeping copy (paper):** Permanent Break file annually Transfer to Federal Records Center when two years old Transfer to National Archives when 10 years old

**B. Electronic version of records** None

*(N1-174-89-1, item 6)*

**5. Internal Memorandums**

Arranged alphabetically by PWBA component offices Consists of all documents sent to and signed by on behalf of the Secretary of Labor or the Deputy Secretary of Labor

**A. Recordkeeping copy (paper):** Permanent Break file annually Transfer to Federal Records Center when 2 years old Transfer to National Archives in four year blocks when 15 years old

**B. Electronic version of records** Temporary Created by word processing applications Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy, Destroy/delete after recordkeeping copy is produced or when dissemination, revision or updating has been completed