

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>JUN 27 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 317-75-2</b>

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Labor**

2. MAJOR SUBDIVISION  
**Labor-Management Services Administration**

3. MINOR SUBDIVISION  
**Office of Employee Benefits Security**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Leonard I. Nichols**

5. TEL. EXT.  
**38595**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*7-8-75* *James B. Rhoads*  
 Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6/23/75  
 (Date)

*Alta L Bell*  
 (Signature of Agency Representative)

Dept '1 Records Officer  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p style="text-align: center;">LMSA Records Schedule No. 7            Amendment to Schedule No. 1 (NN-165-173)</p> <p>The records listed below are covered by the Records Retention Plan for the Labor-Management Services Administration, No. NN-466-7, and are now designated for selective retention in Disposal Job No. NN-165-173. The Records Appraisal Staff, NARS, has re-evaluated these records and has concluded that they do not in fact possess archival value.</p> <p><b>Welfare and Pension Plan (WPPDA)</b></p> <p><b>a. Plan Descriptions.</b> Form D-1 or equivalent; supporting documents including exhibits, insurance statements and policies, accountants' ledger sheets, trust agreements, bargaining agreements, union constitutions or by-laws, organization publications, and employee handbooks.</p> <p><b>Original Plans Canceled or Terminated.</b> Remove from active files as canceled or terminated and transfer to FRC. <u>DESTROY</u> 5 years after year canceled or terminated.</p>	<p>NN-466-7,            and NN-165-173,            item 1a            (1)(b)</p>	<p><i>3 items</i></p>

*Copies to Agency & NCW 7/10/75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>Annual Financial Reports.</u> Form D-2 or equivalent; supporting documents including exhibits, schedules, tabulations, employee publications, and other materials.</p> <p><u>Originals.</u> Files numerically by plan number with original plan description.</p> <p>(1) <u>Plans in Effect.</u> Maintain in active file for 5 years, then transfer to FRC. <u>DESTROY</u> when 15 years old.</p> <p>(2) <u>Plans Canceled or Terminated.</u> Remove from active file as canceled or terminated and transfer to FRC. <u>DESTROY</u> 5 years after year of cancellation or termination.</p>	<p>NN-466-7, and NN-165-173, item 1b(1)(a)</p> <p>NN-466-7, and NN-165-173, item 1b(1)(b)</p>	