

RETENTION SCHEDULE
RECORDS OF THE OFFICE OF THE FMCS DIRECTOR
AND CHIEF OF STAFF

These disposition instructions apply to all the described records regardless of physical media, except as noted.

<u>File number</u>	<u>Title/Description</u>
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(1) DIR-101	<p><i>FMCS Director's Correspondence</i></p> <p>Director's personal correspondence that reflects the organization, policies, functions, mission, and accomplishments of the Agency. Includes correspondence, memoranda, reports, and related records. Date range is about 1992 to current year. Current volume is 8 cubic feet. Annual accumulation is less than one half a cubic foot. Arrangement is yearly by date.</p>
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Permanent. If hardcopy, cut off file at the end of each calendar year. Maintain files in the Director's office for reference until his or her tenure comes to a close, then transfer in a block to offsite storage. Transfer to NARA when 10 years old. If electronic, transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(2) DIR-102	<p><i>General Correspondence Originating in the Director or Chief of Staff's Office</i></p> <p>General correspondence and related records that reflect the routine, administrative, and internal functions and procedures of the Agency. Also include correspondence between the Director and clients, or sponsors of seminars, meetings, or training that is routine and administrative in nature, and that does not reflect the Agency's policy and accomplishments.</p>
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Temporary. Destroy when 3 years old.

(3) DIR-103	<p><i>Chief of Staff's Reading File</i></p> <p>Correspondence, memoranda, event reports or summaries, and related records arranged chronologically and retained solely as a reference or convenience file for the Chief of Staff.</p>
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Temporary. Destroy when 3 years old.

(4)

DIR-110

Director's Official Calendar of Schedule of Daily Activities

Desk or appointment calendars or activities schedules that provide a daily log of the Director's official duties and appointments. Date range is 1994 to current year. Current volume is less than 1 cubic foot. Annual accumulation is negligible. Calendars are kept chronologically by year.

Permanent. If hardcopy, maintain in the Director's office until his or her tenure comes to a close. Close and transfer to offsite storage. Transfer to NARA 10 years old after records are closed. If electronic, transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(5)

DIR-120

Official FMCS Directives

(5a)

a) Official record set of all approved and published Agency Directives as they appear organized by function or chapter in the *FMCS Directives Manual*. There is negligible or no annual accumulation. Arrangement is numerical.

Permanent. If hardcopy, maintain as active file until Directives are updated, replaced, or discontinued. Collect and retain record set of Directives as hard copies and update the set to maintain accuracy and currency at the end of each calendar year. Close series, and retire inactive Directives as hard copies in five-year blocks to offsite storage. Transfer to NARA when 10 years old. If electronic, transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(5b)

(b) *Reference or Office Copies of Official Directives*

Reference copies of Agency Directives maintained for reference or convenience in Department offices.

Temporary. Destroy or delete when superseded or no longer needed for reference. After three years, review for disposition at the end of each succeeding calendar year.

(6)

DIR-121

Working files of Background Material and Drafts of Directives
Background papers, reference material, and drafts that accumulate as Directives are being developed, revised, and finalized for publication.

Temporary. Cut off file when final version of each Directive is published. Destroy 3 years after cutoff.

(7)

DIR-130

Annual Labor-Management Conference Files

Invitee lists, correspondence between Director and invitees; correspondence between Director and participants; analog/digital recordings of Proceedings; paper transcripts of Proceedings; and other correspondence or documents judged to provide significant documentation of the annual labor-management gathering sponsored by FMCS.

Permanent. Analog (cassette) tapes of proceedings should be digitized on CD or DVD media for preservation. Accumulated files should be retired to off-site storage in 5-year blocks. Transfer to NARA when 10 years old. Transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(8)

DIR-131

Director's Travel and Client Service Case Files

Files include correspondence, calendar notations, trip itineraries, trip reports, meeting agendas and minutes, and other records that describe the Director's official travel and service. Venues include meetings, seminars, conferences, training sessions, and the like. Files are arranged chronologically by calendar year and name or title of meeting.

Temporary. Retain as active file while current Director's tenure continues. Cut off files when his or her tenure ends and transfer to offsite storage. Destroy 5 years after cut-off.

(9)

DIR-140-1

Director's Speeches and Presentations

Speeches and PowerPoint presentations of the FMCS Director prepared personally by him, or by others at his direction, for delivery in his official capacity, and reflecting the mission, professional services, and accomplishments of the Agency. Arrangement should be chronological and by the title of each speech or presentation. Speeches and presentations of Director John C. Wells, dating from 1994-98 are in hard copy format.

Presentations created or used by Directors Richard Barnes and Peter Hurtgen are maintained electronically and remains on the hard drive of the Director's personal computer. Date range is from 1994. Hard copy volume is less than a cubic foot. Annual accumulation amounts to less than 10 presentations a year. Arrangement is numerical by date.

Permanent. If hardcopy, maintain as active file during the tenure of each Director. At the end of tenure, close, and then cut off file and transfer to offsite storage. Transfer to NARA when 10 years after closure. If electronic, transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(10)

DIR-140-2

Index to Director's Speeches and Presentations

An index to speeches and presentations serves as a finding aid. The index dates from 1994, is arranged as are the speeches and presentations, and its volume and accumulation are negligible.

Permanent. Retain one copy in the Office of the Director to serve as a finding aid and transfer one copy to offsite storage. Transfer to NARA with speeches and presentations filed under 140-1. If electronic, transfer to NARA in accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.

(11)

DIR-141

Resource Materials and Drafts

Notes, resource material, drafts, and other documents accumulated by the Director or his staff for the preparation of speeches, presentations, articles or publications, and maintained as working files.

Temporary Close file when final version of each speech or presentation is complete and ready for delivery. Destroy when 3 years old.

DIR-150

FMCS Advisory Committee Records

~~Correspondence, memoranda, copies of Executive Orders, membership lists, meeting minutes, work products, and related records reflecting the establishment and function of committees or advisory groups established by FMCS or on which FMCS employees sit to resolve labor management issues and problems,~~

and that contribute to the accomplishment of the Agency's mission or responsibilities.—Records include:

- original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components
- meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed
- agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed
- one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files
- correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission
- substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).
- questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).
- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act

Permanent. Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. If electronic, transfer to NARA in

~~accordance to 36 CFR 1228.270, or in accordance with transfer standard in effect at the time of future transfer.~~
~~(Transfer accumulated Advisory Committee records to NARA in five-year blocks.) (GRS 26-2a)~~

DIR-151 ~~Records of Internal Committees, including the FMCS Partnership Committee~~

~~Records relating to the establishment, organization, membership and policy of internal and administrative committees. Records may include some or all of the following~~

- ~~• agendas, lists of members, minutes, and related records of committees established internally to deal with routine administrative matters.~~
- ~~• correspondence, reference and working files of Commission staff (excluding files covered by Item IIA)~~
- ~~• audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events~~
- ~~• other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.~~
- ~~• extra copies of records described in Item IIA, e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.~~

~~Temporary. Destroy/delete on termination of committee. (GRS 26.1a)~~

(12)

DIR-160

Congressional Hearings and Testimony Records

Correspondence, briefing point papers and other preparatory material, notes, minutes, and transcripts of testimony of the Director or his or her representatives before Congressional committees and subcommittees.

Temporary. Cut off files when 5 years old. Transfer to offsite storage. Destroy when 10 years old.

DIR-170 ~~Electronic Mail and Word Processing Systems Copies~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

- ~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

- ~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Temporary. Destroy/delete when dissemination, revision, or updating is completed. (GRS 20, Items 13, 14).~~