

REQUEST FOR RECORD DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-86-10-1	DATE RECEIVED 1/22/2010
1 FROM (Agency or establishment) U.S. Department of Labor (DOL)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of The Secretary			
3 MINOR SUBDIVISION Women's Bureau			
4 NAME OF PERSON WITH WHOM TO CONFER Catherine Breitenbach, Director Office of Information Services and Support	5 TELEPHONE 202-693-6710	DATE 25 Sept 11	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached **3** page(s) are not 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,

X is not required, is attached, or has been requested

DATE 1-13-2010	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DOL Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1-5	See Attached Descriptive Records Series List for U.S. Department of Labor Women's Bureau Information Management System (WBIS)		

U.S. Department of Labor Women's Bureau (WB)

Name of System: Women's Bureau Information Management System (WBIS)

Dates of Operation: August 19, 2002 to Present

Background: The Women's Bureau was established by Congress in 1920, to develop standards and policies which improve working conditions, advance employment opportunities and promote the welfare of wage-earning women. WBIS is a web-based information management system used to document and track distributed publications, collect contact and services information of interest groups/organizations, and collect information about Women's initiatives.

Note: The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format or any medium. The records are media neutral unless otherwise noted herein.

1. ~~System Access:~~

- a ~~**Web Access Portal.** Internal, online portal provide access to WBIS Main Menu, login dialogue boxes, navigational buttons to access functional elements and reference materials. Consists of graphical, written, and/or audio content, style sheets, scripts, and code supporting functionality of the web application.~~

~~Disposition **TEMPORARY.** Delete/destroy screen shots and other elements when no longer needed for administrative/operational needs.~~

~~*Withdrawn: Item does not need to be scheduled~~

2. Inputs:

- a ~~**Technical Assistance.** Information on requests for routine information on WB events, service requests, research on women's issues, publications, photographs, newsletters or contact information. (GRS 14, Item 1)~~

~~Disposition **TEMPORARY.** Destroy when 3 months old.~~

- b ~~**WB Activities.** Information on conferences, events programs and outreach activities which are participated in or sponsored by the Women's Bureaus. (GRS 20, Item 2b)~~

~~Disposition **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.~~

~~e **UserID and Passwords.** Files created to monitor password and user identification administration. Also includes information on system usage, login and audit trails (GRS 20, Item 1e)~~

~~Disposition **TEMPORARY.** Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.~~

~~d **Contact Information.** Information on individuals, groups, or organizations that have interacted with the Women's Bureau (GRS 20, Item 2b)~~

~~Disposition **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.~~

3. Master File/Database:

a **Master file.** Contains information on contacts, individuals or organizations, events, WB conferences, speeches, special meetings, and exhibits, WB publication material listing, formatting elements, and data codes used for tracking. Contacts can be added, deleted, updated, and hyperlinked, as needed. Events include time, location and topic of the event. Searching in the system for publications will yield a link to publications available from the WB website or other sources, which can be then be printed or downloaded.

Disposition **TEMPORARY.** Destroy when superseded or obsolete.

4. Outputs:

~~a **Reports.** WB Program and WBIS System performance monitoring information which include WB Accomplishment Report, Event Report, Duplicate Contact Report, Region Code Description, Publication Inventory, Subject Code Description Report, WBIS Activity Summary Report (GRS 20, Item 6)~~

~~Disposition **TEMPORARY.** Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.~~

~~***Withdrawn:** The system no longer produces these reports (per email 5-26-11, MS)~~

~~b **Responses.** Responses to requests for technical assistance, publications using standard "thank-you" and cover letters. Uses Microsoft Word Mail Merge files to combine mailing lists entries with form letters for mailing (GRS 14, Item 1)~~

~~Disposition—TEMPORARY. Destroy when 3 months old.~~

- e ~~**Director's Corner.** [Reserved] Information sent by the Director to WB staff. Messages have a start and end date and are automatically deleted at the end date. (GRS 23, Item 7f)~~

~~Disposition—TEMPORARY. Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., using the auto-delete feature of electronic mail systems).~~

~~*Withdrawn: The system does not and has never contained this item despite an earlier intent (per telephone conversation on 5-24-11, MS)~~

- d ~~**Tasks and Orders.** Information on tasks assigned to WB staff and status tracking. Use is voluntary and mostly used for convenience and coordination of a temporary action. (GRS 23, Item 7f)~~

~~Disposition—TEMPORARY. Destroy immediately or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., using the auto-delete feature of electronic mail systems).~~

5. System Documentation:

- a ~~**User and System Administration Guide.** System documentation consists of description and operating manuals for the software application, user manuals, description of the operating environment, software and hardware operating requirements, administrative procedures, system administrator operating instructions and procedures, business rules, and office operating procedures. (GRS 20, Item 11a1)~~

~~Disposition—TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~