

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-317-89-1

DATE RECEIVED

1-10-92

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

NOTIFICATION TO AGENCY

FROM (Agency or establishment)

UNITED STATES DEPARTMENT OF LABOR

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

MAJOR SUBDIVISION

OFFICE OF LABOR-MANAGEMENT STANDARDS

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER

EDWARD H. WOLTERBEEK

5. TELEPHONE EXT.

523-8595

DATE

1/21/92

ARCHIVIST OF THE UNITED STATES

[Signature]

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; at 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.

GAO concurrence: is attached; or is unnecessary.

DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>12/31/91</i>	<i>Kenneth Mills</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center"><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. In 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>		

Copies sent to NN-W, NNT, ANK, NCF, NIA 2/18/92

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)
1.	<p><u>Labor Management Report Records</u>-Filed by assigned "Labor Union" number, 1959 to the present.</p> <p><u>A. Originals and updates of Labor Union Constitution and Bylaws</u></p> <p>Disposition: After the termination of a labor union hold for five years then transfer to a FRC. Dispose of ten years after closeout.</p> <p><u>B. All other records</u> including forms LM-1, LM-1A or equivalent; supporting documents which include 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).</p> <p>(1) Pre 1990 Filings: Cut off after 1989 filing. Hold in office 3 years. Retire to WNRC. Destroy in 2000.</p> <p>(2) Filings for 1990 and after. National Office copy: Cut off at the end of the calendar year. Transfer to the WNRC 5 years after cut off. Dispose of 10 years after cut off.</p> <p>(3) Field office copies. Destroy when 5 years old or sooner if no longer needed for reference.</p> <p>Volume on hand-approximately 2000 cubic feet Annual accumulation-50 cubic feet</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
2.	<p><u>International Labor-Management Reports Files</u>-Include records described under item 1 maintained for large international labor organizations.</p> <p>PERMANENT--Transfer records to the National Archives ten years after the termination of a labor organization or when 30 years old whichever comes first.</p>		

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JOB NO.

PAGE

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TAKEN
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ONLY)

Volume on hand-approximately 30 cubic feet
Annual accumulation-less than one cubic foot

3. Union Financial Statistics Bulletins--Publications
produced at irregular intervals which contain
selected financial data of labor organization
filing annual reports under the labor-management
reporting and disclosure act

PERMANENT--Transfer a copy of the publication to
NARA when 20 years old

4. Labor Organization Reporting System ("LORS")
Master File--(Machine-readable records) The system
produces yearly data on reporting labor unions
regarding financial expenditures, assets, and
liabilities extracted from Labor Management forms
from 1975 to the present.

A. Copy of the LORS Data Tape produced yearly

PERMANENT--Transfer to NARA a copy of the LORS
master file upon the annual production of the data
(Tapes from 1975 - 1989 will be transferred in
1990)

B. Documentation of the LORS Master File

PERMANENT--Transfer to NARA in conjunction with
the LORS Data Tape described above.