

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-280-03-01	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 06/04/2003	
1 FROM (Agency or establishment) Federal Mediation and Conciliation Service		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Office of Administration		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Information Technology Services			
4 NAME OF PERSON WITH WHOM TO CONFER Dean Bundy	5 TELEPHONE (202) 606-8111	DATE 22 Nov 02	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION 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 needed now 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4 Nov 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
See attached sheets <div style="text-align: right; font-size: 2em; font-family: cursive;"> NC 1 280 78-1 </div>			

4 June 2003

FMCS Background Narrative for SF-115 Submission

The Federal Mediation and Conciliation Service (FMCS) was created following the passage of the Labor Management Relations Act of 1947, the Taft-Hartley Act. That act transferred the mediation and conciliation functions of the Secretary of Labor and the U. S. Conciliation Service to the new agency

The primary mission of the agency is to prevent or minimize strikes and work stoppages by making mediators available at the request of either or both parties involved. The agency also has the authority to intervene in some cases on its own initiative. FMCS attempts to avoid involvement in disputes if State-sponsored or other conciliation services are available. FMCS was not granted enforcement power but relies on the power of persuasion based on mediation, factfinding, and arbitration.

The FMCS objective is to achieve sound and stable labor-management relationships through the application of its mediation services and professional conflict resolution expertise. The agency also promotes collective bargaining and voluntary arbitration as the best methods for settling issues between employers and their employees.

The FMCS conflict resolution mandate involves labor-management disputes in industry and in the private sector service economy, with increasing involvement in disputes between Federal, State, and local governments and their employees. The 1974 amendment to the National Labor Relations Act established new bargaining procedures involving disputes between health care institutions and their employees, and extended coverage to non-profit health care facilities that were previously exempted.

In recent years, the agency has developed a presence as a purveyor of directed and theoretical training and education services to individuals and organizations who wish to increase their knowledge of the techniques and methodology of mediating and solving a wide range of conflict resolution issues.

The dispute mediation, technical assistance, and training functions of the FMCS are carried out primarily by its seventy-five field offices under the supervision of seven regional directors who are also responsible for maintaining regional press and public relations.

The National Office provides central administrative services, maintains liaison with the Congress and the Executive Branch, and serves as a Headquarters for the agency's national operations.

This schedule covers all records currently created and maintained by the Federal Mediation and Conciliation Service, including administrative and support records

whose retention periods are derived from and referenced to the General Records Schedules. It also includes electronic records, the inputs, data elements, and outputs of the agency's mission support databases, and records created with office automation software and e-mail applications that are scheduled under the authority of GRS 20 and 24.

This schedule supercedes all previous FMCS retention schedules. Schedules are organized under the following headings.

- 100 Office of the Director and Deputy Director
- 200 Office of the General Counsel
- 300 Office of Communications
- 400 Office of Education and Training
- 500 Office of Arbitration Services
- 600 Office of Information Systems and Administrative Services
- 700 Office of Budget and Finance
- 800 Office of Grants Applications
- 900 Field Offices
- 1000 Office of International Services
- 1100 Mediation Services Records
- 1000 Administrative and Support Records Common to Most Offices

These schedules are based on the last approved FMCS schedule, NC1 280 78-1, on a draft retention schedule prepared in 1998 but never submitted for approval, and on an extensive review of the files supported by interviews with personnel from each of the agency departments. The schedules have been reviewed by the Directors of the departments to which they pertain, by the Director of Information Systems and Administrative Services, and by the Associate General Counsel

FILE NO. RETENTION SCHEDULE

100 Series RECORDS OF THE OFFICE OF THE FMCS DIRECTOR AND DEPUTY DIRECTOR

ELECTRONIC RECORDS DISPOSITION NOTE:

OFFICE AUTOMATION RECORDS

All documents in this schedule created on office automation software applications such as word processors or spreadsheets must be deleted from desktop directories, hard disks, or other media within 180 days after a record copy has been filed and captured into the Agency's official recordkeeping system. **At this time the Agency's recordkeeping system is maintained in hard copy format as described in the guidance below.** (GRS 20 13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, reports, or other documents as described in the items below, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy of each e-mail message, including attachments, has been filed and captured into the Agency recordkeeping system. **Paper recordkeeping copies of e-mail messages must include enough header information (metadata) to assure that the messages can be identified as e-mails.** (GRS 20.14)

File number

100

Title/description

FMCS Director's Personal Correspondence

Director's personal correspondence that reflects the organization, policies, functions, mission, and accomplishments of the Agency Includes correspondence, memoranda, reports, and related records.

Retention

Permanent. Break 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 retire in a block to offsite storage. Offer to NARA when 30 years old.

101

Title/description *General Correspondence originating in the Director or Deputy Director's Office*
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.

Retention Destroy when 2 years old.

102

Title/description *Deputy Director's Reading File*
Correspondence, memoranda, event reports or summaries, and related records arranged chronologically and retained solely as a reference or convenience file for the Deputy Director.

Retention Destroy when 2 years old.

110

Title/description *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.

Retention **Permanent.** Break at the end of each calendar year. Maintain in the Director's office until his or her tenure comes to a close, then retire to offsite storage. Offer to NARA when 30 years old.

120

Title/description *Official FMCS Directives*
Official record set of all approved and published Agency Directives as they appear organized by function or chapter in the *FMCS Directives Manual*.

Retention **Permanent.** Maintain as active file until Directives are updated, replaced, or discontinued. Retire inactive Directives in five-year blocks to offsite storage. Offer to NARA when 30 years old.

121

Title/description *Reference or Office Copies of Official Directives*

	Reference copies of Agency Directives maintained electronically and posted on the FMCS Intranet or maintained in hard copy for reference or convenience in Department offices
Retention	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.
122	
Title/description	<i>Working files of Background Material and Drafts of Directives</i> Background papers, reference material, and drafts that accumulate as Directives are being developed, revised, and finalized for publication
Retention	Break file when final version of each Directive is published. Retire to offsite storage. Destroy when 10 years old.
130	
Title/description	<i>Director's Travel and Client Service Case Files</i> 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.
Retention	Retain as active file while current Director's tenure continues. Break files when his or her tenure ends and retire to offsite storage. Destroy when 10 years old.
140	
Title/description	<i>Director's Speeches and Presentations (including index)</i> 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. The series should include an index to the speeches of the current Director and his predecessors to serve as a finding aid.
Retention	Permanent. Maintain as active file (speeches or presentations and their index) during the tenure of each Director, then break file and

retire to offsite storage when the Director's tenure concludes. Offer to NARA when 30 years old.

141

Title/description *Resource Materials and Drafts*
Notes, resource material, drafts, and other documents accumulated by the Director or his staff for the preparation of speeches and presentations and maintained as working files.

Retention Close file when final version of each speech or presentation is complete and ready for delivery. Destroy when 2 years old.

150

Title/description *Official FMCS Publications*
Official collection of all FMCS publications, the products of the professional research and expertise of FMCS employees or others commissioned by the Agency.

Retention **Permanent.** Break collection in 5-year blocks. Retire to offsite storage and offer to NARA when 30 years old.

160

Title/description *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.

Retention **Permanent.** Break files when committees become inactive or are disbanded. Retire to offsite storage in 5-year blocks, and offer to NARA when 30 years old.

161

Title/description *Records of Internal Committees, including the FMCS Partnership Committee*
(a) Records relating to the establishment, organization, membership, and policy of internal and administrative committees.

Retention Destroy 2 years after the termination of the committee.
(GRS 16.8(a))

(b) Agendas, lists of attendees, minutes, and related records of committees established internally at FMCS to deal with routine administrative matters.

Retention Break file at the end of each fiscal year. Retire to offsite storage in 3-year blocks. Destroy when 10 years old.

170

Title/description *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.

Retention Break files when 5 years old. Retire to offsite storage in 5-year blocks. Destroy when 25 years old.

RETENTION SCHEDULE

OFFICE OF THE GENERAL COUNSEL

ELECTRONIC RECORDS DISPOSITION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created with the support of office automation software such as word processors or spreadsheets must be deleted from desktop directories, hard disks, or other media within 180 days after recordkeeping copies of the documents have been filed and captured into the Agency's recordkeeping system. **Note: At this time, the FMCS recordkeeping system is maintained in hard copy format. Hard copies of Agency records must therefore be printed from the electronic source records, filed, and managed according to guidance in this schedule.** (GRS 20.13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, or other documents as described below, created or received via electronic mail (e-mail) systems, must be deleted from electronic mail directories or systems within 180 days after recordkeeping copies of e-mail messages and their attachments that are determined to be official Agency records, have been captured into the FMCS recordkeeping system. **Note: At this time, the FMCS recordkeeping system is maintained in hard copy format. Hard copies of official e-mail records and their attachments must therefore be printed from the source e-mail systems, filed, and managed according to guidance in this schedule.** (GRS 20.14)

File Number

201

Title/description *Office of Counsel General Correspondence* General correspondence files of the Counsel and staff members not associated with case files, FOIAs, Congressional Inquiries, or other mission-related functions. Includes reading files, ticklers, inquiries, requests for information, routine internal administrative correspondence, and similar matter.

Cut off at the end of each calendar year. Destroy when 2 years old. (GRS 23.1)

210

Title/description *Litigation Case Files*

Pleadings, discovery requests, documents collected during legal research activities, pro forma information and documents, and any other documents that may accumulate in association with established litigation cases.

Files remain active as long as cases are active. Cut off when cases are resolved or closed in batches at the end of each calendar year. Retire to offsite storage. Destroy when 25 years old.

211

Title/description

Mediator Subpoena Files

Subpoenas, requests for mediator testimony, and other associated documents. Files generally reference disputes in the healthcare industry

(a) For cases handled on a pro forma basis, generally with a motion to quash, that do not result in an appeal. Destroy when 1 year old. Review files for disposal at the end of each calendar year.

(b) For cases that result in appeals. Treat as litigation case files. Cut off when the case closes or is settled. Retire to offsite storage in 5-year blocks. Destroy when 25 years old.

212

Title/description

Boards of Inquiry Request Files

Requests to establish Boards of Inquiry and documents associated with the process of establishing and maintaining such Boards, including fact-finder reports. Requests may come from mediators or from representatives of the healthcare industry.

Cut off at the end of the calendar year in which the Board completes its work, issues its final, approved report. Retire to offsite storage in 5-year blocks. Destroy when 20 years old

220

Title/description

FOIA Case Files

FOIA requests, responses, tracking logs, and supporting documents and correspondence accumulated under the provisions of the FOIA and E-FOIA.

(a) FOIA Request Files. Apply GRS 14.11(a) and (b) with respect to requests that are granted, denied, or appealed.

(b) FOIA Appeals Files. Apply GRS 14.12(a) and (b) for correspondence and supporting documents involved in the appeal and file copies of records under appeal.

(c) FOIA Control Files. Apply GRS 14.13(a) and (b) for registers, tracking and control records, and similar documents.

(d) FOIA Reports Files. Apply GRS 14.14 for routine internal reports of FOIA activities. Exclude FOIA related material included in Agency annual reports submitted to Congress.

(e) FOIA Administrative Files. Records relating to the routine internal management of the FOIA program, including correspondence, memoranda, and similar records. Apply GRS 15.

221

Title/description *Privacy Act Administrative Files*
Records related to general administration and implementation of the Privacy Act, including notices, memoranda, and routine correspondence.

Destroy when 2 years old.

222

Title/description *Congressional Inquiry Files*
Case files created to support, respond to, and track Congressional requests for information. Include inquiries, responses, copies of records or reports submitted, and other associated records.

Cut off at the end of the fiscal year the response to the inquiry is complete and submitted. Retire to offsite storage in 5-year blocks. Destroy when 10 years old.

223

Title/description *Office of Government Ethics (OGE) Files*
Financial disclosure forms (public and confidential) and supporting documents maintained in accordance with OGE requirements.

Apply retention guidance mandated by OGE.

224

OMB and GSA Reports and Supporting Documents
Reports and supporting documents prepared for submittal to OMB and GSA in response to the FAIR Act, FMPA, and other regulatory or statutory requirements.

Cut off at the end of the fiscal year the reports are submitted or published in the *Federal Register*. Destroy when 1 year old.

230

Title/description

Mediation Notice (F-7) Files

F-7 forms, reports, and associated information collected to support mediation requests or contract ending notification.

This is an electronic file. Data collected via the F-7 forms is input to the FMCS database. Maintain as active and accessible data to support each F-7 case as long as the case is active. Delete from the database when no longer needed to support mediation cases and all reporting and documentation requirements are satisfied. Review for disposal at the end of each fiscal year.

RETENTION SCHEDULE

300 Series

RECORDS OF THE OFFICE OF COMMUNICATIONS

ELECTRONIC RECORDS DISPOSITION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created on office automation software such as word processors or spreadsheets, must be deleted from directories, hard disks, or other source media within 180 days after a recordkeeping copy has been filed and captured into the Agency's recordkeeping system. **At this time the agency's recordkeeping system is on hard copy format as described in the guidance below.** (GRS 20.13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, announcements, or other documentation described in this schedule, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy has been captured into the Agency's recordkeeping system. **Paper recordkeeping copies of e-mail messages must contain enough header information (metadata) to ensure that messages can be identified as e-mail.** (GRS 20.14)

File Number
301

Description/Disposition

Official FMCS Publications

Annual Reports, press releases, bulletins, published reports of mediation or conflict resolution services and accomplishments, and all other official publications produced by the Office of Communications in support of the Agency's mission and activities

Permanent.

(a) Hard Copy Publications

Cut off annually and maintain by subject in chronological order. Retain at FMCS until 3 years old, then transfer to off-site storage. Offer to NARA when 20 years old.

(b) Audio-visual productions (video and audio tapes, photographic or slide presentations and any other audio-visual products)

Analog items such as audio and video tapes should be digitized to high-quality (brand-name, such as Sony or Maxell) optical media

such as CD's no later than 5 years after they are produced. Cut off annually and maintain by subject in chronological order. Retain at FMCS for 3 years, then transfer to off-site storage. Offer to NARA when 20 years old.

(c) *Electronic Publications which include documents published on compact disk media or other digital media or formats, and official FMCS websites*

FMCS internet website contains important publications and other information that describes or provides evidence of the Agency's services and interaction with its clients and the public. Web snapshots that include the "look and feel" of the site, including active and functioning links, or audit trails describing links that cannot be functionally maintained and the information resources they referenced should be captured periodically and retained on CD media together with sufficient metadata for preservation and retrieval purposes. Digital publications and web snapshots that are judged to be of significant historical interest because they describe or provide evidence of FMCS involvement in events of national significance, or because they provide evidence of significant FMCS service delivery to the public through its website should be offered to NARA for permanent retention as proscribed by NARA guidance.

302

Publications Reference Files

Reference materials including publications, correspondence, notes, and any other documents that are collected and used as reference or source materials for publications.

Destroy when 2 years old or when no longer needed for reference, whichever comes first. Review for disposition at the end of each calendar year.

310

FMCS Mediation History Files

These files are created to document the progress and outcome of events in which FMCS mediators or services play a prominent role, and which have national significance or interest. They consist of correspondence, press clippings, statistics, reports, publications, and any other materials selected to document the progress of individual dispute mediation efforts. They are filed by mediation case name, and organized chronologically by calendar year.

Permanent. Cut off at the end of the calendar year in which the files are created. Retain in the Agency until 3 years old, then transfer to off-site storage. Offer to NARA when 20 years old.

311

Communication Reference or Convenience Files

Files accumulated by Office of Communications Directors or other staff include extra copies of publications, copies of correspondence or memoranda, or similar documents that have no direct business function or activity, that are kept only for reference or convenience.

Destroy when superceded no longer needed for reference, whichever is sooner. Review for disposal at the end of each calendar year.

312

General Information Services and Requests Files

Records include information requests, collections of press releases, news clippings collected for general information purposes and not captured into the Mediation History files or other special collections, and other similar files

Review carefully and apply guidance in General Records Schedule (GRS) 14.1-6 to items that meet the above description.

313

Routine, Internal, Administrative Support Files

Files, including correspondence, forms, and similar records needed to support the routine day-to-day administration of the Office of Communications, such as copies of personnel documents, time and attendance records, resource and paperwork management and administration files, and similar records.

Routine internal administrative records have short-term retention periods described in the GRS. Review carefully and apply guidance in GRS Chapters 1, 2, 16, and 23 to individual documents in this category based on their functions or purpose.

RETENTION SCHEDULE

400 Series

RECORDS OF THE OFFICE OF EDUCATION AND TRAINING

ELECTRONIC RECORDS DISPOSTION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created on office automation software applications such as word processors or spreadsheets must be deleted from desktop directories, hard disks, or other media within 180 days after a record copy has been filed and captured into the Agency's official recordkeeping system. **At this time the Agency's recordkeeping system is maintained in hard copy format as described below.** (GRS 20.13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, reports, or other documents as described in the items below, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy of each e-mail message, including attachments, has been filed and captured into the Agency's recordkeeping system. **Recordkeeping copies of e-mail messages must include enough header information (metadata) to assure that the messages can be identified as e-mails.** (GRS 20.14)

File number

401

Title/description

Original Training or Course Instructional Materials Produced by or Under the Direction of the Office of Education and Training

Original training and course instructional materials developed to support the Office of Education and Training's mission and to provide for the training of FMCS mediators and other employees, or developed to support FMCS training offered to clients.

Permanent. Retire to offsite storage in 5-year blocks. Offer to NARA when 30 years old.

402

Title/description

Working or Reference Copies of Training and Course Materials

Working copies of training materials maintained by Office of Education and Training staff for reference or information purposes to support training or instructional efforts.

Destroy 5 years after course is completed or cancelled, or when superseded, replaced, or no longer needed for reference, whichever is earlier.

410

Title/description

Training Event Files

Correspondence, memoranda, contracts, rosters, agendas, budgets, and related records pertaining to training events sponsored by the Office of Education and Training.

Destroy when 5 years old or 5 years following the completion of a specific training program. (GRS 1.29(a)(1))

411

Title/description

Needs Evaluation and Assessment Records

Correspondence, forms, analyses, and similar background records, including copies of Core Competency Inventories and Continuous Improvement Plans and similar needs assessment or evaluation records collected to assess the training needs of FMCS employees and clients.

Destroy when 3 years old. (GRS 1.29(b))

420

Title/description

Training Records

Correspondence, reports, evaluations, and other records that document the training and educational accomplishments of FMCS employees, including records pertaining to the New Mediator Training Program and the SES Candidate Development Program, and related records.

(a) Record copies of employee training records are submitted to the Office of Human Resources for filing in employee Official Personnel Folders (OPF).

(b) Copies retained in the Office of Education or Training for administrative or reference purposes. Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

421

Title/description

Reference or Information Copies of Employee Training Records

Copies of employee training records maintained in the Office of Education and Training for internal reference or convenience after file copies of employee training records have been submitted to the Office of Human Resources.

Destroy when 3 years old. (GRS 1.29(b))

430

Title/description

Disbursement/Reimbursement for Education and Professional Development Courses and Conferences Records

These records include disbursements from the Department of Education and Training to the Director of Mediation Services, Regional Directors, or others, which are expended as payments for educational courses, seminars, conferences, and other authorized training services. Includes records of payments by Petty Cash or Government Credit Card/Check; SWCT payments, or other authorized payment procedures, excluding records associated with travel vouchers (with the exception of funds for EAO activities).

Files retained as records in the Office of Education and Training.

- (a) For expenditures at or below the simplified acquisitions threshold. Retain on site. Destroy when 3 years old. (GRS 3.1(b))
- (b) For expenditures greater than the simplified acquisition threshold. Break files at the end of each fiscal year. Retain on site 2 years, then retire to offsite storage. Destroy when 6 years and 3 months old. (GRS 3.1(a))

Files retained as reference or information copies in Regional Offices or the Office of Mediation Services. Retain on site. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

RETENTION SCHEDULE

500

RECORDS OF THE OFFICE OF ARBITRATION SERVICES/NOTICE PROCESSING UNIT

ELECTRONIC RECORDS DISPOSITION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created on office automation software such as word processors or spreadsheets, must be deleted from directories, hard disks, or other source media within 180 days after a recordkeeping copy has been filed and captured into the Agency's recordkeeping system. **At this time the Agency's recordkeeping system on hard copy format as described in the guidance below.** (GRS 20.13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, reports, or other documentation as described in the items below, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy has been captured into the Agency's recordkeeping system. **Paper recordkeeping copies of e-mail messages must contain enough header information (metadata) to ensure that messages can be identified as e-mail.** (GRS 20.14)

File number

501

Title/description

R-43/Request for Arbitration Panel Case Files

Files include the R-43 forms and appointment letters or other correspondence sent to or received from requestors, together with any additional or follow-up correspondence or other documentation.

(a) Hard copies of the R-43 forms and additional correspondence or documentation, including copies of award letters, that accumulates as the case is established.

Destroy at the end of the fiscal year in which the R-43 and associated data is entered into the Arbitration Services Database.

(b) Data extracted from the R-43s and associated documentation, including e-mail and attachments, and entered into the Arbitration Services Database for action and follow-up while the case is active

Delete from the database at the end of the 3rd fiscal year after the case is established, or when no longer needed for reference, whichever is sooner.

502
Title/description *Arbitration Case Administration Data*
Data collected from various sources and entered into the FMCS database to support the administration of current arbitration cases. Data includes information concerning the selection of arbitration panels, panel members, issues involved in the arbitration, representatives of union and management, and similar information.

Retention Data should be active and accessible for 5 fiscal years. At the end of each fiscal year, delete data 5 years old or older. Data should be deleted from the system rather than backed up or moved to other off-line storage.

503
Title/description *Arbiter Lists and Personal Information Case Files*
Lists of active arbiters maintained to ensure that parties requesting services do not receive the same arbiters they had used previously. Lists are maintained as hard copies and data is not entered into the database. Case files are filed alphabetically by arbiter last name and include personal data about the arbiters and information about whether they are currently active or inactive.

Retention Lists of active arbiters and associated documentation must be maintained as case files as long as the arbiters are active. Retain in the Department of Arbitration Services until the end of the 3rd fiscal year after the case files are established (the FY the case is established and the next 2 years). Retire in 3- year blocks to offsite storage. Destroy 1 year after arbiters retire or are deceased.

504
Title/description *General Correspondence*
Correspondence and other material associated with the processing of R-43 forms, but not included or directly associated with R-43 case files.

Retention (a) Correspondence and other material sent or received in hard copy. Break file at the end of the fiscal year. Destroy 2 years after break
Correspondence or other material sent or received electronically.
Delete within 180 days after a recordkeeping copy has been captured into the recordkeeping system.

505
Title/description *Correspondence or Memoranda Pertaining to the Routine, Internal Operations of the Office of Arbitration Services*

Correspondence and similar records sent or received to support the routine, internal functions of the Office of Arbitration Services and not associated with arbitration services case files or other business operations of the Office.

Retention (a) Correspondence or other material sent or received in hard copy. Break file at the end of the fiscal year. Destroy 2 years after break
(b) Correspondence or other material sent or received electronically. Delete within 180 days after a recordkeeping copy has been captured into the recordkeeping system.

510
Title/description *R-19 Arbitrator's Report and Statement of Fees Forms Case Files*
Biographical and financial data extracted from the R-19 hard copy and electronic forms and entered into the Arbitrators' Reports Database together with any additional or supplemental data needed for periodic and year-end reporting purposes.

Retention Maintain data actively in the database until financial and other information is extracted and included in year-end reports.
(a) Hard copies of forms and associated correspondence Destroy when 3 months old.
(b) R-19 data extracted from hard copy forms and entered into the database for processing
Delete from the database at the end of the 2nd fiscal year.

520
Title/description *R-22 Arbitrator's Personal Data Questionnaire Forms File*
The R-22 arbitrator personal data information that is retained as the basis for the active roster of FMCS dispute arbitrators.

Retention (a) *Hard copies of the R-22 forms* from which personal and biographical information is extracted and entered into the Arbitrators' information database. File hard copies with the Arbiters' Personal Case files. Destroy 1 year after arbiters retire or are deceased.
(b) *R22 personal data database* used as the source for information needed to produce and maintain a roster of currently active and available arbitrators. Retain arbitrators' personal information on the database as long as arbitrators are part of the active roster. Delete all information pertaining to individual arbitrators 1 year after they retire or are deceased.

521
Title/description *Arbiter Appointment Correspondence*

Arbiter appointment letters and other records associated with the official appointment of arbiters to the FMCS roster.

Retention Destroy when 2 years old.

530

Title/description *Notice Processing Records*
Records, including Notices of appeal filed by parties, correspondence, and any other records collected and filed by the Notice Processing Unit into case files which are evidence of the business operations of that Unit.

Retention (a) Hard copy NPU records: Retain in the Department of Arbitration Services until the end of the fiscal year in which they were received. Destroy at the end of the fiscal year.
(b) Documentation pertaining to the Notice Processing System is scanned into the NPU database. Data in the database must remain active and retrievable for 7 years. Delete from database at the end of the 7th fiscal year after the data was captured.

RETENTION SCHEDULE

700 Series

RECORDS OF THE OFFICE OF BUDGET AND FINANCE

ELECTRONIC RECORDS DISPOSITION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created on office automation software such as word processors or spreadsheets must be deleted from desktop directories, hard disks, or other media within 180 days after a recordkeeping copy has been filed and captured into the Agency's recordkeeping system. **At this time the Agency's recordkeeping system is maintained in hard copy format as described in the guidance below.** (GRS 20.13)

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, reports, or other documents as described below, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy of each e-mail message, including attachments, has been captured into the Agency's recordkeeping system. **Paper recordkeeping copies of e-mail messages must contain enough header information (metadata) to ensure that the messages can be identified as e-mail.** (GRS 20.14)

File number

701

Title/description

Official FMCS Budget Submission Published Annually

The official FMCS Budget published annually for submission to Congress and OMB.

(a) Official record copy of the annual publication

Permanent. Maintain as official record file by fiscal year in the Office of Budget and Finance. Offer to NARA when 30 years old.

(b) Copies retained in the Office of Budget and Finance or elsewhere in the Agency for reference or informational purposes.

Destroy when 5 years old or no longer needed for reference, whichever is earlier.

702

Title/description

Official Correspondence of the Director, Office of Budget and Finance

Correspondence or subject files documenting Agency budget policy and procedures and reflecting policy decisions affecting expenditures for Agency programs.

(a) Record copies of correspondence and subject files that originate in the Office of the Director of Budget and Finance.

Permanent. Break files in 5 year blocks and retire to off-site storage. Offer to NARA when 30 years old.

(b) Reference or convenience copies retained in the Office of Budget and Finance or in other Agency departments.

Destroy when 2 years old

703

Title/description

General Correspondence Files

General correspondence, notes, internal memos, and related documents pertaining to routine internal administrative procedures of the Office of Budget and Finance.

Destroy when 2 years old. (GRS 5.1)

704

Title/description

Five-Year Strategic Plan/Annual Performance Plan

Strategic and Performance Plans that set broad goals and performance objectives for the Agency.

Permanent. Retire to off-site storage in 5-year blocks. Offer to NARA when 30 years old.

710

Title/description

Budget Background and Preparation Records

Cost statements, background data, justifications, correspondence, and supporting data provided by National Office Department Heads and Regional Directors in response to the annual Call for Estimates that begins the budget preparation and submission cycle. Includes copies of estimates and supporting documentation submitted to the Office of Budget and Finance, and copies retained by the submitting offices or departments for reference purposes. Also included is documentation accumulated in the Office of Budget and Finance, in addition to the departmental estimates, that support the preparation and submission to OMB of the annual FMCS Budget Estimate.

Destroy 1 year after the close of the fiscal year budget cycle. (GRS 5.2)

711
Title/description *FMCS Annual Budget Estimate Prepared for Submission to OMB*
This document reflects the Director's objectives and decisions regarding the Agency's funding needs. It is prepared in accordance with OMB A-11 and submitted each September to OMB.

(a) Copies to be retained for reference by the Office of Budget and Finance. Destroy 5 years after the close of the fiscal year for which the Estimate was prepared.

(b) Copies obtained by other departments to satisfy informational or reference requirements.
Destroy 1 year after the close of the fiscal year budget cycle.

712
Title/description *Congressional Correspondence and Budget Hearing Files*
Correspondence with members of Congress or their staffs regarding the FMCS budget; transcripts, notes, memoranda, and similar supporting documents of hearings before Senate and House Committees. Transcripts include testimony of Agency and Budget and Finance officials.

Retain as active file until the end of the fiscal year, then break. Destroy 1 year after file break.

713
Title/description *Budget Reports Files*
Periodic reports on budget and apportionment status submitted by the Office of Budget and Finance to higher authority, or submitted by other Agency departments to the Office of Budget and Finance.

(a) Annual (end of fiscal year) reports
Destroy when 5 years old (GRS 5.3(a))

(b) All other reports
Destroy when 3 years old. (GRS 5.3(b))

714
Title/description *Budget Apportionment Files and Reports*
Apportionment and reapportionment schedules that provide for quarterly obligations under each authorized apportionment. Includes Statements of Transaction, Reports on Budget Execution, and Operating Statements submitted monthly or quarterly to OMB.

Destroy 2 years after the close of the fiscal year. (GRS 5.4)

715

Title/description

Special Analysis and Year-End Reports

Special analysis reports compiled on specific topics as necessary and FMS 2108's and the Agency's adjusted trial balances that are electronically submitted to OMB.

Destroy/delete 2 years after the close of the fiscal year reporting period.

720

Title/description

Contract/Procurement Case Files

Case files include RFI/RFP and other preliminary types of documentation; requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers relating to award, administration, receipt, inspection, and payments for standard, routine procurements and contracts. Contracts and procurement case files may originate in the Office of Procurements, but they are transferred to the Office of Budget and Finance for validation, obligation of funds, and payment, and it is to the files in the Office of Budget and Finance that the retention guidance under the 720 number applies.

(a) Transactions that exceed the simplified acquisition threshold, and all construction contracts exceeding \$2,000.

Close contracts when final payments are made. Transfer closed contracts in fiscal year blocks to off-site storage. Destroy 6 years and 3 months after final payment. (GRS 3.3(1)(a))

(b) Transactions at or below the simplified acquisitions threshold, and construction contracts that do not exceed \$2,000. Destroy when 3 years old. (GRS 3.3(1)(b))

721

Title/description

Contract/Procurement Case Files Retained in the Office of Procurements

Copies of contract/procurement case files that are retained in the Office of Procurements after the files are transferred to the Office of Budget and Finance for action. Copies are retained for routine administrative or reference purposes.

Break files at the end of the fiscal year. Destroy 1 year after break or when no longer needed for reference, whichever is sooner.

722

Title/description

Copies of Contract/Procurement Files Retained by Other FMCS Offices or Departments

Copies of contract case files or related documents retained for reference or informational purposes in Departmental offices other than Budget and Finance or Procurements.

Destroy when final payment has been made, or when no longer needed for reference, whichever is earlier.

723

Title/description

Telecommunications Installation or Change of Service Records

Records accumulated by the Office of Information Systems and Administrative Services to document service installation or changes for employees authorized to use telecommunications services and equipment.

Destroy when 2 years old.

724

Title/description

Telecommunications Billing Records

Annotated and certified telephone and telegraph billing records.

(a) Annotated and certified billing records submitted by Regional Offices or field managers through the Office of Information Systems and Administrative Services to the Office of Budget and Finance for final payment.

Retain in Office of Budget and Finance until final payment is made. Break file at the end of the fiscal year. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 6.8/9)

(b) Annotated and certified billing records and receipts not submitted to the Office of Budget and Finance for payment, but that remain in local or regional offices for payment by field managers as authorized.

Break file at the end of the fiscal year. Destroy 1 year after break.

730

Title/description

FMCS Budget Accountability Records

These records document the Agency's budget execution and accountability processes and include statements of transaction, statements of accountability, collection schedules and vouchers, disbursement schedules and vouchers, and all other schedules or vouchers or other accountable officers' accounts or documents required for site audit by GAO auditors.

Retain on site until 2 years old or until GAO audit is complete, whichever is earlier, then transfer to off-site storage. Destroy 6 years and 3 months after the period covered by the accounts. (GRS 6.1)

731
Title/description *General Fund Records*
Records accumulated to document the availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit.

Destroy when 3 years old (GRS 6.4)

732
Title/description *Accounting Administration Files*
Correspondence, reports, and other documents prepared or received by the Director of the Office of Budget and Finance or authorized Department staff members relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

(a) Files used for workload and personnel management.
Destroy when 2 years old.
(b) All other files.
Destroy when 3 years old.

740
Title/description *Expenditures and Accounting General Correspondence and Subject Files*
Correspondence and related documents pertaining to the internal and administrative operation of expenditures and accounting functions.

Retention Destroy when 2 years old. (GRS 7.1)

741
Title/description *Accounts Ledgers*
Accounts ledgers that summarize expenditures and show debit and credit entries.

Retain on site for 2 years, then transfer to off-site storage. Destroy 6 years and 3 months after the close of the fiscal year covered by the ledgers. (GRS 7.2)

742
Title/description *General Appropriations and Allotment Records*
Records that show the status of obligated funds and allotments under authorized appropriations.

Retain on site until 2 years old. Transfer to off-site storage Destroy 6 years and 3 months after the close of the fiscal year involved. (GRS 7.3)

743
Title/description *Reimbursable Files for Non-Appropriated Work (Mediation Services)*
Vouchers, correspondence, and other documents that accumulate to account for the status of reimbursable accounts for mediation services provided by FMCS. Records accumulate at the rate of less than one cubic foot per year and remain active until mediation services are completed and payment for services has been received by the Office of Budget and Finance.

Cut off files at the end of the fiscal year in which final payment is made.
Destroy when 3 years old. (GRS 6.4)

744
Title/description *Accounting, Posting, and Control Records*
Records that are subsidiary to the general and allotment ledgers, used as posting and control media.

- (a) Original records
Destroy when 3 years old (GRS 7.4(a))
- (b) Copies needed for reference or information
Destroy when 2 years old. (GRS 7.4(b))

745
Title/description *Plant Account Records*
Bills of Lading, shipping documentation, and other records pertaining to the shipment, receipt, and installation of equipment such as office furniture, fixtures, ADP and computer equipment and hardware, and related items.

Destroy 1 year after equipment is registered in the plant account spreadsheet

746
Title/description *Plant Account Spreadsheet*
Spreadsheet to retain current plant accounting data in the Office of Procurements.

Delete items from the spreadsheet 1 year after items are disposed of and removed from the plant account.

747
Title/description *Facilities Management Records*

(a) Correspondence relating to leasing arrangements for FMCS regional and national office spaces, including requests for office spaces, justifications, and similar documents.

(b) Copies of lease agreements, office floor plans, and similar records pertaining to the leasing arrangements, terms and conditions, physical layout, and other matters.

File together as case files under the name and location of the leased facility. Retain on site. Destroy when 10 years old or when lease agreements are terminated, whichever is later.

748

Title/description

Copies of GSA OPAC Billing information for FMCS Facilities and Office Spaces
GSA is the agent for FMCS facilities management. Copies of billing information for FMCS office spaces are received from GSA retained for information and convenience in the Office of Information Systems and Administration Services

Retain for 1 fiscal year plus the first and last month's accumulation from the previous fiscal year. Destroy at the end of the current fiscal year.

750

Title/description

Commercial Freight and Passenger Transportation Files

(a) Original vouchers and supporting documents that cover commercial freight and passenger transportation charges of settled fiscal accounts. Include FMCS forms AB-6, AB-15 and 16, and SF 1038, and other control documents.

Retain on site for 2 years. Transfer to off-site storage. Destroy 6 years after the period of the account. (GRS 9.1(a))

(b) Records covering payment for commercial freight and passenger transportation charges for which

- (1) Notice of overcharge has been or is expected to be issued.
- (2) Deduction or collection action has been taken.
- (3) The voucher contains inbound transit shipments.
- (4) Parent voucher has print of paid supplemental bill.
- (5) The voucher has been involved in litigation.
- (6) Any other circumstance or condition arises that prevents the settling of the account, requiring the voucher to be retained beyond the retention period.

Retain on site for 2 years. Transfer to off-site storage. Destroy when 10 years old. (GRS 9.1(a)/(b))

751

Title/description

Commercial Passenger Transportation Vouchers and Transportation Requests

(a) Commercial passenger transportation vouchers (SF 1113A), travel vouchers (SF 1012), transportation requests (SF 1169), travel authorizations (FMCS form AB-4 and 5), and related records.

Retain on site for 2 years, then transfer to off-site storage. Destroy 6 years after the period of the account. (GRS 9.1(c))

(b) Obligation copies of commercial transportation vouchers

Destroy when funds are obligated. (GRS 9.1(d))

(c) Unused ticket redemption forms such as SF-1170

Destroy 3 years after the year in which travel is completed. (GRS 9.1(e))

752

Title/description

Lost or Damaged Shipments Records

Correspondence, reports, and similar records relating to the administration of the Government Losses in Shipments Act.

Retain on site for 2 years, then transfer to off-site storage. Destroy when 6 years old (GRS 9.2)

753

Title/description

Noncommercial Reimbursable Travel Records

Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and other supporting records of official travel by officers, employees, dependents, and others approved by law to travel.

(a) Administrative office copies.

Retain on site until 2 years old, then transfer to off-site storage. Destroy when 6 years old. (GRS 9.3(a))

(b) Obligation copies

Destroy when funds are obligated. (GRS 9.3(b))

754

Title/description

Travel and Transportation Administrative Files

(a) Routine administrative files and general correspondence, forms, and related records relating to noncommercial and commercial travel not described elsewhere in this schedule.

Destroy when 2 years old. (GRS 9.4(a))

(b) Records documenting the issue or receipt of accountable documents.

Destroy 1 year after all entries are cleared. (GRS 4(b))

RETENTION SCHEDULE
LABOR MANAGEMENT GRANTS PROGRAM

800 Series

NOTE ON THE RETENTION OF ELECTRONIC RECORDS CREATED OR
RECEIVED WITH THE SUPPORT OF OFFICE APPLICATION SOFTWARE OR E-
MAIL

Electronic copies of records created or received on office application software or e-mail client software and used solely to generate recordkeeping copies of records covered by items in this schedule, and copies of records maintained for updating, revision, or dissemination.

Retention: (a) Copies that have no further administrative or informational value after recordkeeping copies have been captured. Include copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disks or network drives, and copies on shared network drives that are only used to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been captured.

(b) Copies that have been used for dissemination, revision, or updating that may be maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating are complete (GRS 20.13, 14)

801

Description

Grants Administration General Correspondence Correspondence or subject files related to the routine administration of the grants application program, that are not directly associated with case files or other items described in this series.

Disposition

Destroy when 2 years old. (GRS 3.14)

810

Description

*Applications and Correspondence Associated with the Grants
Applications Review Process*

Grants Application Forms (SF 124) and associated correspondence received by the Director of the Grants Application Program from grants applicants

Disposition

- (a) Original copies of Sf-124's
 - (1) Approved and funded. Include in Grants Application Case File.
 - (2) Disapproved Destroy when 2 years old or when any appeals or other procedural questions are resolved, whichever is sooner.
- (b) Copies of SF-124's submitted to the Grants Review Board and individual members of the Board for review and scoring, including administratively rejected applications that may be submitted to the Board. Destroy when grants application review process is complete.

811

Description

Grants Application Review Board Rating Sheets
Rating sheets distributed to Grants Application Review Board members and used to rank or score applications.

Disposition

Destroy when application review process is complete no longer needed for reference.

812

Description

General correspondence associated with the Grants Review Board
Correspondence or related documents accumulated by Board members or others involved in the Application Review Process.

Disposition

Destroy when the Application Review process is complete or when no longer needed for reference, whichever is sooner.

813

Description

Grant Review Board Final Report

Disposition

- (a) Copies submitted to the Director, FMCS, and to the Director of the Grants Application Program: Destroy when 2 years old or when no longer needed for reference, whichever is sooner.
- (b) All other copies: Destroy when 1 year old.

814
Description

Grants Application Acknowledgment Letters and Associated Correspondence

- (a) Letters and any follow-correspondence to successful grantees: Include in Grants Application Case Files.
- (b) Rejection or disapproval letters and any additional follow-up correspondence: Destroy when no longer needed for reference or when subsequent appeals have been resolved and completed, whichever is later.

820
Description

Grants Application Case Files

Case files created to document the progress and outcome of approved grants administered by the Office of Grants Application, filed by fiscal year and numbered consecutively within each year. Case files include correspondence, memoranda, and any other documents necessary to verify the progress and outcome of each awarded grant, from the official award letter to the final audit report from grantees and acknowledgment from the Director of the Office of Grants Applications/

Disposition

Maintain as active file while grant is active. Close files in fiscal year blocks, when the period of the grant award has ended, all moneys are accounted for satisfactorily, and final audits have been reviewed and accepted. Transfer closed case files in fiscal year blocks to offsite storage. Destroy when 10 years old.

821
Description

Cooperative Research or Contractual Agreements Files

Correspondence, memoranda, cooperative agreements, and associated documents relating to cooperative and contractual agreements between the Office of Grants Applications and public or private sector business, organizations, or academic and research institutions.

Disposition

Maintain as active case files while agreements are active. Close files when contractual agreements conclude or are terminated. Cut off in fiscal year blocks and retire to offsite

storage. Destroy when 6 years and 3 months old. (GRS 3.3(a)(1)(a))

830

Description

Grants Application Appeals Process Files

Disapproval or rejection letters, appeals notifications and filings, and all other correspondence or related documents accumulated to document the origins, progress, and outcome of the two-tier appeal process.

Disposition

Maintain as active files until the final disposition of the appeal process. Close files and cut off in fiscal year blocks. Retire to offsite storage Destroy when 10 years old.

840

Description

Grants Contract Dispute Review Files

These files document the contract dispute appeals process that begins with a request for agency review of a grantee's disputed action and concludes with the resolution or outcome of the appeal after it has been reviewed by the Grants Contract Dispute Review Board (GCDRB) Include all correspondence, memoranda, and other documents relevant to the appeal as it proceeds through the defined process.

Disposition

(a) Grants Contract Dispute Case Files: Retain as active file until the contract dispute is resolved and the case is closed Cut files off at the end of the fiscal year cases are closed. Retire to offsite storage. Destroy when 10 years old.

(b) Copies of Grants Contract Dispute files retained by individual board members or others for administrative or reference purposes: Destroy when 1 year old or no longer needed for reference, whichever is sooner.

RETENTION SCHEDULE

900 Series

ADMINISTRATIVE AND SUPPORT RECORDS COMMON TO MOST OFFICES INCLUDING FMCS FIELD OFFICES (GRS 23)

ELECTRONIC RECORDS DISPOSITION NOTE

OFFICE AUTOMATION RECORDS

All documents in this schedule created with office automation software such as word processors or spreadsheets, must be deleted from directories, desktops, or other media within 180 days after a recordkeeping copy has been filed and captured into the Agency's recordkeeping system. Copies retained for dissemination, updating, or revision purposes should be deleted as soon as updates and revisions are complete. **At this time the Agency's recordkeeping system is maintained in hard copy format as described in the guidance below.**

ELECTRONIC MAIL RECORDS

Correspondence, memoranda, reports, or other documents as described in the items below, created or received via electronic mail (e-mail) systems, must be deleted from e-mail directories or folders within 180 days after a recordkeeping copy has been captured into the Agency's recordkeeping system. **Paper recordkeeping copies of e-mail messages must contain enough header information (metadata) to ensure that messages can be identified as e-mail.** (GRS 20.14)

File number

900

Title/description

Office Administration Files

Records accumulated in FMCS offices, including field offices that describe or relate to routine, internal, administrative or housekeeping activities, and do not pertain to specific program-related or business activities. In general, these records relate to such activities as office organization, staffing, communications, including fax machine logs, and the expenditure of imprest funds or other routine internal budgetary matters, and similar routine administrative functions.

Retention

Cut off at the end of the calendar year. Destroy when 2 years old. (GRS 23.1)

901	
Title/description	<i>Logs or schedules of Daily Activities</i> Logs, calendars, appointment books, and similar scheduling or appointment records documenting meetings, trips, visits, telephone calls, or other activities of Federal employees acting in their official capacity. EXCLUDE desk calendars, appointment books and other such records that are incorporated into the official program records of the FMCS Director or Associate Director.
Retention	Destroy or delete when 2 years old. (GRS 23.5(a))
902	
Title/description	<i>Tickler or Suspense Files</i> Chronological files of notes, copies of correspondence, or other materials kept as reminders of pending actions or responses.
Retention	Destroy when pending action or response is taken or made. (GRS 23.6)
910	
Title/description	<i>Extra Copies and Reference or Convenience Materials</i> Copies of bulletins, announcements, speeches, directives, issuances, publications, news clippings, and other materials kept only for reference or convenience purposes. EXCLUDE record copies described in other agency retention schedules.
Retention	Destroy when obsolete, superseded, or no longer needed for reference. Review for disposal at the end of each calendar year.
911	
Title/description	<i>Extra or Office Copies of Travel Records</i> Reference or convenience copies of correspondence, itineraries, agendas, reports, and other records to official agency travel and participation in meetings, conferences, seminars, or other mission or training related activities.
Retention	Cut off or break at the end of each calendar year. Destroy when one year old.
912	

Title/description *Duplicate Files of Working Papers*
Reference or convenience copies of working papers, drafts, or other records that are for reference purposes or in the preparation of documents and reports that reside in the official case files or other official records series described in these schedules.

Retention Destroy when 1 year old or when no longer needed for reference, whichever comes earlier.

920

Title/description *General Correspondence Files Retained in FMCS Field Offices*
Correspondence, memoranda, publications, reports, directives, and other records relating to public relations, dispute prevention cases, relations with professional societies, training, conferences, and other mission-related activities that are kept locally for reference purposes and that are not part of official case files or reports.

Retention Cut off or break at the end of each calendar year. Destroy when 2 years old.

921

Title/description *Training Records*
Copies of training aids and course materials, including films or videos, scripts, slide presentations, handouts, or other materials developed by the Service, maintained for reference or use in field offices or elsewhere in the Agency. EXCLUDE original or record copies of training materials maintained in the Office of Education and Training.

Retention Destroy when superseded or no longer needed for reference, whichever is earlier.

922

Title/description *Reports*
Copies of required periodic reports relating to case load, work stoppages, strikes, and related subjects submitted to headquarters.

Retention Destroy when 2 years old or when no longer needed for reference, whichever is earlier.