

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-280-03-2</i>	
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		DATE RECEIVED <i>12/31/03</i>	
2 MAJOR SUBDIVISION ADMIN SERVICES/INFORMATION SYSTEMS DEPT		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		ARCHIVES OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	DATE <i>8.4 2004</i>	WITHDRAWN

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached, or has been requested

DATE 8 DEC 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
500	OFFICE OF ARBITRATION SERVICES (SEE ATTACHED)		

Agency

RETENTION SCHEDULE

500

RECORDS OF THE OFFICE OF ARBITRATION SERVICES/NOTICE PROCESSING UNIT

File number

Title/description

501

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.

Temporary. 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.

Temporary. Delete from the database at the end of the 2nd fiscal year after the case is established, or when no longer needed for reference, whichever is sooner.

502

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.

Temporary. 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

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 last name and include personal data about the arbitrators and information about

whether they are currently active or inactive. Active case files and associated documents are maintained as long as the arbitrators are active.

Temporary. 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

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.

(a) Correspondence and other material sent or received in hard copy.

Temporary. Cut off file at the end of the fiscal year. Destroy 2 years after break.

505

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.

(a) Correspondence or other material sent or received in hard copy.

Temporary. Break file at the end of the fiscal year. Destroy 2 years after break.

(b) Correspondence or other material sent or received electronically.

Temporary. Delete within 180 days after a recordkeeping copy has been captured into the recordkeeping system.

510

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.

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.

Temporary. Destroy when 3 months old.

(b) R-19 data extracted from hard copy forms and entered into the database for processing.

Temporary. Delete from the database at the end of the 2nd fiscal year.

520

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.

(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.

Temporary. 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.

Temporary. Retain arbitrators' personal information on the database as long as arbitrators are part of the active roster. Delete all information pertaining to individual arbitrator's 1 year after they retire or are deceased.

521

Arbiter Appointment Correspondence

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

Temporary. Destroy when 2 years old.

530

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.

(a) Hard copy NPU records.

Temporary. 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.

Temporary. 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.

Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems are 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 are made. Include copies maintained by individuals in personal files, personal electronic mail directories on hard disks 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.