

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Labor

2. MAJOR SUBDIVISION

National Commission for Employment Policy

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl A. Robinson
Cheryl A. Robinson

5. TELEPHONE

(202) 219-916

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-174-96-1

DATE RECEIVED

10-17-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

6-10-96

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 3 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

9/20/95

SIGNATURE OF AGENCY REPRESENTATIVE

Cheryl A. Robinson

TITLE

DOL
Deptl. Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Records of the National Commission for Employment Policy.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1. PUBLICATIONS, SPECIAL STUDIES, RESEARCH AND FINAL REPORTS.

Record copies of committee publications, special studies, research findings and final reports. Approximate volume 10 cubic feet.

Disposition: Permanent. Retire to WNRC upon termination of the Committee. Transfer to NARA January 1, 2000.

2. COMMITTEE HISTORICAL FILES.

Record copies of documents pertaining to the establishment of the Committee. Includes mission statements, press releases, Committee newsletters, and related records. Approximate volume 2 cubic feet.

Disposition: Permanent. Retire to WNRC upon termination of the Committee. Transfer to NARA January 1, 2000.

3. SEMINAR, CONFERENCE, AND TRAINING FILES.

Records relating to staff and Commissioner attendance at non-Commission sponsored conferences, seminars and training sessions. Records include orientation and briefing materials, copies of agendas, miscellaneous notes, transcripts of conference proceedings, discussion drafts, and commissioner biographies. Approximate volume 7 cubic feet.

Disposition: Retire upon termination of Committee. Destroy in 2000.

4. COMMITTEE MEETING FILES.

Transcripts of minutes, agendas, meeting notes and related documents. Approximate volume 12 cubic feet.

Disposition: Permanent. Retire to WNRC upon termination of the Committee. Transfer to NARA January 1, 2000.

5. GENERAL CORRESPONDENCE FILES.

Copies of routing outgoing program related correspondence with other Federal agencies and members of the public. Consists of transmittal letters, request for information and administrative form letters to all commissioners. Approximate volume 3 cubic feet.

Disposition: Retire to WNRC upon termination of the Committee. Destroy in 2000.

6. VIDEO TAPES.

Consists of 17 video tapes of January 9, 1986 hearing, 2 briefing tapes, and 3 miscellaneous tapes of subjects such as adult education and training.

Approximate volume 1 cubic foot.

Disposition: Retire to WNRC upon termination of Committee. Destroy in 2000.

7. COMMITTEE PHOTOGRAPHS.

a) Portrait Files of Commissioners.

Disposition: Permanent. Transfer to NARA upon approval of this schedule.

b) Miscellaneous pictures of Committee meetings and other events. Approximate volume 2 cubic feet.

Disposition: Destroy upon approval of this schedule.