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
Office of the Assistant Secretary for Admin. & Mgmt.

3. MINOR SUBDIVISION
Immediate Office

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Linda Hunt-Reid/Cheryl Robinson	(202) 219-9086 ~~(202) 219-9161~~

LEAVE BLANK (NARA use only)

JOB NUMBER N1-174-96-4

DATE RECEIVED 5-29-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
5-14-97	John W. Carlin

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 1 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/20/96	[signature]	DOL Deptl. Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records Schedule for the Immediate Office of the Assistant Secretary for Administration and Management. See Attached		

115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

MAY 20 1997 mor copy to: Agency NWKW

1. **Correspondence Chron Files**

Consists of office copies of incoming correspondence and outgoing correspondence signed by the Assistant Secretary for Administration and Management. Arranged chronologically by month. Each monthly file contains a subject cross reference list. Amount on hand 2 cubic feet. Annual accumulation approximately 2 cubic feet.

Disposition: **Permanent.** Cutoff files at end of fiscal year. Retire to WNRC when 3 years old. Transfer to NARA when 10 years old.

2. **Assistant Secretary Briefing Books**

Copies of daily briefing books assembled on the activities and programs of OASAM. These books contain daily schedules, agendas, topics of discussion, issues and talking points, and other background materials relating to the daily activities of the Assistant Secretary. Arranged chronologically by month. Amount on hand 1 cubic foot. Annual accumulation 1 cubic foot.

Disposition: **Permanent.** Cutoff files at end of fiscal year. Retire to WNRC when 1 year old. Transfer to NARA when 10 years old.

3. **Miscellaneous OASAM Publications Unrelated to Specific DOL Program Activities**

Consists of a variety of miscellaneous pamphlets, notices, and brochures OASAM issues to inform employees about DOL services, employee programs, Government benefits, and other "FYI" information. Examples include newsletters *Spotlight, Focus on Benefits, and Tips for Supervisors*; pamphlets *Welcome to DOL, Benefits and Services at a Glance, The DOL Worklife Center, and There's No Excuse for Domestic Violence.*

Disposition: Destroy when no longer needed. (These records cannot be retired to an FRC.)