REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 18 1974	JOB NO. NC-174-75-2

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Labor

2. MAJOR SUBDIVISION
Office of the Solicitor

3. MINOR SUBDIVISION
Administrative Office

4. NAME OF PERSON WITH WHOM TO CONFER
Vadine Walker

5. TEL. EXT.
961-3123

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-29-74 (Date) James B. Rhoads Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10/16/74 Date — J J Lafran Chise (Signature of Agency Representative) — SOL Administrative Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS OF THE OFFICE OF THE SOLICITOR (RG 174)		
1.	General Chronological Reading File, 27 February 1936 - 31 December 1955. These files, totaling 84 cubic feet, are located in Accession 64-A-73 at the Washington National Records Center. They are not designated for permanent retention by the Solicitor's Records Retention Plan No. NN-466-9. a. Boxes 1 - 6, containing files dating from 27 February 1936 - 30 December 1938, are to be returned to the Office of the Solicitor. There the files will be screened for certain records of an interpretive nature pertaining to the Davis-Bacon Act. These records will be incorporated into the Office's current files. The remainder will be destroyed. b. Boxes 7 -84, containing files dating from 3 January 1939 - 31 December 1955, are to be destroyed immediately.	II-NNA-1730, item 3a	

115-106

Copy to Agency 11/1/74 ~~Field~~ Copy to WNRC and Mr. Jackson. [illegible] 4 Nov 74

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Acc. No. 64-A-73

PAGE 1 OF ____ PAGES

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
REG. 3-IV-302.00

RECORDS TRANSMITTAL AND RECEIPT

TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO. 64-A-73 ✓

RECORD GROUP NO. 174

SIGNATURE Louis A. Tanguay de

DATE RECORDS RECEIVED 8/13/63

TITLE CHIEF, ACCESSION & DISPOSAL SECTION
FRC, GSA, BLDG. 1, ALEX., VA.

INSTRUCTIONS
Send original and two copies to appropriate Federal Records Center.
EXCEPTION—Send original and three copies to the Alexandria, Virginia, Center

FROM: (*Name and address of Agency transferring records*)
Department of Labor
Office of the Solicitor

TO: Federal Records Center, GSA, Region 3
Alexandria, Virginia

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE	B. STORAGE	A. FILE CABINETS (*No.*)	B. TRANS. FILES (*No.*)	C. SHELVING (*Lin. Ft.*)	
96		12		108	84

5. NAME OF AGENCY CUSTODIAN OF RECORDS	6. BUILDING AND ROOM NO.	7. TELEPHONE NO.
Office of Solicitor of Labor	Main -- 6333	Code 110-3116

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☒ NO

9. AGENCY OFFICIAL (*Signature*)	10. TITLE	11. DATE
Lathryn B Kirst	Records Officer	

12. BOX NUMBERS FRC ONLY	AGENCY	13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (*Show organizational component creating records*)	14. DISPOSAL AUTHORITY (*Schedule and Item No.*)
		Office of the Solicitor Chronological or Reading Files General chronological file.	II NNA 1730 Item 3 a Disposal Not Approved
Return to agency	1	02/27 - 12/31/1936	
	2	01/04 - 5/30/ 1937	
	3	06/01 - 12/31/1937	
	4	01/03 - 5/30/ 1938	
	5	06/01 - 10/19/1938	
	6	10/20 - 12/30/1938	
	7	01/03 - 2/28/ 1939	
	8	03/01 - 4/29/ 1939	
	9	05/01 - 6/27/ 1939	
	10	06/28 - 8/31/ 1939	
	11	09/01 - 11/8/ 1939	
	12	11/10 - 12/30/1939	
	13	01/02 - 1/25/ 1940	
	14	01/26 - 2/20/ 1940	
	15	02/21 - 3/26/ 1940	
	16	03/27 - 4/30/ 1940	
	17	05/01 - 5/31/ 1940	
	18	06/01 - 7/8/ 1940	
	19	07/09 - 8/14/ 1940	
	20	08/15 - 9/30/ 1940	
	21	10/01 - 10/31/1940	
	22	11/01 - 11/30/1940	
	23	12/02 - 12/31/1940	
	24	01/02 - 1/31/ 1941	
	25	02/01 - 2/28/ 1941	
	26	03/01 - 3/31/ 1941	
	27	04/01 - 4/30/ 1941	
	28	05/01 - 5/31/ 1941	
	29	06/02 - 6/30/ 1941	
	30	07/01 - 7/31/ 1941	

FRANKLIN ST. BLDG. ALEX., VA.
TEL. NO. CODE 1253, EXT. 301

LOCATION IN FEDERAL RECORDS CENTER
Building Franklin
Floor 1st Sec. 17-18 Row 174

STANDARD FORM 135
JULY 1961 EDITION

(*Use Standard Form 135A for continuation sheets*)

135-103

Middle Franklin - 174/17-18

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STANDARD FORM 135-A
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
REG. 3-IV-302.00

RECORD TRANSMITTAL AND RECEIPT (CONTINUATION)

AGENCY

DATE

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	31	08/01 - 9/6/ 1941	
	32	09/13 - 10/31/1941	
	33	11/01 - 12/31/1941	
	34	01/01 - 3/31/ 1942	
	35	04/01 - 6/31/ 1942	
	36	07/01 - 8/31/ 1942	
	37	09/01 - 10/31/1942	
	38	11/01 - 12/31/1942	
	39	01/01 - 3/30/ 1943	
	40	04/01 - 6/30/ 1943	
	41	07/01 - 9/30/ 1943	
	42	10/01 - 12/30/1943	
	43	01/01 - 3/31/ 1944	
	44	04/01 - 5/31/ 1944	
	45	06/01 - 9/18/ 1944	
	46	09/19 - 12/30/1944	
	47	01/01 - 3/23/ 1945	
	48	03/24 - 6/10/ 1945	
	49	06/11 - 9/29/ 1945	
	50	10/01 - 12/29/1945	
	51	01/01 - 4/30/ 1946	
	52	05/01 - 8/30/ 1946	
	53	09/01 - 12/31/1946	
	54	01/02 - 6/20/ 1947	
	55	06/23 - 12/31/1947	
	56	01/02 - 6/30/ 1948	
	57	07/01 - 12/31/1948	
	58	01/03 - 4/29/ 1949	
	59	05/02 - 7/29/ 1949	
	60	08/01 - 12/30/1949	
	61	01/03 - 3/31/ 1950	
	62	04/03 - 6/30/ 1950	
	63	07/03 - 10/11/1950	
	64	10/12 - 12/29/1950	
	65	01/02 - 3/26/ 1951	
	66	03/27 - 6/7/ 1951	
	67	06/08 - 9/17/ 1951	
	68	09/18 - 12/29/1951	
	69	01/02 - 3/20/ 1952	
	70	03/21 - 5/29/ 1952	
	71	06/02 - 8/29/ 1952	
	72	09/02 - 12/31/1952	
	73	01/02 - 3/31/ 1953	
	74	04/01 - 6/30/ 1953	
	75	07/01 - 9/25/ 1953	
	76	09/28 - 12/31/1953	
	77	01/04 - 3/24/ 1954	
	78	03/25 - 6/9/ 1954	
	79	06/10 - 9/15/ 1954	
	80	09/16 - 12/31/1954	
	81	01/03 - 3/18/ 1955	
	82	03/21 - 6/13/ 1955	
	83	06/14 - 9/22/ 1955	
	84	09/23 - 12/31/1955	

☆ U.S. GOVERNMENT PRINTING OFFICE : 1961 O—613951

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	Chronological or Reading Files.		
	a. General chronological file. RETAIN. Break files as of December 31, 1955, and every 10 years thereafter; transfer to Federal Records Center 5 years after files are broken.		DISPOSAL NOT APPROVED
	b. Others. Dispose when 2 years old.		DISPOSAL APPROVED
	These are office-copy files of letters and memoranda prepared in the Office of the Solicitor and maintained for ready reference use. Except for some correspondence prepared for the Bureau of Employees' Compensation, available in the files of that bureau, the Central Files maintains a complete chronological file, which is retained for its documentary values. The other files are held for sufficient time to meet normal office reference needs.		
4.	General Inquiry and Request Files. Dispose when 3 years old.		DISPOSAL APPROVED
	These are files or segments of files of routine inquiries for information relating to the general application of laws administered by the Department of Labor and copies of replies thereto, including requests for copies of laws, opinions, and other processed materials, maintained on all organizational levels. They include all inquiries not requiring the preparation of a legal opinion or interpretation in some specific application of a statute or section thereof and which do not add ~~substantially~~ to the body of legal interpretations. These inquiries are received from public and private agencies, private individuals, business firms, labor organizations, and other interested parties and should not be confused with the interpretation files (Item 13). They are of transitory value and are kept for sufficient time to meet all normal reference needs.		
	JJD 2-24-56		
5.	Regional Attorneys' Instructions Files. RETAIN (except items disposable under General Records Schedules).		DISPOSAL NOT APPROVED
	Instructions and notices to Regional Attorneys are maintained in various subject files, retained under provisions of Item 1 of this schedule, and as a segment of the "Administrative File," maintained in the Central Files. Notices of routine administrative character are disposable under the General Records Schedules. Instructions relating to program operations and procedures are retained as documentation of legal aspects of program development. These files include an older and separately		

2. Duplicate Correspondence and Memoranda Files. Dispose when 3 years old.

These are files or segments of files maintained for reference purposes on various organizational levels and containing duplicate copies of letters, memoranda, and reports for which retention or disposal is provided under Items 1, 13-18, 21, 24, and 28 of this schedule. They are held for sufficient time to meet all normal reference needs.

3. Chronological or Reading Files.

a. General chronological file. Dispose when 10 years old. ← Retain now

b. Others. Dispose when 2 years old.

These are office-copy files of letters and memoranda prepared in the Office of the Solicitor and maintained for ready reference use. Except for some correspondence prepared for the Bureau of Employees' Compensation, available in the files of that bureau, the Central Files maintains a complete chronological file, which is held for an extended period of time for reference use. The other files are held for sufficient time to meet normal office reference needs.

4. General Inquiry and Request Files. Dispose when 3 years old.

These are files or segments of files of inquiries for information relating to the general application of laws administered by the Department of Labor and copies of replies thereto, including requests for copies of laws, opinions, and other processed materials, maintained on all organizational levels. They include all inquiries not requiring the preparation of a legal opinion or interpretation in some specific application of a statute or section thereof and which do not add substantially to the body of legal interpretations. These inquiries are received from public and private agencies, private individuals, business firms, labor organizations, and other interested parties

of the agency in connection with their work. The present item relates to Labor Department cases under the Act. The retention period specified and the provision covering cases involved in litigation under item 14 safeguard the administrative, legal, and individual rights values inherent in the records. Although it is unlikely that there would be any interest on the part of legal academicians in small and routine claims cases such as these, such interest could be satisfied by use of the Solicitor's decisions in the cases. These take the form of letters to claimants and copies are retained under item 3a. In addition there are available the annual reports of the Secretary to Congress, required under the Act, giving summary information on all claims processed.

Items 26b and 26c. Very little disposal of the records of the Office of the Solicitor's Branch of Employees' Compensation is authorized under these sub-items. Cases involving appeal to the Employees' Compensation Appeals Board or judicial review, as well as case briefs, are being retained under item 26a; opinions and interpretations are being held under item 13; "third party" (see explanation of this term in the item 27 appraisal) case materials are filed at the Bureau of Employees' Compensation and hence not covered here; general correspondence and subject files are retained under item 1. The disposable remainder consists of the following principal categories: (1) Papers accumulated by the Branch in the process of reviewing, for legal sufficiency or for consistency with due process of law, regulations, procedures, forms, case actions, etc. of the BEC under its various workmen's compensation programs. For research purposes the details of Branch clearance are inconsequential; information on the substance of the instruments and transactions reviewed can be obtained from the files of the program bureau. (2) Cases, referred to the Branch en route to judicial review of Bureau administrative actions, in which settlement was achieved prior to such review. Although research interest in these cases is unlikely, their essential content is available in the basic claims case files of the Bureau (all of which are being retained there indefinitely to protect the rights of individual claimants and their heirs). Both disposable categories are held by the Branch long enough to safeguard administrative and litigational values.

Item 27. "Third party" cases under the Federal Employees' Compensation Act are those in which liability for injury to an employee rests on a third party rather than the United States. In such cases the Bureau of Employees' Compensation may require the employee to prosecute the liable party, designating or approving the attorney retained for the purpose. The present item covers the Solicitor's personnel files relating to such attorneys. They have a long-term administrative value in connection with "third party" litigation, but no conceivable research value. Occasionally materials pertaining to the cases themselves appear in the series, but these are duplicated in the main "third party" case files at BEC.

Disapproved:

Items 1, 3a, 5, 6a, 8, 10a, 13, 14a, 14b, 15a, 16a, 17a, 17b, 18a, 19a, 19b, 20, 21, 24, 26a, 28, 29, and 30. It is not proposed to dispose of these records.

Appraised by: Morris Rieger 2-29-56
Morris Rieger Date

Approved for the Archivist: Paul Lewinson 3-2-56
Paul Lewinson Date
Chief Archivist
Industrial Records Branch

NN-466-9

RECORDS RETENTION PLAN

for the

OFFICE OF THE SOLICITOR

DEPARTMENT OF LABOR

MHFishbein
July 8, 1966

General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Records Appraisal Division

2.

(c) Agenda and minutes of staff meetings. In the absence of these materials, all notes concerning the meetings will be retained.

(d) Records showing official staff participation in internal and external committees and task forces, including agenda, minutes of meetings and other significant records. If the record copies of minute documents are filed elsewhere, they may be substituted for the Solicitor's set.

(e) Records documenting the membership and deliberations of industry committees appointed for Puerto Rico and United States Territories.

(f) "General correspondence" with national employer and employee organizations (chiefly the United States Chamber of Commerce, national trade associations, and national unions) that is filed under the name of the organization rather than included in individual case files. General, significant correspondence with legal associations will also be retained.

(g) The Solicitor's reading file. (The general reading file for the entire office of the Solicitor is not designated for permanent retention).

(h) Instructions to regional attorneys, including "Legal Field Letters".

(i) Progress reports and other narrative reports submitted to the Solicitor. If these reports are submitted more frequently than twice each year, retain only the last reports for each fiscal and calendar year.

(j) All guides, manuals and other instructional publications prepared by the Office.

(k) Managerial studies (audits, inspections, evaluations, and the like). Records showing the origin, scope, and results of the studies should also be retained.

(l) Basic standards developed by the Office for the recruitment and performance of the legal staff.

(m) Materials prepared for orientation lectures.

(n) Position descriptions, grade GS-14 and above, for positions that are not fully described in functional statements.

(o) A record set of forms-current and obsolete-developed by the Office of the Solicitor.

(p) A record set of significant stereotypes developed for legal proceedings, contracts, and other standard documents.

(q) Inventory sheets and reports concerning records surveys.