

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-317-99-1
1. FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED	2-25-99
2. MAJOR SUBDIVISION Employment Standards Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Labor-Management Standards		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Ed Hilz	202-693-1215	4-27-00	<i>[Signature]</i>
<b>6. AGENCY CERTIFICATION</b> 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 <u>6</u> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
2/20/99	<i>Maureen Hill</i>	Departmental 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 GRS OR SUPERSEDED JOB CITATION	10.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		

115-109  
*SA 5/30/00*

NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE  
*Agency, NWMC, NR, NWML*

**\* 1. LABOR ORGANIZATION REPORTS**

Includes initial Form LM-1 (Labor Organization Information Report), amended Form LM-1s, Form LM-1As (filed prior to December 31, 1994 when Form LM-1A was eliminated), labor organization constitutions and bylaws, labor organization annual financial reports (Forms LM-2, LM-3, and LM-4), labor organization trusteeship reports (Forms LM-15, LM-15A, LM-16, and LM-6 (filed prior to 1997 when Form LM-6 was eliminated)), and attachments filed with the reports.

**A. Active Filers****1. Filed before 1990.**

Temporary. Initial Form LM-1, latest constitution and bylaws, and latest applicable amended Form(s) LM-1 and/or LM-1A, if any, retained in OLMS National Office. Other reports retired to FRC. Destroy in January 2009.

**2. Filed on or after January 1, 1990.**

Temporary. Retain initial Form LM-1, latest constitution and bylaws, and latest applicable amended Form(s) LM-1 and/or LM-1A, if any, in OLMS National Office. Cut off reports in five-year blocks. Retire to the FRC 10 years after cutoff. Destroy 15 years after cutoff.

**B. Terminated Filers****1. Terminated Prior to 1995**

Temporary. Retired to the FRC. Destroy in January 2009.

**2. Terminated on or after January 1, 1995.**

Temporary. Cut off after termination. Retire to the FRC 3 years after cutoff. Destroy 15 years after cutoff.

Supersedes N1-317-94-1 items 1 and 2

*\* revised schedule approved by agency via fax, 11/12/99*

## 2. LABOR ORGANIZATION REPORTS CORRESPONDENCE FILE

Copies of incoming and outgoing letters, memoranda, and other records relating to Forms LM-1, LM-2, LM-3, LM-4, LM-15, LM-15A, LM-16, or equivalent.

### A. Textual Records

Temporary. Destroy when no longer needed for reference.

### B. Records created using electronic mail or word processing

Temporary. Destroy or delete when record keeping copy has been produced.

Supersedes N1-317-94-1, item 3

## 3. INVESTIGATIVE CASE FILES

Correspondence, complaints, investigative reports, exhibits and other materials relating to civil and criminal investigations conducted under the LMRDA and related statutes. Arranged numerically by assigned case number. Privacy Act System DOL/ESA-45

Volume on hand: 900 cubic feet

Annual Accumulation: 80 cubic feet

### A. Textual

1. Case files deemed historically significant. These cases meet at least one of the following criteria: generates national/media attention; results in a congressional investigation; causes substantive change in agency policy or procedure; or involves high level or prominent individuals.

PERMANENT. Cut off after case is closed. Retain on site two years after cutoff and then transfer to the FRC. Transfer to the National Archives 25 years after cutoff.

### 2. All other case files.

Temporary. Cut off after case is closed. Retain on site two years after cutoff and then transfer to FRC. Destroy 10 years after cutoff.

### B. Electronic Version

Records created using electronic mail or word processing

Temporary. Destroy or delete when record keeping copy has been produced.

+ addition approved by RLO via telephone, 12/6/99  
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\* 4. Labor Organization Reporting System (LORS) Database Records

The LORS master file captures data (financial expenditures, assets, liabilities, etc.) extracted from labor organization reports covered under Item 1 of this schedule.

Inclusive dates: 1998 to present

Restriction: None

Volume: one CD-ROM per year

- A. Inputs. Union organization and financial information taken from forms LM-1, LM-2, LM-3, and LM-4 and simplified annual reports.

TEMPORARY. Disposition is covered by item 1 of this schedule.

- B. Master File: Data extracted from forms LM-1, LM-2, LM-3, and LM-4 and simplified annual reports.

TEMPORARY. Delete when data is updated or superseded and transferred to CD-ROM in ASCII format.

- C. Outputs.

1. CD-ROM, 1998 and 1999, containing master file data

PERMANENT. Transfer to the National Archives upon approval of this schedule.

2. CD-ROM containing master file data

PERMANENT. Produce annually at the end of the calendar year. Transfer to the National Archives immediately after verification.

3. Other textual reports needed for reference purposes.

TEMPORARY. Destroy when no longer needed.

- D. Documentation: Includes system specifications, file specifications, record layouts and copies of reporting forms with corresponding instructions.

1. Documentation required by 36 CFR 1228.188(e) and copies of forms LM-1, LM-2, LM-3, and LM-4

PERMANENT. Transfer annually to the National Archives with CD-ROM

2. All other documentation.

TEMPORARY. Destroy when updated or no longer needed, whichever is sooner.

\* Approved by agency RO via e-mail 12/22/99