

O.K. RG: 317

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 1 1975	JOB NO. NC - 317-76-1
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 "with-drawn" in column 10.	
3-1-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) U.S. Department of Labor

2. MAJOR SUBDIVISION Labor-Management Services Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER Leonard I. Nichols

5. TEL. EXT. 523-8595

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 ~~11~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

JUN 26 1975

Alta G. Bell
(SIGNATURE) ALTA G. BELL

DEPARTMENTAL RECORDS OFFICER

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	LMSA Records Schedule No. 8 The records listed under this item are those created by the Office of <u>Labor-Management Policy Development</u> . This Office assists in the development of policy on all aspects of labor-management relations and related legislation and of Federal programs affecting collective bargaining and other labor relations matters. It provides and administers coordinated programs of research and analysis to support the orderly development of Federal program and policy and to improve understanding and knowledge throughout the labor and management fields.		

Copies to Agency & NCW 3-3-76

42 items

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
1a. <i>RD/Kenic 25 Feb 76</i>	<p><u>Research Case Files</u></p> <p>Final documents and essential background data from research and study of domestic and foreign labor-management relations matters. Studies involve specific aspects such as collective bargaining agreements, state and Federal reporting requirements, union constitutions, election procedures, etc.</p> <p><i>a. Final study - PERMANENT. Offer to NMARS</i></p> <p><u>Disposition</u> <i>7 years after completion.</i></p> <p>Permanent <i>b. Other materials. DESTROY 7 years after completion.</i></p> <p>Research case files are to be held in the office until no longer needed. After which they are to be transferred to the Federal Records Center and held 7 years and then offered to the National Archives on completion of study.</p>	approx. 13 cu.ft.	
1b. <i>RD/Kenic 25 Feb 76</i>	<p><u>LMPD Publications</u></p> <p>All official publications.</p> <p><u>Disposition</u></p> <p>(1) Record Copy. Permanent. Offer to the National Archives ^{when} 5 years after superseded or when no longer needed. <i>obsolete.</i></p> <p>(2) All other, Destroy when superseded or when no longer needed. <i>obsolete.</i></p>	approx. 1 cu.ft.	
2.	<p>The records listed under this item were created by <u>the Office of Labor-Management Relations Services</u> which provides staff assistance for the discharge of the Secretary of Labor's responsibilities in connection with labor-management relations and provides technical assistance to employers and unions in both private industry and the non-Federal public sector to resolve specific labor-management problems.</p>		

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2a.	<p><u>Case files of Labor negotiations and agreements</u></p> <p>Includes Reference material on major disputes, negotiations and agreements.</p> <p><u>Disposition</u></p> <p>Closed case files are to be held in the office for 3 years. Then transfer to FRC. Hold 4 years. Then destroy. <i>Destroy 7 years after close of case.</i></p>	approx. 2 cu.ft.	
2b.	<p><u>Status Reports</u></p> <p>Includes supplementary pre-negotiation memoranda on strike situations and settlement terms.</p> <p><u>Disposition</u></p> <p>Hold in the Office for 3 years after settlement of strike. Then transfer to FRC. Hold 4 years. Then destroy. <i>Destroy 7 years after settlement.</i></p>	approx. 1 cu.ft.	
2c.	<p><u>Significant Activities Reports</u></p> <p>Include bimonthly, brief descriptions of the status of major disputes.</p> <p><u>Disposition</u></p> <p>Hold in the Office for 3 years after settlement of strike. Then transfer to FRC. Hold 4 years. Then destroy. <i>Destroy 7 years after settlement.</i></p>	approx. 1 cu.ft.	
2d.	<p><u>Briefing Summaries</u></p> <p>Include materials to familiarize speakers and others who deal with particular unions as to the background and current status of union situations.</p> <p><u>Disposition</u></p> <p>Cut off annually. Hold in Office 3 years. Then transfer to FRC. Hold 4 years. Then destroy.</p>	approx. 1 cu.ft.	<p>Transfer to FRC when <u>3</u> years old. DESTROY when <u>7</u> years old.</p>

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2e.	<p><u>Pre-negotiation Memoranda Files</u></p> <p>Include summary and report on the historical background, bargaining and union demands of particular industry or company.</p> <p><u>Disposition</u> Transfer to FRC when <u>3</u> years old. DESTROY. (See 2c above) when <u>7</u> years old.</p>		
2f.	<p><u>Monthly Report Files</u></p> <p>Include summary of major negotiations.</p> <p><u>Disposition</u> Transfer to FRC when <u>3</u> years old. DESTROY (See 2c above) when <u>7</u> years old.</p>	approx. 1 cu.ft.	
2g.	<p><u>Significant Contract Expirations</u></p> <p>Yearly listings of key contract expirations</p> <p><u>Disposition</u> Transfer to FRC when <u>3</u> years old. DESTROY. (See 2c above) when <u>7</u> years old.</p>	approx. 1 cu.ft.	
2h.	<p><u>Presidential Emergency Board Files</u></p> <p>Include material relating to assistance to emergency boards called up by Presidential Order in averting strikes.</p> <p><u>Disposition</u> Permanent</p> <p>Hold in Office for 5 years. Then transfer to FRC. Hold 5 years. Then offer to the National Archives.</p> <p>Transfer to FRC when <u>5</u> years old. DESTROY. when <u>10</u> years old.</p>	approx. 2 cu.ft.	

*Ms. S. Jones, LMSA
 26 Feb 76*

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2i.	<p><u>Urban Mass Transportation Act Case Files</u></p> <p>Include preliminary applications for agreement, copy of tentative labor agreements correspondence; case history sheet; application for Federal assistance; description of Project. In addition to above, closed case files include final application for grant; signed agreement and DOL certification.</p> <p><u>Disposition.</u> Closed case files are to be held in the Office for 5 years. The following action should then be taken:</p> <p>(1) <u>Permanent.</u> Those cases that result in decisions that interpret basic authority or substantially affect the program, or that have precedential value, national impact, or special significance are to be separated from the others and transferred to the FRC, where they will be held for 7 years and then offered to the National Archives.</p> <p>(2) <u>Destroy.</u> The remaining cases are to be transferred to the FRC where they will be held for 7 years and then destroy after the full 12 year retention.</p>	approx. 13 cu.ft.	
2j.	<p><u>Summer Youth Program Case Files</u></p> <p>Include memos and other correspondence copy of negotiated agreement, etc.</p> <p><u>Disposition</u></p> <p>(See 2i above)</p>	approx. 2 cu.ft.	
2k.	<p><u>Claim Case Files</u></p> <p>Include correspondence, disposition of claim case; protective agreement; record of UMT actions; official report of proceedings.</p> <p><u>Disposition</u></p> <p>(See 2i above)</p>	approx. 2 cu.ft.	

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21. <i>Revised 25 Feb 76</i>	<p><u>Technical Assistance Project files</u></p> <p>Final documents, essential background data and correspondence regarding technical assistance projects such as request for TA, Report on activities, discussion papers, etc.</p> <p><i>a. Final report on significant projects -</i> <u>Disposition</u> <i>PERMANENT. Transfer to FAC 3 yrs. after completion. Offer to NARS 10 yrs. after completion.</i></p> <p>Hold in Office 3 years after project is completed. Then transfer to FRC and hold 7 years. Offer to National Archives 10 years after project is completed.</p> <p><i>b. Other materials - Transfer to FAC 3 yrs. after completion. DESTROY 10 yrs. after completion.</i></p>	approx. 2 cu.ft.	
2m.	<p><u>Training project files</u></p> <p>Final documents, essential background data and correspondence regarding training projects such as initial requests for training, schedule for project, progress reports, list of material used, etc.</p> <p><u>Disposition</u></p> <p>(See 21 above)</p>	approx. 8 cu.ft.	
2n.	<p><u>Training material files</u></p> <p>Final reports and materials used in training sessions such as course outlines, charts, games, papers, etc.</p> <p><u>Disposition</u></p> <p><i>of materials developed by LMSA</i></p> <p>(a) Record copy (See 21 above)</p> <p>(b) Duplicates. Hold in Office 3 years after completion of training project. Then destroy. <i>Destroy when obsolete or superseded.</i></p>	approx. 4 cu.ft.	PERMANENT. Transfer to FRC when <u>3</u> years old. Offer to NARS when <u>10</u> years old.
2o. <i>Revised 25 Feb 76</i>	<p><u>Conference project files</u></p> <p>Final documents, essential background data and correspondence regarding conferences such as request for conferences, proposals, news release, conference schedules brochures, list of attendees, etc.</p> <p><i>(a) LMSA sponsored conferences LMRS</i></p>	approx. 1 cu.ft.	PERMANENT. Transfer to FRC when <u>3</u> years old. Offer to NARS when <u>10</u> years old.

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	<p><i>b. other conferences</i></p> <p><u>Disposition</u></p> <p>(See 21 above)</p>	<p>Transfer to FRC when <u>3</u> years old. DESTROY when <u>10</u> years old.</p>	
2p.	<p><u>Information Services Project files</u></p> <p>Final documents, essential background data and correspondence regarding information services such as requests for services, reports, etc.</p> <p><u>Disposition</u></p> <p>Hold in Office for 3 years after completion of project. Then transfer to FRC. Hold 5 years and destroy <u>DESTROY 8 years after completion.</u></p>	<p>approx. 1 cu.ft.</p>	
2q.	<p><u>Contracts files</u></p> <p>Final documents, essential background data and correspondence regarding contract awards such as requests for contract, proposed project description, status of contract, and result of contract.</p> <p><u>Disposition</u></p> <p>(See 21 above)</p> <p><i>(a) Final Report -</i></p>	<p>approx. 1 cu.ft.</p>	
2r.	<p><i>LARS</i> <u>Publications</u></p> <p>All official <i>LARS</i> publications.</p> <p><u>Disposition</u></p> <p>(1) Record copy. Permanent. Offer to the National Archives 5 years after superseded or when no longer needed <u>publication.</u></p> <p>(2) Others. Discard when superseded or no longer needed <u>obsolete.</u></p>	<p>PERMANENT. Transfer to FRC when <u>3</u> years old. Offer to NARS when <u>10</u> years old.</p> <p>Transfer to FRC when <u>3</u> years old. DESTROY when <u>10</u> years old.</p> <p>approx. 5 cu.ft.</p>	

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3.	<p><u>OPES</u></p> <p>The records listed under this item are those of <u>The Office of Planning, Evaluation and Systems</u>. This Office provides advice and recommendations on LMSA program planning and operations to the Assistant Secretary and Administrator based on the results of in-house and contract evaluations and special studies; directs and coordinates long-term and broad-scale operations planning activities for LMSA; assists the Assistant Secretary in the development of policy on all aspects of LMSA programs and operations. In conjunction with other LMSA components plans, develops, implements and coordinates the LMSA information systems and services for all LMSA components, provides assistance in ADP systems development and systems support.</p>		
<p>3a.</p> <p><i>By letter 25 Feb 76</i></p>	<p><u>ERISA Study Files</u></p> <p>Final reports and essential background data from the studies of integrating, coordinating and implementing the provisions of the Employee Retirement Income Security Act of 1974 into LMSA. Included are project proposals, reaction papers, progress reports, etc.</p> <p><i>(a) Final Report -</i> PERMANENT. Transfer to FRC when <u>3</u> years old. Offer to NARS when <u>10</u> years old.</p> <p><u>Disposition</u> <u>Permanent</u></p> <p>Completed study files are to be held in the office for 3 years. Then they are to be transferred to the Federal Records Center and held 7 years and then offered to the National Archives.</p> <p><i>(b) Other materials -</i> Transfer to FRC when <u>3</u> years old. DESTROY when <u>10</u> years old.</p>	<p>approx. 1 cu.ft.</p>	
3b.	<p><u>Computer Systems Documentation Files for the Labor Organization Reporting System (LORS)</u></p> <p>Final documents stating the design, development and implementation of computer systems with the following subgroups: (1) Requirements definitions, (2) Design</p>		

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<p><i>Review 25 Feb 76</i></p>	<p>approaches, (3) Detail designs, (4) Documentations, (5) Run books, and (6) Users Guides. Include narrative descriptions, Flowcharts-OAM 30, file listings, Record-storage layouts, Card layout sheets, Printer spacing charts-OAM 32, Input/output file descriptions, Record descriptions and flowcharts, Transaction codes, Descriptions of field, System/program narratives DL1-109, Schedule fact sheets DL1-1089, Control and restart procedures DL1-1090, Data control information DL1-1088, Procedure listings, copies of reports generated by programs, etc.</p> <p><i>(a) systems not authorized for blanking-</i> <u>Disposition</u> <i>PERMANENT. Offer to NARS with related tape.</i></p> <p>Permanent. Maintain in the Office 3 years after the system is superseded. Then transfer to the Federal Records Center and hold 7 years. Then offer to the National Archives.</p> <p><i>(b) systems authorized for blanking-</i> <i>Destroy when tape is blanked.</i></p> <p>3c. <u>Computer programs listings files</u></p> <p>Complete Source listings of computer programs in the system. <i>Destroy 3 years after system is superseded.</i></p> <p><u>Disposition</u></p> <p>Maintain in the Office 3 years after system is superseded. Then hold at the Federal Records Center 7 years and then offer to the National Archives.</p>	<p>approx. 1 cu.ft.</p>	
<p>3d.</p>	<p><u>Computer systems project status reports.</u></p> <p>Weekly status reports from project team leader stating accomplishments, problems and expectations of the project team.</p> <p><u>Disposition</u> <i>Destroy</i> Hold 1 year after completion of project. Then destroy.</p>	<p>approx. .5 cu.ft.</p>	

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<p>3e.</p> <p><i>Office 25 Feb 76</i></p>	<p><u>Computer systems development files</u></p> <p>Incoming and outgoing correspondence regarding project development including schedule for project, preliminary design, system documentation, project standards, workplans, etc.</p> <p><i>(a) systems not authorized for blanking— PERMANENT. offer to NARS with related tape.</i></p> <p>Permanent. Maintain in Office 3 years after system is up (development completed). Then transfer to the Federal Records Center and hold 7 years. Then offer to National Archives.</p> <p><i>(b) systems authorized for blanking— DESTROY when tape is blanked.</i></p>	<p>approx. 2 cu.ft.</p>	
<p>3f.</p>	<p><u>CMCA Contract files</u></p> <p>Essential data regarding the administration and control of the CMCA contract such as contract agreements, invoices, control sheets, financial sheets, time sheets, incoming and outgoing correspondence.</p> <p><u>Disposition</u></p> <p>Hold in Office 3 years. Then transfer to FRC. Hold 4 years. Destroy after 7 years.</p> <p>Transfer to FRC when <u>3</u> years old. DESTROY. when <u>7</u> years old.</p>	<p>approx. 1 cu.ft.</p>	

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4.	<p>The records listed under this item are those created by the Office of Employee Benefit Security which has the responsibility to plan, administer, and direct programs to carry out the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>Files include applications for postponement of the effective date of certain fiduciary responsibility provisions under the ERISA Section 414 (b) (2). The postponements were not later than January 1, 1976.</p> <p>a. <u>Approved Applications for Postponement</u> <u>Disposition</u> Hold in office until no longer needed. After which, transfer to FRC. Hold until they are seven years old. Then destroy. Transfer to FRC when <u>3 mos.</u> old. DESTROY when <u>7</u> years old.</p> <p>b. <u>Rejected applications for postponement</u> <u>Disposition</u> Hold in office until no longer needed. After which transfer to FRC. Hold until they are seven years old. Then destroy. Transfer to FRC when <u>3 mos.</u> old. DESTROY when <u>7</u> years old.</p>	<p>approx. 300 cu. ft.</p> <p>approx. 10 cu.ft.</p>	