

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-025-81-01**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/30/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items except those listed below are active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

NC1-025-81-001 / 801/01 is superseded by DAA-0025-2017-0001-0022

NC1-025-81-001 / 801/03, 801/07/b, and 801/09/b are superseded by DAA-0025-2017-0001-0023

NC1-025-81-001 / 801/04 is superseded by DAA-0025-2017-0001-0001

NC1-025-81-001 / 801/05 is superseded by DAA-0025-2017-0001-0012 and DAA-0025-2017-0001-0013

NC1-025-81-001 / 801/06/a/1 and 801/06/a/2 are superseded by DAA-0025-2017-0001-0016

NC1-025-81-001 / 801/06/b/1 and 801/06/b/2 are superseded by DAA-0025-2017-0001-0017

NC1-025-81-001 / 801/06/c/1 and 801/06/c/2 are superseded by DAA-0025-2017-0001-0018

NC1-025-81-001 / 801/07a, 801/08, and 801/09 are superseded by DAA-0025-2017-0001-0019

NC1-025-81-001 / 802/02, 802/03, 802/07/a, 802/12, and 802/15 are superseded by DAA-0025-2017-0001-0002

NC1-025-81-001 / 802/04, 802/05, 802/06, 802/07/b, 802/08, 802/09, 802/10, 802/11, and 802/15 are superseded by DAA-0025-2017-0001-0023

NC1-025-81-001 / 803/02, 803/03, and 803/04/a are superseded by DAA-0025-2017-0001-0002

NC1-025-81-001 / 803/05, 803/06 and 803/09 are superseded by DAA-0025-2017-0001-0023

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NC1-025-81-001 / 803/08 is superseded by DAA-0025-2017-0001-0003, DAA-0025-2017-0001-0004 and DAA-0025-2017-0001-0005

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 1/30/2023

NC1-025-81-01

Rev NCP 6/27/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

NATIONAL LABOR RELATIONS BOARD

2. MAJOR SUBDIVISION

HEADQUARTERS AND FIELD OFFICES

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Dorothy R. Davis

5. TEL EXT

254-9488

LEAVE BLANK	
JOB NO	NCL-25-81-1
DATE RECEIVED	October 10, 1980
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	
12/8/81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10-1-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Ernest Russell Director of Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the National Labor Relations Board. Any record series created subsequent to and/or not disposable by this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service. NLRB records covered by the GSA General Records Schedules (GRS) are cited in this schedule.</p> <p>This certifies that the microform records described in this schedule will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506-3. Machine-readable items marked permanent will be maintained in accordance with provisions of 41 CFR 101-11.411-6.</p>	346-S19 352-S254 II NWA 674 NN 163-16 NN 167-50 NN 173-76 NN 173-334 NN 174-49 NCL-25-78-1	

Mass Data Change Sheet will be forwarded to FRCs with Printed Manual.

Closed Out: 3-8-82: K. J. L.  
Copy to Agency, NNF, NNH, NNV, NNR, NNG & NNB

388 items

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**APPENDIX I**  
**NATIONAL LABOR RELATIONS BOARD**  
**RECORDS DISPOSITION STANDARDS**

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STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;"><b>CHAPTER 1. RECORDS COMMON TO MOST OFFICES</b></p> <p>This chapter lists those records and nonrecord materials which are accumulated in many offices of the NLRB . <u>All</u> offices <u>must</u> be thoroughly familiar with all items in chapter 1, but they only need to know those sections of the later parts that are appropriate to the mission of their particular office. Records in this chapter can be conveniently divided into two sections. Section 1 is primarily a list of nonrecord material (extra copy files convenience files, reference material, etc.). Section 2 lists the General Correspondence (Subject) Files. Remember that files should be maintained in file drawers in the same sequence as shown in these schedules.</p> <p style="text-align: center;"><b>SECTION 1. NONRECORD AND TRANSITORY MATERIAL</b></p> <p>This Section (all schedule numbers beginning with 101) defines the types of materials which are considered as records of short-term value or nonrecord, and provides standards for disposing of such material in all NLRB offices. Nonrecord materials consist of the following:</p> <ul style="list-style-type: none"> <li>(1) <u>Copies</u> of correspondence, reports, etc. retained in the office for information and reference, (when the originals, which are the only <u>official records</u>, are maintained in a separate NLRB office having primary interest).</li> <li>(2) Printed or processed materials of which only the single master copy is considered official record.</li> </ul>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(3) Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, worksheets, etc.</p> <p>This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Maintenance of most of the file series described in this Section is optional. Do not establish an extra copy convenience file unless there is a real need. In the past, nonrecord material has been found interfiled with official papers. This is a poor files maintenance practice. Retention of nonrecord material is not required by law or regulation. When it is no longer needed it should be destroyed. Ideally much of this material should be destroyed <u>without filing</u>. If, however, nonrecord material is filed, it must be kept separately from official records.</p> <p><u>NOTE: No material in this Section should ever be sent to a Federal records center.</u></p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-01	<p><u>Files Maintenance and Disposition Documentation.</u> NLRB Form 5027, NLRB Form 4955, NLRB Form 4977, and similar documents containing information concerning the files maintenance and records disposition activities of the file stations.</p>	<p>Destroy upon completion of a revised form.</p>
101-02	<p><u>Records Retirement Lists.</u> Copies of documents created in retiring files to Federal records centers or similar records storage areas. Included are Standard Forms 135 or similar lists, and related papers. (NOTE: A record copy of these documents is retained by the NLRB Records Officer, in headquarters and by the records liaison officer in the regional offices as provided in 203-02).</p>	<p>Retain in active files until all records listed thereon have been destroyed; or destroy on discontinuance, whichever is first.</p>
101-03	<p><u>Suspense Files.</u> Papers arranged in chronological order as a reminder that: 1. an action is required on a given date; or 2. a reply to action is expected and if not received, should be traced on a given date; also transitory papers being held for reference which may be destroyed on a given date. Examples of papers in suspense files are:</p> <ol style="list-style-type: none"> <li>a. A note or other reminder to submit a report or to take some other action.</li> <li>b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</li> </ol>	<p>Destroy after action is taken.</p> <p>Withdraw papers when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it with other papers for file.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-04	<p>c. Papers which may be destroyed in 30 days or less because they have no further value.</p> <p><u>Transitory Files.</u> Papers of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:</p> <p>a. <u>Requests for Information or Publications.</u> Routine requests for information or publications which require no administrative action, no policy decisions, and no special compilations or research for reply, such as requests for publications or other printed material.</p> <p>b. <u>Letters of Transmittal.</u> Letters of transmittal that do not add any information to that contained in the transmitted material.</p> <p>c. <u>Quasi-Official Notices.</u> Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays, charity and welfare fund appeals or bond campaigns, and similar papers.</p> <p>Recordkeepers shall combine the types of temporary material shown above into one transitory file arranged chronologically.</p>	<p>Destroy on date under which suspended.</p> <p>Destroy after 90 days.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-05	<p><u>Office Organization Reference Files.</u> Documents relating to the organization and function of an office. Included are copies of organization and functional charts and functional statements, documents relating to office staffing, and documents concerning functional assignments and changes. Also included are documents reflecting minor changes in the office organization or functional assignments which are made by the office chief.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
101-06	<p><u>Office Administrative Files.</u> Documents accumulated by individual offices that relate to routine internal management or general administration rather than the function for which the office exists. These records may include copies of correspondence and reports which are prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation. Also includes papers relating to obtaining house-keeping type services from the offices responsible for providing them. If volume warrants, these files may be arranged by the NLRB subject-numeric classification system or according to the type of material, as shown below:</p> <p>a. <u>Office General Management Files.</u> Include documents concerning internal office procedures, hours of duty, participation on charitable affairs, security and protective services, safety, and involvement in similar matters not pertaining to the mission or function of the office.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. <u>Office Facilities Files.</u> Include documents relating to custodian service, temperature controls such as heating and air conditioning, telephone installation or change, requests for office space, office layouts, painting and renovation, and similar matters.</p> <p>c. <u>Office Supply Files.</u> Papers that relate to the ordinary supplies and equipment required by an office to carry out its functions. Includes documents such as requests for office supplies and receipts; requests for blank forms and directives or other papers relating to supply and distribution of these items; requests for repair of office machines; and similar papers.</p> <p>d. <u>Office Financial Files.</u> Papers that relate to the expenditure of funds incidental to the performance of the mission of the office, such as cost estimates for travel and other papers concerned with travel funds; documents concerning long-distance telephone call funds; printing expenses, and similar expenses; receipts and other papers concerning paychecks and savings bonds.</p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-07	<p><u>Employee Travel Files.</u> Correspondence, requests, travel authorizations and orders, itineraries, and similar papers pertaining to employee travel exclusive of records maintained for accounting purposes (item 603-01). Arranged alphabetically by name of traveler.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>
101-08	<p><u>Travel Order Manual File.</u> Cards prepared to record annual travel order numbers, supplemental orders, travel advances, and amount of monthly travel. Arranged numerically by travel order number.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>
101-09	<p><u>Office General Personnel Files.</u> Documents that relate to the day-to-day administration of personnel in individual offices. Included are papers that relate to attendance, copies of reports of attendance and overtime, notices of holidays and hours worked; notices and lists of persons to attend training sessions; papers concerning participation in employee and community affairs; campaigns and drives; and comparable or related papers. Arranged as appropriate. If volume warrants, papers can be arranged by subject-numeric classification system.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>
101-10	<p><u>Office Individual Personnel Files.</u> Unofficial personnel folders ("operating folders") maintained by REGIONAL OFFICES and other SPECIFICALLY DESIGNATED field offices. Consists of documents which are duplicates of papers placed in official personnel folders maintained in the NLRB Personnel Office or which are not appropriate for inclusion in the official personnel folders. Includes such papers as copies of security clearance, records reflecting training received, awards received, letters of appreciation/commendation, position descriptions, performance appraisals and comparable papers. Folders arranged alphabetically by employee name. NOTE: Headquarters</p>	<p>Review file periodically to destroy documents which have been superseded or are no longer applicable. Destroy entire file 1 year after transfer or separation of employee.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Offices and other offices not specifically designated to maintain operating folders MUST NOT create or maintain them.</p>	
101-11	<p><u>Office Personnel Locator Files.</u> Documents reflecting the name, address, telephone number, and similar data for each office employee. Included are cards or sheets containing such information.</p>	<p>Destroy on separation or transfer of the individual.</p>
101-12	<p><u>Job Description Files.</u> Documents describing positions in an office that are used in day-to-day supervisory relationships. Included are office copies of job descriptions. Record copies are maintained in the Personnel Branch.</p>	<p>Destroy on abolishment of position, supersession of job description, or when no longer needed for reference.</p>
101-13	<p><u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p> <p><u>Exception:</u> Applicable to Board Members' and the General Counsel's chronological files of outgoing correspondence comprised of letters signed by the Chairman, members of the Board and the General Counsel. See Standard 201-01.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff, or after reference value has been exhausted, whichever is sooner.</p>
101-14	<p><u>Policy and Precedent Reference Files.</u> Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of non-record copies maintained only for convenience of referen-</p>	<p>Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-15	<p><u>Alphabetical Name Index.</u> Extra copy files used as a finding aid for large subject file collections. Consists of extra copies of outgoing letters of a distinctive color or quick copies arranged alphabetically by names of persons or organizations referred to in the outgoing correspondence. The name index copy is marked with same file designation as the official file copy. It is used when records are frequently requested by the names of individuals or organizations concerned rather than by subject.</p>	<p>Destroy at the same time the related subject file is destroyed, or earlier if no longer needed for reference purposes.</p>
101-16	<p><u>Reference Publication Files.</u> Copies of NLRB internal and/or external directives; NLRB publications; and publications issued by other Government agencies and non-governmental organizations maintained for reference within an office. These files are normally kept in binders and filed in bookcase units.</p>	<p>Destroy when superseded, obsolete or no longer needed for reference purposes.</p>
102-01	<p style="text-align: center;"><b>SECTION 2. PROGRAM CORRESPONDENCE FILES</b></p> <p><u>Program Correspondence Files.</u> Correspondence, <sup>memoranda,</sup> reports, forms, and other records pertaining to the administration and operation of NLRB activities but excluding files described elsewhere in this handbook. Arranged according to the NLRB Subject File Classification System.</p> <p>a. <u>Program Correspondence Files maintained at the division level or above in NLRB Headquarters offices.</u> These files are accumulated by the division directors and above in the General Counsel and by the immediate staffs <del>of members of the Board</del>. They document policy-making decisions or significant program management functions.</p> <p style="text-align: center;">Office of the members of the Board and their</p>	<p>Permanent. Cut off at close of fiscal year. Hold 5 years and transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Program Correspondence Files maintained below the division level in the Office of the General Counsel and by offices other than the immediate office of Members of the Board.</p> <p>c. Correspondence of a non-policy nature maintained by units responsible for housekeeping and administrative functions, such as payroll and procurement, relating to internal administration and operation of unit.</p>	<p>Cut off at close of fiscal year. Hold 2 years and transfer to FRC. Destroy 6 years after cutoff.</p> <p>Cut off at end of fiscal year. Destroy 2 years after cutoff.</p>

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STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
CHAPTER 2. PLANNING AND MANAGEMENT RECORDS		
SECTION 1. EXECUTIVE MANAGEMENT FILES		
201-01	<p><u>Executive Chronological Files.</u> Chronological file consisting of copies of outgoing correspondence signed by Board Members or the General Counsel.</p>	<p>Cut off at close of fiscal year. Destroy 5 years after cutoff. (Record copy is maintained under 102-01 - Program Correspondence).</p>
201-02	<p><u>Committee Management Files.</u> Documents created in reviewing and coordinating the establishment, continuance and dissolution of joint, interagency, intra-agency, and extra-governmental committees, <i>Conferences,</i> including task forces, councils, boards, commissions, panels, and comparable groups. The coordination and review is to prevent overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to committees. Included are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment and composition, and related papers.</p>	<p>Permanent. Place in inactive file upon discontinuance of committee or disapproval of establishment of committee. Cut off inactive file at close of fiscal year. Hold 2 years and retire to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p>
201-03	<p><u>Committee Operations Files.</u> Files may include, but are not limited to, a directive or charter establishing the committee, a resume of major points of interest concerning committee meetings and the general operations thereof, a terminating directive, and a final committee report and finding. They may also include copies of minutes of meetings and other papers relating to the establishment, revision, or termination of individual studies and/or projects. Arranged by name of committee, thereunder by appropriate subject.</p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-01	<p>a. Files of committee chairman, secretariat, or recorder which are designated as "office of record".</p> <p>b. Committee Members' Files.</p> <p style="text-align: center;"><b>SECTION 2. PROGRAM PLANNING, MANAGEMENT, AND EVALUATION FILES</b></p> <p><u>Management Objective Files.</u> Documents that accumulate from the process of establishing short-, mid-, and long-range management objectives for NLRB. Included are documents reflecting the establishment of schedules to accomplish objectives, the formulation of new concepts and requirements for planning purposes, and the evaluation of progress and accomplishments in meeting the management objectives established by the plans.</p> <p>a. NLRB headquarters offices responsible for preparation of the plan.</p> <p>b. Commenting or coordinating offices.</p>	<p>Permanent. Cut off upon completion of committee action or termination of committee, as appropriate. Transfer to FRC 5 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Destroy when purpose has been served or after 1 year, whichever is sooner, except that informational copies of minutes of meetings which relate to another official file series will be disposed of with the records to which they pertain.</p> <p>Permanent. Cut off at close of fiscal year in which plan is superseded. Retire to FRC 5 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>File comments in program correspondence file and dispose of in</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-02	<p><u>Organization Planning Files.</u> Documents relating to the establishment of and changes in organization, functions, and relationships of NLRB when such actions affect, or may affect, the management and operation of the agency. Included are staff studies, reports of working groups and minutes of committee or task force meetings and staff conferences, relating to overall functions and mission, copies of published directives implementing establishment or change, and related or similar documents. Arranged as appropriate.</p>	<p>accordance with 102-01.</p> <p><u>Permanent.</u> Cut off at close of fiscal year in which case is completed. Hold 5 years and transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p>
202-03	<p><u>Organization Planning Working Files.</u> Background materials, drafts interim and progress reports, and related papers accumulated in organization planning projects and surveys.</p>	<p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>
202-04	<p><u>Program Evaluation Project Files.</u> Documents accumulated in evaluating NLRB program efforts, to determine if goals were achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires and other data; evaluation of guidelines and procedural documents; progress reports and other papers reflecting status of project; working papers, background materials and similar papers; copy of final evaluation report.</p>	<p>Cut off at close of fiscal year in which evaluation project is completed. Hold 3 years and transfer to FRC. Destroy 10 years after cutoff.</p>
202-05	<p style="text-align: center;">Case</p> <p><u>Management Survey/Files.</u> These files consist of staff studies or management improvement projects regarding analyses of administrative policies and procedures, manpower surveys, organization and methods surveys and studies, work simplification and standardization studies, workload and work distribution analyses, and similar studies. Includes papers authorizing the project and describing its scope, purpose, and objectives; intermediate progress reports and correspondence; the finished</p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>survey report and actions taken as a direct result of the survey. Accumulated by the office conducting the survey or the office sponsoring a contract for survey services. Arranged alphabetically by title of survey or name of office surveyed.</p> <p>a. Office conducting the survey or office sponsoring the contract to perform survey services.</p> <p>b. Office surveyed.</p>	<p><u>Permanent</u>. Cut off at close of fiscal year in which action is completed on survey. Hold 2 years and transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Destroy on completion of next comparable survey or when no longer required for reference.</p>
202-06	<p><u>Management Survey Background Files</u>. Documents created or accumulated in the collection of data for or during a management survey or staff study. Included are notes, statistical data; feeder reports, working papers, copies of directives and local operating procedures, charts, personnel data and similar material collected for factfinding or back-up purposes. Arranged alphabetically by title or name of office surveyed.</p>	<p>Cut off at close of fiscal year in which survey is completed. Destroy when no longer needed for reference, except in no case will files be retained longer than 3 years after completion of all actions on report.</p>
202-07	<p><u>Audit Case Files</u>. Documents accumulated in coordinating GAO audits of NLRB operations and in the internal review and examination of NLRB operations by NLRB auditors, to ensure accuracy, propriety, legality, and reliability of the use of assets. Included are communications about scheduled audits, draft and final audit reports, responses, comments, and recommendations, reports on corrective actions planned and taken, and directly related papers. Arranged by subject.</p>	<p>Cut off at close of fiscal year in which audit is completed. Retire to FRC 4 years after cutoff. Destroy 10 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-08	<p><u>Audit Working Files.</u> Documents created or accumulated in the collection of data for or during an internal or GAO audit. Included are notes, statistical data, feeder reports, and other working papers.</p>	<p>Cut off at close of fiscal year in which audit is completed. Destroy when no longer needed for reference or 3 years after completion of all action on audit report.</p>
<p>SECTION 3. RECORDS MANAGEMENT FILES</p>		
203-01	<p><u>Records Liaison Officer Designations.</u> Documents reflecting name and information about individuals designated to perform records management duties in specific organizational entities of NLRB. Includes designations for directives management officers, records liaison officers, forms liaison representatives, and similar representatives. Maintained in NLRB headquarters office with primary responsibility for records management.</p>	<p>Destroy when superseded by a new designation or when obsolete.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-02	<p style="text-align: center;">Case</p> <p>Directives (Issuance)/History Files. Files containing the official file copy and supporting documents of each NLRB internal or external directive or instruction. Directives include General Counsel's memoranda or Administrative Bulletins and Policy Circulars, manuals, Advice Memos, Staff Counsel Guides, etc. Supporting documents include material relating to the preparation, clearance, publication, and distribution of the directive. Arranged by name of directive and thereunder by directive number.</p> <p>a. Record copy</p> <p>b. Supporting documents</p>	<p>Permanent. Place in inactive file when canceled or superseded. Transfer to FRC when no longer needed for reference and sufficient volume has accumulated. Offer to NARS 20 years after transfer, in 5-year blocks.</p> <p>Destroy 2 years after issuance.</p>
203-03	<p>Records Management Project Files. Documents including reports, correspondence, authorizations, proposals, studies, and other papers relating to the development and implementation of programs to improve the management of records. Includes forms, reports, directives, correspondence, mail, microfilm, automatic data processing, and records management. Arranged alphabetically by title of project.</p>	<p>Place in inactive file when project closed. Destroy 6 years after the close of project.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-04	<p><u>Forms Master Files.</u> A collection of forms, arranged by functional classification, used to assist in taking forms management actions such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management office.</p>	<p>Destroy upon supersession or discontinuance of form.</p>
203-05	<p><u>Forms Historical Files.</u> History files containing copies of each form and revision, request for approval and justification, copies of prescribing directive, clearance reprint authority, and related correspondence. Arranged by form number.</p> <p><del>a. Record Copy</del></p> <p><del>b. Supporting documents</del></p>	<p><u>Permanent.</u> Place in inactive file when form is superseded or becomes obsolete. Cut off inactive file at the close of the fiscal year. <del>Destroy</del> <sup>Destroy</sup> to FRC 5 years after cutoff. <del>Offer to NARS 20 years after cutoff, in 5-year blocks.</del> <sup>GRS 16, item 4a.</sup></p> <p><del>Destroy 2 years after issuance.</del></p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-06	<u>Form Registers.</u> A register or card system used to record and control the assignment of form numbers.	Destroy individual register sheets when all forms entered thereon are canceled, superseded, or transferred to new sheet or when no longer needed.
203-07	<u>Records Disposition Authorizations.</u> Documents created only by the NLRB Records Management Office in requesting authority from GSA-NARS for the disposal of records. Included are Standard Form 115, Request for Records Disposition Authority, or similar forms, correspondence, and related papers.	Destroy when superseded.
203-08	<u>Records Retirement Lists.</u> Papers maintained by the NLRB Records Officer in headquarters and the records liaison officer in the regional offices documenting the retirement of the files to Federal records centers or similar storage areas. Included are Standard Form 135 or similar lists and related papers.	Destroy when related records are destroyed or when no longer needed for reference, whichever is sooner.
203-09	<u>Case Reports Control Files.</u> Files maintained for each report created, canceled, or superseded. Documents reflect actions taken in evaluating the requirements for approving and controlling specific reports. Included are applications for approval of reports, copies of pertinent forms or descriptions of format; copies of requirement directive; preparation instructions; documents relating to continuance, revision, or other change to the report; and other correspondence, evaluations, and similar papers relating to the reports. Files are maintained by NLRB headquarters office with reports control authority.	Cut off at close of fiscal year in which report is discontinued. Destroy 2 years after cutoff.



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-10	<p><u>Reports Control Record Cards.</u> Card files showing pertinent information about the report such as dates initiated, approved, discontinued; frequency; office of primary interest; preparing element; specific recipients and similar data. Filed numerically by Report Control Symbols.</p>	<p>Cut off when report is discontinued, canceled, or superseded. Destroy 1 year after cutoff.</p>
203-11	<p><u>Reporting Requirements Register.</u> Documents used for perpetual inventory of all reports issued under the reports management system. Included are cards, register sheets, catalogs, or similar documents.</p>	<p>Withdraw and place in an inactive file on discontinuance of the reporting requirement or on revision of the reports control symbol. Cut off the inactive file at the end of the fiscal year and destroy when no longer needed for controlling the assignment of new reports control symbols.</p>
203-12	<p><u>Files Maintenance and Disposition Plans.</u> Documents such as Form NLRB-5027, Files Maintenance and Disposition Plan, which reflect file categories, disposal instructions, and other information about the files accumulated in individual file stations. This series is maintained by the NLRB Records Officer. Individual office file copies of Form NLRB-5027 are maintained under disposition standard number 101-01.</p>	<p>Destroy upon receipt of revised plan.</p>
<p>SECTION 4. AUTOMATIC DATA PROCESSING MANAGEMENT FILES</p>		
204-01	<p><u>ADP Systems Planning Project Files.</u> Project files document the installation of an ADP system from initial inception to final system operation. Files include documents containing definitions of the system, authorizing directives, source data, detailed studies reflecting advantages and disadvantages of benefits, output requirements, schedule for completion, and related</p>	<p>← Cut off at close of fiscal year in which system is stabilized. Hold 1 year and then transfer to FRC. Destroy 6 years after cutoff. GRS, 16, item 11.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	papers. Arranged alphabetically by title of ADP system.	
204-02	<u>System<sup>S</sup> Operation Specifications Files.</u> Documents containing definitions of the system, including functional requirements, data requirements, and system/subsystem specifications.	Destroy one year after discontinuance of the system. GRS 20, I-2.
204-03	<u>File Specifications Files.</u> Definitions of the logical and physical characteristics of each record, element, or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of all codes used; cross reference code manual; security and privacy restrictions; and validity characteristics; update and access conditions; and recording medium and volume.	Destroy when related data file is destroyed. GRS 20, I-6.
204-04	<u>User Guides.</u> Handbooks, guides to data availability, and procedures for querying the files, and other information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it. Serves for the preparation of input data and the interpretation of results.	Destroy one year after discontinuance of the system. GRS 20, I-8.
204-05	<u>Output Specifications Files.</u> Listing of each type of output by title and tag, formal specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions and disposition of output, used outside the computer center.	Destroy one year after discontinuance of the system. GRS 20, I-9.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
CHAPTER 3. ADMINISTRATIVE SUPPORT RECORDS		
SECTION 1. EMERGENCY PREPAREDNESS FILES		
Case		
301-01	<u>Emergency Planning /Files.</u> ← Consist of emergency operating plans which provide for continuity of agency operations and other background papers, such as changes to plan, coordinating actions, and other documents. Arranged alphabetically by type of emergency	a. One re if not master  PERMAN Transf
301-02	<u>Emergency Test and Exercise Files.</u> Consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans and other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, copies of reports.	b. Case f record file a  DESTRO direct
SECTION 2. TELECOMMUNICATIONS FILES		
302-01	<u>Telephone Directory Files.</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories. (NOTE: Retain one copy of each published directory in accordance with 303-01).	PERMA becom when  Destroy 3 months after issuance of directory.
302-02	<u>Original Message (Teletype) Files.</u> Copies of incoming and original authenticated copies of outgoing messages maintained for locator purposes, transmission checks, evidence of receipt, and other administrative purposes. Arranged chronologically.	Cut off monthly. Destroy after 2 months. GRS 12, Item 3b.
302-03	<u>Telephone Orders File.</u> Documents relating to the installation, repair, and cost of telephone service. This file is maintained by the office with agency-wide responsibility for telephone service and is arranged numerically by order number.	Close file when order is completed. Cut off closed file at the end of each fiscal year. Destroy 3 years after cutoff. GRS 12, Item 2b.

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STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<b>SECTION 3. PUBLICATIONS MANAGEMENT, PRINTING, AND REPRODUCTION FILES</b>	
303-01	<u>Publications Master Files.</u> Official file copy of each NLRB publication such as technical reports, booklets, pamphlets, posters, monographs, or other issuances published by NLRB headquarters or regional offices. Official file copy is maintained by the office responsible for the preparation and issuance. Publications in this file will be distinctly marked "Record Set" and will not be charged out. Two copies of each publication will also be sent to the NLRB Library.	<u>Permanent.</u> Cut off when publication is superseded, canceled, or 3 years after issuance, whichever is sooner. Offer to NARS 2 years after cutoff.
303-02	<u>Publication Manuscript Files.</u> Editorial matter relating to the publication of a manuscript, including drafts, printer's copies of galley and page proofs, and other working or control data used in the preparation of publications. Arranged by publication name or number.	Cut off at close of fiscal year in which related publication is issued. Destroy 2 years after cutoff.
303-03	<u>Library Catalog Files.</u> Cards showing authors, titles, subject, cross-reference, etc., and indicating descriptive details including location of items on the shelves.	Destroy when related items have been permanently removed from the library collection.
303-04	<u>Job Control Registers.</u> Registers used to control the receipt of requisitions and work orders for printing and duplicating jobs.	Cut off at close of fiscal year in which compiled or when register is filled, whichever is applicable. Destroy 1 year after cutoff. GRS 13, Item 4.
303-05	<u>Job or Project Files.</u> Files contain all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs. Includes requisitions, bills, samples, clearance, and related papers. Arranged numerically by control or requisition number.	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. Files pertaining to in-house reproduction jobs or projects.</p> <p>b. Files pertaining to reproduction jobs or projects performed by Government Printing Office or outside contractor.</p>	<p>Cut off at close of fiscal year in which job is completed. Destroy 1 year after cutoff.</p> <p>Cut off at close of fiscal year in which job is completed or requisition is canceled. Destroy 4 years after cutoff.</p>
303-06	<p>Printing Plate</p> <p><u>Negative Files.</u> Files consisting of photographic negatives used for reproduction of major publications. Arranged by title or requisition number according to fiscal year. Negatives used for reprints are brought forward to current year.</p>	<p>Destroy at close of fiscal year in which publication is discontinued, superseded, or becomes obsolete, or after 5 years if the status of publication is unknown.</p>
303-07	<p><u>Job History Card Files.</u> Cards maintained by the office responsible for printing and reproduction to reflect the reprint history of all major publications.</p>	<p>Destroy after related publication is rescinded, discontinued, or becomes obsolete.</p>
303-08	<p><u>Publication Stock Record Card Files.</u> Stock record cards or other documentation maintained to reflect the status of supply of directives, blank forms, and other publications including data as to stock levels, quantities on hand, and quantities received and issued. Arranged alphabetically by document type.</p>	<p>Destroy when card is filled or when card is superseded or obsolete, whichever is earlier.</p>
303-09	<p><u>Editorial Technical Reference Material.</u> Publications, editorial manuals, guides, equipment specifications, catalogs and other technical reference materials relating to editing and publishing. Arranged alphabetically by title of publication.</p>	<p>Review annually and destroy material which is superseded, obsolete or no longer needed for reference.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-01	<p style="text-align: center;">SECTION 4. ART, GRAPHICS, AND PHOTOGRAPH FILES</p> <p style="text-align: center;">Control</p> <p><u>Graphic Services Job Files.</u> Files containing graphic services requisition forms, requester's notes or drawings or other instructions, notes to illustrators or graphic contractors. Arranged by job control number.</p>	<p>Cut off at close of fiscal year in which job is completed. Destroy 2 years after cutoff.</p>
304-02	<p><u>Art or Graphic Service Illustration Files.</u> Files consisting of artwork, illustrations, slides, charts, graphics, acetates, and other visual aids.</p>	<p>Destroy on printing of publication, except that artwork of continuing usefulness may be retained until no longer needed.</p>
304-03	<p><u>Still Pictures Files.</u> Still photographs, slide sets, filmstrips, posters, original artwork, and other pictorial records that:</p> <p>a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of the NLRB, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Normally these records consist of photographs of present and past Chairmen, Board Members, General Counsels, and key agency officials. For black and white photographs, file consists of the original negative and a captioned print. For color photographs, file contains an original color transparency or color negative, a captioned print, and an internegative if one is available. Arranged alphabetically by title of photograph or name of subject photographed.</p>	<p><u>Permanent.</u> Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-04	<p>b. Are included as part of a project file, case file, report, or a similar type of record.</p> <p>c. Are not permanent records as described under part a. of this standard. Included are photographs of social functions involving agency personnel, transitory pictures of EEO programs and speakers, and widely available training-related slide-tape presentations.</p> <p>d. Are faulty or technically poor photography.</p> <p><u>Motion Pictures Files.</u> Motion picture films including negatives, masters, and prints of productions and unedited outtakes and trims that:</p> <p>a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of NLRB; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Normally these films relate directly to established NLRB program areas. Arranged alphabetically by title of picture.</p> <p>(1) NLRB sponsored films intended for distribution: the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.</p>	<p>Dispose of in accordance with the instructions applicable to the records of which they are a part.</p> <p>Destroy when no longer needed for reference in accordance with FPMR 101-42.303-1.</p> <p>Destroy immediately in accordance with FPMR 101-42.303-1.</p> <p><u>Permanent.</u> Offer to NARS when no longer needed for administrative use or when 5 years old.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<ul style="list-style-type: none"> <li>(2) Films produced by or for NLRB that are intended for internal staff use - the original negative or color original plus sound and a projection print.</li> <li>(3) Films acquired by NLRB - two projection prints.</li> <li>(4) Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described; the original negative or color original and a work print.</li> <li>(5) Films resulting from a visual or electronic transfer of video recordings.</li> </ul> <ul style="list-style-type: none"> <li>b. Are included as part of a project file, case file, report or a similar type of record.</li> <li>c. Are not permanent records as described under part a. of this standard. Included are standard widely available commercial films used for training in management, office procedures and other subjects not directly related to NLRB programs.</li> <li>d. Are faulty or technically poor photography.</li> </ul>	<p>Dispose of in accordance with the disposal instructions applicable to the records of which they are a part.</p> <p>Destroy when no longer needed for reference in accordance with FPMR 101-42.303-1.</p> <p>Destroy immediately in accordance with FPMR 101-42.303-1.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-05	<p><u>Sound Recording Files.</u> Sound recordings on tapes or discs that:</p> <p>a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of NLRB; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Included are the administrative agenda tapes maintained by the Executive Secretary, which are arranged and numbered in chronological order. Other sound recordings generally are arranged alphabetically by title of recording.</p> <p>(1) Conventional mass-produced, multiple copy disc recordings - the master tape, matrix or stamper, and one disc pressing.</p> <p>(2) Magnetic audio tape recordings (reel-to-reel, cassette, or cartridge) - the original tape or the earliest generation of each recording and a "dubbing" if one exists.</p> <p>b. Are included as part of a project file, case file, report or a similar type of record.</p> <p>c. Are not permanent records as described under part a. of this standard.</p> <p>d. Are faulty or technically poor recordings.</p>	<p><u>Permanent.</u> Offer to NARS when no longer needed for administrative use or when 5 years old.</p> <p>Dispose of in accordance with the approved disposal instructions applicable to the records of which they are a part.</p> <p>Dispose of when no longer needed for reference.</p> <p>Dispose of immediately.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-06	<p><u>Video Recordings Files.</u> Video recordings that:</p> <ul style="list-style-type: none"> <li>a. Provide documentation of the organization, functions policies, procedures, and essential transactions of NLRB; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Includes videotapes on representation case hearings and related matters. Included are the original or earliest generation of the recording. Arranged alphabetically by title of recording.</li> <li>b. Are included as part of a project file, case file, report or a similar type of record.</li> <li>c. Have been transferred by visual or electronic processes to motion picture film.</li> <li>d. Are not permanent records as described under part a. of this standard. Includes tapes of transitory interest and tapes on standard widely-available topics in the areas of training and government operations.</li> <li>e. Are faulty or technically poor recordings.</li> </ul>	<p><u>Permanent.</u> Offer to NARS when no longer need for administrative use or when 5 years old.</p> <p>Dispose of in accordance with the approved disposal instructions applicable to the records of which they are a part.</p> <p>Dispose of after verifying the adequacy of the film copy.</p> <p>Dispose of when no longer needed for reference.</p> <p>Dispose of immediately.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
304-07	<p><u>Audio-Visual Finding Aids And Production Documentation Files.</u> Consists of existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production. Arranged alphabetically by title of related audio-visual record.</p> <p>SECTION 5. MAIL, MESSENGER AND DISTRIBUTION FILES</p>	Disposition should be made in accord with instructions governing the audiovisual records to which these records relate.
305-01	<p><u>Postal Records.</u> Files consist of Post Office forms and supporting papers such as receipts for registered and certified mail, insured mail, and special delivery receipts and forms, reports of loss, etc. Arranged chronologically.</p>	Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 12, Item 5.
305-02	<p><u>Mail Control Files.</u> Files consist of statistical reports of postage used on outgoing mail, production reports of handled, and related papers. Arranged chronologically.</p>	Cut off monthly or quarterly according to volume. Destroy 1 year after cutoff. GRS 12, Item 6b and 6d.
305-03	<p><u>Messenger Service Files.</u> Files consist of daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related and similar papers. Arranged as appropriate.</p>	Cut off monthly. Destroy 2 months after cutoff. GRS 12, Item 1.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
305-04	<p><u>Publications Stock Record Card Files.</u> Stock record cards or other documentation maintained to reflect the status of supply of directives, blank forms, and other publications including data as to stock levels, quantities on hand, and quantities received and issued.</p>	<p>Destroy when card is filled or when card is superseded or obsolete whichever is earlier.</p>
305-05	<p><u>Mailing Lists and Related Material.</u></p> <p>a. Correspondence, request forms, and other records relating to changes in mailing lists.</p> <p>b. Cards.</p> <p>c. Plate or Stencil Mailing Lists.</p> <p>SECTION 6. SECURITY FILES</p>	<p>Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier. GRS 13, Item 5a.</p> <p>Destroy individual cards when canceled, revised, or case closed. GRS 13, Item 5 b.</p> <p>Dispose of plates or stencils when canceled, revised, or case closed. GRS 13, Item 5c.</p>
306-01	<p><u>Personnel Security Clearance Case Files.</u> Documents relating to investigations of personnel employed by or seeking employment with NLRB or whose relationship otherwise with NLRB requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to NLRB by the Civil Service Commission or its successor, the Office of Personnel Management (CSC/OPM), for which maintenance and disposition instructions are provided in Chapter 1-2 of the Federal Personnel Manual.</p>	<p>Destroy upon notification of death or not later than 5 years after separation or transfer of employee or not later than 5 years after contract relationship expires, whichever is applicable. GRS 18, Item 23a.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
306-02	<u>Personnel Security Clearance Status Files.</u> Records maintained in the security unit to show the security clearance status of individuals. Records may be in the form of lists, rosters, or cards.	Destroy when superseded or obsolete. GRS 18, Item 24.
306-03	<u>Security Violations Files.</u> Papers relating to investigations of alleged security violations. Included are investigative reports and related papers. Excludes papers placed in official personnel folders.  a. Files relating to alleged security violations of a sufficiently serious nature to be classed as felonies.  b. Other files relating to alleged security violations.	Cut off at close of fiscal year in which final action is taken. Transfer to FRC 5 years after cutoff. Destroy 20 years after cutoff.  Cut off at close of fiscal year in which final corrective or disciplinary action is made. Destroy 2 years after cutoff. GRS 18, Item 25.
306-04	<u>Safety and Security Inspection Case Files.</u> Documents concerning the inspection and follow-up thereof of facilities, to assure the adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities from sabotage and unauthorized entry.  a. Government-owned facilities.  b. Privately owned facilities.	Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 18, Item 10.  Cutoff at close of fiscal year. Destroy 4 years after cutoff. GRS 18, Item 11.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
306-05	<p><u>Visitor Control Files.</u> Registers or logs used to record names of visitors, such as outside contractors, service personnel, and vendor's representatives.</p>	<p>Cut off at close of fiscal year, or after final entry in register, as appropriate. Destroy 2 years after cutoff. GRS 18, Item 18.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
306-06	<u>Identification Files.</u> Includes buildings and visitors, passes, employee identification cards, credentials, applications, listings, and similar records.	Destroy 3 months after return to issuing office. GRS 11, Item 4a.
306-07	<u>Property Pass Files.</u> Documents authorizing removal of property or materials. Arranged alphabetically by name of individual.	Cut off after expiration or revocation. Destroy 3 months after cutoff. GRS 18, Item 13.
306-08	<u>Key Control Files.</u> Documents relating to accountability for keys issued. Arranged by location.	Cut off after turn-in of key. Destroy 6 months after cutoff. GRS 18, Item 17.
306-09	<u>Lost and Found Files.</u> Reports, loss statements, receipts, and other papers relating to non-NLRB lost and found articles.	Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 18, Item 16b.
SECTION 7. PROPERTY AND SPACE MANAGEMENT FILES		
307-01	<u>Equipment Technical Manuals and Operating Instructions.</u> Includes parts lists, installation and maintenance instructions. Arranged by vendor name.	Destroy when superseded, obsolete, or when related equipment is retired or disposed of.
307-02	<u>Vendor Reference Materials Files.</u> Documents listing supplies and services by vendors. Includes catalogs, brochures, pamphlets, mailing lists, and similar material. Arranged by vendor name.	Destroy when superseded, obsolete, or no longer needed for reference.
307-03	<u>Employee Property Issue Files.</u> Card file documenting property and equipment charged out to personnel including employee receipts.	Destroy when new card is made provided item has been returned.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
307-04	<u>Requisition Files</u> . Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
307-05	<u>Property Record Receipt Files</u> . Copies of purchase orders maintained as property receipt records.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
307-06	<u>Supply Activity Reports</u> . Reports on supply requirements and procurement matters submitted for supply management purposes.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
307-07	<u>Property Transmittal and Coding Sheets</u> . Papers used to document and control the acquisition, transfer, loan, and disposition of non-expendable property..	Cut off at close of fiscal year. Destroy 1 year after cutoff.
307-08	<u>Inventory Lists</u> . Inventories of capitalized and controlled property assets and property on loan.	Cut off when superseded by a new or revised inventory. Destroy 2 years after cutoff.
307-09	<u>Inventory Control Cards</u> . Inventory control cards used for stock control and property maintenance.	Place in inactive file upon disposition or transfer of property. Cut off at close of fiscal year. Destroy 2 years after cutoff.
307-10	<p><u>Property Claim Files</u>. Reports and other documents relating to the damage, loss, or theft of property, arranged alphabetically.</p> <p>a. Reports involving pecuniary liability.</p> <p>b. All other reports.</p>	<p>Place in inactive file upon completion of final action. Cut off inactive file at close of fiscal years. Transfer to FRC after 3 years when volume warrants. Destroy 10 years after cutoff.</p> <p>Place in inactive file upon completion of final action. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
307-11	<u>Excess Personal Property Files.</u> Reports of excess personal property and reports of the transfer of excess personal property.	Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 4, Item 5.
307-12	<u>Space Allocation and Utilization Files.</u> Documents created or maintained by the NLRB headquarters office responsible for the allocation, use, and release of building space. Included are requests for space, record of assignments, reports, surveys, records used for internal space planning, requests for adjustments, space layouts and related papers. Filed by building and arranged by geographical location.	Cut off at close of fiscal year in which assignment is terminated, lease canceled, or when plans are superseded or become obsolete. Destroy 2 years after cutoff. GRS 11, Item 2a.
307-13	<u>Work Requests for Building Maintenance.</u> Request forms or work orders for building maintenance work.	Cut off after work is performed or requisition canceled. Destroy 3 months after cutoff.
307-14	<u>Space Reporting Files.</u> Documents relating to reporting agency space requirements and holdings.	
	<p>a. Reports submitted to General Services Administration.</p> <p>b. Other reports and related work papers.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 11, Item 2b(1).</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 11, Item 2b(2).</p>
SECTION 8. TRAVEL, TRANSPORTATION AND MOTOR VEHICLE FILES		
<p><u>Employee Travel Files.</u> See standard 603-01 for employee travel files maintained for accounting purposes. See standard 101-07 for employee travel files maintained for administrative purposes.</p>		

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
308-01	<u>Transportation Request Accountability Records.</u> Records documenting the issue or receipt of accountable papers involved in travel and transportation functions, such as Standard Form 1120. Arranged by request type and then chronologically.	Destroy one year after all entries on the records are cleared. GRS 9, Item 5b.
308-02	<u>Bills of Lading Register Files.</u> Registers used to account for bills of lading. Arranged numerically by registered number.	Destroy 3 years after final entry on register. GRS 9, Item 1c.
308-03	<u>Government Losses in Shipment Act Files.</u> Freight records relating to the Government Losses in Shipment Act consisting of schedules of <b>valuables shipped and related papers and reports.</b>	Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 9, Item 2.
308-04	<u>Motor Vehicle Operator Files.</u> Documents relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, violations, and related correspondence. Arranged alphabetically by name of operator.	Cut off at close of fiscal year in which operator is separated, transferred, or upon rescission of authorization to operate Government vehicle. Destroy 3 years after cutoff. GRS 10, Item 7.
308-05	<u>Motor Vehicle Report Files.</u> a. <b>Accident Reports</b>	Cut off at close of fiscal year in which case is closed. Destroy 6 years after cutoff. GRS 10, Item 5.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Maintenance Reports.</p> <p>c. Operating Reports.</p> <p>d. Other Vehicle Reports.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 10, Item 2b.</p> <p>Cut off at close of fiscal year. Destroy 3 months after cutoff. GRS 10, Item 2a.</p> <p>Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 10, Item 4.</p>
308-06	<p><u>Vehicle Release Files.</u> Documents accumulated in the transfer by sale, donation, or exchange of motor vehicles. Arranged numerically by vehicle number.</p>	<p>Cut off at close of fiscal year in which vehicle leaves agency. Destroy 4 years after cutoff. GRS 10, Item 6.</p>
308-07	<p><u>Operator Trip Reports</u> Documents including Form NLRB-4035, Daily Vehicle Usage Report, relating to motor vehicle trips. Arranged alphabetically by name of operator.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
401-01	<p style="text-align: center;">CHAPTER 4. PERSONNEL MANAGEMENT RECORDS</p> <p style="text-align: center;">SECTION 1. GENERAL PERSONNEL PROGRAM FILES</p> <p><u>Official Personnel Folders.</u> Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual (FPM) specifies the documents required for inclusion in official personnel folders.</p> <p>a. Folders of employees transferred to another agency.</p> <p>b. Folders of separated employees.</p>	<p>Follow instructions in FPM.</p> <p>Transfer folders of employee to inactive file in accordance with instructions in FPM. Transfer folders to National Personnel Records Center (Civilian) (CPR), 111 Winnebago Street, St. Louis, Missouri 63318, 30 days after separation except as provided in the FPM. CPR will destroy folders 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained provided the employee has been separated for at least 5 years. GRS 1, Item 1b(2).</p>
401-02	<p><u>Temporary Materials in Official Personnel Folders.</u> Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31.</p>	<p>Destroy after 1 year or upon transfer (except in a transfer of functions) or separation of employee, whichever is sooner. GRS 1, Item 10.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
401-03	<p><u>Employee Master Control File.</u> Documents used to provide a comprehensive record of positions, employees, and personnel actions by organizational entitles.</p>	<p>Place in inactive file after transfer or separation of employee. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.</p>
401-04	<p><u>Personnel Statistical Reports.</u> Records created in the preparation, coordination, and consolidation of regular and special personnel reports to the Office of Personnel Management (OPM) and its predecessor, the Civil Service Commission (CSC). Included are reports on Federal civilian employment, acquisition of handicapped persons, and geographical distribution of employment; biennial reports on occupation; other comparable reports; and related papers.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 16.</p>
401-5	<p><u>Employee Locator Files.</u> Consisting of information such as: Name, social security number, submission date, current residence address, emergency locator information and office address, telephone numbers.</p>	<p>Destroy when superseded or obsolete.</p>
401-06	<p><u>Employee Record Cards.</u> Used for informational purposes outside personnel offices (such as Standard Form 7-B and Form NLRB-4623, Application Profile).</p>	<p>Destroy upon separation of employee or forward to receiving office if employee transfers. GRS 1, Item 6.</p>
<p>SECTION 2. EMPLOYMENT FILES</p>		
402-01	<p><u>Appointment Files.</u> Correspondence, letters, and telegrams offering appointments to potential employees. Arranged alphabetically by name.</p> <p>a. Accepted offers.</p>	<p>File on left side of official personnel folder.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Declined offers.</p> <ol style="list-style-type: none"> <li>1. When name is received from certificate of eligibles.</li> <li>2. Temporary or excepted appointments.</li> <li>3. All others</li> </ol>	<p>Return to OPM with reply and application.</p> <p>File inside application and destroy in accordance with 402-03.</p> <p>Destroy immediately.</p>
402-02	<p><u>Employment Applications Resulting in Appointment.</u> SF 171, Personal qualifications Statements and related records.</p>	<p>File in official personnel folder. GRS 1, Items 1 and 10.</p>
402-03	<p><u>Inactive Applications for Employment.</u> Files established when decision is made that an applicant is not qualified, declines, or will not be selected for appointment for other reasons. Included are applications for Federal employment, educational transcripts, resume interview reports, and related papers.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff or upon receipt of CSC/OPM inspection whichever is earlier, providing the requirements in the Federal Personnel Manual are observed. GRS 1, Item 15.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-04	<p><u>Letters of Reference and Pre-employment Credit Report Files.</u> Correspondence and other documents regarding employment suitability. Includes letters to and replies from previous employers, personal and character references, retail credit checks, etc.</p> <p>a. Appointed applicants.</p> <p>b. Rejected applicants</p>	<p>File on left side of official personnel folder. Destroy in accordance with Standard 401-02.</p> <p>File inside application. Destroy in accordance with Standard 402-03.</p>
402-05	<p><u>Certificate Files.</u> Requests for certificates of eligibles and certificates of eligibles for appointment.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 5.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-06	<p><u>Notification of Personnel Action Files.</u> Copies exclusive of those in Official Personnel Folders accumulated to provide a record for inspections, statistics, reference, preparation of reports, etc. Arranged chronologically and maintained by the NLRB Personnel Branch.</p>	<p>Cut off monthly. Destroy 2 years after cutoff. GRS 1, Item 14a.</p>
402-07	<p><u>Internal Promotion Plan Files.</u> Announcements, applications, ratings, copies of registers, and selection papers maintained by personnel offices. Includes certificates of best qualified applicants and letter to non-selectees. Arranged numerically by announcement number.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff provided requirements of Federal Personnel Manual are observed.</p>
402-08	<p><u>Position Vacancy Announcement Files.</u> Copies of promotion plan position vacancy notices maintained by the Personnel Branch. Arranged numerically by announcement number.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>
402-09	<p><u>Reduction-In-Force Files.</u></p> <p>a. Retention Registers. These are lists or printouts prepared before reduction-in-force for each competitive level affected by the reduction. Arranged chronologically by register date.</p> <p>b. Work Cards. Used in compiling retention registers.</p> <p>c. Notice to Employees and related papers. Arranged chronologically.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff, or if an appeal or court case is pending, destroy after the case is resolved.</p> <p>Destroy after RIF is completed, unless they are used as retention register.</p> <p>Place one copy in official personnel folder of employee.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-10	<p>d. <u>Placement Files</u>. Documents which result from attempts to secure new positions for displaced employees.</p> <p><u>Employee Examination Records</u>. Files include completed test materials and test booklets in which answers have been recorded, and results recorded on test or qualification records.</p>	<p>Cut off at end of fiscal year when action of RIP is complete. Destroy 2 years after cutoff.</p> <p>Follow appropriate Office of Personnel Management regulations.</p>
<p>SECTION 3. EMPLOYEE PERFORMANCE AND UTILIZATION FILES</p>		
403-01	<p><u>Incentive Awards Case Files</u>. Records documenting an employee suggestion or performance award. Arranged chronologically and/or by NLRB Region.</p>	<p>Cut off upon close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 12a (1).</p>
403-02	<p><u>Incentive Awards Report Files</u>. Awards Program reports, including copies of feeder reports prepared within NLRB and copies of summary reports to Office of Personnel Management.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 1, Item 13.</p>
403-03	<p><u>Performance Appraisal Files</u>. Documents relating to the evaluation of the performance of individual employees. Includes evaluations, performance appraisals, career development appraisals, memoranda, and employee comments. Arranged alphabetically by name of employee.</p>	<p>Cut off at the close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 23a.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
403-04	<u>Promotion Potential Appraisal Files.</u> Documents relating to the evaluation of individuals' potential for posted positions. Arranged alphabetically by name of employee.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 23 a.
403-05	<u>Performance Rating Appeal Files.</u>	See Standard 405-01
SECTION 4. POSITION CLASSIFICATION AND JOB EVALUATION FILES		
404-01	<u>Position Description Files.</u> Documents which describe duties, responsibilities, and supervisory relationships of each position within the NLRB. These include copies of position descriptions of General Schedule and Wage Board positions, position description amendments, certifications, checklists or fill-in descriptions, multiple or standard descriptions, and related papers. Papers in this series are maintained by the Personnel Branch. Office copies of position descriptions are covered by Standard 101-12.	Place in inactive file when position is abolished or superseded. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff. GRS 1, Item 7b(1).
404-02	<u>Position Classification Survey Files.</u> Documents created by performing systematic examination of the essential aspects of all positions and position design and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, recommendations, and related papers. Arranged by position number.	Cut off at end of fiscal year following completion of subsequent survey of each unit. Destroy 2 years after cutoff. Surveys which may be of continuing value can be retained as nonrecord reference material. GRS 1, Item 7c.
404-03	<u>Classification Appeal Files.</u> Papers accumulated when an employee appeals a position classification. Included are such items as the initial letter from employee stating the reasons for the appeal; copy of job description; classifier's notes and evaluation statement; and letter to employee advising of the outcome. Appeals to the Merit Systems Protection Board will become a case file, disposable under MSPB schedules. Arranged numerically by position number.	Cut off at close of fiscal year in which action is completed. Destroy 3 years after cutoff. GRS 1, Item 7d.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
SECTION 5. EMPLOYEE RELATIONS AND SERVICES FILES		
405-01	<p><u>Grievance and Appeals Files.</u> Papers created and accumulated in connection with the review of grievance and appeals raised by agency employees, except EEO complaints. These files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. Arranged alphabetically by name of employee.</p>	<p>Place in inactive file when case is closed. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff. GRS 1, Item 31a.</p>
405-02	<p><u>Adverse Action Files.</u> Files relating to reviewing adverse actions (disciplinary or non-disciplinary removal suspension, leave without pay, reduction-in-force) against an employee. Files include a copy of the proposed adverse action with supporting papers; statements of witnesses, employee's reply; hearing notices, reports, and decisions; reversal of action, and appeal records. Arranged alphabetically by name of employee.</p>	<p>Place in inactive file when case is closed. Cut off inactive file at close of fiscal year. Destroy 4 years after cutoff. GRS 1, Item 31b.</p>
405-03	<p><u>Employee Financial Statement Files.</u> Files for outside employment and financial interest and related papers. Arranged alphabetically by employee name.</p>	<p><del>Cut off at close of fiscal year in which employee leaves a position for which a statement is required, or when the employee leaves NLRB, or statement is superseded, whichever is earlier. Destroy 2 years after cutoff. GRS 1, Item 25.</del></p>

a. Reports and related documents submitted  
by individuals as required under the  
Ethics in Government Act of 1978  
(P.L. 95-521).

405-03

1) Records including SF 278A for  
individuals filing according to  
Section 201b of the Act, and not  
subsequently confirmed by the  
U.S. Senate.

Destroy 1 year after nominee  
ceases to be under considera-  
tion for appointment; EXCEPT  
that documents needed in an  
on-going investigation will  
be retained until no longer  
needed in the investigation.

2) All other records including SF 278

Destroy when 6 years old;  
EXCEPT that documents needed  
in an on-going investigation  
will be retained until no  
longer needed in the investi-  
gation.

b. All other statements of employment  
and financial interests and related  
records

Destroy 2 years after  
separation of employee or 2  
years after the employee  
leaves the position for  
which the statement is  
required.

GRS 1, item 25.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
405-04	<u>Employee Interview Files.</u> Documents which record counseling interviews, results of action taken, and separation interviews. Arranged alphabetically by employee name.	Cut off at close of fiscal year in which employee is transferred or separated. Destroy 6 months after cutoff. GRS 1, Item 8.
405-05	<u>Logs or Register of Visits to Dispensaries, First Aid Rooms, and Health Units.</u> Arranged chronologically.	Cut off at close of fiscal year in which last date on log or register is entered. Destroy 2 years after cutoff. GRS 1, Item 20b.
405-06	<u>Health Statistical Summaries and Reports.</u> Documents regarding employee health and related papers, retained by reporting unit.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 1, Item 22.
405-07	<u>Individual Health Record Cards.</u> Cards containing such information as date of employee's visit, diagnosis, and treatment. Arranged alphabetically by name of employee.	Destroy 6 years after date of last entry. GRS 1, Item 19.
405-08	<p><u>Individual Health Record Files.</u> Files containing correspondence, reports, forms, and other papers documenting employee medical history. Arranged alphabetically by employee name.</p> <p>a. Pre-employment physical examination, Health Qualification Placement Records, disability retirement examination, and fitness for duty examination.</p> <p>b. All other papers.</p>	<p>Upon separation, place in a sealed envelope and file on right side of official personnel folder.</p> <p>Destroy 6 years after last entry. GRS 1, Item 21.</p>
405-09	<u>NLRB Employee Accident Investigation Files.</u> Documents accumulated in reporting, investigating, and documenting job related injuries to NLRB employees. Arranged alphabetically by name of employee.	Place in inactive file upon final action. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff. GRS 1, Item 32.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
405-10	<u>Motor Vehicle and non-NLRB Employee Accident Investigation Files.</u> Documents accumulated in reporting, investigating and documenting motor vehicle accidents and personal injuries to non-NLRB employees. Arranged alphabetically by name.	Place in inactive file upon final action. Cut off inactive file at close of fiscal year. Destroy 6 years after cutoff. GRS 10, Item 5.
405-11	<u>Health Maintenance Program Records.</u> Documents relating to employee participation in health maintenance programs (blood donor, diabetes, test, glaucoma tests etc.) Arranged alphabetically by employee name.	Destroy 2 years after employee is separated or transferred.
405-12	<u>Standards of Conduct Files.</u> Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	Destroy when superseded or obsolete. GRS 1, Item 28.
SECTION 6. EMPLOYEE TRAINING FILES		
406-01	<u>Individual Employee Training Files.</u> Files containing applications for training, authorizations, schedules, reports of progress or attendance and related documents reflecting the training of individual employees. Arranged by office and thereunder alphabetically by employee name.	Cut off at close of FY in which training is completed. Destroy 5 years after cutoff.
406-02	<u>Training Report Card Files.</u> Training <sup>e</sup> achievement records and cards showing history of individual employees. Arranged alphabetically by employee name.	Destroy individual records upon separation of employee.
406-03	<u>Training Report Files.</u> Consist of documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes Quarterly, Semi-Annual, or Annual reports of training reports; ADP listings and reports of employee training; study reports; and coordinating actions. Maintained in Personnel Branch.	Cut off at close of fiscal year. Destroy 5 years after cutoff or after OPM review, whichever is sooner. GRS 1, Item 30.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
406-04	<u>Tuition Assistance Files.</u> Documents reflecting individual employee participation in the tuition assistance program. Included are requests for and approvals or disapprovals for tuition assistance, college transcripts, grade reports, and related papers. Arranged by office and thereunder alphabetically by employee name.	Cut off at close of fiscal year in which course is completed or 2 years after date of last action, if completion is unknown. Destroy 5 years after cutoff.
406-05	<u>Career Development Files.</u> Documents maintained on individual employees to record planned career progression and training course. Arranged alphabetically by employee name.	Cut off when employee transfers or is separated. Destroy 6 months after cutoff.
406-06	<u>Individual Training Files.</u> Documents accumulated to record progress of individual employees participating in a formal professional, technical, or clerical training program. Included are evaluations, correspondence, and other papers showing progress of trainees. Arranged by name of program and thereunder alphabetically by name of employee.	Place in inactive file upon completion of program. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.
406-07	<u>Training Courses and Programs.</u> Documents accumulated in establishing and conducting training programs and courses, and in negotiating with OPM, other Federal agencies, and non-government organizations for the establishment and provision of training programs and courses. Includes contracts, records of meetings and discussions, announcements of training courses, course outlines and tests, handout material and instruction sheets. Arranged alphabetically by title of course or program.	Cut off when program is discontinued or superseded. Destroy 5 years after cutoff. GRS 1, Item 30b (1).
406-08	<u>Training Background and Workpaper Files.</u> Papers relating to establishment and operation of training courses and conferences.	Destroy when 3 years old. GRS 1, Item 30b (2).

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
SECTION 7. EQUAL EMPLOYMENT OPPORTUNITY FILES		
407-01	<u>Employment Statistical Reports.</u> Periodic and one-time statistical reports analyzing NLRB's workforce. Includes reports on minority status. Arranged by title of report and thereunder chronologically.	Cut off at close of fiscal year. Destroy 5 years after cutoff. GRS 1, Item 26f.
407-02	<u>Affirmative Action Plan Case Files.</u> Documents relating to the preparation of NLRB's affirmative action plan. Arranged chronologically.	Cut off at close of fiscal year. Destroy 5 years after cutoff. GRS 1, Item 26h.
407-03	<u>Equal Employment Opportunity Counseling Records.</u> Reports on equal employment opportunity counseling sessions with NLRB employees. Arranged alphabetically by employee name.	Cut off at close of fiscal year. Destroy 3 years after cutoff. Papers relating to formal complaints of discrimination are filed in the discrimination complaint case file. Standard 407-04. GRS 1, Item 27a.



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
407-04	<p><u>Discrimination Complaint Case Files.</u> Documents created in investigating or requesting the investigation of formal and/or informal complaints of discrimination by NLRB. Included are copies of complaints, investigation reports, hearing transcripts or summaries, and related papers. Arranged alphabetically by name of complainant.</p> <p><i>a</i> Case resolved within NLRB, by EEOC, or by a U.S. Court</p> <p><del>b. Cases resolved by the Equal Employment Opportunity Commission.</del></p>	<p>Destroy 4 years after resolution of the case.</p> <p><del>Disposition is in accordance with GRS 1, Item 26a.</del></p>
407-05	<p><u>Discrimination Complaint Monitoring Files.</u> Copies of documents maintained in the official discrimination complaint file (Standard 407-04). Arranged alphabetically by name of complainant.</p>	<p>Destroy 1 year after close of case. GRS 1, Item 26b.</p>
407-06	<p><u>Discrimination Complaint Background Files.</u> Background and working papers not appropriate for inclusion in the official discrimination complaint file, but related to discrimination complaints. Arranged alphabetically by name of complainant.</p>	<p>Destroy 2 years after final resolution of the case. GRS 1, Item 26c.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
408-01	<p><del>NLRB</del> SECTION 8. LABOR MANAGEMENT RELATIONS FILES</p> <p><u>Labor Organization Recognition Files</u>. Documents created in receiving requests for, granting, or denying recognition of unions. Included are copies of requests for recognition, accordances, denials or withdrawals of recognition requests, elections, appeals, investigations, and final decisions; arbitration decisions or unit majority representation, and related papers. Arranged by union name or member.</p> <p>a. Recognized Unions.</p> <p>b. Unrecognized and Previously Recognized Unions.</p>	<p>Retain for duration of recognition. At the end of that time, dispose of in accordance with b. below.</p> <p>Cut off annually after decision on withdrawal or denial of recognition. Destroy 3 years after cutoff.</p>
408-02	<p>(ULP)</p> <p><u>Unfair Labor Practices/Complaint Files</u>. Documents including memoranda, investigative reports, comments, correspondence, and other papers relating to the charge and investigation of unfair labor practices. This file relates only to complaints filed by or against NLRB employee unions. Arranged by ULP number or by title of complaint.</p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
408-03	<p>a. Complaints resolved informally within NLRB and copies of documents maintained in NLRB which relate to complaints referred to the Federal Labor Relations Authority.</p> <p>b. Complaints referred to the Federal Labor Relations Authority.</p> <p><u>Labor Management Relations Files</u>. Documents relating to negotiating procedures, propriety of literature distribution, membership campaign papers, dues withholding, requests for exceptions, and similar labor management subject areas. Arranged by name or number of NLRB Union.</p>	<p>Place in inactive file when informal resolution is finalized, or complaint is referred to the Federal Labor Relations Authority. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.</p> <p>Disposition will be made in accordance with the Federal Labor Relations Authority schedules.</p> <p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 5. INFORMATION AND PUBLIC RELATIONS RECORDS</p> <p>SECTION 1. PUBLICITY AND PROMOTION FILES</p>	
501-01	<p><u>Biographical Files.</u> Biographies, photographs, newspaper clippings, and related items pertaining to NLRB Board Members and General Counsels. Arranged alphabetically by name. File is maintained in the Division of Information.</p>	<p><u>Permanent.</u> Cut off when individual leaves. Hold 4 years, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p>
501-02	<p><u>Morgue Files.</u> Newspaper, magazine, and press service teletype clippings. Arranged alphabetically by subject.</p> <p>a. Clippings regarding specific NLRB programs, activities, and personnel maintained by the Division of Information.</p> <p>b. Other clippings of a general nature and all those maintained in other offices.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year. Hold 4 years, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Destroy after 1 year.</p>
501-03	<p><u>Speech Files.</u> Copies of speeches and other papers created in the process of writing, reviewing, clearing and delivering speeches by NLRB employees. Arranged alphabetically by the name of speaker and thereunder alphabetically by subject.</p> <p>a. Speeches delivered by NLRB Board Members and the General Counsel and maintained in the Division of Information.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year. Hold 4 years, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
501-04	<p>b. All other speeches and all those maintained in offices other than the Division of Information.</p> <p><u>News Releases.</u> Documents relating to the preparation, coordination, clearance, and dissemination of information to any public communications media. The files include drafts, clearance documents, forms, press releases, and related papers. Maintained in the Division of Information.</p> <p>a. Record copy of News Release.</p> <p>b. Other papers.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p><u>Permanent.</u> Cut off at close of fiscal year. Hold 1 year, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Destroy after 3 months. GRS 14, Item 3.</p>
501-05	<p><u>Information Request Files.</u> Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other informational literature. Arranged chronologically. This material may also be maintained under Standard 101-04.</p>	<p>Destroy after 3 months. GRS 14, Item 3.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
502-01	<p style="text-align: center;">SECTION 2. CONGRESSIONAL RELATIONS FILES</p> <p><u>Congressional Investigation Files.</u> Documents accumulated as a result of investigations and studies of NLRB activities by congressional committees. Included are papers relating to the conduct of the investigations, information on the activities of investigating committees, analysis of committee reports, committee recommendations, and NLRB replies.</p> <p>a. Records maintained in office responsible for Congressional liaison.</p> <p>b. Records maintained in other offices.</p>	<p><u>Permanent.</u> Place in inactive file when investigation is closed. Cut off inactive file at close of fiscal year. Hold 1 year, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Cut off at close of fiscal year. Hold 2 years; then transfer to FRC. Destroy 6 years after cutoff.</p>
502-02	<p><u>Congressional and White House Correspondence Files.</u> Correspondence, memoranda, reports, and other papers accumulated in the course of preparing replies to Congressional and White House inquiries.</p> <p>a. Papers containing policy and precedent and requiring extensive research which document relations with the Executive Office of the President and Congress.</p> <p>b. All other routine correspondence.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year. Hold 2 years, then transfer to FRC. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Cut off at close of fiscal year. Hold 2 years, then transfer to FRC. Destroy 6 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
502-03	<p>Legislative History Files. Printed and processed materials compiled by the NLRB Library to document the legislative history of the National Labor Relations Act and NLRB appropriation bills.</p>	<p>Destroy when no longer needed for reference purposes.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
503-01	<p style="text-align: center;">SECTION 3. FREEDOM OF INFORMATION ACT FILES</p> <p><u>Freedom of Information Act (FOIA) Request Files.</u> Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>a. Correspondence and supporting documents. (<u>EXCLUDING</u> the official file copy of the records requested if filed therein.)</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a) Request reply <u>not</u> appealed.</p> <p>(b) Request reply appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request reply <u>not</u> appealed.</p> <p>(b) Request reply appealed.</p>	<p>GRS 14, Item 16.</p> <p>Destroy 2 years after date of reply.</p> <p>Destroy 2 years after date of reply.</p> <p>Destroy as authorized under Standard 503-02.</p> <p>Destroy 5 years after date of reply.</p> <p>Destroy as authorized under Standard 503-02.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
503-02	<p>b. Official file copy of requested records.</p> <p><u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the Agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of records under appeal if therein).</p> <p>b. Official file copy of records under appeal.</p>	<p>Dispose of in accordance with approved NLRB disposition instructions for the related records, or with the related FOIA request, whichever is later.</p> <p>GRS 14, Item 17.</p> <p>Destroy 4 years after final determination by NLRB or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with approved NLRB disposition instructions for the related record, or with the related FOIA requests, whichever is later.</p>
503-03	<p><u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.</p> <p>a. Registers or listings.</p> <p>b. Other files.</p>	<p>GRS 14, Item 18.</p> <p>Destroy 5 years after date of last entry.</p> <p>Destroy 5 years after final action by the NLRB or after final adjudication by courts, whichever is later.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
503-04	<p><u>FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports. (Agencywide)</p> <p>b. Other reports.</p>	<p>GRS 14, Item 19.</p> <p><u>Permanent.</u> Offer to NARS when 15 years old.</p> <p>Destroy when 2 years old.</p>
503-05	<p><u>FOIA Administrative Files.</u> Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p>	<p>Destroy when 2 years old. GRS 14, Item 20.</p>
SECTION 4. PRIVACY ACT FILES		
504-01	<p><u>Privacy Act Request Files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 522a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p>	<p>GRS 14, Item 25.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. Correspondence and supporting documents (<u>EXCLUDING</u> the official file copy of the records requested if filed therein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and those who fail to pay agency reproduction fees.</p> <p>(a) Request reply <u>not</u> appealed.</p> <p>(b) Request reply appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request reply <u>not</u> appealed.</p> <p>(b) Request reply appealed.</p> <p>b. Official file copy of requested records.</p>	<p>Destroy 2 years after date of reply.</p> <p>Destroy 2 years after date of reply.</p> <p>Destroy as authorized under Standard 504-02.</p> <p>Destroy 5 years after date of reply.</p> <p>Destroy as authorized under Standard 504-02.</p> <p>Dispose of in accordance with approved NLRB disposition instructions for the related records, or with the related Privacy Act request, whichever is later.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-02	<p><u>Privacy Act Amendment Case Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a (d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p> <p>a. Request to amend agreed to by NLRB. Includes individual's requests to amend and/or review refusal to amend, copies of NLRB's replies thereto, and related materials.</p> <p>b. Request to amend refused by NLRB. Includes individual's requests to amend and to review refusal to amend, copies of NLRB's replies thereto, statement of disagreement, NLRB justification for refusal to amend a record, and related materials.</p> <p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by NLRB to amend a record.</p>	<p>GRS 14, Item 26.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record, or 4 years after agency's agreement to amend, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by NLRB; or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-03	<p><u>Privacy Act Accounting of Disclosure Files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. GRS 14, Item 27.</p>
504-04	<p><u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p> <p>a. Registers or listings.</p> <p>b. Other files.</p>	<p>GRS 14, Item 28.</p> <p>Destroy 5 years after date of last entry.</p> <p>Destroy 5 years after final action by the NLRB or final adjudication by courts, whichever is later.</p>
504-05	<p><u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.</p> <p>a. Annual reports. (Agency -wide)</p> <p>b. Other reports.</p>	<p>GRS 14, Item 29.</p> <p><u>Permanent.</u> Offer to NARS when 15 years old.</p> <p>Destroy when 2 years old.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-06	<p><u>Privacy Act General Administrative Files.</u> Records relating to the general implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p>	<p>Destroy when 2 years old. GRS 14, Item 30.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
CHAPTER 6. FINANCIAL MANAGEMENT RECORDS		
SECTION 1. GENERAL FINANCIAL FILES		
601-01	<u>Records of Cash and Check Remittances Received and Forwarded.</u> Records pertaining to the receipt of checks payable to the U. S. Treasury and the transmittal of the checks to the NLRB Central Office with primary responsibility for deposit with the Treasury.	Cut off at close of fiscal year. Destroy after 3 years. GRS 6, Item 4.
601-02	<u>Accounting Officer Designee Files.</u> Records relating to the designation and revocation of accountable officers.	Cut off at close of fiscal year in which revocation occurs. Destroy after 4 years provided account is cleared by GAO.
601-03	<u>Federal Personnel Surety Bond Files.</u> Copies of Federal personnel surety bonds and attached powers of attorney.  a. Official copy.  b. All other copies.	GRS 6, item 6.  Destroy 15 years after end of bond premium period.  Destroy when bond becomes inactive or at end of bond premium period.
SECTION 2. BUDGET FILES		
602-01	<u>Budget Administrative Files.</u> Documents accumulated in offices of operating officials which serve as management tools in the preparation of budget estimates and in coordination and execution of approved budgets. Includes work papers, cost statements, and rough data.	Cut off at close of fiscal year. Destroy after 2 years.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-02	<p><u>Report on Operating Budget Files</u>, Computer print-outs showing cost analyses, object classification statements, and allotment ledger statements. Arranged chronologically and by number therein.</p> <p>a. End of fiscal year reports:  (1) Division of Administration fiscal copy</p> <p>(2) Other offices.</p> <p>b. All other monthly reports:  (1) Division of Administration fiscal copy</p> <p>(2) Other offices.</p>	<p>GRS 5, Item 5,</p> <p>Cut off at close of fiscal year.  Destroy 5 years after cutoff,</p> <p>Cut off at close of fiscal year,  Destroy 2 years after cutoff.</p> <p>Cut off at close of fiscal year,  Destroy 3 years after cutoff,</p> <p>Cut off at close of fiscal year.  Destroy 1 year after cutoff,</p>
602-03	<p><u>Budget Working Files</u>. Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates.</p>	<p>Cut off at close of fiscal year.  Destroy after 2 years.  GRS 5, Item 4.</p>
602-04	<p><u>Budget Estimates and Justifications Files</u>.</p> <p>a. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the division or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p>	<p>Cut off at close of fiscal year.  Transfer to FARC after 5 years.  Destroy 10 years after cutoff,</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-05	<p><u>Budget Apportionment Files</u>. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</p> <p style="text-align: center;">SECTION 3, ACCOUNTING AND DISBURSEMENT FILES</p>	<p>Destroy 2 years after the close of the fiscal year. GRS 5, Item 6.</p>
603-01	<p><u>Passenger Transportation (Individual) Records</u>. The issuance office memorandum copies of transportation requests, travel authorizations, transportation request registers and all supporting papers, relating to official travel of NLRB employees, dependents, or others authorized to travel. Arranged alphabetically by name of employee. This standard applies to records maintained in accounting office. See standard 101-07 for travel files maintained in other offices for administrative purposes.</p>	<p>Cut off file at close of fiscal year. Destroy 3 years after cutoff. GRS 9, Item 3a.</p>
603-02	<p><u>Passenger Transportation (Carrier) Records</u>. Documents reflecting payments to carriers, consisting of memorandum copies of vouchers, <sup>(SF 117a)</sup> memorandum copies of transportation requests (SF 1169a), and all supporting documents.</p>	<p>Cut off file at close of fiscal year. Destroy 3 years after cutoff. GRS 9, Item 3a.</p>
603-03	<p><u>Freight Records (Carrier)</u>. Consisting of memorandum copies of vouchers (SF 1113a), memorandum copies of bills of lading and <sup>(SF 1131a)</sup> and related supporting papers.</p>	<p>Cut off file at close of fiscal year. Destroy 3 years after cutoff. GRS 9, Item 1a.</p>
603-04	<p><u>Paid Voucher File (Vendor File)</u>. Original copies of paid invoices and vouchers. Includes bills of lading, imprest fund vouchers and schedules and GSA Schedule 789. Arranged alphabetically by name of vendor, and are a part of the Accountable officers account records.</p>	<p>Cut off at close of fiscal year. Hold 3 years and retire to FRC.</p> <p><del>(1) Records created prior to Fiscal Year 1976 (July 1, 1975). Destroy 10 years, 3 months, after period covered by account.</del></p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-05	<p><u>Voucher and Schedule of Payments.</u> Accounting and accomplished copies of Voucher and Schedule of Payments (SF 1166) documenting the disbursement of agency funds and used by the General Accounting Office to audit agency financial procedures. These Accountable Officers Files include statements of transactions, statements of accountability collection vouchers, disbursements schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records.</p>	<p><del>(2) Records created after Fiscal Year 1975 (June 30, 1975). Destroy 6 years, 3 months, after period covered by account. GRS 6, Item 1.</del></p> <p>Cut off file at close of fiscal year. Hold 3 years and transfer to FRC.</p> <p><del>(1) Records created prior to Fiscal Year 1976 (July 1, 1975). Destroy 10 years, 3 months, after period covered by account.</del></p> <p><del>(2) Records created after Fiscal Year 1975 (June 30, 1975). Destroy 6 years, 3 months, after period covered by account. GRS 6, Item 1.</del></p>
603-06	<p><u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.</p> <p>a. Annual report (end of fiscal year).</p> <p>b. All other reports.</p>	<p>Destroy 5 years after end of fiscal year.</p> <p>Destroy 3 years after end of fiscal year. GRS 5, Item 5.</p>
603-07	<p><u>Regional Office Fiscal Files.</u> Copies of letters of credit, vouchers, financial status reports, and other papers maintained as a control in Regions. Record copies are maintained in NLRB Central Office.</p>	<p>Cut off at close of fiscal year. Destroy after 2 years.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-08	<u>Records Relating to the Status of Funds.</u> Records relating to the availability, collection, custody, and deposit of funds. Includes appropriation warrants, cash receipts ledgers, and accounting copies of certificates of deposit.	Cut off at close of fiscal year. Hold 1 year and transfer to FRC. Destroy 3 years after cutoff. GRS 6, Item 4.
603-09	<u>Subsidiary Ledger Files.</u> Records used as posting and control media but subsidiary to the general and allotment ledgers, includes Accounting Data Input Code Sheets, Batch Control Sheets, Statements of Transactions, Financial Status Reports, Report of Federal Cash Transactions, and Request for Advancements or Reimbursements.	Cut off at close of fiscal year. Hold 1 year and retire to FRC. Destroy 3 years after cutoff. GRS 7, Item 4.
603-10	<u>Allotment Ledgers.</u> Computer printouts showing status of obligations and allotments under each authorized appropriation.	Cut off at close of fiscal year. Hold 1 year and retire to FRC. Destroy 10 years after cutoff. GRS 7, Item 3.
603-11	<u>General Accounts Ledgers.</u> Computer printouts showing debit and credit entries and reflecting expenditures in summary.	Cut off at close of fiscal year. Hold 1 year and retire to FRC. Destroy 10 years after cutoff. GRS 7, Item 2.
603-12	<u>Notice of GAO Exception Files</u> Consist of General Accounting Office notices of exception both formal and informal, and related correspondence. Arranged chronologically.	Cut off after exception is cleared by General Accounting Office. Destroy after 1 year. GRS 6, Item 2.
603-13	<u>Certificates of Settlement Files.</u> Documents reflecting the settlement of accounts of accountable officers, statements of differences, and related papers.	GRS 6, Item 3.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-13	<p><u>Certificates of Settlement Files</u> (continued)</p> <p>a. Certificates covering closed account settlements and final balance settlement.</p> <p>b. Certificates showing periodic settlement.</p> <p>c. Schedules of Certificates of Settlement of Claims settled by GAO.</p>	<p>Cut off at close of fiscal year in which settlement is made. Destroy after 2 years, provided certificate is cleared.</p> <p>Destroy when subsequent certificate of settlement is received.</p> <p>Cut off at close of fiscal year in which claim is settled. Destroy after 2 years.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<u>SECTION 4. PAYROLL FILES</u>		
604-01	<u>Individual Accounts Files.</u> Individual earning and service cards, such as Standard Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NPRC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to OPF, Destroy with the OPF. (b) If not in or filed adjacent to the OPF, Destroy 50 years after the date of the last entry on the card. GRS 2, Item 1.
604-02	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceiling and personnel actions.	Destroy when superseded. GRS 2, Item 12.
604-03	<u>Time and Attendance Report Files.</u> Form such as standard Form 1130 or equivalent.  a. Payroll preparation and processing copies.  b. All other copies.	Destroy after GAO audit or when 3 years old, whichever is sooner.  Destroy 6 months after end of the pay period. GRS 2, Item 3.
604-04	<u>Individual Authorized Allotments Files.</u>  a. U.S. Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.  (1) If record is maintained on earning record card.	Destroy when superseded or after separation of employee. If employee transfers within an agency or

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-04	<p style="text-align: center;">SECTION 4. PAYROLL FILES</p> <p><u>Individual Authorized Allotment File. (continued)</u></p> <p>(2) If record is not maintained elsewhere.</p> <p>b. All other authorizations including union dues and savings.</p> <p>(1) If record is maintained on earning record card.</p> <p>(2) If record is not maintained elsewhere.</p>	<p>between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.</p> <p>Destroy 3 years after supersession or 3 years after separation of employee. See (1) above for transfer instructions.</p> <p>Destroy when superseded or after transfer or separation of employee.</p> <p>Destroy 3 years after supersession or 3 years after transfer or separation of employee. GRS 2, Item 4.</p>
604-05	<p><u>Tax Files.</u></p> <p>a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.</p> <p>b. Returns on income taxes such as IRS Form W-2.</p>	<p>Destroy 4 years after form is superseded or obsolete. GRS 2, Item 18a.</p> <p>Destroy when 4 years old. GRS 2, Item 15b.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-05	<p><u>Tax Files.</u> (continued)</p> <p>c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.</p> <p>d. Unemployment taxes (UCFE reports of withholdings).</p>	<p>Destroy when 4 years old. GRS 2, Item 18c.</p> <p>Destroy when 4 years old.</p>
604-06	<p><u>FICA Reports.</u> Reports of FICA withholdings maintained on annual basis, such as 941 reports.</p>	<p>Cut off at end of calendar year. Destroy 3 years after cutoff. GRS 2, Item 22.</p>
604-07	<p><u>Retirement Files.</u></p> <p>a. Reports, such as <sup>CSC/OPM</sup> summary of retirement, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.</p> <p>b. Assistance Files. Correspondence memoranda, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.</p>	<p>Destroy when 3 years old. GRS 2, Item 21a.</p> <p>Destroy when 1 year old. GRS 2, Item 21b.</p>
604-08	<p><u>Leave Applications Files.</u> Application for Leave, SF 71 or equivalent, and supporting papers relating to requests for and approval of taking leave.</p> <p>a. If the time card has been initialed by the employee.</p> <p>b. If the time card has not been initialed by the employee.</p>	<p>Destroy at the end of the applicable pay period.</p> <p>Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2, Item 8.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-09	<p><u>Leave Record Files.</u> Leave record cards maintained separately from pay and earnings records, including SF 1130 when used as a leave record</p> <p>a. Pay or fiscal copies.</p> <p>b. Other copies.</p>	<p>Destroy when 3 years old.</p> <p>Destroy 3 months after end of the period covered. GRS 2, Item 9.</p>
604-10	<p><u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.</p> <p>a. Original copy of SF 1150.</p> <p>b. Agency copy.</p>	<p>File on right side of official personnel folder. See standard 401-01.</p> <p>Destroy when 3 years old. GRS 2, Item 10.</p>
604-11	<p><u>Notification of Personnel Action Files.</u> Copies of SF 50 or equivalent, not filed in the Official Personnel Folder.</p> <p>a. Pay or fiscal copy.</p> <p>b. All other copies.</p>	<p>Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. GRS 2, Item 11.</p> <p>See standard 402-06.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-12	<p><u>Payroll files.</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1128A, or equivalents.</p> <p>a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with relating papers.</p> <p>b. All other copies.</p> <p>(1) If earning record card is maintained.</p> <p>(2) If earning record card is not maintained.</p>	<p>Destroy when Federal Records Center receives second subsequent payroll or checklist covering the same payroll unit.</p> <p>Destroy after GAO audit or when 3 years old, whichever is earlier.</p> <p>Transfer to NPRC, St. Louis, Missouri when 3 years old, Destroy when 10 years old. GRS 2, Item 13.</p>
604-13	<p><u>Payroll Control Files.</u> Payroll control registers, such as SF 1125A, and payroll ledgers.</p>	<p>Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2, Item 14.</p>
604-14	<p><u>Payroll Change Files.</u> Payroll change slips, exclusive of those of the OPF, such as SF 1126.</p> <p>a. Copy used in GAO audit.</p> <p>b. Disbursing officer copy used in preparing checks.</p> <p>c. All other copies.</p>	<p>Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.</p> <p>Destroy after preparation of check.</p> <p>Destroy 1 month after the end of the pay period. GRS 2, Item 15.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-15	<p><u>Fiscal Schedules Files.</u> Memorandum copies of fiscal schedules used in the payroll process.</p> <p>a. Copy used in GAO audit.</p> <p>b. All other copies.</p>	<p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>Destroy 1 month after the end of the pay period. GRS 2, Item 16.</p>
604-16	<p><u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>a. Reports and data used for workload and personnel management purposes.</p> <p>b. All other reports and data.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 3 years old. GRS 2, Item 17.</p>
604-17	<p><u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.</p>	<p>Destroy when 3 years old. GRS 2, Item 23.</p>
604-18	<p><u>Wage Survey Files.</u> Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).</p>	<p>Destroy after completion of second succeeding wage survey. GRS 2, Item 24.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-19	<u>Payroll System Master File.</u> Machine-readable media containing data used by the payroll office for payroll administration.	Destroy in accordance with the instructions applicable to the paper copy listed in this section. GRS 20, III-1.
604-20	<u>Bond Files.</u> a. Bond registration files. Issuing agent's copies of bond stubs. b. Bond receipt and transmittal files. Receipts for and transmittals of, US Savings Bonds and checks. c. Bond purchase files. Forms and reports with related papers pertaining to deposits and purchases of bonds.	Destroy when 2 years old. GRS 2, Item 5.  Destroy 3 months after date of receipt. GRS 2, Item 6.  Destroy when 3 years old. GRS 2, Item 7.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
701-01	<p>CHAPTER 7. CONTRACTING AND PROCUREMENT RECORDS</p> <p>SECTION 1. PROCUREMENT AND CONTRACT ADMINISTRATION FILES</p> <p><u>Procurement/Contract Files.</u> Contract, requisition purchase order, lease, and bond and safety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment of routine procurement.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000, dated subsequent to July 25, 1974.</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000, dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.</p> <p>(3) Transactions of more than \$2,500, dated prior to July 26, 1974.</p> <p>(4) Contracts for more than \$25,000 which deviate from established precedents with respect to NLRB contract and purchase transactions regulations.</p>	<p>Place in inactive file when closed or upon final payment. Cut off inactive file at close of Fiscal Year. Hold 2 years and transfer to FRC. Destroy 6 years and 3 months after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 3 years, after cut off; except for those files on which actions are pending, which shall be brought forward to the next fiscal year's files for destruction therewith.</p> <p>Cutoff at end of fiscal year. Destroy 6 years after final payment.</p> <p>Place in inactive file when closed or upon final payment. Cut off file at close of fiscal year. Transfer to FRC after 2 years. Destroy when 20 years old.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
701-01	<p><u>Procurement/Contract Files</u> (continued)</p> <p>b. Obligation Copy.</p> <p>c. Other copies of records described above, used by the procurement office for administrative purposes.</p>	<p>Destroy when funds are obligated.</p> <p>Destroy upon termination or completion. GRS 3, Items 1 and 4.</p>
701-02	<p><u>Supply Management Files.</u> Files of reports on supply requirements and procurement matters submitted for supply management purposes.</p> <p>a. Copies received by procurement units from other units.</p> <p>b. Copies in other reporting units and related work papers.</p>	<p>Cut off at end of fiscal year. Destroy when 2 years old.</p> <p>Destroy when 1 year old. GRS 3, Item 5.</p>
701-03	<p><u>Solicited and Unsolicited Bids and Proposals Files.</u></p> <p>a. Successful bids and proposals.</p> <p>b. Solicited and unsolicited unsuccessful bids and proposals.</p>	<p>GRS procurement file (701-01).</p> <p>at end of fiscal year in ended. Hold 1 year and r to FRC. Destroy 6 years auto off. GRS 3, Item 6a.</p>
701-04	<p>(1) When filed separately from contract case files.</p> <p>DESTROY when related contract is completed.</p> <p>(2) When filed with contract case files.</p> <p>DESTROY with related contract case files (see item <u>4</u> of this schedule).</p>	<p>procurement file (701-01).</p> <p>at end of fiscal year in ended. Destroy after 1</p> <p>GRS 3, item 6</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
701-0 <sup>4</sup> 5	<p><u>Interagency Agreement Case Files.</u> Files contain formal agreement between NLRB and other Federal agencies to perform services on a reimbursable basis. Documents include preaward data such as contract status control; request for contract action; basic inter-agency agreement and sub-agreement; modifications and supporting papers; cost estimates and related data; voucher transfers between appropriations and/or funds; vouchers and schedules of withdrawals and credits; technical financial, and other miscellaneous reports; press releases, information bulletins and related papers.</p> <p>CHAPTER 8. NLRB PROGRAM RECORDS</p> <p>SECTION 1. GENERAL CASE RELATED RECORDS</p>	<p>File in inactive file when final payment is made. Cut off inactive file at close of fiscal year. Hold 2 years and transfer to FRC. Destroy 6 years after cutoff.</p>
801-01	<p><u>Production Statistics Files.</u> Reports, memoranda, and other papers documenting case activity and employee productivity. Includes such reports as:</p> <p>NLRB-4537, Regional Staffing Report  NLRB-4538 &amp; 4538A, Regional Case Disposition Report  NLRB-4637, Overage Compliance Case Reports  NLRB-4644, Compliance Time Targets  NLRB-4452-4456, Semimonthly Reports on Case Actions</p>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-01	<p><u>Production Statistics Files</u> (continued)</p> <p>and various other reports showing the disposition of cases and office caseloads in headquarters and regional offices. Generally arranged by form number or name of report, and thereunder chronologically.</p> <p>a. Reports submitted to the Data Systems Branch</p> <p>(1) Data Processing Section copies</p> <p>(2) Issuing office copies</p> <p>b. Reports and other statistical tools maintained by headquarters and Regional Offices to measure productivity.</p> <p>c. Computer-generated reports issued by the Data Processing Section and Budget Section.</p>	<p>Destroy after information has been satisfactorily transferred to magnetic tape.</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy monthly reports 1 year after cutoff and quarterly reports 2 years after cutoff. (This standard applies to the record copy only. All other copies shall be treated as nonrecord material.)</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-02	<p><u>Case Control Records.</u> Case records cards, case history cards, visible-strip indexes, compliance record cards, dockets, indexes, and other case controls.</p> <p>a. Case Control Index Cards maintained by Case Records Unit, Records Management Section. These cards are used as an index to record all cases assigned throughout the agency, by type of case and case number. The cards are updated periodically to show the existence of a formal file on the case, case consolidations, severances, etc., and the final disposition of a case file when the case closes or a case reopens.</p> <p><del>b. Computer generated case history forms maintained by the Data Systems Branch.</del></p> <p>c. Case Record Cards (NLRB-4203,4204), and Compliance Records (NLRB-4293), maintained in regional offices.</p> <p>d. Case history cards maintained by all other headquarters units.</p> <p>e. Docket sheets or cards.</p> <p>f. Other case controls, case assignments, etc.</p>	<p>Destroy when no longer needed for administrative and reference purposes.</p> <p><del>Disposal not authorized.</del> WITHDRAWN</p> <p>Place in inactive file when case is closed, cut off inactive file at the end of calendar year. Transfer to FRC when volume warrants. Destroy 20 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>Cut off file of closed cases at end of calendar year. Destroy 3 years after cutoff.</p> <p>Destroy 3 years after last entry, or sooner if no longer needed for reference.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-03	<u>Duplicate Case Files.</u> Copies of case files and individual case papers maintained by various units to facilitate case processing.	Cut off file when case is closed. DESTROY 2 years after cutoff.
801-04	<u>Undocketed Correspondence.</u> Correspondence, memoranda, and other papers relating to a company not currently involved in a case. Arranged alphabetically by name of company.	DESTROY when 1 year old, except where petition or charge is subsequently filed, then merge with case.
801-05	<u>Advisory Opinions.</u> Petitions for advisory opinions questioning Board jurisdictional limits, the Board's response, and related papers. Arranged alphabetically	<u>PERMANENT.</u> Cut off file at end of fiscal year. Transfer to FARC 2 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks. Where representation petition or unfair labor practice charge is subsequently filed, place copy of documents in official case file.
801-06	<p><u>Board Agenda (Meeting) Files.</u> Arranged chronologically by date of meeting.</p> <p>a. <u>Subpanel notes.</u> Memoranda and other papers relating to Board subpanel decisions on possible disposition of cases appealed to the Board.</p> <p>(1) Record copy maintained by the Office of the Executive Secretary</p> <p>(2) Other copies</p>	<p><u>PERMANENT.</u> Cut off file at end of fiscal year. Transfer to FARC 5 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Cut off file at end of fiscal year. DESTROY 2 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-06	<p>b. <u>Panel notes</u>. Memoranda and related papers concerning Board panel decisions on the disposition of cases appealed to the Board.</p> <p>(1) Record copy maintained by the Office of the Executive Secretary</p> <p>(2) Other copies</p> <p>c. <u>Board agenda records</u>. Minutes, notes, transcripts of oral arguments, and other records relating to full Board meetings to determine the disposition of cases appealed to the Board.</p> <p>(1) Record copy maintained by the Office of Executive Secretary.</p> <p>(2) Other copies</p>	<p><u>PERMANENT</u>. Cut off file at end of fiscal year. Transfer to FARC 5 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Cut off file at end of fiscal year. DESTROY 2 years after cutoff.</p> <p><u>PERMANENT</u>. Cut off file at end of fiscal year. Transfer to FARC 5 years after cutoff. Offer to NARS 20 years after cutoff, in 5-year blocks.</p> <p>Cut off file at end of fiscal year. DESTROY 2 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-07	<p><u>NLRB Publications</u>. Pamphlets, reports, leaflets, file manuals, and other published or processed documents, such as Decisions and orders of the National Labor Relations Board, Court Decisions Relating to the National Labor Relations Act, Annual Reports, Rules and Regulations, Digest of Decisions of the National Labor Relations Board, N.L.R.B. Office Style and Correspondence Manual, Classified Index of National Labor Relations Board Decisions and Related Court Decisions, Administrative Policies and Procedures Manual, Casehandling Manual, General Counsel's Memoranda, Litigation Dockets, Administrative Bulletins, Administrative Policy Circulars, Index of Court Decisions Relating to the National Labor Relations Act, etc.</p> <p>a. Record copy or master file.</p> <p>b. Other copies.</p>	<p>See standard 303-01</p> <p>Destroy when publication is superseded, canceled, or no longer needed for reference or administrative purposes.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-08	<p><u>Bound Volumes of NLRB Briefs and Records.</u> Bound volumes of NLRB and opposing party briefs and records in closed cases relating to the National Labor Relations Act, as amended, before the Supreme Court and the U.S. Courts of Appeals; 1935 - present. This is the only such complete collection in the U.S.A.</p> <p>a. Record copy (bound paper volumes).</p> <p>b. Other copies</p> <p>(1) Master microfilm (silver halide original) (1 copy). To be used for making additional diazo or user copies as required.</p> <p>(2) User or duplicate microfilm (diazo microfilm) (1 copy).</p> <p>This certifies that the silver original microfilm shall be inspected every 2 years during its scheduled life in accordance with the standards set forth in 41 CFR 101-11.507-2.</p>	<p>Permanent. Offer to NARS in blocks of 1,000 volumes when the latter are microfilmed, the microfilm is verified, and they are no longer needed for reference purposes.</p> <p><u>Permanent.</u> Transfer to FRC after each block of 1,000 volumes is microfilmed. Offer to NARS 20 years after the fiscal year in which they were microfilmed.</p> <p>Destroy when no longer needed for reference.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-09	<p><u>Index to the Bound Volumes of NLRB Briefs and Records.</u>  An alphabetical case title index, consisting of one 5" x 8" index card for each case, to the bound volumes of NLRB Briefs and Records in closed cases before the Supreme Court and the U.S. Courts of Appeals. Each case title index card indicates the number of the bound volume in which the court documents pertinent to the case are to be found, as well as the specific individual documents included in the bound volume.</p> <p>a. Record copy (silver halide duplicate and one copy diazo microfilm)  This certifies that the silver copy shall be inspected every 2 years during its scheduled life in accordance with the standards set forth</p> <p>b. Other copies. in 41 CFR 101-11.507-2.</p> <p>(1) Paper copies (5" x 8" case title index cards)</p> <p>(2) Microfilm copies</p> <p>(a) Silver halide original (1 copy).  To be used for making additional diazo or user copies as required.</p> <p>(b) User or diazo microfilm (1 copy).</p>	<p>Permanent. Offer to NARS with record copies of bound volumes of NLRB Briefs and Records (see 801-08).</p> <p>Destroy upon verification of microfilm and when no longer needed for reference purposes.</p> <p>Destroy when no longer needed for duplication purposes.</p> <p>Destroy when copy deteriorates from use.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. UNFAIR LABOR PRACTICES, RECORDS RELATING TO CHARGES FILED	
802-01	Case Control Records.	See standard 801-01,
802-02	<p>Official Case Files. All papers relating to the Agency's processing of charges of unfair labor practices ("C" cases). Arranged alphabetically by name of case while pending; by type of case and thereunder by case <del>name</del> after case is closed.</p> <p><i>number</i></p> <p>a. Selected for permanent retention</p> <p>Between 1 and 3 percent of all NLRB case files, these files illustrate significant developments in the administration of the National Labor Relations Act or otherwise represent the most important cases considered by the Board in a given year and are selected according to the following factors:</p> <ol style="list-style-type: none"> <li>(1) The nature of the substantive or procedural issues involved, as constituting a landmark or lead case;</li> <li>(2) The intensity of public interest and comment;</li> <li>(3) The impact upon the local or national economy of the actions giving rise to the case;</li> <li>(4) The unique character of the issues or procedures involved, as demonstrating the Agency's resourcefulness;</li> <li>(5) The case's influence on the development of principles, precedents, policies, or standards</li> </ol>	<p>Close case upon notification of final action by Regional Director, the Board, or the Court, and place in closed case file. Cutoff file at close of calendar year.</p> <p><u>PERMANENT</u>. Transfer to Headquarters Case Records Unit 2 years after cutoff. Case Records Unit will transfer merged cases to FARC 3 years after cutoff. Offer to NARS 20 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>of judgement in such matters as the definition of the jurisdiction of the Board and the limits of interstate commerce; the meaning of unfair labor practices; the implications of bargaining in good faith; the determination of what constitutes undue interference, restraint, or coercion; the unit appropriate for purposes of collective bargaining; and the problem of inclusion in bargaining units of fringe groups or supervisory employees;</p> <p>(6) The numbers of workers affected or the size of the establishment shall not be regarded alone as a criterion of importance, but attention should be given to the preservation of the history of the efforts to organize a given industry.</p> <p>b. Not selected for permanent retention</p>	<p>Transfer to FARC 2 years after cutoff, DESTROY 6 years after cutoff.</p>
802-03	<p><u>Charges</u>, Original copies of charges of unfair labor practices filed with the Regional Office in the area where alleged unfair labor practice was committed, by an employee, an employer, a labor organization, or other person. Arranged numerically by case number.</p>	<p>Place in case file when complaint is issued or case is closed, whichever comes sooner, DESTROY with related case file. (see Standard 802-02).</p>
802-04	<p><u>Section 10(j) Memoranda</u>, General Counsel's recommendation to Board that it seek injunctive relief pending Board decision in a case. (Record copy is filed in official case file.) Arranged chronologically.</p>	<p>Cut off file at close of calendar year, Destroy 2 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
802-05	<u>Certiorari Memoranda.</u> Recommendations from the General Counsel to the Board respecting certiorari on adverse court decisions on 10(j) petitions. Arranged chronologically. (Record copy is filed in official case file.)	Cut off file at close of calendar year. Destroy 5 years after cutoff.
802-06	<u>Reject Files.</u> Copies of appeals of Regional Directors' dismissals of cases, which have been rejected by the General Counsel because of inappropriate or untimely filing. Arranged by case number.	Destroy after 6 months.
802-07	<p><u>Transcripts.</u> Record of hearing before administrative law Judge on charge of unfair labor practice. Arranged by case number</p> <p>a. Record copy</p> <p>b. Other copies</p>	<p>Merge with related case file when case is closed. Destroy with related case file (see standard 802-02).</p> <p>Destroy when case is closed.</p>
802-08	<u>Administrative Law Judge Decisions.</u> Copies of written judgments of merits of unfair labor practice charges. (Record copy is in official case file.) Arranged chronologically.	Cut off file at close of fiscal year. Destroy 2 years after cutoff.
802-09	<u>Transfer Memoranda.</u> Background memoranda from Regional Directors on cases appealed to the Board. <sup>Record</sup> Copy is in official case file. Arranged chronologically.	



STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
802-09	<p><u>Transfer Memoranda (continued)</u></p> <p>a. Headquarters</p> <p>b. Regional Offices</p>	<p>Cut off at close of calendar year. Destroy 2 years after cutoff.</p> <p>Cut off at close of calendar year. Destroy 1 year after cutoff.</p>
802-10	<p><u>Settlements.</u> Copies of settlements reviewed by the Board. Record copy is in official case file. Arranged alphabetically by case name.</p> <p>a. Solicitor's Office</p> <p>b. Office of the Executive Secretary</p>	<p>Cut off at close of calendar year. Destroy 4 years after cutoff.</p> <p>Cut off at close of calendar year. Destroy 1 year after cutoff.</p>
802-11	<p><u>Orders of the NLRB.</u> Decisions of the Board on review of appeals of Administrative Law Judges' decisions. Record copy in official case file. Arranged alphabetically by case name. Orders are also printed in the bound volumes of the Decisions and Orders of the NLRB.</p> <p>a. Copies of orders</p> <p>b. Other records relating to Board decisions and orders, maintained by the Office of Representation Appeals and Advice.</p>	<p>Cut off at close of calendar year. Destroy 2 years after cutoff.</p> <p>Cut off at close of calendar year. Destroy 5 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
802-12	<p><u>Compliance Case Files</u>. Copies of formal and informal case papers used to oversee compliance with Board Orders. Arranged by case number.</p>	<p>Merge with official case file when case is closed. See standard 802-02 for further disposition.</p>
802-13	<p><u>Backpay Files</u>. Data on job search and interim earning information on claimants, compiled to ensure compliance with Board orders for reinstatement of named individuals. Arranged by case number and thereunder by name of claimant.</p>	<p>Merge with official case file when case is closed. See standard 802-02 for further disposition.</p>
802-14	<p><u>Court Case Files</u>. Documents relating to pending litigation, used by the Solicitor's Office to advise the Board on questions of law, policy, and procedure. Arranged alphabetically by case name.</p>	<p>File in closed court case file after final action. Cut off file at end of fiscal year. Destroy 5 years after cutoff.</p>
802-15	<p><u>Court Briefs and Opinions</u>. Maintained by Headquarters and Regional Offices involved in Agency litigation. Generally arranged alphabetically by case name.</p>	<p>See standard 101-16.</p>

STANDARD- NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>SECTION 3. REPRESENTATION PROCEEDING RECORDS RELATING TO PETITIONS FILED.</p>	
803-01	<u>Case Control Records</u>	See Standard 801-01.
803-02	<p><u>Official Case Files.</u> All papers relating to the Agency's processing of petitions for certification and decertification of representatives (Includes "R", "AC", "UC" and "UD" cases.) Arranged alphabetically by name of case while pending; by type of case and thereunder by case number after case is closed.</p> <p>a. Selected for permanent retention</p> <p>Between 1 and 3 percent of all NLRB case files, these files illustrate significant developments in the administration of the National Labor Relations Act or otherwise represent the most important cases considered by the Board in a given year and are selected according to the following factors:</p> <ol style="list-style-type: none"> <li>(1) The nature of the substantive or procedural issues involved, as constituting a landmark or lead case;</li> <li>(2) The intensity of public interest and comment;</li> <li>(3) The impact upon the local or national economy of the actions giving rise to the case;</li> <li>(4) The unique character of the issues or procedures involved, as demonstrating the Agency's resourcefulness;</li> <li>(5) The case's influence on the development of principles, precedents, policies, or standards of judgment.</li> </ol>	<p>Close case upon issuance of certification or dismissal of case. File in closed case file. Cut off file at close of calendar year.</p> <p><u>Permanent.</u> Transfer to Headquarters Case Records Unit 2 years after cutoff. Case Records Unit will transfer merged case files to FRC 3 years after cutoff. Offer to NARS 20 years after cutoff.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>in such matters as the definition of the jurisdiction of the Board and the limits of interstate commerce; the meaning of unfair labor practices; the implications of bargaining in good faith; the determination of what constitutes undue interference, restraint, or coercion; the unit appropriate for purposes of collective bargaining; and the problem of inclusion in bargaining units of fringe groups or supervisory employees;</p> <p>(6) The numbers of workers affected or the size of the establishment shall not be regarded alone as a criterion of importance, but attention should be given to the preservation of the history of the efforts to organize a given industry.</p> <p>b. Not selected for permanent retention</p>	<p>Transfer to FRC 2 years after cut off. Destroy 6 years after cutoff.</p>
803-03	<p><u>Petitions</u>. Original copy of petition for representation proceedings filed with the Regional Office in the area where the unit of employees is located. Arranged numerically by case number.</p>	<p>File in case file when notice of hearing is issued or case is closed, whichever comes sooner. Destroy with related case file. (See standard 803-02).</p>
803-04	<p><u>Transcripts</u>. Verbatim record of hearing on representation questions raised by petition. Arranged numerically by case number.</p> <p>a. Record Copy</p>	<p>Merge with case file when case is closed. Destroy with related case file. (See standard 803-02).</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
803-04	<u>Transcripts.</u> (continued) b. Other copies	Destroy when case is closed.
803-05	<u>Decision-Writing Files.</u> Copies of informal papers, such as the hearing officer's report, briefs, and transcripts, and all formal papers in a case, used by the decision writer following close of hearing. Arranged alphabetically by name of case.  a. Headquarters  b. Regional Offices	Destroy when case is closed.  Destroy when case is closed. <u>Exception:</u> where transferral of review of case is granted, forward copies of formal papers to Headquarters.
803-06	<u>Regional Director's Decisions and Supplemental Decisions.</u> Rulings on contested issues, directions for elections, and dismissals of requests. Arranged by case number. (This is a convenience file; record copy is in official case file.)  a. Headquarters  b. Regional Offices	Cut off file at close of calendar year. Destroy 1 year after cutoff.  See standard 101-14.
803-07	<u>Election Dockets.</u>	See standard 801-02.
803-08	<u>Ballots.</u> Original ballots cast in each election. Arranged alphabetically by case name.	Destroy when case is closed.
803-09	<u>Certifications.</u> Issued by election units in regional offices to announce the results of representation elections. (This is a convenience file; record copy is in the official case file.) Arranged by case number.	See standard 101-14.