

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

General Information

Agency or Establishment	Federal Labor Relations Authority
Record/Scheduling Group	0480 - Records of the Federal Labor Relations Authority
Records Schedule Applies To	Agency-wide
Schedule Subject	Federal Labor Relations Authority
Additional Schedule Information	<p>The Federal Labor Relations Authority adjudicates unfair labor practice disputes in which an Administrative Law Judge has issued a decision to which exceptions have been filed; applications for review of decisions and orders issued in representation matters; exceptions to grievance-arbitration awards; and negotiability disputes arising during collective bargaining.</p> <p>Consistent with its statutory charge to provide leadership in establishing policies and guidance to participants in the federal labor-management relations program, the Authority also assists federal agencies and unions in understanding their rights and responsibilities under the Federal Service Labor-Management Relations Statute.</p> <p>This records schedule revises previously approved items to media neutral and modifies descriptions in previous schedules. FLRA is responsible for maintaining these records throughout their lifecycle while under the responsibility of FLRA. This records schedule applies to all organizational elements listed in this records schedule. This records schedule changes the following items:</p> <p>Supersedes:</p> <p>N1-146-86-1 Items: 1, 3, 4, 5, 6a-6b, 7, 8a-8b, 9a-9b, 10, 11a, 12, 14, 16a-16b, 19a-19b, 23a-23b, 24, 25a-25b, 25c1-2, 29, 30, 31, 33a1-2, 33b2, 35a-35b, 36a-36b, 37a-37b, 38a.</p> <p>N1-480-90-1 Item: 1.</p> <p>N1-480-00-001 Items: 1a.</p> <p>N1-480-01-001 Items: 1a-1b, 3a1-3, 4a, 4c, 5a.</p> <p>Obsoletes:</p> <p>N1-146-86-1 Items: 2, 28, 32, 33b1, 37c, 38c-d.</p> <p>N1-480-01-001 Items: 2a1-3, 2b1-2, 6.</p>

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Other items were superseded by the GRS:

N1-146-86-1 Items: 2, 11b, 13, 15, 17, 18, 20, 21, 22, 26, 27, 34,
37d, 38b.

N1-480-00-001 Items: 1b.

N1-480-01-001 items: 1c1-2, 3b1-2, 4b, 4c, 4d, 5b1-2.

Is There a Classified Version of This
Schedule? No

Is consultation and coordination with
Tribal Governments required? No- The records covered by this schedule do not implicate Tribal
interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Count

Total number of disposition items: 44
Number of Temporary disposition items: 34
Number of Permanent disposition items: 10
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Outline of Records Schedule Items for DAA-0480-2022-0001

Item #	Title	Disposition
0001	Office of the Executive Director. : Subject Files.	Temporary
0002	Office of the Executive Director. : Policy, Mission, and Function Records.	Permanent
0003	Office of the Executive Director. : FLRA Training Material and Training Aids.	Temporary
0004	Office of the Executive Director. : FLRA Publications.	Permanent
0005	Authority Member Offices. : Authority Working Case Files.	Temporary
0006	Office of Case Intake and Publications (CIP). : CIP Workload and Case Tracking Records.	Temporary
0007	Office of Case Intake and Publications (CIP). : CIP Subject Files.	Temporary
0008	Office of Case Intake and Publications (CIP). : Foreign Service Case Files.	Temporary
0009	Office of Case Intake and Publications (CIP). : Arbitration Case Files. : Arbitration Case Files	Temporary
0010	Office of Case Intake and Publications (CIP). : Negotiability Case Files.	Temporary
0011	Office of Case Intake and Publications (CIP). : Representation Case Files. : Representation Case Files	Temporary
0012	Office of Case Intake and Publications (CIP). : Unfair Labor Practice Cases (ULP). : Unfair Labor Practice Cases (ULP)	Temporary
0013	Office of Case Intake and Publications (CIP). : Policy Statement Case Files. : Policy Statement Case Files.	Permanent
0014	Office of Case Intake and Publications (CIP). : Policy Statement Case Files. : Policy Statement Case Files: All Other Policy Statement Case Files	Temporary
0015	Office of Case Intake and Publications (CIP). : FLRA Legal Publications. : FLRA Legal Publications Files.	Permanent
0016	Office of the Administrative Law Judges (OALJ). : OALJ Case Files. : Final Decisions Case Files.	Temporary
0017	Office of the Administrative Law Judges (OALJ). : OALJ Case Files. : OALJ Cases Files.	Temporary
0018	Office of the Administrative Law Judges (OALJ). : OALJ Subject Files.	Temporary
	Office of the Solicitor.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

0019	Office of the Solicitor. : Litigation Case Files. : Litigation Case Files.	Permanent
0020	Office of the Solicitor. : Litigation Case Files. : Litigation Case Files: All Other Cases. Federal Service Impasses Panel (FSIP).	Temporary
0021	Federal Service Impasses Panel (FSIP). : FSIP Case Files. : Working Case Files.	Temporary
0022	Federal Service Impasses Panel (FSIP). : FSIP Case Files. : Official Case File. Federal Service Impasses Panel (FSIP). : Foreign Service Impasse Disputes Panel (FSIDP).	Temporary
0023	Federal Service Impasses Panel (FSIP). : Foreign Service Impasse Disputes Panel (FSIDP). : FSIDP Case Files. : FSIDP Case Files Working Case Files.	Temporary
0024	Federal Service Impasses Panel (FSIP). : Foreign Service Impasse Disputes Panel (FSIDP). : FSIDP Case Files. : FSIDP Case Files Official Case Files.	Temporary
0025	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : Records of Appeals.	Temporary
0026	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : Subject Files.	Temporary
0027	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : OGC Directives, Handbooks, Manuals, and Publications. : OGC Directives.	Permanent
0028	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : OGC Directives, Handbooks, Manuals, and Publications. : OGC Handbooks and Manuals and Publications.	Permanent
0029	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : Financial and Program Analysis Records. : Production Statistics Files.	Temporary
0030	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : Financial and Program Analysis Records. : Case Tracking and Productivity Files.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

0031	Office of the General Counsel (OGC). : OGC Regional Office Records for Unfair Labor Practice (ULP) Case Files. : OGC Unfair Labor Practice (ULP) Case Files	Temporary
0032	Office of the General Counsel (OGC). : OGC Representation (REP) Case Files. : OGC REP Case Files	Temporary
0033	Office of the General Counsel (OGC). : Litigation Administrative Files. : Litigation Administrative Files: Hearing Control Files.	Temporary
0034	Office of the General Counsel (OGC). : Litigation Administrative Files. : Litigation Administrative Files: Transcription Service Files.	Temporary
0035	Office of the General Counsel (OGC). : Program Management Files. : Program Support Records.	Temporary
0036	Office of the General Counsel (OGC). : Regional Office Certification Records.	Temporary
	The Office of the Inspector General (OIG).	
	The Office of the Inspector General (OIG). : Records of the Office of Inspector General.	
0037	The Office of the Inspector General (OIG). : Records of the Office of Inspector General. : Records of the Office of Inspector General: Investigation Case Files. : Records of the Office of Inspector General: Investigation Case Files- Other.	Temporary
0038	The Office of the Inspector General (OIG). : Records of the Office of Inspector General. : Records of the Office of Inspector General: Investigation Case Files. : Investigation Case Files of Significance (Criteria Met).	Permanent
0039	The Office of the Inspector General (OIG). : Audit, Review and Evaluation Case Files. : Audit, Review and Evaluation Case Files of Significance	Permanent
0040	The Office of the Inspector General (OIG). : Audit, Review and Evaluation Case Files. : Audit, Review, and Evaluation- Final Report Copy.	Temporary
0041	The Office of the Inspector General (OIG). : Audit, Review and Evaluation Case Files. : Audit, Review and Evaluation Case Files- All Other Reports.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

0042	The Office of the Inspector General (OIG). : Semiannual Reports. : Working papers and Other Records Accumulated in the Preparation of the Semiannual Report.	Temporary
0043	The Office of the Inspector General (OIG). : Semiannual Reports. : Semiannual Report- Record Copy.	Permanent
0044	The Office of the Inspector General (OIG). : Subject Files- Operations and Administration. : Subject Files- Non FOIA.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Records Schedule Items

Group Title	Office of the Executive Director.
Group Description	<p>The Office of the Executive Director provides operational support to all components of the FLRA. Services include budget and finance, procurement, administrative services, information resources management, and human resources. Additionally, the Office of the Executive Director is responsible for developing and implementing agency-wide initiatives, including strategic planning and human-capital management.</p> <p>The records maintained in the Office of the Executive Director reflect the organization, policies, methods, procedures, functions, planning, funding, staffing, and similar managerial areas involved in the directions of the Federal Labor Relations Authority. The Executive Director is the key coordinating point for all contacts with oversight groups such as Congress, Office of Management and Budget, the General Accounting Office, Office of Personnel Management, General Services Administration, etc.</p>
DAA-0480-2022-0001-0001 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Subject Files.
Item Description	<p>This records series contains documents of FLRA working relationship with such oversight groups and the development of policies, plans, reports, directives, studies, etc., required for budgeting, staffing, accounting, and other related managerial activities necessary to comply with regulations and other requirements of such oversight groups.</p> <p>The records also reflect the development of policy, procedures, regulations, etc., involved in implementing and carrying out the statutory responsibilities of FLRA, including the Federal Service Impasses Panel and the Office of the General Counsel. The records document relationships with labor organizations, federal agencies, professional organizations, academic communities, and other groups.</p> <p>Other records include correspondence, personnel, memoranda, publications, forms, reports, audits, regulations, briefings, opinions, and other records relating to the FLRA program offices.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items
N1-146-86-001 / 1	Item Superseded in Part? No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Other: Destroy when 5 year(s) old or when no longer needed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0480-2022-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Policy, Mission, and Function Records.
Item Description	This records series includes policy and procedure changes or policies created by the Authority and approved by the Agency's Chairman or Executive Director. Policy records include all finalized policies created to establish and describe internal program policies, policy frameworks, directives, manuals, policy statements, procedures, approvals, and all other records, such as recommendations, studies, strategic plan, evaluations, presentations, congressional budget justification reports, conclusions, and guides, that document policy decision and are used to facilitate final decisions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Cutoff Instructions	Other: Cut off when revised, superseded, or obsolete.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:4500 mb
Approximate first year of records covered by this authority	1976
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1976 To: 12/31/2016
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0480-2022-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	FLRA Training Material and Training Aids.
Item Description	This records series contains agency training resources records. Records include, but are not limited to, manuals, handouts, slides, diagrams, video, web-based training, and other training aids for instructing FLRA and non-FLRA employees, and mission-related and occupational development functions or activities associated with the goals of FLRA and its programs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when superseded, obsolete, or canceled.
Retention Period	Other: Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

DAA-0480-2022-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FLRA Publications.	
Item Description	This records series contains pamphlets, booklets, posters, annual and quarterly periodicals, agency newsletters, press releases, annual reports, or other issuance of an informational nature designed for internal FLRA use and promotional or external use.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Break file at the end of the calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:1 gb	
Approximate first year of records covered by this authority	2004	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2004 To: 12/31/2019	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	

Group Title	Authority Member Offices.
Group Description	The Authority adjudicates unfair labor practice disputes. Were an Administrative Law Judge has issued a decision to which exceptions have been filed applications for review of decisions and orders issued in representation matters; exceptions to grievance-arbitration awards; and negotiability disputes arising during collective bargaining.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

DAA-0480-2022-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Authority Working Case Files.	
Item Description	<p>This records series contains working case files created by the Case Intake & Publications (CIP) staff for Arbitration, Negotiability, Representation, and Unfair Labor Practice cases, assigned for merits review by the Authority Member Offices. Transcripts of Hearings with Exhibits and related material are maintained as a separate series because of their bulk but are an essential part of the case file and are to be matched up and retired together with the case file. When a case is assigned for merits review, one working case file is provided to each Member Office, and a second file is provided to the Member Office that is assigned lead responsibility for the case. Once provided to the Member Offices by CIP, the working files are maintained by the staff in the Member Offices.</p> <p>The working case files include copies of pleadings filed by the parties in a case and any orders or other documents issued by CIP to the parties (i.e., Acknowledgment notices, orders). The working case files may also contain documents created by other FLRA components, such as decisions of Administrative Law Judges (ALJ's) in Unfair Labor Practice (ULP) cases. The working case files may contain internal informational memoranda from CIP to the Authority case screening committee and/or Member Offices. The working case files also contain internal information generated by the Authority case screening committee. In addition, the working case files may contain internal Authority generated documents related to the decisional process, such as document checklists and staff surveys. Also included are internal copies of staff memos and drafts of decisions. Closed working case files are maintained by staff in the Member Offices.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-480-00-001 / 1a	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

N1-480-00-001 / 1b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 3 year after the cutoff or when no longer needed for research, or whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of Case Intake and Publications (CIP).
Group Description	<p>The Office of Case Intake and Publications manages the Authority's case processing program involving arbitration, negotiability, representation, and unfair labor practice cases; case document and tracking operations; related studies and analyses and select publication of technical assistance materials. Responsibilities include: editing and publishing Authority decisions, maintaining Authority case files, and coordinating with Member Offices and the Executive Director to ensure the accurate tracking of cases. CIP contacts management, other FLRA employees, and members of the Federal labor relations community to provide information concerning the status of cases and FLRA procedures.</p> <p>Criteria for Permanent Retention. Authority Case files that illustrate significant developments in the administration of the Federal Service Labor-Management Relations Statute (Chapter 71 of Title 5 of the U.S. Code and Related Amendments to 5 USC 5596(b)-the Back-Pay Act) or otherwise represent the most important cases considered by the Authority in a given year and are selected according to the following factors:</p>
	(1) The nature of the substantive or procedural issues involved which constitute a landmark or lead case;
	(2) The intensity of public interest and comment;
	(3) The impact upon the local or national economy of the actions giving rise to the case;

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

	(4) The unique character of the issues or procedures involved, such as demonstrating the Agency's resourcefulness;
	(5) The case's influence on the development of principles, precedents, policies, or standards of judgment in such matters as the meaning of unfair labor practices; the implications of bargaining in good faith; the determination of what constitutes undue interference, restraint, or and the problem of inclusion of bargaining units of supervisory employees or;
	(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.

DAA-0480-2022-0001-0006

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	CIP Workload and Case Tracking Records.
Item Description	This records series contains electronic forms, reports, and other documents regarding caseload processing, the status of cases active and closed case reports, monthly case processing reports, and similar records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 / 3	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Other: Destroy 3 year(s) after cutoff or when no longer needed, whichever is later.

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

DAA-0480-2022-0001-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	CIP Subject Files.	
Item Description	This records series contains correspondence, memoranda, forms, reports, and similar records documenting CIP operations, procedures, working methods, policies, and similar records relating to organization, management, and administrative matters.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 5 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0480-2022-0001-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Foreign Service Case Files.	
Item Description	This records series contains cases submitted to the Foreign Service Labor Relations Board. Case processing is performed by the FLRA following FSLRB regulations (which are similar to FLRA regulations) and processed in the same general procedure. Therefore, the type of documentation is similar, consisting of original requests, petitions, or charges with related backup documents, copies of service or Acknowledgment letters, appeals, briefs, copy of minutes, final decisions, and similar related records.	
Is this item media neutral?	Yes	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 / 5	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of Case Intake and Publications (CIP). : Arbitration Case Files.
Group Description	
DAA-0480-2022-0001-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Arbitration Case Files
Item Description	This records series contains all case files not selected for permanent retention. Note: This item does not cover significant cases, i.e., those that result in national media attention, Congressional investigation, or substantive changes in agency policy and procedures or have otherwise been determined to have historical value. NARA will determine the disposition of important case files through submission of a new schedule.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

This records series contains cases files documentation relating to the processing of Exceptions to Arbitration Awards. Either party to the arbitration, the Union or Agency, may file an exception to an arbitrator's award. An exception is a self-contained document that sets forth a statement of the grounds on which review is requested and is accompanied by detailed supporting documentation such as the Arbitration Award, Citation of Authority, copies of rules and regulations, job descriptions, memorandum of agreements, post-hearing briefs, statements of position, and a variety of similar items justifying or opposing the exception. Acknowledgment and certification of service letters, withdrawal letters, Order Dismissing Exceptions, Extension of Time Requests, Case Docket Sheet, Case Summary Sheet, and FLRA Decision are other types of documents. Note: Transcripts of Hearings with Exhibits and related material are maintained as a separate series because of their bulk but are an essential part of the case file. They are to be matched up and retired with the case file. Criteria for Permanent Retention. Arbitration case files that illustrate significant developments in the administration of The Federal Service Labor-Management Relations statute (Chapter 71 of Title 5 of the U.S. Code and Related Amendments to 5 USC 5596(b)-the Back-Pay Act) or otherwise represent the most important cases considered by CIP in a given year and are selected according to the factors identified in the CIP Group Description. Selection criteria for Arbitration case files are to be applied by the Office of Case Intake and Publications (CIP) or designated FLRA official before destroying temporary records. Permanent case files separately from case files of temporary value.

Is this item media neutral?	Yes
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Is this item a Big Bucket?	No
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
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Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
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N1-146-86-001 / 6b	No
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Is this item a deviation from the GRS?	No
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DISPOSITION INSTRUCTION

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of Case Intake and Publications (CIP).
Group Description	<p>The Office of Case Intake and Publications manages the Authority's case processing program involving arbitration, negotiability, representation, and unfair labor practice cases; case document and tracking operations; related studies and analyses and select publication of technical assistance materials. Responsibilities include: editing and publishing Authority decisions, maintaining Authority case files, and coordinating with Member Offices and the Executive Director to ensure the accurate tracking of cases. CIP contacts management, other FLRA employees, and members of the Federal labor relations community to provide information concerning the status of cases and FLRA procedures.</p> <p>Criteria for Permanent Retention. Authority Case files that illustrate significant developments in the administration of the Federal Service Labor-Management Relations Statute (Chapter 71 of Title 5 of the U.S. Code and Related Amendments to 5 USC 5596(b)-the Back-Pay Act) or otherwise represent the most important cases considered by the Authority in a given year and are selected according to the following factors:</p>
	(1) The nature of the substantive or procedural issues involved which constitute a landmark or lead case;
	(2) The intensity of public interest and comment;
	(3) The impact upon the local or national economy of the actions giving rise to the case;
	(4) The unique character of the issues or procedures involved, such as demonstrating the Agency's resourcefulness;

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

	(5) The case's influence on the development of principles, precedents, policies, or standards of judgment in such matters as the meaning of unfair labor practices; the implications of bargaining in good faith; the determination of what constitutes undue interference, restraint, or and the problem of inclusion of bargaining units of supervisory employees or;	
	(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.	
DAA-0480-2022-0001-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Negotiability Case Files.	
Item Description	This records series contains case files from FLRA processing disputes between unions and agencies over the negotiability of a matter proposed to be bargained. They include such items as the petition for review with attachments substantiated in the petition, Acknowledgment and service letters, statements of position and responses, deficiency letters, Decisions and Orders of FLRA, with a certificate of service and other related documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 7	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	
Retention Period	Other: Destroy 3 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

GAO Approval Required	No
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Group Title	Office of Case Intake and Publications (CIP). : Representation Case Files.
Group Description	<p>This records series contains case files that have been sent to the Authority from the Office of the General Counsel. The representation petitions are presented for review in hearings before an FLRA employee. A Regional Director issues a final decision. If the Authority grants review, the Regional Director forwards the hearing transcript and exhibits to the Authority. Note: Transcripts of Hearings with Exhibits and related material are maintained as a separate series because of their bulk but are an essential part of the case file. They are to be matched up and retired with the case file. The various types of petitions are as follows: Exclusive Recognition (RO Petition); Decertification Petition (DR Petition); Agency Representation Petition (RA Petition); Clarification of unit or Amendment of Certification/Recognition (CU and AC Petitions); unit Consolidation (UC Petition); National Consultation Rights (NCR Petition); Consultation Rights on Government-Wide Rules or Regulations (CR Petition); and Dues Allotment (DA Petition). Selected criteria for Representation case files are to be applied by the Office of Case Intake and Publications (CIP) or a designated FLRA official before transferring such case files to a Federal Records Center. Permanent case files must be retired to the National Archives separately from case files of temporary value.</p>

DAA-0480-2022-0001-0011	STATUS: Active
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ITEM GENERAL INFORMATION

Item Title	Representation Case Files
Item Description	This records series contains all case files not selected for permanent retention. Note: This item does not cover significant cases, i.e., those that result in national media attention, Congressional investigation, or substantive changes in agency policy and procedures or have otherwise been determined to have historical value. NARA will determine the disposition of important case files through submission of a new schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 / 8b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 7 years after cutoff or when no longer needed, whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of Case Intake and Publications (CIP). : Unfair Labor Practice Cases (ULP).
Group Description	<p>This records series contains case files that have been sent to the Authority after hearings by the Administrative Law Judges (ALJ) or received from regional offices for decision-based on a stipulation of facts. They include ALJ Decisions, Exceptions to the Decision, briefs, cross exceptions and opposition to exceptions, recommendations to the Authority, FLRA Decisions and Orders, and similar or related material such as transcripts of hearings and exhibits; or only the stipulation and related facts and FLRA Decisions with supporting documentation.</p> <p>Note: Transcripts of Hearings with Exhibits and related material are maintained as a separate series because of their bulk but are an essential part of the case file. They are to be matched up and retired with the case file.</p>
DAA-0480-2022-0001-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Unfair Labor Practice Cases (ULP)

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Description	This records series contains all case files not selected for permanent retention. Note: This item does not cover significant cases, i.e., those that result in national media attention, Congressional investigation, or substantive changes in agency policy and procedures or have otherwise been determined to have historical value. NARA will determine the disposition of important case files through submission of a new schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 9b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	
Retention Period	Other: Destroy 7 year(s) after cutoff or when no longer needed, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Office of Case Intake and Publications (CIP). : Policy Statement Case Files.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	This records series contains case files created in processing requests to the Authority asking for the issuance of general statements of policy or guidance under 5 U.S.C. 7105(a)(1). The files consist of the request, which contains a statement of the problem together with pertinent background information, a statement of standards on which the request is based, a statement of the positions of all parties involved, the identity of other known interested parties, and identification of other pending cases or proceedings bearing on the problem. Related documentation consists of such items as notices published in the Federal Register, comments from interested parties, analysis of comments, internal staff memos, the FLRA Decisions and Orders, and similar or related documents.	
DAA-0480-2022-0001-0013 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Policy Statement Case Files.	
Item Description	This records series contains case files selected for permanent retention.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 10	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:500 mb	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Approximate first year of records covered by this authority	1979
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1979 To: 09/30/2005
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0480-2022-0001-0014	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Policy Statement Case Files: All Other Policy Statement Case Files
Item Description	This records series contains all other policy statement case files not selected for permanent retention.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the cases file is closed.
Retention Period	Other: Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of Case Intake and Publications (CIP). : FLRA Legal Publications.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	This records series contains publications files to include: Authority decisions; Administrative Law Judge decisions; Federal Service Impasses Panel (FSIP) decisions; Solicitor's Office briefs and court decisions. Decisions of the Federal Labor Relations Authority, The Federal Service Labor-Management Relations Statute, A Guide to the Federal Service Labor Management Relations Statute, and Subject Matter Indexes (Decisions of the Federal Labor Relations Authority).	
DAA-0480-2022-0001-0015	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	FLRA Legal Publications Files.	
Item Description	This records series contains publication files selected for permanent retention.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 11a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the fiscal year or when applicable.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:42 gb	
Approximate first year of records covered by this authority	1975	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1975 To: 12/31/2002	
Frequency of transfer	5	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Are any of the records covered by this item subject to a FOIA exemption?	No
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Group Title	Office of the Administrative Law Judges (OALJ). : OALJ Case Files.
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DAA-0480-2022-0001-0016	STATUS: Active
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ITEM GENERAL INFORMATION

Item Title	Final Decisions Case Files.
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Item Description	This records series contains Unfair Labor Practice case files include the court transcript, legal pleading, exhibits, closing briefs, and other documents sent to the Authority. The OALJ keeps minimum documentation on completed cases. Each file contains a copy of the OALJ Decision and Order, Notice of Transmittal of Decision, service sheets, and mail receipts showing that the parties were served with copies of the OALJ Decision.
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Is this item media neutral?	Yes
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Is this item a Big Bucket?	No
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
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Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
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N1-146-86-001 / 12	No	
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Is this item a deviation from the GRS?	No
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DISPOSITION INSTRUCTION

Final Disposition	Temporary
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Cutoff Instructions	Other: Cut off at the end of the fiscal year after the case is closed.
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Retention Period	Other: Destroy 3 year(s) after cutoff.
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ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	No
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GAO Approval Required	No
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DAA-0480-2022-0001-0017	STATUS: Active
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ITEM GENERAL INFORMATION

Item Title	OALJ Cases Files.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Description	This records series contains settlement judge requests, complaints, notice of hearings, and includes all other legal pleadings filed and other case related documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 3 years after the cutoff or when no longer needed, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the Administrative Law Judges (OALJ).
Group Description	The Office of Administrative Law Judges (OALJs) conducts hearings in unfair labor practice complaints filed by the Office of General Counsel and Regional Offices. OALJ issues decisions containing findings of facts, analysis, conclusions of law, remedial actions, and recommended decisions.
DAA-0480-2022-0001-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	OALJ Subject Files.
Item Description	This records series contains subject files that include correspondence, memoranda, publications, forms, reports, audits, budgets, and similar records that document the procedures, working methods, opinions, recommendations, etc., relating to the Office of Administrative Law Judges' business operational matters.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 / 14	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Other: Destroy when 3 year(s) old or when no longer needed, or whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the Solicitor. : Litigation Case Files.
Group Description	<p>These court cases contain a variety of documents covering the life span of the case, from the "Petition for Review" or "Application for Enforcement of Order" to the court's "final decision" and "notice of entry of judgment" or court order "dismissing the appeal. " Examples of documents in the case file are Petition for Review, Certified List (of documents in the Authority case file), various types of Motions, Petitioner's Brief, Notice of Court of Hearing Date, Final Court Opinion, Rehearing Petition, Respondents Brief, Joint Appendix, and similar or related documents. Selected criteria for Litigation Case files are to be applied by the Office of the Solicitor or designated FLRA official before transferring such case files to a Federal Records Center. Permanent case files must be retired to the National Archives separately from case files of temporary value. Criteria for Permanent Retention. All material pertaining to the Professional Air Traffic Controllers Organization (PATCO) case (FLRA case no. 3-CO-105) and other Office of the Solicitor case files that illustrate significant developments in the administration of The Federal Labor-Management Relations Statute (Chapter 71 of Title 5 of U.S. Code and Related Amendments to 5 USC</p>

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

5596(b)-the Back Pay Act) or otherwise represent the most important or unique cases considered by the Solicitor in a given year and are selected according to the following factors:	
1. First impression or important cases in the Federal sector labor relations;	
2. Cases that generate substantial media attention and/or public or scholarly interest; or	
3. Cases that establish a precedent for changes in FLRA procedures.	
DAA-0480-2022-0001-0019	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Litigation Case Files.
Item Description	This records series contains case files selected for permanent retention.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-146-86-001 / 16a	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:2 gb
Approximate first year of records covered by this authority	1993
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1993 To: 09/30/2012
Frequency of transfer	5

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0480-2022-0001-0020	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Litigation Case Files: All Other Cases.
Item Description	This records series contains all other case files not selected for permanent retention.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 /16b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
Group Title	Federal Service Impasses Panel (FSIP). : FSIP Case Files.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	<p>These files contain the various documents created by and received by the Panel in the process of resolving impasse disputes. The type and volume of the documents vary considerably depending on the number and complexity of the issues involved, and the procedures followed for the resolutions of the impasse. For example, if jurisdiction is declined by the Panel or the requestor assistance is withdrawn prior to procedural determination, then the volume of records in the case file is usually kept at a minimum, consisting of the original request, statements of service, copies of letters, reports or other documents substantiating the positions of the parties, background on negotiations and mediation sessions previously held, memos for record and of telephone calls by FSIP staff; and closing letters approving withdrawal or declining jurisdiction.</p> <p>Note: Retire a copy of the related annual Subject Matter Index and Table of Cases along with FSIP case files. Two sets of FSIP case files are maintained by the Panel.</p>	
DAA-0480-2022-0001-0021	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Working Case Files.	
Item Description	This records series contains a working case file is maintained by the FSIP staff member assigned to the case and has essentially the types of documents described above. Also included are internal copies of staff memos and drafts of decisions. Closed cases are kept by the panel's office manager.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 19a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Retention Period	Other: Hold for 3 fiscal year after the cutoff date -spot check for completeness of Official File, and destroy.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0480-2022-0001-0022		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Official Case File.	
Item Description	This records series contains official case file essential material except for internal staff memos and memos for the record, which are only kept in the working file so the "Official file can be open to the public at all times in answer FOIA requests.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 19b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	
Retention Period	Other: Destroy 4 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Federal Service Impasses Panel (FSIP).
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	<p>The Foreign Service Impasse Disputes Panel assists in resolving impasses arising under the Foreign Service Act of 1980.</p> <p>The Federal Service Impasses Panel staff provides administrative and professional support to the FSIDP and generally follows the working methods and procedures used in FSIP cases. The major exception is that parties involved with the impasse are not required to go thru the Federal Mediation and Conciliation Service. As a result, initial emphasis by FSIDP is given to mediation.</p> <p>Case files of the Foreign Service Impasses Disputes Panel are maintained as a separate series of records. Still, other records relating to administrative management are incorporated in the subject files of FSIP since the Panel staff supports FSIDP.</p>
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Group Title	Federal Service Impasses Panel (FSIP). : Foreign Service Impasse Disputes Panel (FSIDP). : FSIDP Case Files.
Group Description	<p>The Foreign Service Impasse Disputes Panel assists in resolving impasses arising under the Foreign Service Act of 1980.</p> <p>The Federal Service Impasses Panel staff provides administrative and professional support to the FSIDP and generally follows the working methods and procedures used in FSIP cases. The major exception is that parties involved with the impasse are not required to go thru the Federal Mediation and Conciliation Service. As a result, initial emphasis by FSIDP is given to mediation.</p> <p>Case files of the Foreign Service Impasses Disputes Panel are maintained as a separate series of records. Still, other records relating to administrative management are incorporated in the subject files of FSIP since the Panel staff supports FSIDP.</p>

DAA-0480-2022-0001-0023	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	FSIDP Case Files Working Case Files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-146-86-001 / 23a	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Hold for 3 fiscal years after the cutoff date -spot check for completeness of official file, and destroy.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0480-2022-0001-0024 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	FSIDP Case Files Official Case Files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-146-86-001 / 23b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 4 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	<p>Outlined below are the files maintained by the immediate Office of the General Counsel. They consist of correspondence, forms, reports, memoranda, regulations, studies, publications, and other records pertaining to the major functions, programs, and policies of the OGC, and to the management and operations of its Headquarters and Regions.</p> <p>The records reflect the working relationships of the OGC with the other elements of FLRA. In addition, they document OGC relations with external organizations such as the White House, Government Accountability Office, Congress, other federal agencies, labor organizations, bar associations, etc.</p>	
DAA-0480-2022-0001-0025		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Records of Appeals.	
Item Description	<p>These files are created by the OGC in the process of reviewing appeals. Charging parties file appeals with the OGC requesting review of a Regional Director's refusal to issue a complaint. A charging party may also request that the OGC review a Regional Director's approval of a unilateral settlement agreement. The key documents are maintained in case files arranged by Region and case number.</p> <p>In addition to the final written decision of the OGC, these files contain the appeal and supporting data submitted by the charging party along with pertinent documentation received from the Regional Director, such as dismissal letters, investigative reports, and related material bearing on the Region's decision to dismiss the charge. In some cases, the case file contains documents relating to other cases researched, informal memos or notes of conversations, and similar documents supporting the final decision of the OGC or Assistant General Counsel for Representation and Appeals.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 29	No	
N1-146-86-001 / 30	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

N1-146-86-001 / 31	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0480-2022-0001-0026 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Subject Files.
Item Description	<p>This records series contains a majority of routine administrative records. Also included are files that document the development of the OGC methods, procedures, and policies in establishing and managing the OGC functions in both Headquarters and Regional Offices.</p> <p>In addition, the files contain correspondence, memoranda, personnel records, miscellaneous forms and reports related to such things as electronic voting, court reporting, procurement, and other routine administrative files. They also include organizational structure, delegations of authority, staffing patterns, congressional testimony, minutes of staff meetings, transitional issues, Regional Office realignment, Regional correspondence, OGC confirmation hearings, budget and oversight hearings, and similar subjects relating to the program operations and management.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-146-86-001 / 24	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Other: Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : OGC Directives, Handbooks, Manuals, and Publications.	
DAA-0480-2022-0001-0027	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	OGC Directives.	
Item Description	This records series contains directives issued by the OGC, which document the procedures, policy, functions, etc., of the OGC. Examples of directives are General Counsel numbered memoranda, advice memoranda, guidance, and similar documents used to disseminate information on OGC operations or decisions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 25a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after block closes	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

ADDITIONAL INFORMATION	
Current Records Format	Textual data:10 mb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1997 To: 09/30/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0480-2022-0001-0028	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	OGC Handbooks and Manuals and Publications.
Item Description	This records series contains examples of handbooks and manuals are the OGC ULP Case Handling Manual, REP Case Handling Manual, ULP Case Law Outline, REP Case Law Outline, Litigation Manual, Hearing Officer’s Guide, Guidance on Information Requests, Guidance on Meetings, and Guidance on Electronic Notice Dissemination, and other manuals, guidance, guides, and other publications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-146-86-001 / 25b	No
N1-146-86-001 / 25c1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after block closes
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Current Records Format	Textual data:10 mb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1997 To: 09/30/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Office of the General Counsel (OGC). : Records of the Immediate Office of the General Counsel. : Financial and Program Analysis Records.
Group Description	The Deputy General Counsel (DGC) is responsible for preparing the annual budget for the OGC and for monitoring funds allotted for OGC use in both Headquarters and Regional Offices. The DGC is also responsible for monitoring Regional Office cases through all stages of processing and for measuring the productivity and performance of the OGC staff by means of monthly statistical reports, quantitative program analysis, and special reports as needed.

DAA-0480-2022-0001-0029 **STATUS: Active**

ITEM GENERAL INFORMATION

Item Title	Production Statistics Files.
Item Description	This records series contains reports and analyses prepared by the DGC. Examples are the monthly statistical summary which gives an in-depth detailed analysis of OGC operations covering such items as case intake, dispositive actions, overage cases, pending cases, settlement rates, productivity and timeliness indices, the summary of elections and hearings pending by Region, and other similar statistical or narrative reports and analyses. Note: Significant statistics are included in the FLRA Annual Report.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
Superseded Items	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 33b2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 10 year(s) after the cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0480-2022-0001-0030		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Case Tracking and Productivity Files.	
Item Description	This records series contains reports, correspondence, and other papers documenting case load processing, employee productivity, timeliness, disposition of cases, and monthly workloads in Headquarters and Regional Offices.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 33a1	No	
N1-146-86-001 / 33a2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 3 year(s) after the cutoff or when no longer needed, whichever is later	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Office of the General Counsel (OGC). : OGC Regional Office Records for Unfair Labor Practice (ULP) Case Files.
Group Description	<p>This records series contains cases that originate when ULPs are filed in OGC Regional Offices by labor unions, federal agencies, or employees. ULP case files begin with the filing of charges (FLRA Form 22, Charge Against an Agency, or FLRA Form 23, Charge Against a Labor Organization) along with evidence and documentation supporting the charge. The Regional Office issues an opening letter to all interested parties and informs them of the name of the investigator assigned to the case and other pertinent information; or, if appropriate, issues a notification of deficient charges. This is followed by responses to the charges and subsequent investigation by Regional personnel.</p> <p>The investigation usually involves personal interviews, correspondence, and telephone calls, all of which are documented in the case folder along with any additional evidence and signed affidavits. Other documents created are the reports of investigation, withdrawal approval letters, unilateral and bilateral settlement agreements, letters approving agreements, requests for advice from the General Counsel and replies, letters dismissing the charge, appeals to the General Counsel challenging dismissals or unilateral settlement agreements, and orders from the OGC dismissing the appeals or remanding to the Region.</p> <p>If the charge has merit but no agreement or settlement is reached, the Regional Director issues a CNOH, with the hearing to be held before an ALJ. Additional documents then created are respondents' answers to the CNOH, subpoenas of various types, pre- and post-hearing orders, motions, briefs, transcripts of the hearing, exhibits, decisions of the ALJ, and analysis of and exceptions to the decisions of the ALJ. Decisions of the ALJ may be taken to the Authority for review and issuance of final decision and order of the Authority. If a settlement or final order involves compliance or enforcement or results in litigation, documents relating to these items will be in the case file.</p>

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

	<p>Transcripts of hearings with exhibits and related material, including an electronic copy of the transcripts and exhibits, are an essential part of the case file and are retired together with the case file.</p>
DAA-0480-2022-0001-0031	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	OGC Unfair Labor Practice (ULP) Case Files
Item Description	This records series contains all case files not selected for permanent retention. Note: This item does not cover significant cases, i.e., those that result in national media attention, Congressional investigation, or substantive changes in agency policy and procedures or have otherwise been determined to have historical value. NARA will determine the disposition of important case files through submission of a new schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-146-86-001 / 35b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.
Retention Period	Other: Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the General Counsel (OGC). : OGC Representation (REP) Case Files.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	<p>This records series contains files created during the processing of the various types of REP petitions filed with Regional Offices by agencies, employees, or labor organizations. The most common petitions filed relate to elections, clarifications of units, and reorganizations.</p> <p>Processing steps are similar to the ULP cases with the exception that hearings are held before an FLRA employee acting as a Hearing Officer rather than an ALJ, and the Regional Director's final decisions and orders are only published as part of an Authority decision and order if a request for review is filed. The cases are opened by the filing of a petition. Following receipt of the petition and replies thereto, an investigation is conducted by the Regional Office.</p>
	<p>The decision and disposition of the case can result in the approval of a consent election agreement, issuance of a decision and order based on investigation, stipulation, or hearing, or the withdrawal of the petition. Final decision authority has been delegated to the Regional Directors, but there is a routine standard review by the OGC. Authority review of decisions occurs only when the petitioner submits an application for review to the Authority, based on specifically defined grounds, within 60 days of the date of the Regional Director's Decision and Order.</p>
	<p>Examples of documents typically found in REP case files are petitions opening the case (such as FLRA Forms 21, 24, and 26) accompanied by documents supporting the petition. Following this are replies to the petition, reports of investigation, interested party and intervenor letters, reports on consent meetings, consent election agreements, reports of investigation on the showing of interest (FLRA Form 52), withdrawal letters, and various orders. Documents created during hearings are similar to those in ULP hearings consisting of exhibits, motions, orders, transcripts of hearings, post-hearing decisions and orders, and similar or related documents.</p>
	<p>Note: Transcripts of hearings with exhibits and related material, including an electronic copy of the transcripts and exhibits, are an essential part of the case file and are retired together with the case file.</p>
DAA-0480-2022-0001-0032	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	OGC REP Case Files

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Description	This records series contains all case files not selected for permanent retention. Note: This item does not cover significant cases, i.e., those that result in national media attention, Congressional investigation, or substantive changes in agency policy and procedures or have otherwise been determined to have historical value. NARA will determine the disposition of important case files through submission of a new schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 36b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year, after the case is closed.	
Retention Period	Other: Destroy 7 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Office of the General Counsel (OGC). : Litigation Administrative Files.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	This records series contains records created in the Regional Attorney's office (or in the office of the litigating attorney or administrative officer) in the process of preparing for and prosecuting cases before an ALJ of the Authority. Pre-hearing briefs are prepared by attorneys and reviewed by the Regional Attorney. Formal documents are assembled for use in the hearings, and an index and description of documents are prepared. Space for the hearing must be determined and dates reserved in coordination with the ALJ. A request is prepared for the reporting and transcription service. Documents are prepared to monitor cases scheduled for hearing, post-hearing briefs, analysis of ALJ decisions, exceptions to ALJ decisions, and similar or related documents.	
DAA-0480-2022-0001-0033		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Litigation Administrative Files: Hearing Control Files.	
Item Description	This records series contains records created in the process of keeping control of the actions involved in litigation cases. They include such items as the calendar (and changes), a list of subpoenas issued, and similar or related documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 37a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 3 year(s) after cutoff or when no longer needed, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

DAA-0480-2022-0001-0034		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Litigation Administrative Files: Transcription Service Files.	
Item Description	This records series contains files created in the process of ordering, controlling, and accepting transcripts of hearings. They consist of such items as the Request for Reporting and Transcription Service, transcript reports, and similar documents with related correspondence. Key documents are sent to FLRA Headquarters as the basis for payment to contractors.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 37b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 3 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Office of the General Counsel (OGC). : Program Management Files.
Group Description	This records series contains records consist of documents of a general nature that relate to the primary program of processing ULP and REP cases that have been filed in the Regional Office. They may be maintained as a separate series and, in some cases, part of a subject file.

DAA-0480-2022-0001-0035		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Program Support Records.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Description	This records series contains program-related files that are either of insufficient import to be placed in case files or are kept separate for ease of reference. For example, they consist of: assignment letters, reassignment letters, auxiliary requests to and from other Regions, charges and petitions sent to and received from other Regions, and similar documents, together with related logs or registers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-146-86-001 / 38a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy 3 year(s) after cutoff or when no longer needed, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Office of the General Counsel (OGC).
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	The General Counsel of the Federal Labor Relations Authority has the independent authority to investigate Unfair Labor Practice charges (ULPs) and to prosecute complaints before the Authority. The General Counsel also is responsible for FLRA's Regional Offices located in Washington, D.C., Atlanta, Chicago, Denver, and San Francisco. The processing of ULP cases and Representation (REP) cases originate in the Regional Offices. Regional Directors, in addition, to processing ULP cases, have the delegated authority to supervise or conduct union elections and to determine other REP matters through investigations and hearings. The Regional Offices also provide training to federal managers and unions and provide alternative dispute resolution services to the parties.	
DAA-0480-2022-0001-0036	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Regional Office Certification Records.	
Item Description	This records series contains Regional Office copies of FLRA certifications of labor organizations. Also included in this series are clarifications/amendments or revocations issued by the FLRA in response to requests to resolve representational status questions. Files are arranged in chronological order by agency.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-480-90-001 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Other: Destroy when 50 years old or when no longer needed for business use, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

GAO Approval Required	No
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Group Title	The Office of the Inspector General (OIG).
Group Description	<p>The Office of the Inspector General (OIG) is responsible for providing the Federal Labor Relations Authority (FLRA) leadership with an independent and objective assessment of the Authority's efficiency and effectiveness and for detecting and preventing waste, fraud, and abuse in its programs and operations. The office uses investigations, audits, evaluations, and various types of reviews to maximize its oversight and strengthen systems and process controls so that Government integrity is maximized and occurrences of fraud, waste, abuse, and mismanagement are minimized.</p> <p>The records of the Office of Inspector General are grouped into the following four major categories.</p> <ol style="list-style-type: none"> 1. Investigation Case Files 2. Audit, Review, and Evaluation Case Files 3. Semiannual Reports 4. Subject Files- Operations and Administration

Group Title	The Office of the Inspector General (OIG). : Records of the Office of Inspector General. : Records of the Office of Inspector General: Investigation Case Files.
Group Description	<p>This records series contains case files investigations of known or alleged waste, fraud, or abuse, mismanagement, misconduct, and other irregularities or violations of laws or regulations. Cases relate to FLRA personnel, programs, and/or operations administered or financed by FLRA, including contractors and others having a relationship with FLRA. This includes investigative files related to employee and hotline complaints and other complaint files or other requests for investigation. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, legal documents, testimony, minutes, final decisions, working papers, and investigative case file tracking information.</p>

DAA-0480-2022-0001-0037	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Records of the Office of Inspector General: Investigation Case Files- Other.
Item Description	This records series contains all other investigation case files and investigative file tracking data.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-480-01-001 / 1b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year, after the case is closed.
Retention Period	Other: Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0480-2022-0001-0038	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Investigation Case Files of Significance (Criteria Met).
Item Description	This records series contains case files of significant value meeting one or more of the following criteria: 1) the case involves senior agency personnel such as the Chairman: the Members; Chief Counsels; the General Counsel; the Chief Administrative Law Judge; the Solicitor; the Executive Director; the Executive Director of the Federal Service Impasses Panel; or, other senior officials at the division-level or above who are either appointed officers or career employees; 2) the case attracts national or regional media attention; 3) the case results in Congressional interest or action; or, 4) the case results in substantive changes to FLRA policies and procedures. The selection of appropriate files is at the determination of the OIG based on the criteria above.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-480-01-001 / 1a	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of each fiscal year, after the case is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:50 mb
Approximate first year of records covered by this authority	2011
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/2011 To: 09/30/2014
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	The Office of the Inspector General (OIG). : Audit, Review and Evaluation Case Files.
Group Description	This records series contains reports, correspondence, memoranda, supporting work papers and other documents used, prepared, or obtained in the conduct of an audit, review, evaluation, and similar work (including program, financial statement, contract, and information technology audits, reviews, and evaluations, the Management Challenges Letter, and peer reviews or similar types of activities) of FLRA's or of another OIG's programs, operations, and procedures. It also includes an audit, review, or evaluation case tracking information.
DAA-0480-2022-0001-0039	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Item Title	Audit, Review and Evaluation Case Files of Significance	
Item Description	This records series contains final audits and reviews of the FLRA programs and operations, the security of information technology, compliance with applicable laws and regulations, and the accuracy of financial reports, and investigating allegations of fraud and abuse.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-480-01-001 / 3a1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of each fiscal year in which the final report was issued.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:3 gb	
Approximate first year of records covered by this authority	2002	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 10/01/2002 To: 09/30/2017	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0480-2022-0001-0040		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Audit, Review, and Evaluation- Final Report Copy.	
Item Description	This records series contains a record set (one copy) of each final audit report.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-480-01-001 / 2a2	No
N1-480-01-001 / 3a2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year in which the final report was issued.
Retention Period	Other: Destroy 30 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0480-2022-0001-0041	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Audit, Review and Evaluation Case Files- All Other Reports.
Item Description	This records series contains all other audit, review and evaluation case files and audit, review or evaluation case tracking information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-480-01-001 / 2a3	No
N1-480-01-001 / 3a3	No
Is this item a deviation from the GRS?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year in which the final report was issued.
Retention Period	Other: Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	The Office of the Inspector General (OIG). : Semiannual Reports.
Group Description	This records series contains reports listing all audit reports issued during the period, summaries of significant reports, reports on significant investigations, and statistical case information. The report also includes information concerning management decisions, such as any significant management decisions with which the OIG disagrees or any significant revisions to management decisions.

DAA-0480-2022-0001-0042 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	Working papers and Other Records Accumulated in the Preparation of the Semiannual Report.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-480-01-001 / 4c	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff with the related report.
Retention Period	Other: Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0480-2022-0001-0043 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Semiannual Report- Record Copy.
Item Description	This records series contains a record set (one copy) of each semi-annual report.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-480-01-001 / 4a	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off semiannually after the report has been submitted.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:50 mb
Approximate first year of records covered by this authority	2002
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1990 To: 09/30/2005
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	The Office of the Inspector General (OIG). : Subject Files-Operations and Administration.
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Group Description	This records series contains documents relating to the operations and administration of the OIG as a whole and communications regarding such. These documents include documents pertaining to legal responsibilities and the administration of the OIG (e.g., OMB memos, GAO studies, and legislation, etc.), records documenting OIG-wide policies and procedures, materials relating to OIG program functions, organizational charts, functional statements, procurement documents, personnel related documents (including training certificates and associated information), and studies to achieve organizational improvement (e.g., quality assurance reviews and peer reviews conducted by other OIGs). It also includes all official reports and correspondence relating to the OIG’s operations and administration (e.g., Congressional Requests, Council of Inspectors General Requests, the “Chronological File” and Freedom of Information Act (FOIA) requests).	
DAA-0480-2022-0001-0044	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Subject Files- Non FOIA.	
Item Description	This records series contains all subject records and documents that are not related to FOIA files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-480-01-001 / 5a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of each fiscal year after obtaining the information or after issuance.	
Retention Period	Other: Destroy 5 year(s) after the cutoff, or when no longer needed, whichever is later.	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0480-2022-0001

Status: APPROVED
Date Approved: 09/16/2024

Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024