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9/6/18

Date: September 6, 2018

Appraiser: David Weber

Agency: Department of Labor, Office of Administrative Law Judges

Subject: DAA-0174-2018-0001

INTRODUCTION

Schedule Overview

Department of Labor, Office of Administrative Law Judge's (OALJ) mission is to provide a neutral forum to resolve labor-related administrative disputes before the Department of Labor in a fair, transparent and accessible manner, and to promptly issue sound decisions correct in law and fact. Within that mission OALJ provides alternative dispute resolution (ADR) services to settle cases without a formal hearing. ADR activities are largely confidential and mediation material and information obtained in mediation sessions are disclosed in subsequent proceedings. Dispositions in this schedule meet those requirements for confidentiality and limitations on subsequent use.

Additional Background Information

These records are largely administrative in nature. They do not document case activities. Records of major policy changes or training products are maintained elsewhere.

Overall Recommendation

I recommend approval of this schedule.

APPRAISAL

Item 0001: Non Confidential ADR Case Records such as agreements to use ADR, confidentiality agreements, documentation of case results and related correspondence.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001
www.archives.gov

Appraisal Justification:

- *Has little or no research value.
- *Does not document the significant actions of Federal Officials
- *Electronic format does not enhance the value of the records
- *Similar records are scheduled as temporary in N1-64-05-1, item 7a

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 0002:Confidential ADR Case Records containing information provided to or prepared by an ADR neutral that are protected from disclosure by the ADR act, including statements by participants, settlement discussions and draft agreements, ADR neutral's inputs, and similar materials involved in the action.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- *Has little or no research value.
- *Does not document the significant actions of Federal Officials
- *Electronic format does not enhance the value of the records
- *Similar records are scheduled as temporary in N1-64-05-1, item 7a.

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 0003:ADR Programmatic Records related to the general practices, policies, and operation of the OALJ ADR program, such as blank public forms, internal training materials, and general information about the program.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- *Has little or no research value.
- *Does not document the significant actions of Federal Officials
- *Electronic format does not enhance the value of the records
- *Similar records are scheduled as temporary in N1-64-05-1, item 7b.

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 0004: Working Files of documents created during the implementation of the ADR program, such as rough drafts or materials used to create record keeping documents.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- *Has little or no research value.
- *Does not document the significant actions of Federal Officials
- *Electronic format does not enhance the value of the records
- *Similar records are scheduled as temporary in N1-64-05-1, item 7b.

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

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