

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 96-29

April 11, 1996

TO : All Regional Directors, Officers-in-Charge, and
Resident Officers

FROM : B. Allan Benson, Acting Associate General Counsel

SUBJECT: NLRB Field Office Bulletin Board

As you know, we are increasingly using the cc:Mail bulletin boards as the method of choice for transmitting GC and OM memoranda and other formal communications from Washington to the field offices. In order to ensure that this is an effective means of communication which meets the needs of the Regional Office staffs, we are adopting a policy regarding the retention of materials on the Field Office Bulletin Board, which is used for disseminating GC and OM memoranda. In addressing this issue, we are mindful of the need to periodically clear the bulletin board of posted material in order to free up hard disk space on the Regional file server as well as the need for the materials to be available to the field.

Accordingly, on a semiannual basis we will issue a memorandum to the field providing at least 3 weeks' notice of the clearing of the Field Office Bulletin Board which contains the year-to-date collection of GC and OM memoranda. The 3-week period is to provide the Regions sufficient time to copy the memos onto a disk¹ for archival purposes or for other reproduction as may be necessary. After that date, the local area network administrator will be instructed to delete the material posted on the bulletin board up to that point. In accordance with the foregoing, all local area network administrators should delete all memoranda on the Field Office Bulletin Board up through and including OM 96-24 on or shortly after May 1, 1996.

The materials on the other bulletin boards (Compliance, Impact Analysis, Agencywide and Partnership) are not affected by this procedure and that material should remain on the Regional Office bulletin boards until you are advised otherwise.

If you have any questions concerning this matter, please call me or your Assistant General Counsel.

B. A. B.

cc: NLRBU

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¹ All memoranda for a 6-month period of time will normally fit onto one disk.