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Description of document:	Three Items from the National Labor Relations Board (NLRB) Surfboard Intranet site, 1997 - 2009
Requested date:	21-February-2009
Released date:	27-March-2009
Posted date:	23-November-2009
Titles of documents	Administrative Policies and Procedures Manual Table of Contents (3/20/09) NLRB Surfboard Intranet site listing of SAMs Memoranda (FY 1997 - FY 2006) NLRB Surfboard Intranet site listing of Administration Bulletins and Administrative Policy Circulars (FY 1997 – FY 2009)
Date/date range of document:	1997 - 2009
Source of document:	National Labor Relations Board Office of the General Counsel Freedom of Information Office 1099 14th St. N.W. Washington, D.C. 20570-0001

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UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD OFFICE OF THE GENERAL COUNSEL

FREEDOM OF INFORMATION OFFICE Washington, D.C. 20570

DATE: March 27, 2009

Re: FOIA ID/LR-2009-0297

This is in response to your letter dated February 21, 2009, received in this Office on March 6, 2009, in which you request, pursuant to the Freedom of Information Act (FOIA), copies of the following documents found on the NLRB Surfboard Intranet site:

- 1) a set of electronic/digital copies of the "all aboard" newsletter (all years).
- 2) the printout of the listing of AP/APCs (Administrative Bulletins and Policy Circulars).
- 3) a digital/electronic copy of the APPM (Administrative Policies and Procedures Manual).
- 4) a printout of the list of SAMs (on the pages associated with the Division of Advice).

In a subsequent telephone call with a member of my staff, you withdrew Item #1 of your request (for copies of the "All Aboard" newsletter), and modified Item #3 to request only the Table of Contents of the APPM.

I have enclosed copies of the requested documents.

For the purpose of assessing fees, we have placed you in the category for "all other requesters." Accordingly, there are no charges for processing this request.

Sincerely,

acquelline A. Young

Freedom of Information Officer

Enclosures

MW/kmb LR-2009-0297-mw.doc



NATIONAL LABOR RELATIONS BOARD

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL 3/20/09

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ADM-3(A)	Organization and Functions
(Posted on NLRB SurfBoard)	

BUDGET

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(Currently coded as Chapter FAC-3)	
FAC-3	Telecommunications*
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INFORMATION TECHNOLOGY

IT-1 Computer Security Program (Posted on NLRB SurfBoard)

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INFORMATION TECHNOLOGY (cont'd.)

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CON-1 Contract & Procurement (Posted on NLRB SurfBoard)

PROPERTY MANAGEMENT

PRO-1(A) Personal Property Management and Accountability (Posted on NLRB SurfBoard)

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 REC-1 Privacy Act Records Exhibit A – Procedures for Developing System of Records Notices Exhibit B – Procedures for Developing a Privacy Act Statement & Advisory (Posted on NLRB SurfBoard)
REC-2(A) Records Management Program
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REC-3 Removal and Maintenance of Records
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REC-6 Vital Records Program
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SECURITY

SEC-1(A) Suitability and Security Regulations (Posted on NLRB SurfBoard)

*These are chapters that are currently under revision or being converted to an electronic format. Until such time as they are complete, reference should be made to the current chapter in the printed copy of the APPM. Since some of the chapters will be coded differently when issued, cross-references are included in the Table of Contents to assist the user in finding information. All APPM Chapters will be posted on the NLRB SurfBoard as well.

**New Chapters (in preparation or planned)

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FY 09 SAMs MEMOS

Case Name	Case Number	Date
West Hills Hospital, Healthcare Corp. of America (HCA)	<u>31-CA-28655</u>	10/23/2008
The Kroger Co., d/b/a Foods Co/Ralphs/Food4Less	20-CA-3899	11/24/2008
Industrial Energy Systems, Inc.	8-CA-37673	11/26/2008
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FY 08 SAMs MEMOS

Case Name	Case Number	Date
Venetian Casino Resort, LLC	28-CA-16000	9/8/2008
American Water Works Service Co., Inc.	4-CA-36034	8/21/2008
Dell, Inc.	<u>16-CA-26234</u>	8/14/2008
Hotel Employees & Restaurant Employees, Local 5 and UNITE HERE Headquarters (Hilton Hawaiian Village)	<u>37-CB-1899</u>	8/11/2008
D. R. Horton, Inc. DHI, Inc., a subsidiary of D.R. Horton, Inc.	<u>12-CA-25764</u> 12-CA-25766	8/6/2008
International Longshore and Warehouse Union (Pacific Maritime Association)	20-CC-3466	8/4/2008
TNT Logistics North America, Inc. and Emerson Young and John Jolliff	<u>8-CA-33664</u>	7/24/2008
Soaring Eagle Casino and Resort, a wholly owned Governmental Subdivision of the Saginaw Chippewa Indian Tribe of Michigan	GR-7-CA-50932	7/21/2008
T. Steele Construction, Inc.	<u>33-CA-14914</u>	7/16/2008
Precipitator Services Group, Inc.	<u>4-CA-24627</u>	7/15/2008
United Steel Services, Inc. d/b/a Uniserv	<u>8-CA-32711</u>	7/8/08
Progressive Electric, Inc.	<u>17-CA-18766</u>	7/7/08
Teamsters Joint Council 25 (ATM	<u>13-CE-130</u>	6/30/08

FY 07 SAMs MEMOS

Enterprises)		
Neiman Marcus	20-CA-33510	6/9/08
Teamsters Local 278 (United Parcel Service)	20-CB-12571	5/28/08
McElroy Coal Co.	<u>6-CA-35806</u>	5/8/08
T.E. Briggs Construction Co.	19-CA-28619	4/25/08
Road Sprinkler Fitters Local 669 (Cosco Fire Protection)	<u>21-CB-14353</u>	3/10/08
Kahi Mohala Behavioral Health	<u>37-CA-7309</u>	1/28/08
Central Parking System	21-CA-37718	1/18/08
D.F.M. Industries, et al.	1-CA-43856, et al.	12/31/07

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Guardsmark LLC and Plant Protection Association National	<u>7-CA-49745</u> <u>7-CB-15318</u>	2/26/07
Service Employees International Union No. 1 (The Wackenhut Corporation)	<u>13-CE-127</u>	1/24/07
UNITE HERE, Local 217 (Waterford Venue Services Hartford LLC)	<u>34-CP-24</u>	1/10/07
Chinese Daily News, Inc.	21-CA-36919	12/29/06
Entergy Nuclear Operations, Inc.	1-CA-43228	11/28/06
St. John's Community Services, Inc New Jersey	22-CA-27334	10/31/06
Reliable Maintenance	<u>18-CA-18119</u>	10/31/06
CDA, Inc.	15-CA-17898	10/30/06
International Union, United Automobile & Agricultural Implement Workers of America (UAW) and UAW Local 12 (St. Vincent)	8-CB-10545	10/18/06
Applebee's Neighborhood Bar & Grill	30-CA-17444	10/17/06

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Mezonos Maven Bakery

Wabash Alloys, L.L.C.

UFCW Local 839 (Safeway, Inc.)

Chukchansi Gold Resort & Casino

1/5/06

12/23/05

12/22/05

12/12/05



Case Name Case Number Date Key Lincoln-Mercury & Key Hyundai 9/11/06 34-CA-11329 New York City Ballet 2-CA-37290 8/11/06 6/22/06 **Dick's Sporting Goods** 6-CA-34821 Alyeska Pipeline Service Co. 19-CA-29499 6/6/06 3/30/06 Seneca Niagara Falls Gaming Corp. 3-CA-25507 International Brotherhood of Teamsters, and its Local 259 (The 3/8/06 1-CB-10556 Boston Globe) Anheuser-Busch, Inc. and Brewers and Maltsters, Local Union No. 6 (Counsel 14-CA-25299 2/13/06 For The General Counsel's Position Statement On Remand) Gold v. Mid-Atlantic Regional Council of 5-CC-1289 2/9/06 Carpenters Drywall Tapers & Pointers of Greater New York, Local 1974 (Contractors 29-CE-132 2/7/06 Association of Greater New York) Ornamental Iron Workers Local 63 2/2/06 13-CC-2584

29-CA-25476

32-CB-5895-1

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Mid-Atlantic Regional Council of Carpenters (Goodell, DeVires, Leech & Dunn, LLP)	<u>5-CC-1289</u>	11/3/05
Cardi Corp.	1-CA-42494	10/31/05

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J.D. Eckman	<u>4-CA-32638, 32850,</u> <u>32975, 33174</u>	10/12/04	
Auto Workers (UAW), Ford, GM, Chrysler (Dana Corp.)	7-CE-57, 7-CC-1786	10/12/04	
UFCW Local 120 (Wal-Mart Stores)	<u>32-CB-5757</u>	10/13/04	
Sunshine Piping, Inc.	15-CA-16781	10/26/04	
Goodyear Tire and Rubber Company and United Steelworkers Union, AFL- CIO	<u>11-CA-20433, et al.</u> <u>11-CB-3487, et al.</u>	10/29/04	
California Union of Safety Employees and Teamsters Local 228	20-CA-32059 20-CB-12210	11/9/04	
Anchor-Harvey, LLC	<u>33-CA-14577</u>	11/12/04	
Utility Vault Co. and	<u>31-CA-26812</u>	11/15/04	
Triangle Construction & Maintenance	24-CA-9921		
Classical Stairways	32-CA-21531	11/18/04	
Evergreen America	22-CA-25295	12/13/04	
SEIU (Wackenhut Corp.)	13-CB-17857	12/20/04	
Diversified Contract Services and Transportation Communications International Union	<u>14-CA-27997</u> <u>14-CB-9895</u>	12/22/04	
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Bayonne Medical Center	22-CA-26145	5/20/04
Trelleborg YSH, Inc.	25-CA-28891, et al.	5/12/04
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Teamsters Local 556 (ConAgra Foods, Inc.)	<u>36-CB-2536-1</u>	4/29/04
Titus Electrical Contracting	16-CA-23120	4/23/04
Global Industries Offshore and C & G Welding	15-CA-17046	4/13/04
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BE & K Construction Co.	32-CA-9474	1/28/04
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McDaniel Ford, Inc.	29-CA-25039	5/20/03
IBT (R.W. Sidley)	8-CB-9778-1	5/12/03
Hacienda Hotel, Inc. Gaming Corporation d/b/a Hacienda Resort Hotel and Casino	28-CA-13274, 28-CA- 13275	5/03
Pacific Maritime Ass'n, Stevedoring Services of America, & ILWU	<u>27-CA-18300-1,</u> 27-CB- <u>444-1</u>	4/28/03
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IBP, Inc.	19-CA-28374	12/30/03
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Alwin Manufacturing Co.	<u>30-CA-11899, et al.</u>	7/20/00
National Tech Team, Inc.	16-CA-20176	4/11/00
Ameristeel, et al.	<u>5-CA-28402,</u> <u>28432</u>	4/4/00
Carlisle Engineered Products	<u>10-CA-31655</u>	2/24/00
Boghosian Raisin Packing Co.	<u>32-CA-17721-1</u>	2/4/00
Minnesota Licensed Practical Nurses Ass. (Alexandria Clinic)	<u>18-CG-18;</u> <u>18-CA-15371</u>	12/9/99
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San Manuel Casino	31-CA-23673	7/20/99
Penn Tank Lines	12-CA-19746	7/15/99
Inlandboatmen's Union	<u>19-CB-8229, et al.</u>	6/4/99
John Doe (an unknown electrical contractor)	<u>15-CA-15195</u>	5/18/99
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IBT and its Local 406	<u>GR-7-CA-40224 and</u> 40367	6/12/98
Hill Park Health Care Center (Allentown Mack)	<u>3-CA-20898</u>	4/23/98 1/29/98
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IBT and its Local 407	GR-7-CA-40224 and 40367	1/26/98
The Hillsdale Group, et al.	20-CA-27832 et al.	10/3/97

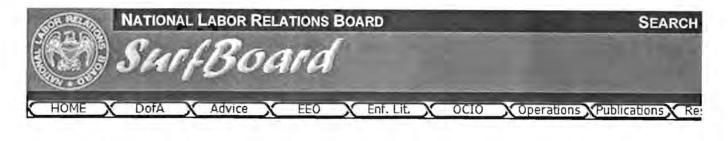
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AB and APC Bulletins

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APC 09-01	Use of Advanced Sick Leave for Family Care. Bereavement Purposes, and Self
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	<u>Open Season – November 12 through December 10, 2007</u>
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AB 05-17	Employee Rights and Remedies Under Chapters 12 and 23 of Title 5. United States Code (Prohibited Personnel Practices)
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AB 05-16	<u>Maximum Per Diem Change for FY 05 for Minneapolis/St. Paul,</u> <u>Minnesota</u>
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AB-04-10	Employee Rights and Remedies Under Chapters 12 and 23 of Title 5, United States Code (Prohibited Personnel Practices
AB-04-09	Voluntary Leave Without Pay and Temporary Part-Time Employment
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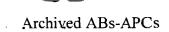
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