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Description of document: National Labor Relations Board (NLRB) General Counsel
Schedule of Periodic Reports, 2012

Requested date: 08-September-2012

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Title of document: Region 10 Required Reports and Actions

Source of document: NLRB FOIA Officer
National Labor Relations Board
1099 14th Street, N.W., Room 10600
Washington, D.C. 20570
Fax: (202) 273-FOIA (3642)
[E-FOIA Request Form](#)

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UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
FREEDOM OF INFORMATION OFFICE
Washington D.C. 20570

September 28, 2012

Re: : FOIA ID LR-2012-0667

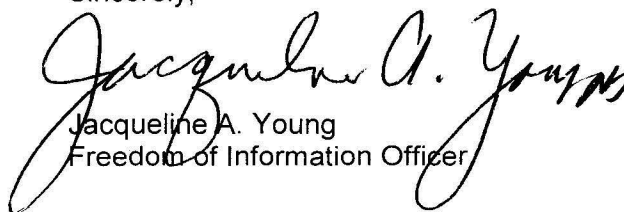
This is in response to your FOIA request, dated September 8, 2012 and received in this Office on September 18, 2012, in which, as a follow-up to your request in LR-2012-0584, you request a copy of the GC Report Schedule (that had been posted on the NLRB employees-only Intranet site).

As our prior response indicated, this document is no longer located on the current Intranet site. The Division of Operations-Management, however, located the enclosed document, which was previously available on the Surfboard, a prior version of the Agency's Intranet. The Division of Operations-Management stated that this report schedule, which was a sample created by one NLRB regional office, is not in use and contains much outdated information, including the names of employees who are no longer with the Agency or no longer in the same position. A redaction has been made in this report pursuant to FOIA Exemption 6, since disclosure of that information could constitute an unwarranted invasion of privacy.

For the purpose of assessing fees, I have placed you in Category III, "all other requesters" category. As a requester in this category, you will not be charged for the first 100 pages of duplication or the first two hours of search time. **NLRB Rules and Regulations, 29 C.F.R § 102.117(d)(2)(ii)(D)**. Accordingly, there is no charge for processing this FOIA request.

The undersigned is responsible for the above determination. You may obtain a review thereof under the provisions of the NLRB's Rules and Regulations, Section 102.117(c)(2)(v), by filing an appeal with the General Counsel, Office of Appeals, National Labor Relations Board, Washington, D.C., 20570, within 28 calendar days of the date of this letter. Thus, the appeal must be received by the close of business at 5:00 p.m. (ET) on October 26, 2012. Any appeal should contain a complete statement of the reasons upon which it is based. Questions concerning an appeal of this determination should be directed to the Office of Appeals. For questions concerning this letter, please call Diane Bridge, FOIA Supervisor, at (202) 273-3851.

Sincerely,


Jacqueline A. Young
Freedom of Information Officer

Enclosure

LGK/kmb
LR-2012.0667.final.lgk.doc

REGION 10 REQUIRED
REPORTS AND ACTIONS

Name of Report	When Required	Date Due	Person Sent to
LEASED VEHICLE SURVEY REPORT	ANNUALLY	UPON REQUEST	Beth Tursell
MANAGEMENT DEVELOPMENT PLANS	ANNUALLY		OED, AGC/Deputy in Operations
FOIA REPORT SENIOR AID PROGRAM	ANNUALLY	FEBRUARY	Rick Siegel
GENERAL COUNSEL'S MENTOR SURVEY	ANNUALLY	UPON REQUEST	Audry Minnifield
EMERGENCY PLANS UPDATE	ANNUALLY	SEPTEMBER	Yvette Hatfield
CHEMICAL, OFFICE INSPECTION REPORT	ANNUALLY	APRIL 1ST	William Powers, Terry Morgan
TREASURY OFFSET PROGRAM REPORT OVERAGE	ANNUALLY, UPDATED AS NEEDED	JANUARY 7TH	Rachel Bissessar, AGC/Deputy in Operations
COMPLIANCE OVERAGE C CASE REPORT	MONTHLY	NOVEMBER 5TH DAY OF THE MONTH	Sondra Rhodes, Finance, Beth Tursell
OFFICIAL TIME REPORT	MONTHLY	5TH DAY OF THE MONTH	CATS Generated
PROFESSIONAL TRAVEL REPORT HEARING CONTROL LOG REPORT	MONTHLY	5TH DAY OF THE MONTH	CATS Generated
COURT REPORTING	MONTHLY	5TH DAY OF THE MONTH	Harry Jones
COPIER REPORT GSA CAR MILEAGE REPORT	MONTHLY	10TH DAY OF MONTH	Carole Coleman
EAJA REPORT	MONTHLY	8TH DAY OF MONTH	Linda Blake Contracts and Procurement Sharon Davis;
10(j) REPORT SOCIAL SECURITY BACKPAY CHECK REPORT	MONTHLY	25TH DAY OF MONTH	██████████@oceusa
DATA INTEGRITY REPORT	MONTHLY	20TH DAY OF MONTH 5 DAYS AFTER END	GSA, Finance
ACCIDENT REPORT	QUARTERLY	OF QUARTER 15TH DAY AFTER END	Deldran Howard CATS Generated by Operations
	QUARTERLY	OF QUARTER 10th DAY OF THE MONTH	Beth Tursell
	QUARTERLY	10th DAY OF THE MONTH	Karl Rohrbaugh / Beth Tursell
	QUARTERLY	10th DAY OF THE MONTH	Cendora Hudson
	QUARTERLY	1ST DAY OF QUARTER	Rachel Bissessar

GSA CAR USAGE REPORT	ANNUALLY	UPON REQUEST	Beth Tursell
AFFIRMATIVE ACTION PLAN	QUARTERLY	15TH DAY AFTER END OF QUARTER	Robert Poindexter
INVESTIGATIVE SUBPOENAS REPORT	SEMI-ANNUAL	UPON REQUEST	Crystal Roberts
EXTERNAL RECRUITING ACTIVITIES REPORT	SEMI-ANNUAL	15TH OF APRIL & OCTOBER	Robert Poindexter
ROBS REPORT	WEEKLY	EVERY FRIDAY	Finance
REQUIRED ACTIONS OTHER THAN PERIODIC REPORTS			
OUTREACH SUBMISSIONS TO ADVISE ON 1ST YEAR CONTRACT AND ORGANIZING CAMPAIGNS	PERIODIC	AS SOON AS POSSIBLE	Peter Ohr, Jennifer Burgess-Solomon
SIGNIFICANT LOSS MEMO	PERIODIC	FOLLOWING TOTAL OR SIGNIFICANT LOSS	AGC/Deputy in Operations
GSA/POV ELECTION FORMS		UPON REQUEST	AGENTS, OM
REGULAR WORK AT HOME REQUEST FORMS	SEMI-ANNUAL	SEPT AND MARCH	AGENTS, OM
DEFERRED CASE SURVEYS	ANNUALLY	MAY THRU EARLY JULY	Terry Morgan
DATA INTEGRITY QUERIES	WEEKLY AND MONTHLY	AS COMPLETED	ARD
GSA CAR INSPECTION	REGULAR INSPECTIONS PER OM 03-98	5TH DAY OF THE MONTH	ARD, OM
ARTICLE 8 SOLICITATIONS	ANNUALLY	OCTOBER	Agents, Harry Jones