



Public Disclosure Under the LMRDA

This pamphlet is designed to assist anyone who wishes to examine or obtain copies of reports filed under the *Labor-Management Reporting and Disclosure Act* (LMRDA). These reports, described below, must be filed with the U.S. Department of Labor's Office of Labor-Management Standards (OLMS) by private

sector labor unions, union officers and employees, employers, labor relations consultants, and surety companies. The *Civil Service Reform Act* (CSRA) requires most federal sector labor organizations to file the labor organization reports described in this pamphlet.

Examining or Obtaining Reports

Disclosure Requests via the Internet -

Anyone with a computer and Internet connection can view and print copies of actual union annual financial reports, employer and labor relations consultant reports, and union officer and employee reports for year 2000 and later in pdf format. Union annual financial reports are searchable by a variety of criteria, including union name, file number, affiliation, designation name and number, and location. The OLMS Internet Public Disclosure Room is located at www.union-reports.dol.gov.

The Internet Public Disclosure Room also features a powerful union data search system. Step-by-step instructions guide users through selecting the unions to be included in the search, the time period covered by the report, which data will appear on the report, and how the report data will be sorted. Users may also conduct searches on union officers and employees, either by union or by name of the officer or employee. Enabling users to define the scope of searches and to determine how the results are presented results in customized reports tailored to users' specific needs.

Users may also purchase copies of union information reports, union annual financial reports (regardless of the year filed), union constitutions/bylaws, employer reports, consultant reports, and union officer and employee reports from the Internet Public Disclosure Room.

Other Disclosure Requests - Any person may examine reports and related documents free of charge at the OLMS public disclosure room in Washington, DC. Copies of reports and constitutions and bylaws may also be purchased. To make requests by mail, telephone, fax, or in person, see page 3 for contact information.

Information Needed - Requestors should identify the type of report wanted and the complete name of the reporting organization or individual. For union reports, requestors should provide as much identifying information about the union as possible including the union's affiliation (such as the International Factory Workers); its designation name and number (such as Local 100); the time period covered by the report (such as fiscal year ending June 30, 20__); the city and state where located; and, if known, the 6-digit file number assigned to the union by OLMS.

Cost of Copies - Reports cost 15 cents a page; requests for 30 or fewer pages are provided free of charge. Copies of reports may be picked up in person and may be paid for by check or money order made payable to the "U.S. Department of Labor/OLMS." Reports not picked up in person will be mailed to the requestor along with a bill listing the charges. Arrangements can be made for OLMS to respond to small requests by fax.

Union Reports

Unions are required to file a report containing, among other things, basic identifying information within 90 days after the date on which the union first became subject to the LMRDA or CSRA.

Form LM-1 information reports disclose the union's name, affiliation, mailing address, fiscal year, membership fees and dues, and constitution and bylaws provisions governing specific aspects of its activities. The initial information report also includes copies of a reporting union's constitution and bylaws.

The initial Form LM-1 must be filed within 90 days after the date on which the labor organization first became subject to the LMRDA or CSRA. Thereafter, a union updates its initial Form LM-1 by filing an amended Form LM-1 as necessary with its annual financial report to disclose changes in the practices or procedures which are not contained in the union's constitution and bylaws. A union must also file copies of any amended constitution and bylaws. Copies of collective bargaining agreements are not required to be filed with OLMS.

Note: When requesting a union's Form LM-1, the requestor should indicate whether the union's initial Form LM-1 (which may have been filed as early as 1959) or the union's most recent

amended Form LM-1 is desired.

Annual Financial Reports - Unions must file one of three types of annual financial reports based on the total annual receipts of the union. The annual financial reports vary in the level of detail which must be reported and must be filed within 90 days after the end of the labor organization's fiscal year.

Form LM-2 is the most detailed report. Unions with total annual receipts of \$250,000 or more (\$200,000 or more for fiscal years beginning before July 1, 2004) and subordinate labor organizations held in trusteeship must file Form LM-2.

Form LM-3, a less-detailed report, may be filed by unions (that are not in trusteeship) with total annual receipts of less than \$250,000 (less than \$200,000 for fiscal years beginning before July 1, 2004).

Form LM-4, an abbreviated report, may be filed by unions with annual financial receipts of less than \$10,000 (if not in trusteeship).

Simplified annual financial reports may be filed by parent body unions on behalf of subordinate labor organizations with no assets, liabilities, receipts, or disbursements and which meet certain other conditions.

Union Trusteeship Reports

Trusteeship reports are filed by parent body unions on behalf of subordinate labor organizations held in trusteeship.

Form LM-15 initial trusteeship reports, filed after trusteeships are imposed, disclose the reason(s) the trusteeship was imposed, the date it was established, and the trustee union's financial condition at the time it was placed in trusteeship. Form LM-15 semiannual trusteeship reports, filed after each 6-month period following imposition of a trusteeship, disclose the reason(s) for its continuance.

Form LM-16 terminal trusteeship reports, filed

after trusteeships are lifted or terminated, disclose the termination date and the names, titles, and method of selection of the officers of the formerly trustee union. A terminal trusteeship financial report, which details the financial condition of the formerly trustee union at the time of the termination of the trusteeship, must also be filed on Form LM-2.

Form LM-15A reports must be filed with Form LM-15 or LM-16 whenever, during the period covered by the report, the parent body union held either a convention to which the trustee union sent delegates (or would have if not in trusteeship) or an election of its officers.

Other Reports

Other reports and documents available from OLMS are filed by organizations and individuals, usually on a "one-time" or "as necessary" basis, to disclose specific activities made reportable by LMRDA requirements.

Form LM-10 employer reports must be filed by employers who engage in certain specified financial dealings with their employees, unions, union agents, and labor relations consultants, or who make expenditures for certain purposes relating to employee or union activity.

Form LM-20 and Form LM-21 consultant reports must be filed by persons who make agreements or arrangements with employers to persuade employees about exercising their rights to organize and bargain collectively or to obtain information about employee or union activity in connection with a labor dispute involving an employer.

Form LM-20 agreement and activities reports must be filed to disclose each such agreement or arrangement. Form LM-21 receipts and disbursements reports are filed by each person who received payments for any arrangement requiring the filing of a Form LM-20.

Form LM-30 labor organization officer and employee reports must be filed by union officers or employees (except clerical or custodial) if they, their spouses, or minor children had any interest, transaction, income, or benefit under specific conditions to disclose possible conflicts of interest.

Form S-1 surety company reports must be filed by such companies for each year in which they had a bond in force insuring any union or trust in which a union is interested under the LMRDA, or a welfare or pension plan covered by the Employee Retirement Income Security Act of 1974 (ERISA).

OLMS Public Disclosure Room

The OLMS public disclosure room maintains disclosure files for all reporting organizations and individuals. Its resources may be accessed online at www.union-reports.dol.gov or Monday through Friday from 8:00 a.m. to 4:00 p.m. at the following address:

U.S. Department of Labor
ESA/OLMS, Room N-5608
200 Constitution Avenue, NW
Washington, DC 20210-0001

(202) 693-0125 (voice) or (202) 208-2904 (fax)

OLMS Assistance

Additional information about the Labor-Management Reporting and Disclosure Act or the Civil Service Reform Act may be obtained from OLMS field offices.

Another OLMS publication, *Reports Required*, contains more detailed information

concerning required reports and the circumstances when each one must be filed, when it is due, required signers, and other basic information. A copy of *Reports Required* is available online. Copies of *Reports Required* and other OLMS publications are available at any OLMS office.

Office of Labor-Management Standards Field Offices

Staff is available to answer questions at the OLMS Field Offices.

Atlanta District Office

61 Forsyth Street, SW, Room 8B85
Atlanta, GA 30303
(404) 562-2083

Boston District Office

JFK Federal Building, Room E-365
Boston, MA 02203
(617) 624-6690

Buffalo District Office

111 West Huron Street, Room 1310
Buffalo, NY 14202
(716) 551-4976

Chicago District Office

230 South Dearborn Street, Room 774
Chicago, IL 60604
(312) 596-7160

Cincinnati District Office

36 East Seventh Street, Room 2550
Cincinnati, OH 45202
(513) 684-6840

Cleveland District Office

1240 East 9th Street, Room 831
Cleveland, OH 44199-2053
(216) 357-5455

Dallas District Office

525 Griffin Street, Room 300
Dallas, TX 75202
(972) 850-2500

Denver District Office

1999 Broadway, Suite 2435
Denver, CO 80201-6550
(720) 264-3231

Detroit District Office

211 West Fort Street, Room 1313
Detroit, MI 48226
(313) 226-6200

Grand Rapids Resident Investigator Office

2920 Fuller Avenue, NE, Room 104
Grand Rapids, MI 49505
(616) 456-2335

Honolulu Resident Investigator Office

300 Ala Moana Boulevard, Room 5-121
Honolulu, HI 96850
(808) 541-2705

Houston Resident Investigator Office

1919 Smith Street, Room 180
Houston, TX 77002
(713) 209-3135

Kansas City Resident Investigator Office

1100 Main Street, Room 950
Kansas City, MO 64105-5143
(816) 502-0290

Indianapolis Resident Investigator Office

46 E. Ohio St
Indianapolis, IN 46204
(317) 614-0013

Los Angeles District Office

915 Wilshire Boulevard, Suite 910
Los Angeles, CA 90017
(213) 534-6405

Miami Resident Investigator Office

300 NE Third Avenue, Room 120
Ft. Lauderdale, FL 33301
(954) 356-6850

Milwaukee District Office

517 East Wisconsin Avenue, Room 737
Milwaukee, WI 53202-4504
(414) 297-1501

Minneapolis Resident Investigator Office

220 South Second Street, Room 100
Minneapolis, MN 55401
(612) 370-3111

Nashville District Office

233 Cumberland Bend Drive, Room 110
Nashville, TN 37228
(615) 736-5906

New Haven Resident Investigator Office

Two Whitney Avenue, Room 301
New Haven, CT 06510
(203) 773-2130

New Orleans District Office

701 Loyola Avenue, Room 13009
New Orleans, LA 70113
(504) 589-6174

New York District Office

201 Varick Street, Room 878
New York, NY 10014
(646) 264-3190

Newark Resident Investigator Office

190 Middlesex/Essex Turnpike, Room 204
Iselin, NJ 08830
(732) 750-5661

Philadelphia District Office

170 S. Independence Mall West, Room 760
Philadelphia, PA 19106-3310
(215) 861-4818

Pittsburgh District Office

1000 Liberty Avenue, Room 801
Pittsburgh, PA 15222
(412) 395-6925

Puerto Rico Resident Investigator Office

7 Tabanuco Street, Room 404
Guaynabo, PR 00968
(787) 277-1547

St. Louis District Office

1222 Spruce Street, Room 9, 109E
St. Louis, MO 63103
(314) 539-2667

San Francisco District Office

71 Stevenson Street, Room 440
San Francisco, CA 94105
(415) 848-6567

Seattle District Office

1111 Third Avenue, Room 605
Seattle, WA 98101
(206) 398-8099

Tampa Resident Investigator Office

4950 West Kennedy Boulevard, Room 240
Tampa, FL 33609
(813) 288-1314

Washington District Office

800 North Capitol Street, NW, Suite 120
Washington, DC 20002
(202) 513-7300

For More Information

- Visit OLMS online at www.olms.dol.gov.
- Send questions to olms-public@dol.gov.
- Call the DOL Help Line at **1-866-487-2365**.