



## INSTRUCTIONS FOR COMPLETING AUDIT SHEET

Please review the print-out and confirm the accuracy of the listing of the status of the cases on the special boards of adjustment and/or public law boards. Several copies of the sheet are also enclosed to record the status. Submit a separate sheet for each special board of adjustment and public law board. The PLB/SBA board number must be listed on each sheet. If the listing for that board is correct, then check the box which states "The case listing for this board is correct." If there is a discrepancy between the boards and/or cases listed on the print-out and your records, then indicate the correction on the sheet for that particular board. For example, if your records indicate that cases have been settled or withdrawn from a certain board and our print-out does not reflect this, then you should list the cases for that board which have been settled or withdrawn. Also indicate on the sheet any additional cases which you have pending which are not listed on the print-out. The listing of this case(s) does not constitute a waiver of approval to add this case.

One of the following must be indicated under case status for a case pending on a board:

H = Heard by neutral but no award N = Case listed but not heard
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One of the following must be indicated for a case listed as open and has already been disposed:

ST = Sustained DN= Denied PS = Partially Sustained WD= Withdrawn RM = Remanded DS = Dismissed PD = Party Decision S = Settled by Parties
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Please note that the National Mediation Board has converted to a new system for tracking purposes. Under the new system, all cases will be cited with the board number first followed by a four (4) digit number. Thus, case number 3 in public law board number 4444 will be cited as PLB 4444-0003 in the new system.

If you have any questions concerning this, direct your inquiry to Carolyn Washington at (202) 692-5055.