

**U.S. Department of Labor**

Employment Standards Administration  
Office of Labor-Management Standards  
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March 5, 2009

Mr. Dan Christofferson, Business Manager  
Laborers Local 292  
2810 Lombard Avenue  
Everett, WA 98201

LM File Number: 042-663  
Case Number: [REDACTED]

Dear Mr. Christofferson:

This office has recently completed an audit of Laborers Local 292 under the Compliance Audit Program (CAP) to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). As discussed during the exit interview with you on December 17, 2008, no violations of the LMRDA were disclosed in areas of financial activity included in the CAP. This does not exhaust all possible problem areas, however, since the audit conducted was limited in scope and did not include all areas of your union's operation.

While there were no violations of the LMRDA found during the audit, I encourage you to consider my recommendations regarding best business practices that would further ensure the protection of union funds. As mentioned during the closing interview, the use of signature stamps is not an LMRDA violation; however, they should be kept in a secure location with limited access. Finally, the LMRDA does require the retention of the union's financial records for a 5 year period; therefore, it is recommended that the union begin making regular back-ups of their membership and financial software.

I want to extend my personal appreciation to Laborers Local 292 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you

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make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,



Investigator

cc: Mr. Robert Flansaas, President