

**U.S. Department of Labor**

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March 24, 2008

Mr. Steve Marr, Secretary Treasurer  
Transportation Workers Local 502  
215 Richmond Street  
El Segundo, CA 90245

LM File Number: 032-965  
Case Number: [REDACTED]

Dear Mr. Marr:

This office has recently completed an audit of Transportation Workers Local 502 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, President Donald Tyndall, Vice President Lance Price, Recording Secretary Sharon Polk, and Administrative Assistant Kellee Dunigan on March 20, 2008, the following problems were disclosed during the CAP. The matters listed below are not an exhaustive list of all possible problem areas since the audit conducted was limited in scope.

The audit disclosed:

#### Recordkeeping Violations

Title II of the LMRDA establishes certain reporting and recordkeeping requirements. Section 206 requires, among other things, that labor organizations maintain adequate records for at least five years by which each receipt and disbursement of funds, as well as all account balances, can be verified, explained, and clarified. As a general rule, labor organizations must maintain all records used or received in the course of union business.

For disbursements, this includes not only original bills, invoices, receipts, vouchers, and applicable resolutions, but also documentation showing the nature of the union business requiring the disbursement, the goods or services received, and the identity of the recipient(s) of the goods or services. In most instances, this documentation

requirement can be satisfied with a sufficiently descriptive expense receipt or invoice. If an expense receipt is not sufficiently descriptive, a union officer or employee should write a note on it providing the additional information. For money it receives, the labor organization must keep at least one record showing the date, amount, purpose, and source of that money. The labor organization must also retain bank records for all accounts.

The audit of Local 502's 2007 records revealed the following recordkeeping violations:

Failure to File Bylaws

The audit disclosed a violation of LMRDA Section 201(a), which requires that a union submit a copy of its revised constitution and bylaws with its LM report when it makes changes to its constitution or bylaws. Local 502 amended its constitution in 2005 and bylaws in 2002, but did not file a copy with its LM report for that year.

Local 502 has now filed a copy of its constitution and bylaws.

I want to extend my personal appreciation to Transportation Workers Local 502 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you 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,

Beverly Perkins  
Acting District Director

cc: Mr. Donald Tyndall, President