

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI 207 77 4
DATE RECEIVED	10 AUG 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>8-18-77 James B. Lander</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing & Urban Development

2. MAJOR SUBDIVISION
Office of the Secretary, Office of Labor Relations

3. MINOR SUBDIVISION
Assistant to the Secretary for Labor Relations

4. NAME OF PERSON WITH WHOM TO CONFER
Richard S. Allan, Room 7152

5. TEL. EXT.
755-5370

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7/22/77	<i>Robert D. Rubin</i>	MANAGEMENT ANALYST, OMI		<p>Records Disposition Schedule 49</p> <p>Records Relating to Labor Relations Functions</p> <p>This schedule provides disposition instructions for Headquarters and field office records relating to Labor Relations functions and applicable Labor Standards Statutes. It supersedes previously approved Records Schedule 49 dated June 1974. The development of these disposition standards may be traced through National Archives jobs numbered II-NNA-3091 (PHA-2682) approved August 31, 1959 and II-NNA-686 approved August 4, 1953.</p> <p><u>Office of Labor Relations</u></p> <p>The Office of Labor Relations is headed by an Assistant to the Secretary for Labor Relations. This official, who reports to the Secretary, is responsible for:</p> <p>a. Serving as principal policy advisor and consultant to the Secretary on all matters pertaining to organized labor, labor regulations, and related matters.</p>		

sent to agency, all FRC's: NCW-NNA 11 items 8/22/77

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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- b. Developing Departmental policies, standards, techniques, and procedures for determining and disseminating prevailing wages pursuant to the labor standards requirements of programs administered by the Department; for assuring the inclusion of appropriate provisions in contracts for projects requiring payments of such wages; and for compliance with labor standards provisions including provisions in contracts, project inspections, the examination of payrolls, employee interviews and other on-site observations; for determining the extent of investigation necessary for detected or reported violations; Departmental compliance with labor standards provisions through maximum utilization of program and other operating staff.

- c. Developing and implementing procedures for the uniform administration of responsibilities of the Department under regulations of the Secretary of Labor pertaining to the Davis-Bacon Act, the Copeland Act, Contract Work Hours and Safety Standards Act, and related statutes.

- d. Providing advice and assistance to Assistant Secretaries and key officials in Headquarters and field offices to assure an understanding throughout the Department of policies and practices to be followed in labor relations activities in general and labor standards compliance in particular. This activity involves seeking affirmative relationships with and support from organized labor in order that innovative and viable solutions be found to constraints on housing production and other program goals of the Department.

- e. Conducting special studies of labor conditions and trends and progress in the Department's labor relations and labor standards activities; preparing reports and recommendations for the Secretary as required.

- f. Servicing inquiries and complaints from labor unions; contractors, members of Congress, and other sources; keeping the Secretary and Assistant Secretaries informed of the most

Request for Records Disposition Authority - Continuation

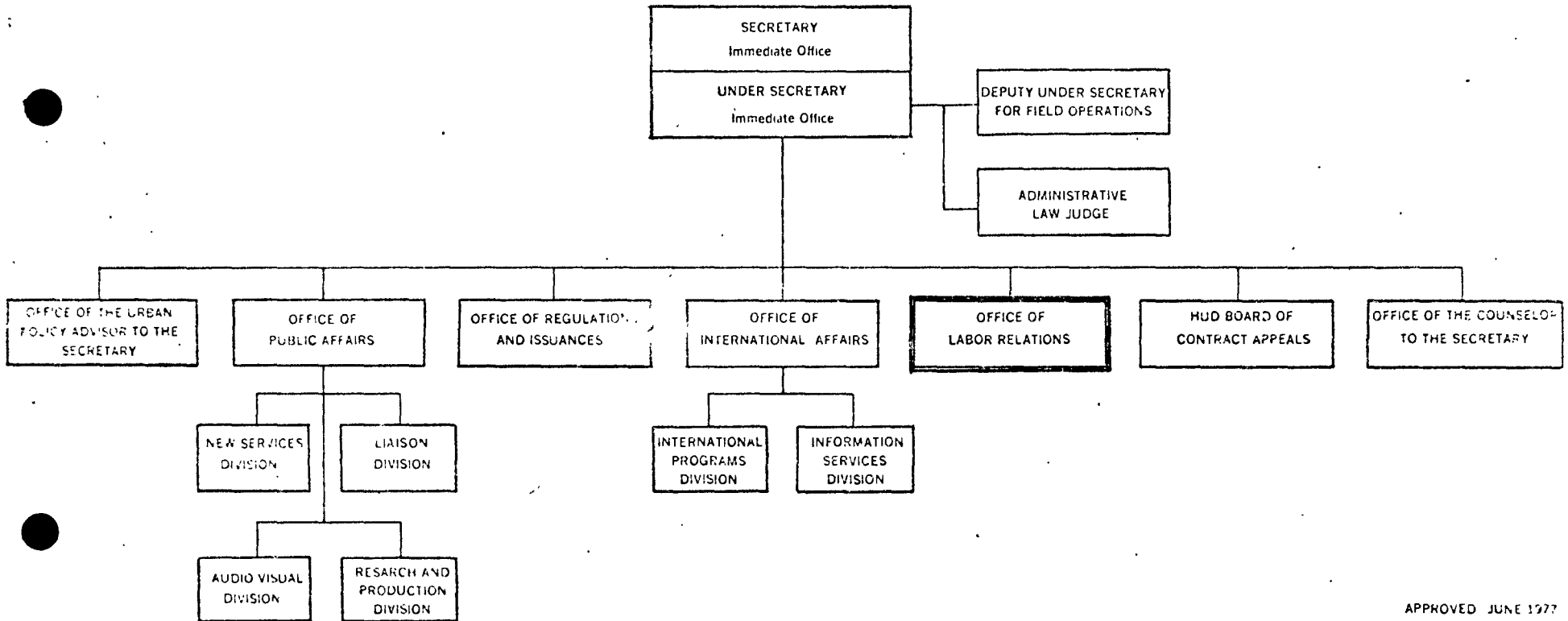
JOB NO.

PAGE OF

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	<p>serious cases with recommendations for action to be taken.</p> <p>g. Representing the Department in meetings, discussions, or negotiations with representatives of organized labor, the building industry, contractors, and state and local governments concerning the general area of labor relations.</p> <p>h. Providing general policy guidance and direction to regional labor relations staffs in the carrying out of program objectives.</p> <p>i. Serving as principal liaison with the Department of Labor and with other Federal departments in all matters pertaining to labor relations and labor standards enforcement.</p> <p>j. Working closely with other program components to insure common understanding, mutual support and consistent approach to those operations and problems affecting labor relations, particularly with regard to the development and promotion of jobs and training opportunities in the construction industry through HUD assisted or insured programs.</p> <p><u>Richard A. Allan</u> Program Concurrence</p> <p><u>7-26-77</u> Date</p> <p><u>[Signature]</u> Legal Concurrence</p> <p><u>8/5/77</u> Date</p>		

DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

OFFICE OF THE SECRETARY



APPROVED JUNE 1977

Records Disposition Schedule 49
Records Relating to Labor Relations Functions

This Schedule provides disposition instructions for Headquarters and field office records relating to Labor Relations functions and applicable Labor Standards Statutes. It supersedes previously approved Records Schedule 49 dated June 1974.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject files pertaining to Labor Relations functions and applicable Labor Standards Statutes.	Break file annually. Maintain current and 2 preceeding years, and then destroy.
2.	Chronological files pertaining to Labor Relations functions and applicable Labor Standards Statutes.	Break file annually. Maintain current and 2 preceeding years and then destroy.
3.	Technical wage rate files, consisting of records relating to wage determinations for architects, engineers, draftsmen, and technicians employed in the development of low-rent housing projects and including salary determinations, salary and wage studies with supporting data, hours of work, duties of employees, and related information.	
	Area and Regional files.	Destroy 3 years after the submittal of new master schedules.
4.	Construction labor standards files on low-rent housing projects, consisting of records relating to Davis-Bacon wage determinations for construction workers on low-rent projects employed in connection with each development contract	

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	for demolition, modernization, construction, and landscaping, in excess of \$2,000 and the records which accumulate in administering these wage rates in accordance with 29 CFR Part 5; such as requests for Davis-Bacon determinations, wage rate schedules and modifications, records involving enforcement, such as violations, kickbacks, restitution, labor disputes, work stoppages, inspections reports, and related material.	
	Area and Regional files.	Destroy 3 years after completion of any enforcement action, or 3 years after completion of contract, unless contract performance is subject of enforcement action on such date.
5.	Construction labor standards files on all other HUD assisted or insured construction, including property disposition, consisting of records relating to wage determinations and modifications received from the Department of Labor, reports and correspondence on violations, kickbacks, labor disputes, work stoppages, inspections, and other matters relative to enforcement.	
	Area, Insuring, and Regional files.	Destroy 3 years after completion of any enforcement action, or 3 years after completion of contract, unless contract performance is subject of enforcement

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		action on such date.
6.	Maintenance wage rate files on low-rent housing project, consisting of records relating to wage determinations for maintenance laborers and mechanics based on periodic wage rate surveys, and the records which accumulate in connection with the administration of these maintenance wage rates; such as union agreements, correspondence relative to audits of LHA payrolls, state and local laws affecting wage rates, and related material.	
	Area and Regional files.	Destroy 3 years after rates are superseded.
7.	Wage rate files on Urban Renewal projects, consisting of records relating to wage determinations for construction and technical workers employed on such projects; such as requests for wage determinations and related correspondence.	
	Area and Regional files.	Destroy 1 year after records have become inactive or have been superseded.
8.	Contractor's payrolls (construction) submitted in accordance with Department of Labor regulations with related certifications, anti-kickback affidavits, and other papers.	
	Area or Insuring Office files.	Destroy 3 years after completion of any

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		enforcement action, or 3 years after completion of contract, unless contract performance is subject of enforcement action on such date.
9.	Investigative labor standards files containing correspondence enforcement reports, and related material.	Destroy 3 years after closing of case.
10.	<i>interpretations and reference copies of</i> Opinions, policy and procedural issuances, interpretations , and other directives related to Labor Relations and Labor Relations Standard Activities.	
	a. Headquarters files.	Break files annually. Destroy when superseded or obsolete, or when no longer needed for Administrative use.
	b. Field Office copies.	Destroy when superseded or obsolete.

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8/15/77