

Rec'd NCD 21 Jul 80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Labor

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Elaine Jackson

5. TEL EXT

36438

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED	JOB NO
July 23, 1980	NC1-86-80-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
WITHDRAWN	
(Date)	Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4-8-80

Date

Elaine Jackson

(Signature of Agency Representative)

Departmental Records Officer

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><u>Women's Bureau</u></p> <p>The Women's Bureau, first established as the Women-in-Industry Service in 1918, and made permanent by Congressional Act of June 5, 1920 (41 Stat. 987, 29 U.S.C. 11), is charged with formulating standards and policies for promoting the welfare of wage-earning women, improving their working conditions, increasing their efficiency, and advancing their opportunities for profitable employment. It investigates and compiles reports upon all matters pertaining to the welfare of working women, publishing such of this information as the Secretary may direct.</p> <p>The Bureau is concerned with all women at work, or seeking work, irrespective of race, creed, or marital status, with women in all fields of employment - manufacturing, service trades, household employment, farm work, business, and the professions; with the girl on her first job and the older woman worker; and with women who are both homemakers and wage earners.</p>		WITHDRAWN

Withdrawn/Closed Out: 3-2-82: K.T.D.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Continuous research of various types is carried on by the Bureau's technical experts to help it formulate policies and programs. Some studies aim particularly to give information on the trend of employment of women, and on the demand for and supply of women workers in selected occupations. Others are concerned with wages and conditions of work in individual industries. Surveys on factors affecting the wage rates of women workers; the financial responsibility of women for family support, and other subjects also are undertaken.</p> <p>The Bureau does not administer any laws. It does, however, make thorough studies of existing laws and administrative procedures. It makes analysis of and recommendations on existing and proposed labor laws and regulations covering women. The major types of legislation on which the Bureau compiles data and gives assistance are equal pay, minimum wage, hours of work, and laws related to the political and civil status of women.</p> <p>In cooperation with the Office of International Labor Affairs the Women's Bureau conducts an international training program for women labor department officials and other women, and furnishes technical information and consultants to labor departments on questions affecting employed women, and assists visiting technicians in this field. Programs of study and observation are planned and implemented for women leaders from other countries concerned with improving the status of women in their own countries and with the work of non-government organizations. Its staff members act as advisors to United States delegates to the United Nations and its agencies, particularly the International Labor Organization, and provide technical materials to international agencies.</p> <p>This records schedule lists only the program records in the Bureau. Administrative records are provided for in the Department's common records schedules.</p>		

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	<p style="text-align: center;"><u>WOMEN'S BUREAU</u></p> <p><u>Information Releases</u></p> <p>Complete set of formal informational releases and publications, such as press release, press conference transcripts, official speeches, and indexes thereto.</p> <p><u>PERMANENT.</u> Transfer to FRC when 6 years old. Offer to NARS when 20 years old.</p> <p><u>Office of the Director.</u> (including Deputy and Special Assistants)</p> <p>a. Correspondence with Members of Congress, other agencies, private industry and various organizations concerning policy, procedure and interpretation of the provision of various acts that impact the Women's Bureau.</p> <p><u>PERMANENT.</u> Offer to NARS 1 year after resignation or replacement of the Director</p>		

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	<p>b. Correspondence reflecting relations with the White House, the Executive Office of the President and the Congress.</p> <p><u>PERMANENT.</u> Offer to NARS 1 year after resignation or replacement of the Director.</p> <p>c. The general intra and interagency correspondence of the Director.</p> <p>Break file every 2 years. Retire to FRC for 4 years, then destroy.</p> <p><u>Internal Directives, Forms, and Reports</u></p> <p>a. Administrative directives in these files contain directives on a wide variety of administrative matters which are published in the WB Manual series. These files contain draft material, comments from officials clearing the instructions and similar material, and impact the National Office and field components of the WB.</p>		

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	<p>Break file every 2 years. Transfer to FRC when 2 years old. Destroy when 10 years old.</p> <p>b. Directives on organizations and related material. These files contain material on organizational planning and development of the WB the level of delegated authority, administrative and program procedures, and other related substantive records. Break file every 2 years.</p> <p><u>PERMANENT.</u> Transfer to FRC when 2 years old. Offer to NARS when 10 years old.</p> <p><u>Form Files</u></p> <p>These files contain background informaton including previous versions of current administrative and program forms. The files are used for internal as well as interagency and public use forms.</p>		

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	<p>a. Record set of WB Forms. <u>PERMANENT</u>. Offer to NARS when 10 years old.</p> <p>b. Other materials; Transfer to FRC 2 years after obsolete. Destroy 10 years after obsolete.</p> <p><u>Management Improvement Program and Related Materials</u> These files contain WB input into a variety of management improvement, cost reduction, and various department or government-wide systems. Break files every 2 years. Destroy when 5 years old.</p> <p><u>Documents Pertaining to WB's Legal Authority</u> Records relating to proposed or adopted laws, Executive Orders, Orders of the Secretary of Labor, and internal and external rulings that delegate or revoke continuing authority. Break file every 3 years. Retire to FRC for 7 years, offer to NARS when 10 years old. <u>PERMANENT</u>.</p>		

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	<p><u>History of Legislation</u></p> <p>Ongoing histories of Women's Bureau legislation and all amendments.</p> <p><u>PERMANENT.</u> Transfer to FRC when 10 years old. Offer to NARS when 25 years old.</p> <p><u>Analyses of Legislation</u></p> <p>Memoranda and Reports analyzing WB legislation. Transfer to FRC when 8 years old. Destroy when 13 years old.</p> <p><u>Bill Comments</u></p> <p>Correspondence and memoranda stating WB positions on legislation under consideration.</p> <p>Destroy when 3 years old.</p>		

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	<p><u>Studies, Position Papers, and Research Materials</u></p> <p>Published Studies, Position Papers, and Analyses required by law and submitted to Congress or the Executive Branch. Studies analyzing program status and/or impact and the possible impact of extensions of existing programs or wholly new programs.</p> <p><u>PERMANENT.</u> Offer to NARS when 10 years old.</p> <p><u>Studies, Position Papers, Memoranda Developed at the Request of Officials of the Department of Labor</u></p> <p>Research and evaluation records. Destroy when 8 years old.</p> <p><u>Original Research Materials</u></p> <p>Primary data developed for use in program research and evaluation publications and papers.</p>		

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	<p>Advisory Correspondence to state and local officials, labor, employment, and civic groups, and other international agencies; other Federal agencies, etc.</p> <p>Destroy when obsolete or when 10 years old, whichever is sooner.</p> <p><u>Speeches, Reports and Studies Concerning State Women's Activities</u></p> <p>Text of significant speeches as well as unpublished internal reports and studies on the subject of women's activities.</p> <p>Destroy when obsolete or 10 years old, whichever is sooner.</p> <p><u>Published Reports Concerning Women's activities</u></p> <p>Reports and studies prepared by WB on Women and their activities.</p> <p><u>PERMANENT.</u> Transfer to FRC when 10 years old. Offer to NARS when 20 years old.</p>		

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	<p><u>Commerce Clearing House Publications on State Labor Legislation</u> (non-record) Destroy when obsolete or superseded.</p> <p><u>Internal Affairs Records</u> Records documenting WB's participation in the International Labor Organization (ILO) Women's activities, and other international bodies, the USIA, State Department and ILAB.</p> <p><u>PERMANENT.</u> Transfer to FRC when superseded. Offer to NARS 20 years after superseded.</p> <p><u>Regional Review Reports</u> Reports on review of regional programs. Destroy when 3 years old.</p> <p><u>Issue Papers</u> Internal papers on a verity of planning issues. Destroy when 5 years old.</p>		

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	<p><u>Long Range-Strategy Paper</u> An annual document setting the strategy for the next five years for the various WB programs and administrative components to achieve desired objectives. Destroy when 5 years old.</p> <p><u>Minutes of regional Performance Reviews</u> Notes of meetings to review regional performance and discuss and evaluate regional plans. Destroy when 3 years old.</p> <p><u>Significant Activities Report</u> Semi-monthly report of important happenings and accomplishments in WB. Destroy when 1 year old.</p>		