

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0155-2022-0001

Status: APPROVED  
Date Approved: 09/15/2023

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## General Information

|                                 |   |
|---------------------------------|---|
| Agency or Establishment         | Wage and Hour Division  |
| Record/Scheduling Group         | 0155 - Records of the Wage and Hour Division  |
| Records Schedule Applies to     | Agency-wide   |
| Schedule Subject                | WHD Mission Schedules   |
| Additional Schedule Information | <p>The Wage and Hour Division (WHD) administers programs to provide for the execution of the Department of Labor's responsibilities under the Fair Labor Standards Act (FLSA), Davis-Bacon and related Acts (DBRA), McNamara O'Hara Service Contract Act (SCA), Walsh-Healey Public Contracts Act (PCA), Contract Work Hours and Safety Standards Act (except safety and health provisions), the Copeland Act, the Migrant Seasonal Agricultural Worker Protection Act (MSPA), the Family and Medical Leave Act, and labor standards provisions of various other statutes, including the National Foundation on Arts and Humanities Act, Title III of the Consumer Credit Protection Act (CCPA), the Immigration Reform and Control Act (IRCA), the United States-Mexico-Canada Agreement (USMCA), and the Employee Polygraph Protection Act (EPPA).</p> <p>The Wage and Hour Division is headed by an Administrator who reports directly to the Secretary of Labor. Because the records created and received are in a variety of media and formats this schedule is media neutral and permits the retention and disposition of records in any media (36 CFR 1228.24(b)(3)), unless item disposition instructions specify otherwise. Temporary records in electronic formats will be maintained by WHO throughout their life cycle. Permanent electronic records should be maintained and transferred in a medium and format acceptable to NARA in accordance with standards set forth in federal regulations. Unless otherwise specified, the record cut-off is at the end of each calendar year.</p> <p>This schedule covers records that document the performance of agency mission functions and activities.</p> <p>N1-155-2011-0003 item 2a is superseded by the 1st item of this schedule</p> |

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N1-155-2011-0003 item 4 is superseded by DAA-GRS-2016-0002-0001

N1-155-2011-0003 item 5b is inactive

N1-155-2011-0003 item 9 is inactive

All other items from N1-155-2011-0003 remain active.

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Is there a classified version of this form? No

Is consultation and coordination with Tribal Governments required? No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 6

Number of Temporary disposition items: 6

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0155-2022-0001

| <b>Item #</b> | <b>Title</b>  | <b>Disposition</b> |
|---------------|---|--------------------|
| 0001          | Certification : Registration : Applications, certifications and registrations for all Division programs.  | Temporary          |
| 0002          | Inquiries regarding potential WHD-enforced law violations : Records of inquiries that do not lead to an investigation   | Temporary          |
| 0003          | General Program Records   | Temporary          |
| 0004          | Summary Mission Data  | Temporary          |
| 0005          | U and T Visa Certifications : Record of WHD approved U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication. | Temporary          |
| 0006          | U and T Visa Certifications : Record of WHD denied U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication.   | Temporary          |

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Records Schedule Items

|   |   |             |
|---|---|-------------|
| <b>Group Title</b>  | Certification : Registration  |             |
| DAA-0155-2022-0001-0001   | STATUS: Active  |             |
| <b>ITEM GENERAL INFORMATION</b>   |   |             |
| Item Title  | Applications, certifications and registrations for all Division programs.   |             |
| Item Description  | Applications, Certifications, and Registrations include, but are not limited to: records for the Full Time Student, Student Learner, 14(C) programs, Farm Labor Contractor, Farm Labor Contractor Employee, and United States-Mexico-Canada Agreement programs. |             |
| Is this item media neutral?   | Yes   |             |
| Is this item a Big Bucket?  | No  |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |             |
| Does this item supersede existing disposition authorities?                | Yes   |             |
|   | Superseded Items  |             |
| Superseded Item   | Item Superseded in Part?  | Explanation |
| N1-155-2011-003 / 2a  | No  |             |
| Is this item a deviation from the GRS?                                    | No  |             |
| <b>DISPOSITION INSTRUCTION</b>  |   |             |
| Final Disposition   | Temporary   |             |
| Retention Period  | Destroy 5 year(s) after last certification action (approval, denial, or revocation)   |             |
| <b>ADDITIONAL INFORMATION</b>   |   |             |
| Are any of the records covered by this item national security classified? | No  |             |
| GAO Approval Required   | No  |             |

|                                 |  |  |
|---------------------------------|--|--|
| <b>Group Title</b>              | Inquiries regarding potential WHD-enforced law violations  |  |
| <b>Group Description</b>        | Records received from the public in regards to potential violations of the laws enforced by WHD. |  |
| DAA-0155-2022-0001-0002         | STATUS: Active   |  |
| <b>ITEM GENERAL INFORMATION</b> |  |  |
| Item Title                      | Records of inquiries that do not lead to an investigation  |  |

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|   |                                |
|---|--------------------------------|
| Is this item media neutral?   | Yes                            |
| Is this item a Big Bucket?  | No                             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |                                |
| Does this item supersede existing disposition authorities?                | No                             |
| Is this item a deviation from the GRS?                                    | No                             |
| <b>DISPOSITION INSTRUCTION</b>  |                                |
| Final Disposition   | Temporary                      |
| Cutoff Instructions   | Cut off at end of Fiscal year. |
| Retention Period  | Destroy 3 year(s) after cutoff |
| <b>ADDITIONAL INFORMATION</b>   |                                |
| Are any of the records covered by this item national security classified? | No                             |
| GAO Approval Required   | No                             |

|   |   |
|---|---|
| DAA-0155-2022-0001-0003   | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |
| Item Title  | General Program Records   |
| Item Description  | Records documenting the planning, management, reporting, working documents, and correspondence with internal WHD offices as well as routine operations undertaken by WHD offices and branches. This item excludes any records explicitly identified by other records schedules including WHD agency-specific schedules as well as the General Records Schedule.<br><br>NOTE: This item excludes administrative operations records covered by the general records schedules. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  | No  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |
| Does this item supersede existing disposition authorities?          | No  |
| Is this item a deviation from the GRS?                              | No  |
| <b>DISPOSITION INSTRUCTION</b>                                      |   |
| Final Disposition   | Temporary   |
| Retention Period  | Other: Destroy no sooner than 5 years(s) after created date but longer retention is authorized  |

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| ADDITIONAL INFORMATION  |    |
|---|----|
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required   | No |

| DAA-0155-2022-0001-0004   |  | STATUS: Active |
|---|--|----------------|
| ITEM GENERAL INFORMATION  |  |                |
| Item Title  | Summary Mission Data   |                |
| Item Description  | Summary data from various WHD electronic information systems that has long-term analytical value for deriving insights into agency mission activities, practices, and strategies. This data excludes case-specific personally identifiable information (PII) and data that does not have long term analytical value and that is covered by other records schedule items. |                |
| Is this item media neutral?   | Yes  |                |
| Is this item a Big Bucket?  | No   |                |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS              |  |                |
| Does this item supersede existing disposition authorities?                | No   |                |
| Is this item a deviation from the GRS?                                    | No   |                |
| DISPOSITION INSTRUCTION   |  |                |
| Final Disposition   | Temporary  |                |
| Cutoff Instructions   | Other: Cutoff annually at close of fiscal year.  |                |
| Retention Period  | Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized   |                |
| ADDITIONAL INFORMATION  |  |                |
| Are any of the records covered by this item national security classified? | No   |                |
| GAO Approval Required   | No   |                |

| Group Title              |   | U and T Visa Certifications |
|--------------------------|---|-----------------------------|
| DAA-0155-2022-0001-0005  |   | STATUS: Active              |
| ITEM GENERAL INFORMATION |   |                             |
| Item Title               | Record of WHD approved U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication. |                             |

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| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  | No  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |
| Does this item supersede existing disposition authorities?                | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary   |
| Retention Period  | Destroy 15 year(s) after certification approval   |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? | No  |
| GAO Approval Required   | No  |
| <b>DAA-0155-2022-0001-0006</b>  |   |
| <b>STATUS: Active</b>   |   |
| <b>ITEM GENERAL INFORMATION</b>   |   |
| Item Title  | Record of WHD denied U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  | No  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |
| Does this item supersede existing disposition authorities?                | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary   |
| Retention Period  | Destroy 3 year(s) after certification denial  |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? | No  |
| GAO Approval Required   | No  |



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Signatory Information

| <b>Action</b> | <b>User</b>    | <b>Date</b> |
|---------------|----------------|-------------|
| Accept        | Data Migration | 04/26/2022  |
| Approve       | Colleen Shogan | 09/15/2023  |