

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-155-11-2	Date Received 2/1/11
1. From: (Agency or establishment) U.S. Department of Labor		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. Major Subdivision Wage and Hour Division			
3. Minor Subdivision		Date 25 April 2011	Archivist of the United States <i>[Signature]</i>
4. Name of Person with whom to confer Dan Daly	5. Telephone (Include area code) (202) 693-0731		
6. Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>[Signature]</i>		Title Agency Records Officer (Alternate)	Date (mm/dd/yyyy) 01/20/2011
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached schedule for Administrative and Management Records		

Wage Hour Division Simplified Administrative and Management Records Schedule

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), and the Employee Polygraph Protection Act (EPPA).

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)). Temporary records in electronic formats will be maintained by WHD 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.

WHD Administrative and Support Schedule

This schedule covers records that document common agency-wide activities generally undertaken by managers and support staff to organize, plan, direct, and document the agency's efforts to achieve objectives, but that do not directly document the performance of mission functions. This records schedule includes administrative and management records represented and not represented by the General Records Schedules (GRS).

Item 1: Administrative, General

Temporary administrative support records represented and not represented by the General Records Schedules assigned a common retention. NOTE: This does not include Transitory Files which are scheduled under GRS 23, Item 7.

These records include:

- Administrative Files
- Budget -General
- Building Management –General
- Communications Records
- Correspondence – General
- Cost Accounting Records and Reports
- Equal Employment Opportunity
- Finance; Information Assets / Records
- Information Services
- Information Systems / Technology
- Motor Vehicle Maintenance and Operations
- Pay and Benefits
- Procurement
- Time and Attendance Source Records
- Training Records - EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.
- Travel and Transportation Records

Disposition: Temporary. If the official recordkeeping copy is:

Paper: Destroy seven years after final action.

Electronic: Delete seven years after final action.

Item 2: Plans and Reports

a. Substantive plans and reports submitted to entities outside of WHD. These records include, but are not limited to, the agency annual strategic plan, program plans, budget requests, the Annual Report of State Labor Legislation, Government Performance and Results Act (GPRA) reports, economic reports, and reports created for the Department, Congress, special industry and other committees or the public, conferences and committee meetings. These also include reports of a substantive character, files, agendas, and minutes of significant meetings and conferences attended by the Administrator, Deputy Administrator, Assistant Administrators or their designees, including survey materials, work papers, docket files and exhibits.

Disposition: Permanent. Cut-off at the end of calendar year. Transfer paper records to the National Archives in 5 year blocks when most recent records are 15 years old. ~~Pre-accession electronic records when five years old and~~ transfer legal custody to the National Archives when 15 years old.

Pre-accession policy revoked 4/19/2022

b. Routine Wage Hour reports of a non-substantive nature. These include, but are not limited to, reports from regional, district, and other offices to the National Office or Regional Offices, regarding staffing, budget, or other matters related to administrative or management functions or activities.

Disposition: Temporary. If the official recordkeeping copy is:

Paper: Destroy after 12 years.

Electronic: Delete after 12 years.

c. Plans and Reports - Supporting Materials. Materials used to prepare agency plans and reports, both for internal and external customers. These records include working papers, legal and regulatory compliance files, and background materials generated to comply with the Government Performance Results Act (GPRA) and other legislation. Also includes studies undertaken to develop and guide the development of the plans or reports, documents and supporting materials used to draft the plans and reports (such as the final plan for each individual initiative undertaken as part of the strategic plan), and the quarterly and mid-year reports on the overall plan or report and their components.

Disposition: Temporary. If the official recordkeeping copy is:

Paper: Destroy after 12 years.

Electronic: Delete after 12 years.

Item 3: Historically significant administrative and management records.

Official recordkeeping copies of administrative and management records that have continuing value because they document substantive characteristics of the organization. These include, but are not limited to, organizational charts, reorganization studies, functional statements, office procedures, annual reports of staffing, budgets and expenses, delegations of authority, and agency histories.

Disposition: Permanent. Cut-off at the end of calendar year. Transfer paper records to the National Archives in 5 year blocks when most recent records are 15 years old. ~~Pre-accession~~ electronic records ~~when five years old and~~ transfer legal custody to the National Archives when 15 years old.

Pre-accession policy revoked 4/19/2022

Previously Scheduled	Record Name	Big Bucket / Sub-Bucket	Previous Retention	Proposed Retention	New SF 115 Number
GRS 23 - Items 1, 5, 6, 8 and 9	Administrative Files	Administrative / General	Various, - 2 years or "when no longer needed"	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 5, 6 & 7	Budget, General	Administrative / General	Various, but none longer than after 6 years and 3 months.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 11 – Items 1 & 2	Building Management - General	Administrative / General	Destroy when 2 years old.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 12	Communications Records	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
N1-155-96-1	Correspondence – General	Administrative / General	Transfer to FRC after 3 years. Destroy when 12 years old.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 8 - Items 1, 6, and 7	Cost Accounting Records and Reports	Administrative / General	Various, but none longer than 3 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 1 - Item 25	Equal Employment Opportunity	Administrative / General	Various, but none longer than 7 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 16	Finance; Information Assets / Records	Administrative / General	Various, but none longer than 7 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1

Previously Scheduled	Record Name	Big Bucket / Sub-Bucket	Previous Retention	Proposed Retention	New SF 115 Number
GRS 14 - Except items 11 to 15 and 36	Information Services	Administrative / General	Various, but none longer than 5 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 24 – Except Item 13	Information Systems / Technology	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 10 - Items 1 to 7	Motor Vehicle Maintenance and Operations	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 2 – Except Items 1, 2, and 16	Pay and Benefits	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 3 - Except Item 1	Procurement	Administrative / General	Various – but none longer than 6 years and 3 months.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 2 - Items 6 through 9	Time and Attendance Source Records	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
GRS 1 - Item 29	Training Records [“EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.”]	Administrative / General	Various, but none longer than 5 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1

Previously Scheduled	Record Name	Big Bucket / Sub-Bucket	Previous Retention	Proposed Retention	New SF 115 Number
GRS 9 – Except Item 1(b)	Travel and Transportation Records	Administrative / General	Various, but none longer than 6 years.	Temporary. PAPER: Destroy 7 years after final action. ELECTRONIC: Delete 7 years after final action.	1
New Item	Substantive plans and reports submitted to entities outside of WHD	Administrative & Management / Plans & Reports		Permanent - Paper or Electronic: Cut-off at the end of calendar year. Transfer paper records to the National Archives in 5 year blocks when most recent records are 15 years old. Pre-accession electronic records when five years old and transfer legal custody to the National Archives when 15 years old.	2 a <i>Pre-accession policy revoked 4/19/2022</i>
New Item	Routine WHD reports of a non-substantive nature.	Administrative & Management / Plans & Reports		Temporary. Paper: Destroy after 12 years. Electronic: Delete after 12 years.	2 b
New Item	Plans and Reports - Supporting Materials	Administrative & Management / Plans & Reports		Temporary: Paper: Destroy after 12 years. Electronic: Delete after 12 years.	2 c
New Item	Historically significant administrative and management records	Administrative & Management / Historically Significant Records		Permanent - Paper or Electronic: Cut-off at the end of calendar year. Transfer paper records to the National Archives in 5 year blocks when most recent records are 15 years old. Pre-accession electronic records when five years old and transfer legal custody to the National Archives when 15 years old.	3 <i>Pre-accession policy revoked 4/19/2022</i>