

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-155-90-1

DATE RECEIVED

1/13/90

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

1. FROM (Agency or establishment)  
U.S. Department of Labor

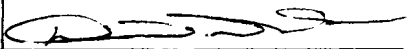
2. MAJOR SUBDIVISION  
Employment Standards Administration

3. MINOR SUBDIVISION  
Wage and Hour Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ethel P. Miller

5. TELEPHONE EXT.  
523-7455


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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE 3/5/90  
ARCHIVIST OF THE UNITED STATES 

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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 11 JAN 90  
C. SIGNATURE OF AGENCY REPRESENTATIVE   
Paul Larson  
D. TITLE DEPARTMENTAL RECORDS OFFICER

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
|             | <p>The Wage and Hour Division 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), 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).</p> <p>The Wage and Hour Division is headed by an Administrator who reports directly to the Assistant Secretary for Employment Standards.</p> <p>This schedule pertains to records created in the administration of the Service Contract Act of 1965 and the Davis-Bacon and related Acts. Such records have been retired under schedule no. N1-155-82-1, items 1 and 2, respectively.</p> |                                   |                                  |

Copies sent to agency  
NCF, TH-W, MM 3/2/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION  | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|---|---|
| 1.                | <p><u>Prevailing Wage Determinations and Related Support Material and Correspondence - Service Contracts Act of 1965</u></p> <p>Withdrawn wage determination dockets, each consisting of an original wage determination, the revisions to it, and the related SF-98's, background materials, correspondence, and investigations.</p> <p>Transfer to FRC, on an annual basis, one year after withdrawal from active use in the issuance of wage determinations under the Service Contract Act.</p> <p>Destroy 10 years after withdrawal.</p>  | <p>NC1-155-82-1<br/>Item 1</p>  |   |
| 2.                | <p><u>Prevailing Wage Determinations and Related Support Material and Correspondence - Davis-Bacon and Related Acts</u></p> <p><del>a. Wage Determinations. Prevailing wage determinations and related material and correspondence.</del></p> <p><del>Transfer to FRC when when 1 calendar year old. Destroy when 20 calendar years old.</del></p> <p>b. Surveys. Davis-Bacon surveys to determine prevailing wage and fringe benefit rates, including related material and correspondence.</p> <p>Transfer to FRC when 6 months old. Destroy when 20 calendar years old.</p> <p>c. Collective bargaining agreements and other correspondence and supporting information.</p> <p>Cut off and transfer to FRC when 2 calendar years old. Destroy when 20 calendar years old.</p> <p><u>National Office</u> will use: Items 1, and 2a, 2b, and 2c.</p> <p><u>Regional Offices</u> will use: Item 2b.</p> | <p>NC1-155-82-1<br/>Item 2a</p> <p>NC1-155-82-1<br/>Item 2b</p> <p>NC1-155-82-1<br/>Item 2b</p> |   |

BACKGROUND INFORMATION REGARDING CHANGES TO FEDERAL RECORDS CENTER  
RETIREMENT SCHEDULE FOR MATERIALS RELATED TO THE DETERMINATION OF  
PREVAILING WAGE RATES UNDER THE SERVICE CONTRACT ACT AND  
THE DAVIS-BACON AND RELATED ACTS

Service Contract Act (SCA)

Item 1(a), (b), and (c), which will become Item 1(a) under a new authorization:

Copies of the wage determinations and SF-98's, formerly included in (b) and (c) of Item 1 in the authorization that is to be replaced are all included in the wage determination docket files. Thus, it is appropriate to consolidate and simply retire these materials under a new item 1(a).

Historically, these materials may have been organized differently. However, the only materials within the scope of the current item 1 that are on the current FRC inventory list indicate wage determination dockets retired under item 1(b) of the old authorization.

Davis-Bacon and Related Acts (DBRA)

Item 2(a), which will be Item 2(a) under a new authorization:

We wish to retire these materials a year earlier than we have done in the past. Rather than wait until we have accumulated wage decisions for three years, and then retire the wage determinations from the earliest of the past three years, retaining those issued in the last two years and accumulating new ones as they are issued in the current year, we will accumulate wage decisions for two years, retire the ones from the earlier of the past two years, and maintain in-house those from the previous year and those being issued in the current year. Retirement has been, and will continue to be implemented on a calendar year basis. Under this authority, it can be anticipated that in early 1990, after wage determinations issued in 1987 are retired, as would have been done under the old schedule, 1988 wage determinations will also be retired (as a separate transmittal). In 1991, the 1989 wage determinations will be retired; in 1992, the 1990 determinations will be retired, etc.

New Item 2(b) and (c), generally, (to replace old Item 2(b)):

The old version, item 2(b), "supporting information and other correspondence," is to be replaced by new item 2(b) and (c). Materials that have previously been grouped together will be divided into the two separate categories, items 2(b) and 2(c). Retirement has been, and will continue to be implemented on a calendar year basis for both categories.

New item 2(b) (regarding Davis-Bacon surveys):

These materials have historically been included within the category "supporting information and other correspondence," the item 2(b) that is being dropped.

There is a need for improved records of where specific surveys are located in archived materials. Staff in the Survey Section of the Branch of Construction Wage Determinations (BCWD), recently created to handle an increased survey workload and to assure consistent survey quality is now responsible for the management of Davis-Bacon surveys, including the preparation of completed surveys to be archived, as appropriate.

The period immediately following the issuance of rates based on a new survey is the most active period for complaints likely to require detailed review and possible adjustments in the survey record. Thus, with this schedule, surveys up to six months old will always be retained on hand in BCWD. It is anticipated that surveys will be accumulated for a year, at which time the surveys that are 6 months old (or older) can be retired.

New item 2(c) (regarding other materials previously retired under item 2(b) as "supporting material and correspondence"):

As has been done in the past under the old version, the item 2(b) that is being replaced, these records will continue to be accumulated in-house for 3 years, at which point the material for the earliest of those years is retired to make space in-house for the current-year incoming collective bargaining agreements (CBA's) and other correspondence. For example, the 1987 files of such materials will be retired in 1990, and new files will be set up to handle incoming materials in 1990. Thus, during 1990, the 1988, 1989 and 1990 files will be maintained in house. The 1988 CBA and other correspondence files will be retired in 1991; the 1989 files will be retired in 1992, etc.