

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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JOB #

N1-155-90-2

DATE RECEIVED

12-1-89

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

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

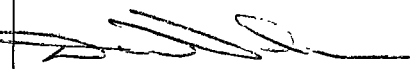
2 MAJOR SUBDIVISION  
Employment Standards Administration

3 MINOR SUBDIVISION  
Wage and Hour Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Dottie Chester

5 TELEPHONE EXT  
523-8447

DATE  
3/20/91


ARCHIVIST OF THE UNITED STATES  


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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 \_\_\_\_\_ 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
22 NOV 89		DOL RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The Wage and Hour Management Information System (WHMIS)</p> <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 Acts 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 and enforcement of the above Acts.</p>		

*Copies sent to Agency, NN-W, NNT, NNX 3/25/91*

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1.	<p><u>WHMIS</u></p> <p>The Wage-Hour Management Information System (WHMIS) is a batch entry case tracking and reporting system. The system is used for producing statistical reports reflecting compliance action results of efforts in enforcing the various labor laws.</p> <p>For each investigation action taken by Wage and Hour Compliance Officers, a Form WH-51 MIS, Compliance Action Report and other related forms (described below), are completed by that Officer on a daily basis. These reporting forms reflect data such as case number, establishments's name and address, number of employees, investigation findings, etc. Copies of these forms are batched and assembled in the Wage and Hour District Offices on a daily basis. The batched forms are then forwarded to the Regional Offices for data entry and transmission onto the mainframe computer, which is located at the contractor's site.</p> <p>A. <u>Data Input</u></p> <p>Forms used for data input are copies of Forms WH-51 MIS, Compliance Action Report; WH-110 MIS, Compliance Action Report - Child Labor Findings; WH-321 MIS, Section 14 Investigation Report - Supplemental Program Information; WH-500 MIS, Compliance Action Report - Migrant and Seasonal Agricultural Worker Protection Act; and WH-580 MIS, Compliance Action Report - Temporary Alien Agricultural Worker (H-2A).</p> <p>B. <u>Retention</u></p> <p>Original investigation forms will be retained in District Offices investigative files (see Records Disposal Schedule #NN-168-43, item 1a. and 1b.).</p> <p>Disposition: Destroy copies of investigation forms when data entry has been completed and entry verified. (GRS-20, item 2A.)</p>		

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2.	<p><u>Monthly WHMIS Reports</u></p> <p>On a monthly basis, statistical reports are provided to both National and Field Office managers while reference reports are provided to the National and Regional Offices (see Attachment A). A copy of each statistical report is maintained in the National Office in the Division of Planning and Review.</p> <p>Disposition: In the National Office, retain a copy of the statistical monthly reports for the current fiscal year and two previous fiscal years. At the end of each fiscal year, microfiche oldest fiscal year report and retain the microfiche in the Division of Planning and Review. After microfiche is complete, destroy paper copy of the report.</p> <p>Disposition: In the Field Office destroy paper copy of statistical reports when no longer needed.</p> <p>Disposition: Destroy microfiche when the microfiche is twenty-five fiscal years old.</p> <p>Disposition: In both the National and Regional Offices, maintain a copy of the reference report for one month or until the new reference report is issued.</p>		
3.	<p><u>Quarterly, Semi-annual and Annual WHMIS Reports</u></p> <p>In the National Office, on a quarterly, semi-annual and annual basis, reports are generated which are a cummulation of the monthly WHMIS reports data.</p> <p>Disposition: In the National Office, retain a copy of each report for the current fiscal year and two previous fiscal years. At the end of each fiscal year, microfiche copies of the oldest fiscal year reports and retain the microfiche in the Division of Planning and Review. After microfiche has been completed, destroy paper copy.</p>		

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	Disposition: Destroy microfiche when the microfiche is twenty-five fiscal years old.		
4.	<p><u>"Special Request" WHMIS Reports</u></p> <p>Upon special request, reports may be generated from the mainframe computer and provided to managers and compliance officers, both in the National Office and Field Offices.</p> <p>Disposition: Destroy when no longer needed.</p>		
5.	<p><u>Magnetic Tape Archived WHMIS Reports</u></p> <p>During the 2nd quarter of each fiscal year, WHMIS information is archived for the fiscal year which is two year old, e.g., in the 2nd quarter of FY90, the information for FY 88 will be archived. All information in the data base is captured at that time. A copy of the magnetic tape is maintained by the Contractor. A copy of the tape is provided to the Wage and Hour Division and maintained in the DOL computer room.</p> <p>Disposition: Destroy magnetic tape when ten fiscal years old.</p>		
6.	<p><u>WHMIS Documentation</u></p> <p>Hard copy of record layout, user's manuals and any other printed materials that provide information about mounting and running the WHMIS.</p> <p>Disposition: Retain documentation in National Office through life of system. Destroy one year after system elimination.</p>		

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7.	<p>The Wage Determination Automated Tracking System (WDATS) is an individual entry wage determination request tracking and reporting system. The system is used to facilitate the processing of Federal contracting agencies' requests for the issuance of wage determinations by DOL. The requests are for a particular construction or service contract being put out to bid by the contracting agency. The requests come in two formats for both DBRA and SCA/PCA. The two formats consist of initial requests and conformances. These requests contain such data as the requesting agency, project location, checklist of the crafts needed for the project, and a description of the work to be performed. There are approximately 15,000 initial annual requests and 1500 conformances under the DBRA. The SCA/PCA annual requests average 58,000 initial requests and 300 conformances. All requests are sent to the National Office of DOL where they are tracked and recorded. They are then combined with other data so that wage determinations can be issued.</p> <p>A. <u>WDATS DATA Support</u></p> <p>Forms used for the initial requests are copies of SF 308's (for DBRA) and SF 98's (for SCA/PCA). Forms used for conformance requests are forwarded on special forms designed and printed by the contracting agencies. The forms are then microfiched on a weekly basis.</p> <p>Disposition: Destroy paper copies of request forms after microfiche is completed.</p> <p>Destroy microfiche when microfiche is 5 fiscal years old.</p>		

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B.	<p><u>WDATS Documentation</u></p> <p>The documentation consists of hard copies of record layouts, users' manuals and any other material about mounting and running the WDATS.</p> <p>Disposition: Retain documentation in National Office through life of system.</p> <p style="padding-left: 40px;">Destroy one year after system elimination.</p>		
C.	<p><u>Hard Copy Reports</u></p> <p>Upon request, reports may be generated from the computer and provided to managers in the National Office.</p> <p>Disposition: Destroy when no longer needed.</p>		
D.	<p><u>Magnetic Media Information</u></p> <p>The data base information is backed up nightly to magnetic tape. All information in the data base is captured at that time.</p> <p>A copy of the magnetic tape is maintained in the DOL computer room.</p> <p>Disposition: Destroy magnetic tapes when they become one fiscal year old.</p>		
8.	<p>The Wage Determination Automated Survey Data System (WD-ASDS) is an individual entry wage survey tracking and reporting system for the DBRA. SCA/PCA does not participate in the system as they utilize information available from surveys conducted by the Bureau of Labor Statistics. The system is used by Wage and Hour Regional Offices to request survey data from contractors. The collected data is part of the information available from which wage determinations are issued. The Regional Offices forward the collected data to the National Office for review and processing in both paper and disc format. The WHD conducts in excess of 250 surveys each year.</p>		

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A.	<p><u>WD-ASDS Data Support</u></p> <p>Forms used for wage survey data collection are the WD 10 (survey form) and the WD 22 and WD 22a (summary sheets).</p> <p>Disposition: Survey data is destroyed when a new survey, for the particular area covered by the old survey, is completed and approved. Because of storage space concerns, hardcopies of surveys are sent from the National Office to the Federal records center after six months. The discs are destroyed one fiscal year later. The hardcopies should be destroyed when they reach 20 fiscal years of age.</p>		
B.	<p><u>WD-ASDS Documentation</u></p> <p>The documentation consists of hard copies of record layouts, users' manuals and any other material about mounting and running the WDGS.</p> <p>Disposition: Retain documentation in National Office through life of system.</p> <p>Destroy one fiscal year after system elimination.</p>		
C.	<p><u>WD-ASDS Hard Copy Reports</u></p> <p>Upon request, reports may be generated from the computer and provided to managers in the National and Regional Offices.</p> <p>Disposition: Destroy when no longer needed.</p>		

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	<p>D. <u>WD-ASDS Magnetic Media Information</u></p> <p>The data base information is backed up nightly to magnetic tape in all of the Regional Offices and the National Office. All information in the data base is captured at that time.</p> <p>A copy of the magnetic tape is maintained in the National and Regional Offices.</p> <p>Disposition: Destroy magnetic tape when the surveys have been approved and hard copies generated for the GPO publication, a three volume book titled "Wage Determinations under Davis-Bacon and Related Acts," which is available by subscription.</p>		
9.	<p>The Wage Determination Generation System (WDGS) is an individual tracking, recording, and generation system that the WHD utilizes to enter data into the system which then generates wage determinations for both DBRA and SCA/PCA projects. The wage determinations that are generated are derived from the survey data and the information on the submitted collective bargaining agreements. Under the DBRA, there are approximately 15,000 regular wage determinations issued along with an additional 700 general wage determinations issued for the Government Printing Office. The general wage determinations are issued on all projects in a specific county or a particular state. Under the SCA/PCA, there are approximately 58,000 regular wage determinations issued along with an additional 300 blanket wage determinations issued for an agency for all of that agency's projects in a metropolitan area.</p>		
A.	<p><u>WDGS Data Support</u></p> <p>The wage determinations that are generated come from the information provided in WD 10's, WD 22's, WD 22a's, and collective bargaining agreements.</p>		



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	<p>Disposition: The DBRA Wage Determinations that are generated by the WDGS remain in effect until completion of the contract. After contract completion, the file will remain in the National Office DOL file for three years and then is forwarded to the Federal records center where it is destroyed after 20 fiscal years.</p> <p>The SCA/PCA Wage Determinations that are generated by the WDGS are updated every year for contracts funded with appropriated funds. For those SCA/PCA contracts funded with non-appropriated funds, the wage determinations are updated every two years. When updated, the files are maintained in the National Office for one year and then forwarded to the Federal records center where they are destroyed after 20 fiscal years.</p>		
10	<p>The Back Wage Collection and Disbursement System (BCDS) is an individual entry tracking and reporting system that is utilized by the WHD to keep a record of back wage payments and disbursement of funds out of the WHD. Back wages are recovered under the provisions of the FLSA, DBRA/CWHSSA, PCA, SCA, and H-2A statutes.</p> <p>Back wages collected by Wage and Hour for disbursement to employees are either recoveries transferred voluntarily to Wage and Hour by employers or they are the result of an Administrative Law Judge's decision or court judgement. Back wages paid to employees are subject to normal deductions for FICA and Federal income taxes.</p>		
A	<p><u>BCDS Data Input</u></p> <p>Forms used for input are copies of the WH-56 (summary of backwage findings) and Lockbox report.</p> <p>Disposition: Destroy copies of input forms three months from receipt.</p>		

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	<p>B. <u>BCDS Documentation</u></p> <p>The documentation consists of hard copies of record layouts, users' manuals and any other material about mounting and running the WDATS.</p> <p>Disposition: Retain documentation in National and Regional Offices through life of system.</p> <p>C. <u>BCDS Reports</u></p> <p>Upon request, reports may be generated from the computer and provided to managers in the National and Regional Offices.</p> <p>Disposition: Destroy when no longer needed.</p> <p>D. <u>BCDS Magnetic Media Information</u></p> <p>The data base information is backed up nightly to magnetic tape. All information on the data base is captured at that time.</p> <p>Disposition: Destroy magnetic tape when three fiscal years old.</p>		