

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO. **N1-155-91-1**

DATE RECEIVED **4/5/91**

1. FROM (Agency or establishment)
Department of Labor

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Wage and Hour and Public Contracts Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Charles E. Pugh
Charles E. Pugh
Assistant Administrator/OPPR

5. TELEPHONE EXT.
(3202)
523-5409

DATE
3/27/91

ARCHIVIST OF THE UNITED STATES
[Signature]

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 27 MAR 91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul Larson</i> PAUL LARSON	D. TITLE DOL RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Administrative and programmatic records of the Wage and Hour and Public Contracts Divisions. This schedule includes all remaining unscheduled records assigned to RG 155 at the Washington National Records Center.</p>		

Copies sent to agency, NNA, NN-W, NVW-S, NWT, NCF 7/30/91

Department of Labor
Wage and Hour and Public Contracts Divisions
(Record Group 155)

Described below are all remaining unscheduled records assigned to RG 155 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Wage and Hour and Public Contracts Divisions records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Office of Administrative Management

1. State Agreements, 1939-61. Arranged by state (North Carolina and Minnesota only), thereunder chronologically by year.
 - a. Copies of contracts between the Administrator and the North Carolina Department of Labor, 1939-1961, and the State of Minnesota, 1943-46, relating to cooperation in making investigations and inspections of commercial and manufacturing establishments to ensure compliance by employers with the provisions of the Fair Labor Standards Act and U.S. Labor Department regulations (CFR 29). The records also include implementation plans, proposed state budgets, special reports concerning revisions and cancellations of agreements, and memoranda from the Administrator to the Labor Solicitor. EXCLUDING intermingled routine administrative records.
* Includes contracts for Connecticut 1943 Minnesota 1955-56, North Carolina 1940-63
PERMANENT. Transfer to the National Archives immediately.
 - b. Routine administrative correspondence relating mainly to personnel classification and compensation, and administrative and accounting procedures.
Destroy during archival processing.

WNRC Accession	64P0016	Boxes 123-126	* one cubic foot located
	71F4335	Box 87	at DOL

2. Organization, Reorganization, and All Regional Directors Memoranda, 1939-48. Arranged by subject and thereunder by year.

Correspondence and memoranda between the Administrator, Assistant Administrator, and the General Counsel relating to proposed central and regional organization and reorganization plans, preliminary organizational charts, and memoranda from the Assistant Administrator to

regional directors concerning field office procedures and FLSA investigation techniques and tabulated results.

WNRC Accession 67A1904 Box 35

PERMANENT. Transfer to the National Archives immediately.

3. Wage and Hour Notices, 1957-62. Arranged by year, thereunder by notice number (ex. WHN 58-264).

Notices relating to office administration, including equipment accountability, reporting, suspense dates of research and development reports, personnel matters, performance evaluation procedures, and a draft index to a manual of operations.

WNRC Accession 65A1000 Boxes 1-12

Destroy immediately.

4. Inactive Walsh-Healey Public Contracts Files, 1936-65. Arranged in three subseries; (1) alphabetically by name of industry; (2) alphabetically by U.S. Government agency; and (3) alphabetically by state.

Correspondence between Department of Labor, industry representatives, state labor departments, and other U.S. Government agencies relating to wage determinations. Includes some administrative correspondence concerning the scheduling of wage determinations hearings.

WNRC Accession 66A0912 Boxes 1-26

Destroy immediately.

5. Compliance Survey Master Control and Special Compliance Review Cards, 1965-72. Arranged by region and thereunder by state.

"Wage and Hour--Statistics Options" or packets of FY 1965 CS punch cards covering specific companies. The twenty-field cards identify a sampled number of investigated firms, without supporting textual documentation.

WNRC Accession 73-0004 Boxes 1-8
 73-0650 1-16

Destroy immediately.

6. Budget Justifications and Miscellaneous Financial Records, 1939-59. Arranged chronologically by year of budget estimate.

Copies of budget estimates prepared for hearings before the Bureau of the Budget and the House Committee on Appropriations, including organization charts, functional statements of subordinate branches and sections, statistical compilations of field office investigation and litigation case data, and miscellaneous fiscal data concerning WHPCD personnel classification and compensation schedules.

WNRC Accession 71E4335 Boxes 84-86

PERMANENT. Transfer to the National Archives immediately.

Regional Directors' Memoranda and Related Field Operations Bulletins and Regulations, 1938-58. For accession number 58A0408, the records are arranged by surname of regional director or administrator and thereunder chronologically; for accession number 64N0016, the records are arranged by subject and thereunder chronologically.

Cover letters and corresponding transmittal memoranda exchanged between regional directors and the chief of the Investigation Control and Analysis Division in Washington. Also included in the records are notices and bulletins relating to personnel and employee social functions.

WNRC Accession 58A0408 Boxes 14-18
 64N0016 270-276

Destroy immediately.

Division of Industry Committees

8. Hearing Transcripts on Wage Determinations, Regulations, and Exemptions, 1939-58. Arranged in chronological order and thereunder by subject or industry; separate document numbers are assigned to each file but not sequentially arranged.

Transcripts of hearings on compliance with FLSA provisions, rules on record-keeping practices, routine correspondence and memoranda between regional and territorial directors, the textual content of proposed changes to Part 516 of the FLSA Amendments of 1949, correspondence between company managers, and the Administrator's interpretations of FLSA exemption provisions.

WNRC Accession 65A1001 Boxes 1-36
6400016 277-281

Destroy immediately.

9. Industry Committee Docket Files, 1939-72. Arranged alphabetically by industry, thereunder chronologically.

Transcripts of hearings, prehearing statements of employers and industry associations, correspondence, economic reports and statistical studies, administrative wage orders, and assorted charts and statistical summaries.

WNRC Accession 64B0016 Boxes 33-91
 66D0912 31-33
 67F1904 91-93
 70A1065 1-12
 73-0001 12-16
 73A0007 7-11
 75A0005 1-13
 75B0005 17-38
 79-0010 1-12

PERMANENT. Transfer to the National Archives immediately.

64B0016 A 31-32
70A1065-A 13-22
73D0001 17-19

Office of Information, Publications, and Reports

10. Activity Reports from Information Officers, 1947-64. Arranged chronologically by year on a quarterly or triennial basis and thereunder alphabetically by surname of information officer. Each binder contains reports of officers arranged by month of year.

Monthly narrative reports from regional office information officers to the Director of the Information Office in Washington, U.S. Department of Labor news releases to local newspapers concerning minimum wage laws and regulations, lists of Labor Department suits and alleged violations in regions, speeches of Labor Department officials, minutes of field staff committee meetings, and field staff committee news memoranda.

WNRC Accession	64C0016	Boxes	97-104
	64G0296		65-69
	66C0912		29-30

PERMANENT. Transfer to the National Archives immediately.

11. Press Releases, Speeches, and Articles, 1956-66. The records in Acc. No. 64G0016 are arranged by an alpha-numeric filing scheme and thereunder chronologically, and those in Acc. No. 69E3656 are arranged by regional office.

Copies of opinions and findings of the Administrator on industry committee minimum wage determinations; reports and recommendations of special industry committees for Puerto Rico; speeches of regional directors to schools and private organizations, institutions, and trade union associations; and Labor Department bulletins concerning specific violations of the FLSA and U.S. District Court decisions rendered and fines imposed on violators.

WNRC Accession	64G0016	Boxes	141-156
	69E3656		77-79

PERMANENT. Transfer to the National Archives immediately.

Office of Wage Determinations

12. Mainland Industry Reports and Puerto Rican Wage Orders, 1939-55. Arranged by industry, thereunder chronologically. order.

Background reports and memoranda prepared for mainland and Puerto Rican industry committees, prehearing statements and briefs of affected industries, summaries of economic data, and copies of wage orders covering selected Puerto Rican industries.

WNRC Accession	64R0016	Boxes	121-122
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Destroy immediately.

13. Hearing Transcripts on Learner, Handicapped Workers, Vocational Training, and Sheltered Workshops, 1938-44. The hearing transcripts are arranged chronologically and thereunder by industry or subject (exs. learners' certificates, informal conferences, proposed revision of regulations). Interfiled among the transcripts are "Reference Files" that are arranged numerically by industry committee.

Hearing transcripts covering proposed revisions to Labor Department regulations associated with the FLSA; proceedings of informal

conferences on vocational training; findings of fact on specific industries; cancellations of learner certificates; Bureau of Labor Statistics studies, reports, briefs, exhibits, and statistical compilations; and workers' union memoranda and state employment service studies.

BINDERS: 53A-0381 1-154
 53B-0381 155-260

[NOTE: These are narrow 3-inch folio-type boxes, not FRCs.]

PERMANENT. Transfer to the National Archives immediately.

14. General Subject Files, 1950-67. Arranged by subject or type of industry and thereunder in rough alphabetical order.

Background material used by the Office of Wage Determinations to establish prevailing wage rates in selected mainland industries. Included among the records are industry briefs and exhibits, press releases, questionnaires, stocks of GSA Federal Supply Schedules, Bureau of Labor Statistics studies, economic survey schedules, wage orders, industry product publications, and memoranda in support of industry petitions for relief from prevailing wage rates.

WNRC Accession 64L0016 Boxes 229-241
 67E1904 42-90

PERMANENT. Transfer to the National Archives immediately.

Office of Enforcement

15. Davis-Bacon and Related Act Investigation Files, 1942-56. Arranged alphabetically by name of industry.

Davis-Bacon and Eight Hour Wage Law investigation reports, narrative reports and memoranda between regional directors and the WHPCD assistant administrator, activity reports from investigation supervisors and regional attorneys to regional directors, and interviews of employers. Also included are memoranda of the WHPCD administrator concerning the sheltered workshop program and certification procedures.

WNRC Accession 64A-0016 Boxes 22-30

PERMANENT. Transfer to the National Archives immediately.

16. Child Labor Act Files, 1940-61. The records are arranged differently by accession: A) Acc. No. 64I0016, alphabetically by subject and thereunder by year; and B) Acc. No. 64M0016, by name of committee in rough alphabetical order.

The records of accession A (64I0016) consist of WHPCD and Children's Bureau publications including annual reports relating to migrant farm labor and industrial child labor, program planning studies, weekly reports summarizing the results of field investigations, news releases, a draft report of the The President's Committee on Migratory Labor, reports of the President's Interdepartmental Committee on Children and Youth, and minutes of steering committee meeting of the Interdepartmental Committee. The records of accession B (64M0016) consist of correspondence and memoranda of WHPCD officers in connection with the National Child Labor Committee, a set of Children's Bureau reference materials, reports and publications of the Labor Department's

Committee on Youth as well as the Interdepartmental Committee, and notes on subcommittee meetings.

WNRC Accession 64I0016 Boxes 242-263
64M0016 264-266

PERMANENT. Transfer to the National Archives immediately.

- 17. Program Reports and Miscellaneous Subject Files, 1939-64. Arranged by industry and thereunder by type of recommendation, while the subject files are arranged by subject.

Analytical reports, memoranda, and statistical studies prepared for industry committees; final determinations and decisions of the Secretary of Labor (including Frances Perkins in 1943) on minimum wage rates in mainland manufacturing companies; legal briefs of industry attorneys and executives opposing industry committee recommendations; addresses and radio interview scripts by the Administrator and regional directors to White House conferences or industry groups; publicity and promotion materials; and administrative regional maps, handbooks, and organization charts.

WNRC Accession 64D0016 Boxes 105-111,113
73-0001 1-6, 7-9, 10-11

PERMANENT. Transfer to the National Archives immediately.

Office of Research and Legislative Analysis

- 18. Compliance Survey Work Sheets and Applications for Review Committees, 1957, 1966-68. Arranged alphabetically by state and thereunder numerically by employer's industry committee number (ex. North Carolina, 16-03385870); by specific industry committee number (ex. 68-B); and by binder number and thereunder by subject.

Mimeographed copies of lists of establishments giving the address, nature of business, and number of and status of employees; wage survey schedules, audit reports, and financial statements covering individual firms; sample survey computer punch cards and printouts, coded data transcription sheets, homeworkers' survey, and compliance survey forms.

WNRC Accession 64F0296 45-64
70B1065 23-27

Destroy immediately.

- 19. Fair Labor Standard Act Field Reports, 1961-70. Arranged chronologically, thereunder by subject (exs. Plant Closings, Layoffs).

Annual and interim field reports on the reported effects of successive amendments (1961-66) to the FLSA, reports prepared by field offices and submitted to the Office of Research and Legislative Analysis. Compiled on Form WHN-366 and its successors, the reports include information on changed employment conditions, wages, work schedules, and plant operations in consequence of the amendments. Included among the records are memoranda between national and regional headquarters officers concerning the reported effects.

WNRC Accession 75-0003 Boxes 1-2

PERMANENT. Transfer to the National Archives immediately.

Regional Office I

- 20. Selected Inspection (Investigation) Case Files, 1945. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examination of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession 52A0318 Boxes 1-6

PERMANENT. Transfer immediately to the National Archives-New England Region (1NN).

Regional Office II

- 21. Selected Inspection (Investigation) Case Files, 1945-56. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examination of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession	52A0318	Boxes 10-11
	53A0349	1
	57A0532	1-16
	58A0537	1-3
	59A1234	1-21, 22 - 76
	61A0358	1-12
	64A0592	10-11

PERMANENT. Transfer immediately to the National Archives-Northeast Region (2NN).

Regional Office III

- 22. Selected Inspection (Investigation) Case Files, 1946-86. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examination of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage and computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession	56A0178	Boxes 1	
	57A0817	158	- see 10/17/91 memo
	59A0120	1-97	
	86-0003	1-13	
	87-0001	1-14	
	88-0001	1-13	
	89-0004	1-15	

PERMANENT. Transfer immediately to the National Archives-Mid-Atlantic Region (3NN).

Regional Office IV

23. Selected Inspection (Investigation) Case Files, 1939-54. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examination of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession	52A0318	Boxes 26-53, 64-82
	53A0463	1-2
	58A0315	1-17
	59A0957	1-89
	59A1203	1-10

PERMANENT. Transfer immediately to the National Archives-Southeast Region (4NN).

Regional Office VI

24. Selected Inspection (Investigation) Case Files, 1947-47. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examinations of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession	64A0592	Boxes 9, 12-48
	64B0592	49-117

PERMANENT. Transfer immediately to the National Archives-Southwest Region (7NN).

Regional Office VII

25. Selected Inspection (Investigation) Case Files, 1947-56. Arranged by name of company or corporation and thereunder chronologically.

Narrative investigation reports, reports of proceedings of examinations of employees of firms, legal exhibits, affidavits, subpoenas, correspondence between regional directors and company proprietors, employee interview statements, wage computation and transcription sheets, FLSA and PCA findings, violations, and determinations of cases.

WNRC Accession	61A0283	Boxes 1-168
	65A1121	1-33

PERMANENT. Transfer immediately to the National Archives-Central Plains Region (6NN).