

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 N9-155-00-01	DATE RECEIVED MAY 30 2000
1 FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Wage and Hour Division			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
LaVerne Randolph	202-693-0622	10-27-00	<i>John W. Paul</i>

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 9 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,

is not required, is attached, or has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/21/00	<i>Maureen Hill</i>	Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule pertains to the disposition of e-mail and word processing records in both the field and National office.</p>		

NOV 30 2000

If copy to: agency

**WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS
NATIONAL OFFICE**

Item No	Description of Item	Sample or Job No
1	<p>Public Contracts Notice of Award Files</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 3</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
2	<p>Administrative, Legislative Studies, and Program Development Subject Files</p> <p>Disposition – Permanent</p> <p>NN-164-171, Item 5</p> <p>- Electronic copies created on electronic mail and work processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
3	<p>Program Subject Files Relating to Wage Determinations, Regulations and Exemptions</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 6</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
4	<p>Special Industry Committee Wage Order Files</p>	

	<p>Disposition – Temporary</p> <p>NN-164-171 Item 8</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
5	<p>Legal Opinions and Interpretation Files</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 12</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
6	<p>Emergency Wage Stabilization File</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 13</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
7	<p>Regional Survey Reports</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 15</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
8	<p>Safety and Health Program</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 17</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	

9	<p>Child Labor Program Files</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 18</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping has been produced or when no longer needed for <u>official</u> business</p>	
10	<p>Statistical Records</p> <p>Disposition – Temporary</p> <p>NN-164-171, Item 19</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	

**WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS
ALL REGIONAL OFFICES, INCLUDING PUERTO RICO AREA OFFICE**

Item No	Description of Item	Sample or Job Number
11	<p>Investigation Case Files Not Selected for Retention at the National Archives.</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
12	<p>Material to be Removed From Closed Investigation Case Files Selected for Retention at the National Archives.</p> <p>Disposition – Temporary</p>	

	<p>NN168-43, Item 2</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
13	<p>Administrative Subject File</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 3</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, references or distribution.</u></p>	
14	<p>General Alphabetical File</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 4</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business.</u></p>	
15	<p>Case Movement Control Card</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 5</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, reference or distribution.</u></p>	
16	<p>Assignment Control Card</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 6</p> <p>- Electronic copies created on electronic mail and word processing</p>	

	systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, reference or distribution</u>	
17	<p>Training File</p> <p>Disposition – Temporary</p> <p>N168-43, Item 7</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u> updating, reference or distribution</p>	
18	<p>Joint Review Committee Correspondence</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 8</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
19	<p>Safety Engineer Files</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 9</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, reference or distribution</u></p>	
20	<p>Certification Files</p> <p>Disposition – Temporary</p> <p>NN168-43, Item 10</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, reference or distribution</u></p>	
21	Handling of Back Wage and Related Monies Either to be Paid to Claimants or Transferred to Miscellaneous Receipts of the	

	<p>Treasury.</p> <p>Disposition – Temporary</p> <p>NN-168-43, Items 11, J through P</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
22	<p>National Office Certification File</p> <p>Disposition – Temporary</p> <p>NC-155-75-1, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u>.</p>	
23	<p>National Office Files on Regional Certification</p> <p>a Disposition – Temporary</p> <p>NC-155-75-1, Item 2 (a), (b), and (d)</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u>.</p> <p>b Disposition – Permanent</p> <p>NC-155-75-1, Item 2 (c) and (e)</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
24	<p>Sheltered Workshop Files</p> <p>Disposition – Permanent</p> <p>NC-155-75-1 Item 3</p>	

	<p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
25	<p>Special Industry Committee Files</p> <p>Disposition – Temporary</p> <p>NC-155-75-2, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business, updating, reference or distribution</p> <p><u>Office of Government Contract Wage Standards,</u> <u>Division of Construction Wage Determinations</u></p>	
26	<p>Prevailing Wage Determinations and Related Support Material and Correspondence.</p> <p>Disposition - Permanent</p> <p>NC-155-75-2, Item 2 a</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p> <p>Disposition – Temporary</p> <p>NC-155-75-2, Item 2 b&c</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business, updating, reference or distribution</p>	
27	<p>Public Contract Minimum Wage Determination Hearing Records Prior to 1964</p> <p>Disposition – Temporary</p>	

	<p>NC1-155-84-1, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
28	<p>Fair Labor Standards Act Hearing Records</p> <p>Disposition – Permanent</p> <p>NC1-155-84-1, Item 2</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business</p>	
29	<p>Prevailing Wage Determinations and Related Support Material and Correspondence – Service Contract Act of 1965</p> <p>Disposition – Temporary</p> <p>N1-155-90-1, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business, updating, reference or distribution</u></p>	
30	<p>Prevailing Wage Determinations and Related Support Material and Correspondence – Davis-Bacon and Related Acts</p> <p>Disposition – Temporary</p> <p>N1-155-90-1, Item 2</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official</u> business, updating, references or distribution</p>	

31	<p>General Correspondence File Wage and Hour Division--(National Office)</p> <p>Disposition - Temporary</p> <p>N1-155-96-1, Item 1</p> <p>- Electronic copies created on electronic mail and word processing systems Delete after record keeping copy has been produced or when no longer needed for <u>official business</u></p>	
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