

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| | |
|------------------------------|-----------------|
| * LEAVE BLANK * | |
| DATE RECEIVED NOV 21 1974 | JOB NO. |
| DATE APPROVED | NC - 155-75 - 1 |

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Labor

2. MAJOR SUBDIVISION
Employment Standards Administration

3. MINOR SUBDIVISION
Wage and Hour Division

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Moller

5. TEL. EXT.
128-6220

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-13-74 Walter R. [Signature]
 Date Acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

11/13/74
 (Date)

[Signature]
 (Signature of Agency Representative)

Departmental Records Officer
 (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1. | <p>The language of item 9 of Job No. 164-171 and items 10 and 11 of Job No. 168-76 has been amended. Items 1 - 3 replace it. Item 4 is wholly new.</p> <p><u>National Office Certification File</u></p> <p>a. establishment file (e.g., retail or service operations)</p> <p>b. school file (e.g., colleges or vocational schools)</p> <p>Transfer to the Federal Records Center Certification file material when two years old.</p> <p>Destroy when 14 years old. T.W./D.S. 4 Dec. 74</p> | | |
| 2. | <p><u>National Office files on Regional Certification</u></p> <p>a. Applications and certificates for the handicapped worker program. Dispose DESTROY of three months after review or when no longer needed.</p> <p>b. Full-time student applications and certificates.</p> <p>Transfer to the Federal Records Center certification file material more than <u>when</u></p> | | |

Copy to Agency Suitland 12/19/74

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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| | <p>two years old with the exception of applications containing the base-year data of the applicant.</p> <p>Destroy when 7 years old. J.L.W./D.S. 2 Dec. 74</p> <p>c. Sheltered workshop applications and certificates.</p> <p>PERMANENT Retire to records center after three years. After twenty years offer to National Archives.</p> <p>d. Correspondence with the field (except that relating to sheltered workshops or patient workers), not of a policy nature, pertaining to the establishment and administration of the special minimum wage program and to the certification of homeworkers.</p> <p>Break file every four years. Dispose ^{Destroy} of three years after break of file.</p> <p>e. Correspondence with the field pertaining to the establishment and administration of special minimum wage program as it applies to sheltered workshops, and patient workers. ^{PERMANENT.} Retire to records center after three years. After 20 years offer to National Archives.</p> | <p>R</p> <p>(Approx. 2/3 cu. ft. per yr.)</p> <p>(Approx. 1/10 cu. ft. per yr.)</p> | |
| 3. | <p>Sheltered Workshop Files (other than those in Item 10)</p> <p>a. Sheltered Workshop Advisory Committee Files. 20 J.L.W./D.S. 2 Dec. 74 PERMANENT. Retain fifty years and then offer to National Archives. These records contain agenda and minutes of meetings of the Sheltered Workshop Advisory Committee.</p> <p>b. Sheltered Workshop Advisory Committee Correspondence Files.</p> | <p>(Approx. 1/4 cu. ft. per yr.)</p> | |

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| | <p>Permanent. Transfer to Federal Records Center two years after expiration of last year of member's appointment. After 20 <u>20</u> fifty years offer to National Archives. J.L.W./D.S. 2 Dec. 74</p> <p>c. Sheltered Workshop case files</p> | <p>(Approx. 1/10 ca. ft. per yr.)</p> | |
| 4. | <p>PERMANENT. Retain three years or until another investigation has been made (whichever is longer). Transfer to Federal Records Center. After 20 years offer to the National Archives.</p> <p>These files contain copies of investigation reports and related material, also documents containing significant background information concerning the workshop. After 20 years offer to National Archives.</p> <p>Patient Worker Program Files</p> <p>a. Applications and certificates for the patient worker program.</p> <p>b. Correspondence with the field, not of a policy nature.</p> <p>c. Patient Worker case files</p> <p>This is a new program due to be implemented. December 1, 1974. Disposal of records is not authorized for five years pending an evaluation of the records retention needs.</p> | <p>(Approx. 2 1/2 cu. ft. per yr.)</p> | |