

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-448-03-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/28/2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Assistant Secretary for Employment Standards			
4. NAME OF PERSON WITH WHOM TO CONFER Brad Sinkovik	5. TELEPHONE NUMBER 202-693-0256	DATE 3-3-03	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <u>3</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/12/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Copies: Agency, NWMD, NWCTC, NWAWA

OFFICE OF THE ASSISTANT SECRETARY FOR EMPLOYMENT STANDARDS

The Office of the Assistant Secretary for Employment Standards is responsible for administering programs which deal with a variety of Federal labor legislation designed to increase and protect low-wage incomes; prevent unfair competition in securing Federal construction and service contracts by employers who pay substandard wages; prevent curtailment of employment opportunities for students, trainees and handicapped workers; minimize losses of income and job rights caused by indebtedness; protect from discrimination workers who aid investigations into possible violations of environmental impact laws; safeguard the health, welfare and educational opportunities of young workers; and, protect the health and welfare of workers by discouraging excessively long hours of work.

Administers the Federal employee compensation program and the nonfederal employee compensation program established by the Longshoremen's and Harbor Workers' Compensation Act, as amended, and the Federal Coal Mine Health and Safety Act, as amended.

Directs a contract compliance program to achieve non-discrimination in employment by Government contractors and sub-contractors and in Federally-assisted construction programs.

Directs a program of farm labor contractor registration designed to protect the health, safety and welfare of migrant workers.

Directs a program to assure affirmative action to employ and advance in employment veterans and handicapped workers by Government contractors.

Directs a Labor-Management Standards program which provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), Section 7120 of the Civil Service Reform Act of 1978 (CSRA), Section 1017 of the Foreign Service Act (FSA), and Section 1209 of the Postal Reorganization Act (PRA).

1. **SUBJECT FILES:** Memorandum of conversations, briefing memorandums, action memorandums, drafts, correspondence, notes, reports, policy, testimony, prepared statements, speeches, agendas for meetings, minutes of meetings, schedules of daily activities, travel, personnel and other records which would document the general responsibilities and activities of the Assistant Secretary for Employment Standards and immediate staff.

File Scheme: Subject/year
Volume on hand: ½ cubic feet.
Annual Accumulation: 7 cubic feet.

Disposition: **Permanent.** Cut off file at end of the tenure of the incumbent and his/her immediate staff. Transfer to FRC after cut off. Transfer to NARA 6 years after cut off.

Supersedes NI-448-90-1, Items 1, 2, 3, 4, 5, 6 and NI-448-01-01, items 1, 2, 3, 4, 5, 6.

2. **CHRONOLOGICAL FILES:** Copies of outgoing correspondence, reports, position papers and other records, signed by the Assistant Secretary. This file is maintained separately for the convenience and reference of the Assistant Secretary.

File Scheme: By date.
Volume on hand: 1/4 cubic feet.
Annual Accumulation: 1 cubic feet.

Disposition: **Permanent.** Cut off file at end of the tenure of the incumbent. Transfer to FRC after cut off. Transfer to NARA 6 years after cut off.

3. Electronic Mail and Word Processing System Copies

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DELETE within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.