

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-448-90-1

DATE RECEIVED

2/2/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE

5/7/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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

Office of the Assistant Secretary for Employment Standards

4. NAME OF PERSON WITH WHOM TO CONFER

Dottie Chester

5. TELEPHONE EXT.

523-8447

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
18 JAN 90

C. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
Paul Larson

D. TITLE
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 GRS OR SUPERSEDED JOB CITATION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 (INARS USE ONLY)

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.

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

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

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

Copy sent to agency
NCF, NNT, JMW 5/10/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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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>5. Directs a program to assure affirmative action to employ and advance in employment veterans and handicapped workers by Government contractors.</p> <p>This schedule pertains to the disposition of records in the National Office.</p> <p>1. Correspondence. Correspondence from the general public or members of Congress and other federal officials and agencies. PERMANENT: Cutoff file at end of calendar year, hold two (2) years in office, transfer to the National Archives in five (5) year blocks when the most recent record is ten (10) calendar years old. Filed chronologically, by month. Amount on hand 1-1/2 cubic feet. Annual volume 1/2 cubic foot.</p> <p>2. Committees, Meetings, and Organization. Agenda and minutes of meetings, recommendations to the Secretary, items for the Annual Report to Congress and other recorded actions documenting activities. Also includes correspondence on engagements, invitations, reports and related materials on committees, organizations, boards, panels, clubs and associations, membership lists, and directories. PERMANENT: Cutoff file at end of calendar year, hold two (2) years in office, transfer to FRC. Transfer to the National Archives in five (5) year blocks when the most recent record is ten (10) calendar years old. Filed chronologically, by calendar year. Amount on hand 1-1/2 cubic feet. Annual volume 1 cubic foot.</p> <p>3. Congressional Hearings. Speeches and testimonies before Congressional committees. Cutoff file at end of calendar year, hold two (2) years in office, transfer to FRC. Destroy when ten (10) calendar years old.</p> <p>4. Organizational Files. These files consist of organizational charts, papers regarding reorganization studies and other studies concerning program makeup. PERMANENT: Cutoff file at end of calendar year, hold two (2) years in office, transfer to FRC. Transfer to the National Archives in five (5) year blocks when the most recent record is ten (10) calendar years old. Filed by subject and calendar year. Amount on hand 1/3 cubic foot. Annual volume 1/3 cubic foot.</p> <p>5. Speeches. Speeches given by the Assistant Secretary and/or his/her staff on a variety of issues. PERMANENT: Cutoff file at end of calendar year, hold two (2) years in office, transfer to FRC. Transfer to the National Archives in five (5) year blocks when the most recent record is ten (10) calendar years old. Filed chronologically, by date of speech. Amount on hand one (1) cubic foot. Annual volume 1/2 cubic foot.</p>		

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ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED, JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
6.	<p>Assistant Secretary Memorandums. These memoranda provide a means for communicating policies, decisions and general information to Regional Administrators, Regional Directors, Program Directors and other ESA managers. Cutoff file at end of calendar year, hold two (2) years in office, transfer to FRC. Destroy when ten (10) calendar years old.</p>		
7.	<p>Correspondence Tracking System: A correspondence tracking and reporting system is used to control correspondence in the Assistant Secretary's Office. This is accomplished on a WYSE PC. As correspondence is received, certain information is entered into the system, i.e. correspondent's name, subject of letter, date received, date assigned, date due and signature level required. When the correspondence is answered, appropriate data is entered into the system to reflect final action. All correspondence receives a numerical control number which is automatically assigned by the system. The system supplies daily, weekly and monthly printouts which reflect data in the system. On a daily basis, a backup diskette is produced covering all daily activity. The diskette used for this is maintained in the Assistant Secretary's Priority Correspondence Control Unit. On a weekly basis, a backup tape is produced. This tape is maintained in ESA's Microcomputer Support Center. On an annual basis, one backup tape is produced.</p> <p>Disposition:</p> <p>a. Printouts - Destroy when superseded or when no longer needed.</p> <p>Diskette - Destroy when no longer needed.</p> <p>c. Tape - Weekly -- Re-use tape for each week, erasing previous week's information.</p> <p>d. Annual - Backup tape is to be retained in ESA's Micro-computer Support Center for as long as needed.</p>		