

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

Employment Standards Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

DS Robert E. Moller


5. TEL EXT

523-8489

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED FEB 20 1976	JOB NO NC1-448-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
6-10-76 <i>James E. O'Neil</i> (Date) acting Archivist of the United States	

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 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Feb. 20, 1976 

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><u>Internal Directives</u></p> <p>a. Administrative directives in these files contain directives on a wide variety of administrative matters which are published in the ESA Manual of Administrative Instructions. These files contain draft material, comments from officials clearing the instructions and similar material.</p> <p>Break files every 2 years. Retire material over 2 years old to Federal Records Center. After 8 years destroy material.</p> <p>Transfer to FRC when _____ years old. DESTROY when _____ years old.</p> <p>Transfer to FRC when _____ years old. DESTROY when _____ years old.</p> <p>Transfer to FRC when <u>2</u> years old. DESTROY when <u>10</u> years old.</p>		

Copy to Agency MCW 6-11-76 (R)

58 items

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Directives on organizations and related material. These files contain materials on organizational planning and development of ESA as a whole as well as its component organizations.</p> <p>Break file every 2 years. Identify and designate basic organizational history and policy material. Retire material over 2 years old to FRC. After 8 years at FRC, destroy material not identified as basic policy material. Offer basic policy material to NARS as archival material.</p>		PERMANENT. Transfer to FRC when <u>2</u> years old. Offer to NARS when <u>10</u> years old.
2.	<p><u>Records Disposition Files</u></p> <p>These files contain records disposition files for all component organizations of ESA.</p> <p>Transfer to FRC when superseded or obsolete. Destroy after 5 years at FRC. <i>after superseded or obsolete.</i></p>		
3.	<p><u>Forms Files</u></p> <p>These files contain background information including previous versions of current administrative and program forms. The files are used for internal as well as interagency and public use forms.</p> <p>Transfer to FRC 2 years after the form becomes obsolete. After 8 years, destroy.</p>		<p>a. Record Set of ESA Forms PERMANENT. Offer to NARS when 10 years old</p> <p>b. Other materials. Transfer to FRC when 2 years after obsolete. Destroy 10 years after obsolete</p>
	<p><u>Management Improvement Program and Related Material</u></p> <p>These files contain ESA input into a variety of management improvement, cost reduction, and various department or government wide systems.</p> <p>Break files every 2 years, and retire material over 2 years old to FRC. After 8 years at the FRC, destroy.</p>		Transfer to FRC when <u>2</u> years old. DESTROY when <u>10</u> years old.
	<p><u>Management Surveys and Studies</u></p> <p>These files contain basic report- on a wide variety of management analysis studies and surveys. Such studies and surveys included those studies concerning organizations, systems and procedures and similar studies.</p> <p>Break every 2 years, and retire material over 2 years old to FRC. After 8 years at FRC, destroy.</p>		Transfer to FRC when <u>2</u> years old. DESTROY when <u>10</u> years old.

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6.	<p><u>Employee Grievance Files (Other than complaints of discrimination)</u></p> <p>These files include all forms, correspondence, minutes of meetings, etc. related to the resolution of individual personnel grievances.</p> <p><i>Destroy when 2 years old</i> Retain in files 2 years and then destroy unless the matter involves precedent. If there is a precedent, destroy when precedent no longer applies.</p>		
7.	<p><u>ESA Labor Management Records</u></p> <p>These files include minutes of meetings with unions and supervisory groups as well as any related correspondence and documents.</p> <p>Retain in files 10 years and then destroy. DESTROY WHEN 10 YEARS OLD</p>		
8.	<p><u>Annual Training Plans and Reports</u></p> <p>Retain in files two years and then destroy. DESTROY WHEN 2 YEARS OLD</p>		
9.	<p><u>Systems Automation Feasibility Studies</u></p> <p>Studies performed "in house" or by contractors to study the feasibility of automating a system.</p> <p>Retain in files for 5 years and then transfer to the Federal Records Center for 10 years. Destroy subsequently.</p>		WITHDRAWN
10.	<p><u>FECA Statistical Reports</u></p> <p>Destroy after <i>when</i> 10 years <i>old.</i></p> <p>Reports, by District Office of FECA cases received and closed each month (CA-107) and reports summarizing those reports.</p>		
11.	<p><u>Lump Sum Award Calculations</u></p> <p>Destroy after <i>when</i> 5 years <i>old.</i></p> <p>Calculations of FECA lump sum awards in cases where a lump sum has been approved.</p>		

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12.	<u>Table I</u> Destroy after ^{when} 60 years <i>old</i> . Monthly list of injuries to Federal employees by district by department.		
13.	<u>Table II</u> Destroy after ^{when} on year <i>old</i> . Monthly list of injuries to Federal employees by department by case number.		
14.	<u>Table IV</u> Destroy after ^{when} 10 years <i>old</i> . Monthly list of fatal injuries to Federal employees.		
15.	<u>Table IX</u> Destroy after ^{when} one year <i>old</i> . Monthly tabulation of injuries to U.S. Postal Service employees.		
16.	<u>Table X</u> Destroy after ^{when} one year <i>old</i> . Monthly tabulation of injuries to Federal employees by year and month.		
17.	<u>Table XI</u> Destroy after ^{when} one year <i>old</i> . Monthly tabulation of injuries to Federal employees by department by year and month.		
18.	<u>Wage Hour Statistical Reports</u> ESA-33 statistical system. Various aggregates of data from reports of wage-hour compliance investigations of individual business establishments.		

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	<p>DESTROY WHEN 50 YEARS OLD Retain in files 50 years, then destroy.</p>		
19.	<p><u>Wage-Hour enforcement statistical tables</u> Statistical summaries of ESA-33 output data. DESTROY WHEN 50 YEARS OLD Retain in files 50 years, then destroy.</p>		
20.	<p><u>Wage-Hour Complaint Data</u> Monthly tabulation of wage-hour complaints, by area office. DESTROY WHEN 50 YEARS OLD Retain in files 50 years, then destroy.</p>		
21.	<p><u>Farm Labor Contractor Registration Act Registration Data</u> Quarterly tabulation of number of contractors registered, by regional office. DESTROY WHEN 50 YEARS OLD Retain in files 50 years, then destroy.</p>		
22.	<p><u>Farm Labor Contractor Registration Act Investigation Data</u> Retain in files 50 years, then destroy. DESTROY WHEN <u>50</u> YEARS OLD</p>		
23.	<p><u>Fair Labor Standards Act Section 14 Certification Data</u> Data on certifications of special minimum wages for learners, apprentices, students, handicapped and patient workers. DESTROY WHEN 50 YEARS OLD Retain in files 50 years, then destroy.</p>		
24.	<p><u>Fair Labor Standards Act Section Investigation Data</u> Retain in files 50 years, then destroy. DESTROY WHEN <u>50</u> YEARS OLD</p>		
25.	<p><u>Establishment Recontact Survey</u> Data from a pilot one year survey to verify the accuracy of original Wage-Hour compliance investigation reports. Retain on computer tape 3 years, then destroy.</p>		<p>WITHDRAWN</p>

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26.	<p><u>Puerto Rican Wage Survey</u></p> <p>Data for calendar year on wages by industry in Puerto Rico.</p> <p>Retain on computer tape for 3 years, then destroy.</p>		WITHDRAWN
27.	<p><u>Economic Coverage Estimates</u></p> <p>Materials used to estimate the number of establishments and employees covered by legislation administered by the Employment Standards Administration.</p> <p>DESTROY WHEN <u>10</u> YEARS OLD</p> <p>Retain 10 years in files, then destroy.</p>		
28.	<p><u>ESA Program Execution Plan</u></p> <p>Sets planning goals, objectives, milestones, etc.</p> <p>Retain in files 5 years and then destroy. DESTROY WHEN <u>5</u> YEARS OLD</p>		
29.	<p><u>Program Activity Structure</u></p> <p>Provides for measure of program impact relative to department wide plans.</p> <p>DESTROY WHEN <u>3</u> YEARS OLD</p> <p>Retain in files 3 years and then destroy.</p>		
30.	<p><u>ESA Quarterly Review and Analysis Report</u></p> <p>Reports and input from field offices and NO program offices.</p> <p>Retain in files 3 years and then destroy. DESTROY WHEN <u>3</u> YEARS OLD</p>		
31.	<p><u>Program Memoranda</u></p> <p>Justification for program budget estimates and any proposed major change in the level or utilization of resources.</p> <p>Retain in files 5 years and then destroy.</p> <p>DESTROY WHEN <u>5</u> YEARS OLD</p>		

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32.	<p><u>Issue Papers</u></p> <p>Internal papers on a variety of planning issues.</p> <p>Retain in files 5 years and then destroy. DESTROY WHEN <u>5</u> YEARS OLD</p>		
33.	<p><u>Long Range Strategy Paper</u></p> <p>An annual document setting the strategy for the next five years for the various ESA programs and administrative components to achieve desired objectives.</p> <p>Retain in file 5 years and then destroy. DESTROY WHEN <u>5</u> YEARS OLD</p>		
34.	<p><u>Minutes of Regional Performance Reviews</u></p> <p>Notes of meetings to review regional performance and discuss and evaluate regional plans.</p> <p>Retain in file for 3 years and then destroy. DESTROY WHEN <u>3</u> YEARS OLD</p>		
35.	<p><u>Significant Activities Report</u></p> <p>Semi-monthly report of important happenings and accomplishments in ESA.</p> <p>Retain in file 1 year and then destroy. DESTROY WHEN <u>1</u> YEARS OLD</p>		
36.	<p><u>Report of Field Activities</u></p> <p>Retain in file 1 year and then destroy. DESTROY WHEN <u>1</u> YEARS OLD</p>		
37.	<p><u>Management by Objectives</u></p> <p>ESA planned objectives as well as input from filed and National Office program offices.</p> <p>Retain in file 3 years and then destroy. DESTROY WHEN <u>3</u> YEARS OLD</p>		
38.	<p><u>ESA Reports to OMB</u></p> <p>A. Report of Federal Benefits to Low Income Persons B. Analysis of Civil Rights Programs C. Report on Federal Manpower Programs</p> <p>Retain in files 3 years and then destroy.</p> <p>DESTROY WHEN <u>3</u> YEARS OLD</p>		

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39.	<p><u>Legislative Program for ESA</u></p> <p>An annual document discussing legislation which is desired by ESA and legislation which would impact on the ESA program.</p> <p>Retain 10 years in files and then retire to FRC for 5 years. Destroy subsequently.</p>	<p>Transfer to FRC when <u>10</u> years old. DESTROY when <u>15</u> years old.</p>	
40.	<p><u>History of Legislation</u></p> <p>Ongoing histories of Employment Standards legislation and all amendments.</p> <p>Retain 25 years, break off and offer to NARS as archival material.</p>	<p>PERMANENT. Transfer to FRC when <u>20</u> years old. Offer to NARS when <u>25</u> years old.</p>	
41.	<p><u>Analyses of Legislation.</u></p> <p>Retain in files for 8 years and then transfer to FRC for 5 years. Destroy subsequently. <i>Memoranda and Reports analyzing ESA legislation.</i></p>	<p>Transfer to FRC when <u>8</u> years old. DESTROY when <u>13</u> years old.</p>	
42.	<p><u>Bill Comments</u></p> <p>Correspondence and memoranda stating ESA positions on legislation under consideration.</p> <p>Retain in files 3 years and then destroy.</p> <p style="text-align: center;">DESTROY WHEN <u>3</u> YEARS OLD</p>		
43.	<p><u>Litigation Assistance</u></p> <p>a. Assistance rendered to the Office of the Solicitor and other parties in precedent setting litigation.</p> <p>Retain 25 years and then offer to NARS as archival material.</p> <p>b. Non-Precedent setting litigation</p> <p>Retain in files 5 years and then destroy.</p>		WITHDRAWN
44.	<p><u>Published Studies Required by Law or Requested by Congress or the Executive Board</u></p> <p>Studies analyzing program status and/or impact and the possible impact of extensions of existing programs or wholly new programs.</p> <p>PERMANENT</p> <p>Retain in files 10 years and then offer to NARS as archival material. <i>when 10 years old.</i></p>		

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52.	<p><u>Speeches, Reports and Studies Concerning State Employment Standards</u></p> <p>Text of significant speeches as well as unpublished internal reports and studies on the subject of State employment standards.</p> <p>Retain 15 years or Destroy when obsolete (if sooner) or 15 years old, whichever is sooner.</p>		
53.	<p><u>Published Reports and Studies Concerning State Employment Standards</u></p> <p><i>Reports and studies prepared by ESA on</i> Retain in files 10 years (or less if revised) and then transfer to the FRC for 10 years. Offer to NARS as archival material subsequently. <i>state employment standards.</i></p>	PERMANENT. Transfer to FRC when <u>10</u> years old. Offer to NARS when <u>20</u> years old.	
54.	<p><u>Commerce Clearing House Publications on State Labor Legislation (non-record).</u></p> <p><i>Destroy when obsolete or superseded.</i> Retain in files 5 years and then transfer to FRC for 10 years. Offer to NARS as archival material subsequently.</p>		
55.	<p><u>International Employment Standards Records</u></p> <p><i>Records documenting ESA's</i> Documents originating in the participation in International Labor Organization employment standards activities.</p> <p>Retain in files 25 years (or less if standard is superseded and then transfer to the FRC for 10 years. Offer to NARS as archival material subsequently.</p>	PERMANENT. Transfer to FRC when superseded. Offer to NARS 20 years after superseded.	
56.	<p><u>Information Releases</u></p> <p>Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic processed presentations, and indexes thereto.</p> <p>Retain in active file for 2 years. Maintain in inactive file for 4 years. Transfer to the FRC for 4 years. Destroy subsequently.</p> <p>PERMANENT. Transfer to FRC when <u>6</u> years old. Offer to NARS when <u>20</u> years old.</p>		

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