

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

N1-293-90-1

DATE RECEIVED

6/4/90

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

1 FROM (Agency or establishment)

Economic Stabilization Agency

2 MAJOR SUBDIVISION

Wage and Salary Stabilization Board

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Dennis G. Linder, Dir., Federal Programs Br.

514-3314

9/10/90



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 8 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

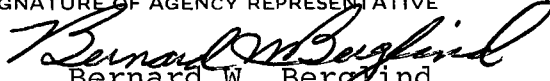
A GAO concurrence  is attached, or  is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

06-01-90

  
 Bernard W. Berglund

Assistant Chief, Records Management  
 Section/FASS/JMD

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 SUPERSEDED  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)*

See attached agency schedule

*Copies sent to agency, MMA, NHT, NCF, NW-W, NN-W  
 9/13/90*

RECORDS OF THE WAGE AND SALARY STABILIZATION BOARDS  
OF THE ECONOMIC STABILIZATION AGENCY  
(RECORD GROUP 293)

Described below are all remaining unscheduled records assigned to RG 293 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Economic Stabilization Agency records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Wage Stabilization Board

1. Minutes of the Board and Summaries of Committee Meetings, 1951-1953. 2 cu. ft. Arranged by subject, thereunder chronologically.

A complete set of WSB minutes at the national level from the time the board was created until its end, including a 3-notebook index arranged by subject (labeled "For the Archives"). Also contains weekly reports of WSB activities, speeches and statements, and Staff Interpretation Bulletins.

WNRC Accession 293-53E0736      Boxes 27-27A

**PERMANENT.** Transfer to the National Archives immediately.

2. Manuals and Registers, 1951-1953. 12 vols. Unarranged.

The Manual of Instructions includes Interim Field Instructions and notices on various topics: Classification Clearance of Requests for personnel Action, Manual Issuance System, Position Classification Surveys. There are manuals of WSB program operations and organization and other topics organized by a numerical filing system. A Manual Filing System and Classification Chart is among the manuals. The registers include Document Control Registers for alpha-numerically recorded cases and an Investigation Register.

WNRC Accession 293-53U0736      12 volumes

**PERMANENT.** Transfer to the National Archives immediately.

3. Subject File, 1951-1953. 14 cu. ft. Arranged loosely by subject.

Memorandums, letters, resolutions, and forms relating minor administrative activities of the board, as well as multiple copies of case summaries, heard by the National Enforcement Commission at the request of WSB. The latter includes findings, determinations, statements of case, and any appeal information on cases heard mostly in the regions.

WNRC Accession 293-54L0230      Boxes 91-104

Destroy immediately.

#### Review and Appeals Committee

4. Minutes and Transcripts of the Review and Appeals Committee Hearings, 1951-1953. 2 cu. ft. Arranged chronologically.

Minutes and transcripts relating to proceedings of public hearings before the WSB on the state of industries in different parts of the country, the iron ore industry in the midwest, for example, as affected by wage levels. The transcripts provide detailed testimony from labor representatives, usually explaining why higher wages were needed in some industries.

WNRC Accession 293-53F0736      Boxes 28-29

**PERMANENT.** Transfer to the National Archives immediately.

#### Office of Disputes

5. Disputes Case Files, 1951-1953. 22 cu. ft. Arranged by alpha-numeric system.

Letters of the WSB with the Federal Mediation and Conciliation Service, the American Federation of Labor, and others on resolving differences in opinion over the implementation of wage stabilization in specific occupations.

WNRC Accession 293-53N0736      Boxes 186-207

Destroy immediately.

Board Room Services

6. Transcripts of Executive Sessions, 1951-1953. 9 cu. ft. Arranged chronologically.

Verbatim transcripts of board conferences indicating the opinions of individual members on how the board should function and approach specific cases.

WNRC Accession 293-53A0736 Boxes 6 (partial)-14

**PERMANENT.** Transfer to the National Archives immediately.

7. Transcripts of Panel Hearings, 1951-1953. 4 cu. ft. Arranged alphabetically by name of company/industry.

Verbatim transcripts of hearings, with exhibits, held before the national board to settle disputes over wage levels for particular companies and industries, such as petroleum, steel, and textiles.

WNRC Accession 293-A0736 Boxes 1-4

**PERMANENT.** Transfer to the National Archives immediately.

8. Transcripts of Regional Enforcement Conferences, 1951-1951. <1 cu. ft. Arranged chronologically.

Conference reports of the Regional Enforcement Commissions of the National Enforcement Commission while it was still part of the WSB. The reports present the views of the representatives of the fourteen regions on how to operate the enforcement program and initiate procedures in the early days of the WSB.

WNRC Accession 293-53A0736 Box 6 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

Office of Economic Analysis

9. Subject File, 1951-1953. 1 cu. ft. Arranged by subject.

Letters between the WSB and the Bureau of Labor Statistics, National Office Management Association, Sheet Metal Workers' International Association, Associated General Contractors of America, Department of Defense, and others, on construction wages of concern to the Construction Industry Stabilization Commission. Wage charts for specific jobs in the construction industry and copies of internal memos prepared by the Office of Case Analysis on the status of individual cases.

WNRC Accession 293-53T0736 Box 147

Destroy immediately.

10. Papers of Frederick Bullen (Public Member of the WSB), 1951-1953. 2 cu. ft. Arranged by subject.

Working files including copies of correspondence on various topics and cases: textiles, Tool and Die Committee, and stevedoring companies in Hawaii.

WNRC Accession 293-53T0736      Boxes 148-149

Destroy immediately.

Program Statistics Division

11. Area Wage Surveys, 1951-1953. 2 cu. ft. Arranged alphabetically by subject.

Finished and draft reports published by the Bureau of Labor Statistics, Department of Labor, including The Wage Chronology Series and Wage Structure. Subjects covered include aircraft, automobile industry, mining, petroleum. Also includes wage charts for industrial jobs in particular cities.

WNRC Accession 293-53B0619      Boxes 11-12

Destroy immediately.

Office of Chief Counsel

12. Correspondence, 1951-1953. 6 cu. ft. Arranged alphabetically by subject.

Memos, letters, and reports reflecting the WSB's position with regard to several subjects, including a consideration of the constitutionality of the Defense Production Act, conflict of interest statutes, and the Dirksen Amendment (JS. 2645) which advocated the abolition of the WSB to reorganize and initiate a new board composed solely of public members.

WNRC Accession 293-54D0230      Boxes 140-145

**PERMANENT.** Transfer to the National Archives immediately.

Enforcement and Litigation Division

13. Correspondence, 1951-1953. 3 cu. ft. Arranged alphabetically by subject.

Memos and letters covering several areas of enforcement concern: hearings, instructions, problems, and procedures, relating to compliance with WSB wage standards.

WNRC Accession 293-54D0230      Boxes 146-148

**PERMANENT.** Transfer to the National Archives immediately.

Regulations and Research Division

14. Subject File, 1951-1953. 9 cu. ft. Arranged by subject.

Memos, letters, copies of Congressional bills and joint resolutions, and drafts of internal correspondence on matters of interest to the WSB, ranging from appropriations and board members to Alaska salmon. Also includes some organizational charts for the National Enforcement Commission.

- a. Two organizational charts of the NEC, in folder "Enforcement-General", in box 75.

WNRC Accession 293-54M0230      Box 75 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. All other records in the boxes listed below.

WNRC Accession 293-54M0230      Boxes 73-81

Destroy immediately.

Board Standards Division

15. Regional Wage Studies, 1951-1953. 3 cu ft. Arranged numerically by region, thereunder numerically by file number.

Charts of wage rates found in various occupations within particular industries. Also includes Special Wage Reports, studies conducted by Bureau of Labor Statistics, Department of Labor.

WNRC Accession 293-53C0619      Boxes 20-22

Destroy immediately.

Regional Office #4--Richmond, VA

16. Meeting Minutes and Agendas, 1951-?. 4 cu. ft. Arranged chronologically (3.5 feet); arranged by subject (6 in.).

Meeting agenda, minutes, reports, resolutions, and correspondence relating to the biweekly meetings of the regional office board. In addition to the cases considered, there are biographical sketches of the regional board members, and correspondence of the various members.

WNRC Accession 293-53D0509      Boxes 66-69

**PERMANENT.** Transfer to the National Archives immediately.

17. Internal Instructions and Regional Forms, 1951-1953 <1 cu. ft. Arranged by subject.

Information bulletins, internal memos, typing procedures memos, forms and form letters used in daily administration.

WNRC Accession 293-53K0509 Box 70 (partial)

Destroy immediately.

18. General Administrative File, 1951-1953. 6.5 cu. ft. Arranged loosely by subject.

Memos, letters, and reports concerning budget and fiscal matters, building and grounds, communications, personnel, case analysis, investigations of industries, position descriptions, grievances, recruitment, training, and enforcement and interpretations of wages at the regional office level.

WNRC Accession 293-53K0509 Boxes 70 (partial)-76

Destroy immediately.

#### National Enforcement Commission

19. Minutes of meetings, 1951-1953. <1 cu. ft. Arranged chronologically.

Minutes of the NEC describing cases for its consideration and decisions made on those cases. These minutes must be segregated from disposable material in the same box. The minutes are in the last folder, "National Enforcement Commission", in box 226.

WNRC Accession 293-54S0230 Box 226 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

20. Administrative Support Records, 1952-1953. 4 cu ft. Unarranged.

Travel vouchers, claims for compensation (from attorneys who reviewed cases for the NEC), budget papers, voting record, docket of NEC pending cases, certificates of disallowance and carbon copies of related correspondence to the Internal Revenue Service's Audit Services staff, notices of hearings, copy of 1954 ESA budget figures, one notebook ledger of mail received, and 5 litigated case registers.

WNRC Accession 293-54S0230 Boxes 226 (partial)-228

Destroy immediately. (See item 19 for permanent records to be removed from box 226.)

Railroad and Airline Wage Board

21. Docket Control Cards, Registers, and Summaries, 1951-1953. 1 cu ft. Unarranged.

5x8 control cards for cases prefixed P, R, and AE; 3x5 control cards for cases prefixed N and RR; Docket register for cases in P series; Docket Register of Requests for Rulings; Alpha List of Cases processed by Temporary Emergency Railroad Wage Panel; Closed Case Summary Files; AE cases, P-cases, R-cases.

WNRC Accession 293-53E0510    Box 28

Destroy immediately.



## Hierarchy of Records of the Wage and Salary Stabilization Boards of the Economic Stabilization Agency

- I. Wage Stabilization Board (WSB), 1951-1953
  - A. Office of the Executive Director
    - 1. Permanent Records
      - a. Minutes of the WSB and Summaries of Committee Meetings
      - b. Manuals and Registers
    - 2. Disposable Records
      - a. Subject File
  - B. Construction Industry Stabilization Committee (CISC)
    - 1. Permanent Records
      - a. General Subject File
      - b. Meeting Agendas
      - c. Minutes of Meetings and Panels
  - C. Review and Appeals Committee (R&AC)
    - 1. Permanent Records
      - a. Minutes and Transcripts of R&AC Hearings
  - D. Office of Disputes
    - 1. Disposable Records
      - a. Disputes Case Files
  - E. Board Room Services
    - 1. Permanent Records
      - a. Transcripts of Executive Sessions
      - b. Transcripts of Panel Hearings
      - c. Transcripts of Regional Enforcement Conferences
  - F. Office of Economic Analysis
    - 1. Disposable Records
      - a. Unclassified Program Records
      - b. Papers of Frederick Bullen
    - Program Statistics Division
      - c. Area Wage Surveys
  - G. Office of Chief Counsel
    - 1. Permanent Records
      - a. Correspondence
      - Enforcement and Litigation Division
        - b. Correspondence
    - 2. Disposable Records
      - Regulations and Research Division
        - a. Subject File
  - H. Board Standards Division
    - 1. Disposable Records
      - a. Regional Wage Studies

- I. Regional Office #4, Richmond, VA
  - 1. Permanent Records
    - a. Meeting Minutes and Agendas
  - 2. Disposable Records
    - a. Internal Instructions and Regional Forms
    - b. General Subject File
  
- II. Salary Stabilization Board (SSB), 1951-1953
  - A. Office of Executive Director, Office of Salary Stabilization  
Office of Chairman/Vice-Chairman
    - 1. Permanent Records
      - a. Correspondence
  - B. Board Secretary
    - 1. Permanent Records
      - a. Official Documents and Minutes of the SSB
  
- III. Railroad and Airline Wage Board (RAWB), 1951-1953
  - A. Sub-subgroup unknown.
    - 1. Permanent Records
      - a. Records Relating to RAWB Policies
      - b. Records Relating to the History and Establishment of the RAWB
    - 2. Disposable Records
      - a. Docket Control Cards, Registers, and Summaries
  
- IV. National Enforcement Commission (NEC), 1952-1953
  - A. Sub-subgroup unknown.
    - 1. Permanent Records
      - a. Minutes of Meetings
      - b. Findings and Determinations
      - c. Decisions Files
    - 2. Disposable Records
      - a. Administrative Support Records
      - b. Transcripts of Proceedings

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