

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Labor

2. MAJOR SUBDIVISION

Wage and Hour and Public Contracts Divisions

3. MINOR SUBDIVISION

National Office

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Moller

5. TEL. EXT Code 110

Ext. 3220

LEAVE BLANK			
DATE RECEIVED MAY 11 1964		JOB NO. <i>RG 155</i>	
DATE APPROVED <i>7/17/64</i> <i>WHP</i>		CON- 864-171	
CONGRESSIONAL AUTHORIZATION			
HOUSE REPORT NO. 1600	88th CONGRESS <i>2d</i> SESSION	DATE JUL 27 1964	
NOTIFICATION TO AGENCY			
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.			
		<i>July 28, 1964</i> <i>Robert W. Knaus</i> (Date) <i>Archivist's Representative</i>	

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 8 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.

May 8, 1964
(Date)

Tom Keegan
(Signature of Agency Representative)

Director, Office of Organization & Management,
 OAAS (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>General Correspondence Records</p> <p>Break Company and General Public Correspondence Files (a) at 2 year intervals. Transfer material over 5 years old to the Federal Records Center. Break all other files (b, c, and d) each quarter. Transfer those over 5 years old to the Federal Records Center at 2 year intervals.</p> <p><i>With the exception of records listed for preservation in the NHP Records Retention Plan</i></p> <p>Dispose of 12 years after transfer to Federal Records Center.</p> <p>a. Company and General Public Correspondence Files</p> <p>These files consist of original incoming correspondence, with employers, employees and individuals not in the government service and the file copy of replies, related reports and studies concerning application of (1) Fair Labor Standards Act and (2) Walsh-Healey Public Contracts Act.</p> <p>b. Regional Correspondence File</p> <p>Memoranda to and from regional offices.</p> <p>c. Interdepartmental Correspondence File</p> <p>Memoranda to and from the offices and divisions of the Department of Labor.</p>	<p><i>wanted</i> <i>WHP</i> <i>7-17-64</i></p> <p><i>WHP</i> <i>7-17-64</i></p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	d. Government Agency Correspondence File Correspondence with other government agencies		DISPOSAL APPROVED
2.	Congressional Correspondence File Place in inactive file when member leaves Congress. Transfer to Federal Records Center at 2 year intervals. <i>With the exception of records listed for preservation in the W HPC Records Retention Plan</i> Dispose of 12 years after cut-off. <i>WOTF 7-17-64</i> Correspondence to and from Members of Congress relating to matters in which they are interested or for constituents requesting information or service from the Department of Labor.		DISPOSAL APPROVED
3.	Public Contracts Notice of Award Files Break files every year. Dispose of files when 2 years old. a. Notices of award of contract filed by company name. b. Notices of award of contract filed by industry name.		DISPOSAL APPROVED
4.	Walsh-Healey Subject Files Disposal not authorized at the present time <i>WOTF 7-17-64</i> because historical value has not yet been determined a. By industry classification when pertaining to determination of prevailing minimum wage; e.g., chemical and related products, electric lamps, woolen and worsted. b. All other subject files; e.g., rulings, interpretations.		
5.	Administrative, Legislative Studies, and Program Development Subject Files Break file every 4 years. Retain.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>Transfer to the National Archives when administrative usefulness is exhausted.</p> <p>These records document the provisions of the Fair Labor Standards Act and the Walsh-Healey Public Contracts Act including the establishment of minimum wages, industry committee determinations, Public Contracts wage determinations, Public Contracts safety and health standards and agreements with State and Federal agencies for enforcement, Davis-Bacon Act, overtime, child labor standards, regulations, exemptions, certification, homework industries, and enforcement activities.</p> <p>Program Subject Files Relating to Wage Determinations, Regulations, and Exemptions. These files have no present value, are "non-record" and should be destroyed with no further activity filed. <i>DESTROY</i> Screen files at three year intervals. <i>(b)</i> Destroy 7-17-64 "Non-record" material of no reference value. <i>(b)</i> Retain remainder</p> <p>These files consist of copies of correspondence and reports submitted to higher level, work papers and studies of a preliminary nature as source data in answering correspondence or in recommending changes in the position or policies taken by the Department of Labor, including:</p> <ul style="list-style-type: none"> Overtime under the guaranteed wage plans, profit sharing and welfare plans and Portal to Portal Act. Agriculture exemptions under the Fair Labor Standards Act. Special minimum wages regarding learners, student learners, student workers, handicapped workers, sheltered workshops, apprentices, full-time students, and messengers. Wage determinations under the Walsh-Healey Public Contracts Act. Special studies on employment earnings and technical development. Industry committees relating to wages in Puerto Rico, the Virgin Islands, and American Samoa. 		<p>DISPOSAL APPROVED <i>(b)</i> <i>K</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>Industry analysis of wage determinations.</p> <p>Regulations and exemptions.</p> <p>Coverage of homeworkers and white collar workers under the Fair Labor Standards Act.</p> <p>Public Contract Minimum Wage Determination Hearing Records</p> <p>Break file every 5 years.</p> <p>Transfer to the Federal Records Center 2 years thereafter.</p> <p>Disposal not authorized at the present time as permanent historical value has not yet been determined <i>7-17-64</i></p> <p>Correspondence, reports, dockets, research studies, transcript of hearings, reports of proceedings, exhibits, and decisions of the hearing examiners in setting of prevailing minimum wages under the Walsh-Healey Public Contracts Act. This standard does not apply to those records maintained by the Office of the Solicitor.</p>		
8.	<p>Special Industry Committee Wage Order Files</p> <p>Place in inactive file when docket is prepared.</p> <p>Transfer to the Federal Records Center 5 years thereafter.</p> <p>Dispose of 20 years after transfer.</p> <p>Correspondence, transcripts of hearings, and exhibits for wage determinations made by the special industry committees appointed for Puerto Rico, the Virgin Islands, and American Samoa.</p>		<i>Disapproved</i>
9.	<p>Certification File</p> <p>Transfer to the Federal Records Center (1) files which have been inactive for 3 years and (2) files which relate to certification prior to the two most recent changes in the statutory minimum.</p> <p>Dispose of 12 years after transfer of file.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Industry file</p> <p>b. Puerto Rico File</p> <p>c. School File</p> <p>d. Control Cards</p> <p>These files contain special minimum wage applications, certificates, denial statements, and correspondence regarding learners, student workers, and messengers.</p>		
10.	<p>Regional Certification Files</p> <p>a. Applications and certificates</p> <p>Break file yearly</p> <p>Dispose of 5 years after break of file</p> <p>b. Sheltered Workshop Investigations</p> <p>Transfer to the Federal Records Center files which have been inactive for more than 3 years.</p> <p><i>With the exception of records listed for preservation in the WHPC Records Retention Plan</i></p> <p>Dispose of 12 years after transfer</p> <p>Screen active files at 5 year intervals and destroy material of no reference value.</p> <p>c. Correspondence, not of a policy nature, from regional offices relating to the regional program in regard to the establishment and administration of the special minimum wage program and to the certification of homeworkers.</p> <p>Break file every 4 years</p> <p>Dispose of 3 years after break of file</p>	<p>PLAN <i>NY 164-171-64</i></p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
11.	<p>Sheltered Workshop Advisory Committee Files</p> <p>Disposal not authorized at the present time <i>permanent historical value has not yet been determined.</i></p> <p>These records contain agenda and minutes of meetings of the Sheltered Workshop Advisory Committee.</p>	<p><i>NY 164-171-64</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p>Legal Opinions and Interpretation Files</p> <p>Break file every 5 years</p> <p>Transfer to the Federal Records Center 5 years thereafter</p> <p>Dispose of 20 years after break of file <i>except for the record set</i></p> <p>Correspondence, reports, and review documents respecting the application of the Fair Labor Standards Act and the Walsh-Healey Public Contracts Act. This standard does not apply to those records maintained by the Office of the Solicitor.</p>		<p>DISPOSAL APPROVAL</p>
13.	<p>Emergency Wage Stabilization File</p> <p>Break file every 4 years or at completion of Operations Alert exercise.</p> <p><i>[Handwritten mark]</i></p> <p>Transfer to the Federal Records Center 1 year thereafter except those files used in current planning.</p> <p>Dispose of 12 years after break of file</p> <p>Studies, program plans and regulations relating to wage stabilization and labor disputes during Operations Alert - Civil Defense.</p>		<p><i>Disapproved</i></p>
14.	<p>Conferences and Committee Meeting Files</p> <p>Break file every 4 years for standing committees or conferences or at completion of special conference or committee report or study.</p> <p>Transfer to the Federal Records Center 1 year thereafter.</p> <p>Disposal not authorized at the present time <i>as permanent history value has not yet been determined.</i></p> <p>These files contain agenda and minutes of meetings and conferences attended by the Administrator, Deputy Administrator, Assistant Administrators or their designees.</p>	<p><i>not for 7-17-64</i></p>	<p><i>[Handwritten initials]</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<p>Regional Survey Reports</p> <p>Break file every 4 years</p> <p>Transfer to the Federal Records Center 1 year thereafter</p> <p><i>With the exception of records listed for preservation in the WHP Records Retention Plan</i> Dispose of 12 years after break of file</p> <p>These records contain regional survey reports and studies which provide information on the operations of the office with respect to effectiveness and conformance with established policies and procedures and actions taken to improve operations.</p>	<p><i>NOA</i> 7-17-64</p>	<p>DISPOSAL APPROVED</p>
16.	<p>Enforcement Field Operations Handbook. <i>Source data used for compiling printed handbooks.</i></p> <p>Place in inactive file when superseded</p> <p>Disposal not authorized at the present time as permanent historical value has not yet been determined.</p> <p>Field Operations Handbook and research data are prepared for the direction and guidance of personnel in the direction and administration of the enforcement activities under the Fair Labor Standards Act and the Public Contracts Act.</p>	<p><i>NOA</i> 7-17-64</p>	<p>K</p>
17.	<p>Safety and Health Program</p> <p>Break file every 4 years</p> <p>Transfer to the Federal Records Center 1 year thereafter</p> <p><i>With the exception of records listed for preservation in the WHP Records Retention Plan</i> Dispose of 12 years after break of file</p> <p>These files contain correspondence and research data concerning codes, standards, hearings, regulations, and enforcement relating to the safety and health provisions of the Walsh-Healey Public Contracts Act.</p>	<p><i>NOA</i> 7-17-64</p>	<p>DISPOSAL APPROVED</p>
18.	<p>Child Labor Program Files</p> <p>Break file every 4 years</p> <p>Transfer to the Federal Records Center 1 year thereafter</p>		<p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19.	<p><i>With the exception of records listed for preservation in the WHP Records Retention Plan</i> Dispose of 12 years after break of file</p> <p>These records include correspondence, reports, recommendations on child labor standards, technical assistance to states, enforcement data including violations, statistical material, and legislation and research recommendations.</p> <p>Statistical Records</p> <p>A. Survey Schedules</p> <p>Dispose of after data has been incorporated on machine cards or tapes except that material to be used for research purposes may be retained while its usefulness lasts.</p> <p>B. Automatic Data Processing Punched Cards</p> <p>Dispose of after 2 years</p> <p>C. Statistical Reports, Tabulations and Tables</p> <p>Place in inactive file after subsequent report is processed or 4 years after date of report if there is no subsequent report.</p> <p><i>With the exception of records listed for preservation in the WHP Records Retention Plan</i> Dispose of 2 years thereafter except that to be used for research purposes may be retained while its usefulness lasts.</p> <p>D. Subject Files Relating to Programming Statistical Surveys</p> <p>Break file every 4 years</p> <p>Transfer to the FRC 1 year thereafter except those files to be used for research purposes</p> <p><i>With the exception of records listed for preservation in the WHP Records Retention Plan</i> Dispose of 10 years after break of file</p>	<p><i>MATZ</i> 7-17-64</p> <p><i>MATZ</i> 7-17-64</p> <p><i>MATZ</i> 7-17-64</p> <p><i>MATZ</i> 7-17-64</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>