

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0155-2022-0001

Status: APPROVED
Date Approved: 09/15/2023

General Information

Agency or Establishment	Wage and Hour Division
Record/Scheduling Group	0155 - Records of the Wage and Hour Division
Records Schedule Applies To	Agency-wide
Schedule Subject	WHD Mission Schedules
Additional Schedule Information	<p>The Wage and Hour Division (WHD) administers programs to provide for the execution of the Department of Labor's responsibilities under the Fair Labor Standards Act (FLSA), Davis-Bacon and related Acts (DBRA), McNamara O'Hara Service Contract Act (SCA), Walsh-Healey Public Contracts Act (PCA), Contract Work Hours and Safety Standards Act (except safety and health provisions), the Copeland Act, the Migrant Seasonal Agricultural Worker Protection Act (MSPA), the Family and Medical Leave Act, and labor standards provisions of various other statutes, including the National Foundation on Arts and Humanities Act, Title III of the Consumer Credit Protection Act (CCPA), the Immigration Reform and Control Act (IRCA), the United States-Mexico-Canada Agreement (USMCA), and the Employee Polygraph Protection Act (EPPA).</p> <p>The Wage and Hour Division is headed by an Administrator who reports directly to the Secretary of Labor.</p> <p>Because the records created and received are in a variety of media and formats this schedule is media neutral and permits the retention and disposition of records in any media (36 CFR 1228.24(b)(3)), unless item disposition instructions specify otherwise. Temporary records in electronic formats will be maintained by WHO throughout their life cycle. Permanent electronic records should be maintained and transferred in a medium and format acceptable to NARA in accordance with standards set forth in federal regulations.</p> <p>Unless otherwise specified, the record cut-off is at the end of each calendar year.</p> <p>This schedule covers records that document the performance of agency mission functions and activities.</p> <p>N1-155-2011-0003 item 2a is superseded by the 1st item of this schedule</p>

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N1-155-2011-0003 item 4 is superseded by DAA-GRS-2016-0002-0001

N1-155-2011-0003 item 5b is inactive

N1-155-2011-0003 item 9 is inactive

All other items from N1-155-2011-0003 remain active.

Is There a Classified Version of This
Schedule?

No

Is consultation and coordination with
Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 6

Number of Temporary disposition items: 6

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0155-2022-0001

Item #	Title	Disposition
0001	Certification : Registration : Applications, certifications and registrations for all Division programs.	Temporary
0002	Inquiries regarding potential WHD-enforced law violations : Records of inquiries that do not lead to an investigation	Temporary
0003	General Program Records	Temporary
0004	Summary Mission Data	Temporary
0005	U and T Visa Certifications : Record of WHD approved U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication.	Temporary
0006	U and T Visa Certifications : Record of WHD denied U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication.	Temporary

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Records Schedule Items

Group Title	Certification : Registration	
DAA-0155-2022-0001-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Applications, certifications and registrations for all Division programs.	
Item Description	Applications, Certifications, and Registrations include, but are not limited to: records for the Full Time Student, Student Learner, 14(C) programs, Farm Labor Contractor, Farm Labor Contractor Employee, and United States-Mexico-Canada Agreement programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-155-2011-003 / 2a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after last certification action (approval, denial, or revocation)	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Inquiries regarding potential WHD-enforced law violations	
Group Description	Records received from the public in regards to potential violations of the laws enforced by WHD.	
DAA-0155-2022-0001-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Records of inquiries that do not lead to an investigation	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0155-2022-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	General Program Records	
Item Description	Records documenting the planning, management, reporting, working documents, and correspondence with internal WHD offices as well as routine operations undertaken by WHD offices and branches. This item excludes any records explicitly identified by other records schedules including WHD agency-specific schedules as well as the General Records Schedule. NOTE: This item excludes administrative operations records covered by the general records schedules.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy no sooner than 5 years(s) after created date but longer retention is authorized	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0155-2022-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Summary Mission Data	
Item Description	Summary data from various WHD electronic information systems that has long-term analytical value for deriving insights into agency mission activities, practices, and strategies. This data excludes case-specific personally identifiable information (PII) and data that does not have long term analytical value and that is covered by other records schedule items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually at close of fiscal year.	
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title		U and T Visa Certifications
DAA-0155-2022-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Record of WHD approved U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 15 year(s) after certification approval
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0155-2022-0001-0006 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Record of WHD denied U and T visa certification requests including but not limited to documentation of receipt, evidence, processing, and adjudication.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 3 year(s) after certification denial
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/15/2023