

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.

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

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

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

Directs a program to assure affirmative action to employ and advance in employment veterans and handicapped workers by Government contractors.

Directs a Labor-Management Standards program which provides for the administration and enforcement of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), Section 7120 of the Civil Service Reform Act of 1978 (CSRA), Section 1017 of the Foreign Service Act (FSA), and Section 1209 of the Postal Reorganization Act (PRA).

WITHDRAWN

1. SUBJECT FILES: Memorandum of conversations, briefing memorandums, action memorandums, drafts, correspondence, notes, reports, policy, testimony, prepared statements, speeches, agendas for meetings, minutes of meetings, travel, personnel and other records which would document the general responsibilities and activities of the Assistant Secretary for Employment Standards and immediate staff.

File Scheme: Subject/year

Volume on hand: ½ cubic feet.

Annual Accumulation: 7 cubic feet.

Disposition: Permanent. Cut off file at end of the tenure of the incumbent and his/her immediate staff. Transfer to FRC after cut off. Transfer to NARA 3 years after cut off.

ELECTRONIC RECORDS: Electronic copy produced using e-mail and/or word processing.

Disposition: Temporary. Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

Supersedes NI-448-90-1, Items 1, 2, 3, 4, 5, 6 and NI-448-00-01, items 1, 2, 3, 4, 5, 6.

2. CHRONOLOGICAL FILES: Copies of outgoing correspondence, reports, position papers and other records, signed by the Assistant Secretary. This file is maintained separately for the convenience and reference of the Assistant Secretary.

File Scheme: By date.

Volume on hand: 1/4 cubic feet.

Annual Accumulation: 1 cubic feet.

Disposition: Permanent. Cut off file at end of the tenure of the incumbent. Transfer to FRC after cut off. Transfer to NARA 3 years after cut off.

ELECTRONIC RECORDS: Electronic copy produced using e-mail and/or word processing.

Disposition: Temporary. Delete when record-keeping copy has been created or when no longer needed for updating, reference or distribution.

3. SCHEDULE OF DAILY ACTIVITIES: Calendars, logs, diaries and/or other records documenting meetings, appointments, telephone calls, trips, visits and other activities by the Assistant Secretary for Employment Standards and/or staff members of the office.

Records are maintained electronically.

WITHDRAWN

Disposition: Permanent – Generate textual record copy on a monthly basis. Hold record copy in Office until change in administration or until official's termination of employment with the Agency. After one calendar year, transfer record copy to NARA.

Electronic Record

Disposition: Temporary – Delete when recordkeeping copy has been produced and when no longer needed for updating, reference or distribution.

(Item 3 added and approved by RO, 11/2/01. See attached email from Dottie Chester.)

WITHDRAWN