

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO NI-86-90-1	
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 2/7/90	
FROM (Agency or establishment) U.S. Department of Labor		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
MAJOR SUBDIVISION Women's Bureau		ARCHIVIST OF THE UNITED STATES <i>act</i> <i>Grandin Miller</i>	
MINOR SUBDIVISION		DATE 9/27/91	
NAME OF PERSON WITH WHOM TO CONFER Jessie M. Curry	TELEPHONE EXT. 523-6606	ARCHIVIST OF THE UNITED STATES	

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 _____ 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.

GAO concurrence: is attached, or is unnecessary.

I. DATE 3 JAN 90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul Larson</i> Paul Larson	D. TITLE DEPARTMENTAL RECORDS OFFICER
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7.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center"><u>Women's Bureau</u></p> <p>The Women's Bureau, first established as the Women-in-Industry Service in 1918, and made permanent by Congressional Act of June 5, 1920 (41 Stat. 989, 29 U.S.C. 11), is charged with formulating standards and policies for promoting the welfare of wage-earning women, improving their working conditions, increasing their efficiency, and advancing their opportunities for profitable employment.</p> <p>The Bureau is concerned with all women at work, or seeking work, irrespective of race, creed, or marital status, with women in all fields of employment, manufacturing, service trades, household employment, farm work, business, and the professions; with the woman on her first job and the older woman worker; and with women who are both homemakers and wage earners.</p>		

Copies sent to agency, NCF, NN-W, NNS, ANT, NIA 10/3/91

1. WOMEN'S BUREAU PUBLICATIONS

Copy of each pamphlet, bulletin, report, booklet, brochure, leaflet, factsheet, newsletter, or other material for public distribution published by the Women's Bureau. Includes WB material published by the GPO.

(Excludes working papers and background materials and copies of publications maintained for reference.)

Annual Accu: 2-3 cubic feet
Arrangement: Subject

Disposition: **PERMANENT.** Cut off files at the end of each fiscal year. Retire to FRC when 3 years old. Transfer to NARA in 5 year blocks when 5 years old.

2. SPEECHES, ADDRESSES, COMMENTS

Speeches, addresses and comments made by the Director or designated staff members at official functions or formal ceremonies.

Annual Accum: Less than 1 cubic foot
Arrangement: Subject

Disposition: **PERMANENT.** Cut off at end of fiscal year. Retire to FRC when 5 years old. Transfer to NARA in 5 year blocks when 10 years old.

3. POSTERS

Posters created by the Women's Bureau and distributed agency-wide or to the public.

Annual Accum: Less than 1 cubic foot
Arrangement: Chronological

Disposition: **PERMANENT.** Transfer two (2) copies of each poster to NARA upon distribution.

4. INFORMATIONAL RELEASES

Copy of informational releases such as News Releases, Press Releases and Biographical sketches of the WB Directors and Deputy Directors.

Disposition: **PERMANENT.** Cut off at end of fiscal year. Retire to FRC when 3 years old. Transfer to NARA in 5 year blocks when 10 years old.

5. WOMEN'S BUREAU ANNUAL REPORTS

Record copy maintained by Headquarters WB office.

Annual accumulation: less than 1 cubic foot
Arrangement: Chronological

Disposition: **PERMANENT**. Transfer to NARA in 10 year blocks when 10 years old.

6. ORGANIZATION AND DIRECTIVE FILES

Record copy of formal directives, information bulletins, procedural and operating manuals, organizational charts and function statements.

Annual accumulation: less than 1 cubic foot
Arrangement: subject

Disposition: **PERMANENT**. Cutoff at end of fiscal year. Transfer to NARA in 5 year blocks when 10 years old.