

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

*NC 155-81-1*

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Employment Standards Administration

3. MINOR SUBDIVISION

Wage and Hour Division

4. NAME OF PERSON WITH WHOM TO CONFER

Dennis F. Geer

5. TEL EXT

523-8489

LEAVE BLANK	
JOB NO	<u>NC1-155-81-1</u>
DATE RECEIVED	<u>May 21, 1981</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN:</b>	
Date	Archivist of the United States

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 18 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>5-21-81</u>	<u>Elaine Jackson</u>	<u>Departmental Records Officer</u>		<p>The Wage and Hour Division 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), Service Contract Act, Contract Work Hours and Safety Standards Act (except safety and health provisions), the Copeland Act, the Farm Labor Contractor Registration Act (FLCRA), Section 3 of the Tennessee Valley Authority Act, and the Local Fiscal Assistance Act (Revenue Sharing) as it pertains to wage determinations.</p> <p>The Wage and Hour Division is headed by an Administrator who reports directly to the Assistant Secretary for Employment Standards.</p> <p>For convenience of reference, the items below are grouped under organization headings, but the disposition provisions remain effective, regardless of organizational change, as long as the nature of the records remain as described.</p> <p>This schedule replaces all existing record schedules including NC-155-75-2, NC-155-75-1, NN-168-76 NN-168-43, NN-164,171.</p>		<u>74 items</u>

**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
<u>THE OFFICE OF THE WAGE HOUR ADMINISTRATOR</u> <u>NATIONAL OFFICE</u>			
1.	<p><u>Wage and Hour Directives and Handbooks</u></p> <p>WH policy or procedural directives including handbooks.</p> <p>PERMANENT. Retain on site for 25 years. Offer to NARS when 25 years old. Arrange by subject. Break file annually.</p> <p>Annual accumulation is less than one cubic foot.</p>		WITHDRAWN
2.	<p><u>Administrative Subject File</u></p> <p>Intra &amp; Interoffice, memoranda, reports, reorganization, publications and other records relating to office services, personnel, financial matters, travel, procurement and all routine administrative matters.</p> <p>Break file annually. Destroy when 3 years old.</p>		WITHDRAWN
3.	<p><u>Congressional Correspondence File</u></p> <p>Copies of correspondence to and from members of congress.</p> <p>Break file annually. Destroy when 3 years old.</p>		WITHDRAWN
4.	<p><u>Regional Correspondence File</u></p> <p>Correspondence with Wage Hour regional offices.</p> <p>Break file annually. Destroy when 3 years old.</p>		WITHDRAWN
5.	<p><u>Accountability Reviews</u></p> <p>Regional Survey Reports and studies which provide information on the operation of the regional office with respect to effectiveness and conformance with established policies and procedures and actions taken to improve operation.</p> <p>Break file annually. Transfer to FRC when 3 years old. Destroy when 10 years old.</p>		WITHDRAWN



**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
9.	<p><u>Prevailing Wage Determinations and Related Support Material and Correspondence - Davis-Bacon and Related Acts</u></p> <p>a. Wage determinations. Prevailing Wage Determinations and related support material and correspondence.</p> <p>Transfer to FRC when 2 years old. Destroy when 20 years old.</p> <p>b. Supporting material and correspondence.</p> <p>Cutoff and transfer to FRC when 2 years old. Destroy when 20 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
10.	<p><u>Special Industry Committee Files</u></p> <p>These files contain correspondence, survey materials, work papers, wage orders, economic reports, transcripts of hearings, docket files exhibits and other materials used in the administration of the minimum wage program for Puerto Rico, the Virgin Islands and American Samoa for the period 1938 to present. Current accumulations pertain only to American Samoa.</p> <p>a. Survey materials, work papers, wage orders, economic reports, transcripts and other materials.</p> <p>Break files every 2 years. Transfer to FRC. Destroy when 10 years old.</p> <p>b. Correspondence and docket files</p> <p>Arranged chronologically.</p> <p>Retain for 3 years. Transfer to FRC when 3 years old. Destroy when 20 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
11.	<p><u>Service Contract Act Wage-Determinations</u></p> <p>Files consist of wage determinations, dockets, research paper or studies, associated work papers, and Federal Agency SF-98 notifications relating to wage determination issuances.</p>		

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	<p>a. Active Wage Determinations. Correspondence pertaining to active Wage Determinations.</p> <p>Retain until withdrawn or superceded.</p> <p>b. Withdrawn or superceded wage determinations. Correspondence and other related documentation pertaining to these determinations.</p> <p>Transfer to FRC when 1 year old. Destroy when 10 years old.</p> <p>c. Action completed file of SF-98 Notice of Intention to Make a Service Contract relating to wage determination actions. Original record is maintained by submitting/respondee procuring agency.</p> <p>Break file annually.            Retain for two fiscal years past response date and destroy.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>
12.	<p style="text-align: center;"><u>OFFICE OF FAIR LABOR STANDARDS</u></p> <p><u>General Correspondence File</u></p> <p>Copies correspondence with employers, employees and individuals not in government and the file copy of replies, related reports and studies concerning application of Farm Labor Standards Act, Farm Labor Contractor Registration Act.</p> <p>Break file annually. Destroy when 3 years old.</p>		<p>WITHDRAWN</p>
13.	<p><u>Legal Opinions and Interpretation Files</u></p> <p>Correspondence, reports and review documents respecting the application of the Fair Labor Standards Act. (This standard does not apply to those records maintained by the Office of the Solicitor.)</p> <p>Cutoff files every 5 years. Transfer to FRC when 5 years old. Destroy when 20 years old.</p>		<p>WITHDRAWN</p>

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14.	<p><u>National Office files on Regional Certification</u></p> <p>a. Full-time student applications and certificates.            Transfer to the FRC when 2 years old with the exception of applications containing the base-year data of the applicant. Destroy when 7 years old.</p> <p>b. Sheltered workshop applications and certification.            Break files and transfer to FRC when 3 years old. Destroy when 20 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
15.	<p><u>Child Labor Program Files</u></p> <p>Files contain correspondence, reports, recommendations on child labor standards, technical assistance to states, enforcement data including violations, statistical material and legislation and research recommendations.            Break every 4 years. Transfer to FRC when 4 years old. Destroy when 10 years old.</p>		<p>WITHDRAWN</p>
16.	<p><u>Child Labor Civil Money Penalty Files</u></p> <p>Work papers, logs, and other records related to the issuance and collection of Child Labor Civil Money Penalties.            Retain in active status for 3 years. Transfer to FRC when 5 years older (active plus inactive). Offer to NARS when 20 years old.            PERMANENT. Arranged alphabetically. Accumulation is approximately 5 cft. per year.</p>		<p>WITHDRAWN</p>
17.	<p><u>Child Labor Hazardous Order Files</u></p> <p>Files contain reports on various kinds of work related injuries suffered by covered group. Information is used to support issuance of hazardous orders.            Retain 10 years. Transfer to FRC. Offer to NARS when 20 years old.            PERMANENT. Arranged by major industry. Accumulation approximately 5 cft. per year.</p>		<p>WITHDRAWN</p>

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18.	<p><u>Child Labor Historical Files</u></p> <p>Files contain precedential correspondence describing the historical development of Child Labor laws and regulations.</p> <p>Offer to NARS when 20 years old.</p> <p>PERMANENT. Arranged chronologically. Accumulation is approximately 2 cft. per year.</p>		WITHDRAWN
19.	<p><u>Child Labor Technical Reference Files</u></p> <p>Files contain technical correspondence and other materials used in the identification of certain hazardous occupations.</p> <p>Retain 5 years. Destroy when 5 years old.</p>		WITHDRAWN
20.	<p><u>Farm Labor Program Files</u></p> <p>Files contain correspondence, reports, recommendations on farm labor standards, technical assistance to states, enforcement data including violations, statistical material, legislation and research recommendations, FLCRA Public Register, tracer lists, year end tabulations of registration statistics, and final and unappealable registration certificate orders of the Secretary of Labor.</p> <p>Break files every 4 years. Transfer to FRC when 4 years old. Destroy when 10 years old.</p>		WITHDRAWN
21.	<p><u>Farm Labor Contractor Registration Act Civil Money Penalty Files</u></p> <p>Work papers, logs and other records related to the issuance and collection of FLCRA Civil Money Penalties, and, final and unappealable civil money penalty orders of the Secretary of Labor.</p> <p>Retain 5 years. Transfer to FRC when 5 years old. Destroy when 20 years old.</p>		WITHDRAWN

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22.	<p><u>Sheltered Workshop Files</u></p> <p>a. Sheltered Workshop Advisory Committee Files</p> <p>Contain records of agendas and minutes of meetings of the Sheltered Workshop Advisory Committee.</p> <p>Retain 7 years and transfer to FRC. Offer to NARS when 20 years old.</p> <p>b. Sheltered Workshop Advisory Committee Correspondence Files</p> <p>c. Sheltered Workshop Case Files</p> <p>These files contain copies of investigation reports and related material, also documents containing significant background information concerning the workshop.</p> <p>Retain three years or until another investigation has been made (whichever is longer) and transfer to Federal Records Center. Offer to NARS when 20 years old.</p> <p style="text-align: center;">WAGE HOUR REGIONAL OFFICE (including Puerto Rico)</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
23.	<p><u>Administrative Subject File</u></p> <p>Correspondence pertaining to administration and enforcement of the Fair Labor Standards Act, the Walsh-Healey Public Contracts Act, and the McNamara - O'Hara Service Contract Act, Davis-Bacon and Related Act, and Farm Labor Contractor Registration Act, including interpretations, opinions, policy matters, and information programs and procedures.</p> <p>a. Except reports</p> <p>Screen files at 3 years intervals. Destroy obsolete or superseded material.</p> <p>b. Reports, including statistical reports.</p> <p>Destroy 3 years after date of report.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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24.	<p><u>Investigation Case Files</u></p> <p>a. Those in which violations were disclosed.                      Break file when closed. Transfer to local FRC when 3 years old. Destroy when 10 years old.</p> <p>b. Those in which no violations were disclosed.                      Destroy when 3 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
25.	<p><u>Reports</u></p> <p>Reports and statistics pertaining to investigation activity, the certification and enforcement programs, test re-investigation findings, legal activity, and general significant activities.</p> <p>Destroy when 1 year old.</p>		<p>WITHDRAWN</p>
26.	<p><u>General Alphabetical File</u></p> <p>a. Correspondence with representatives of business establishments, labor and trade organizations, Congressmen, and the public pertaining to general application of the Fair Labor Standards Act, the Walsh-Healey Public Contracts Act, the McNamara-O'Hara Service Contract Act, Davis-Bacon and Related Acts, and the Farm Labor Contractor Registration Act; correspondence and other papers relating to establishments on which investigation action was considered but not taken; and copies of certification material concerning special minimum wages.</p> <p>Break files annually. Destroy when 3 years old.</p> <p>b. Correspondence with or concerning specific business establishments pertaining to application of the Fair Labor Standards Act, the Walsh-Healey Public Contracts Act, and the McNamara-O'Hara Service Contract Act.</p> <p>Break files annually. Destroy when 3 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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27.	<p><u>Case Movement Control Card</u></p> <p>Alphabetical card record used to control location of investigation files, including those in Federal Records Centers and the National Archives, and to cross-reference trade names. Contains limited information regarding the establishment and provides space for controlling movement of files.</p> <p>a. Retain cards for files selected for permanent retention at the National Archives and cards relating to investigations which resulted in an injunctive action, criminal action, or a compliance stipulation.</p> <p>b. Destroy all other cards 10 years after the closing date of the last investigation.</p>		WITHDRAWN
28.	<p><u>Assignment Control Card</u></p> <p>Card file maintained in field office to serve as record of each investigation assignment. Contains information regarding the establishment and investigation results and provides a record of investigation activity by date.</p> <p>a. Retain cards relating to cases which resulted in civil or criminal action.</p> <p>b. Destroy all other cards 10 years after closing date of the last investigation.</p>		WITHDRAWN  WITHDRAWN
29.	<p><u>Training Files</u></p> <p>a. Annual reports on plans and accomplishments.</p> <p>Destroy when 1 year old.</p> <p>b. Correspondence concerning conferences and meetings, copies of agendas.</p> <p>1. Regional conference material</p> <p>Destroy when 3 years old.</p> <p>2. All other conferences and meetings.</p> <p>Destroy when 3 years old.</p>		WITHDRAWN   WITHDRAWN  WITHDRAWN



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33.	<p>d. Correspondence, reports, and memoranda pertaining to specific disabilities and/or vocational rehabilitation of handicapped individuals, including medical examination reports.</p>		
	<p>Destroy after 3 years from the expiration date of the last certificate, or three years after the last contact with the certificate holder (or potential certificate holder, such as denials, etc.)</p>		WITHDRAWN
	<p>e. Selected correspondence pertaining to individual sheltered workshops which contains significant background information showing the shop to be bona fide or which describes services rendered, policies, approved rate structure, and operating practices; reports of survey and orientation visits to sheltered workshops; reports of special investigations of certificate holders.</p>		
	<p>Destroy after 3 years if superseded by more recent information or, if workshop no longer exists, 3 years after date of latest document.</p>		WITHDRAWN
	<p><u>Handling of Back Wage and Related Monies Either to be Paid to Claimants or Transferred to Miscellaneous Receipts of the Treasury.</u></p>		
	<p>a. Payment Record Cards (Form WH-158)</p> <p>Records maintained for each employer showing amounts due and collected from the employer and total payments made to their employees.</p> <p>Retain on site for 3 years after last payment or 3 years after funds are transferred to miscellaneous receipts of the U.S. Treasury, then transfer to FRC.</p> <p>Disposal not authorized by this schedule. (GAO responsibility).</p>		WITHDRAWN
	<p>b. Certificates of Deposits (SF-219)</p> <p>Retain on site for 3 years, then transfer to FRC.</p> <p>Disposal not authorized by this schedule. (GAO responsibility)</p>		WITHDRAWN

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	<p>c. Vouchers and Schedules of payment (SF-1166)</p> <p>Retain on site for 3 years, then transfer to FRC.            Disposal not authorized by this schedule. (GAO responsibility)</p> <p>d. Debit Vouchers (Treasury Form 5504)</p> <p>Retain on site for 3 years, then transfer to FRC.            Disposal not authorized by this schedule. (GAO responsibility)</p> <p>e. Schedules of Undeliverable Checks for Credit to Government Accounts (SF-1185)</p> <p>Form used to effect redeposit in Treasury when employee cannot be located.            Retain on site for 3 years, then transfer to FRC.            Disposal not authorized by this schedule (GAO responsibility).</p> <p>f. State of Transaction (SF-224)</p> <p>Form listing individual monthly transactions.            Retain on site for 3 years, then transfer to FRC.            Disposal not authorized by this schedule (GAO responsibility).</p> <p>g. Journal Vouchers (Stock Form No. 1017G)</p> <p>Form used to transfer undisbursed balances from the Deposit Fund Account to the Miscellaneous Receipt Account and to make adjustments between the various WHPC accounts.            Retain on site for 3 years, then transfer to FRC.            Disposal not authorized by this schedule (GAO responsibility).</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>h. Monthly Reconciliation of Accounting Records (Form WH-308).                      Summarization of all financial transactions confirmed by treasury.                      Retain on site for 3 years, then transfer to FRC.                      Disposal not authorized by this schedule (GAO responsibility)</p> <p>i. Receipt Control Register (Form WH-310)                      Listing by date, of checks received and deposited.                      Retain on site for 3 years, then transfer to FRC.                      Disposal not authorized by this schedule (GAO responsibility)</p> <p>j. Worksheet - Fair Labor Standards Act Gross Cases (Form WH-309) - ( Or worksheet used in region)                      For for computing amounts due employees and the applicable tax deductions.                      Merge with Area Office case file after 3 years.</p> <p>k. Report of Wages Taxable under the Federal Insurance Contributions Act (IRS Form 941a)                      Form prepared for each employer for whom gross FLSA back wage payments ere processed during the quarter.                      Retain on site, destroy after 3 years (unless required to retain longer by the IRS).</p> <p>l. Report of Income Tax Withheld (Form W-2)                      Form prepared for each employee receiving gross back wages under the LSA showing income taxes withheld.                      Retain on site, destroy after 3 years (unless required to retain longer by the IRS).</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>m. Request to Remail Undeliverable Treasury Checks and/or Bonds (Treasury Form 1664R)</p> <p>Form used to request that check be remailed by Treasury to a new address or to correct error in address previously furnished.</p> <p>Destroy after 3 years.</p> <p>n. Notice of Levy (IRS Form 668-A)</p> <p>Form used to make payment to IRS for amounts owed that agency by the taxpayer.</p> <p>Destroy after 3 years (Unless required by IRS).</p> <p>o. Application for Back Wages Due (Form WH-60)</p> <p>Letter from employee claiming back wages.</p> <p>Merge with area office case files after three years.</p> <p>p. Claim Against the U.S. For Amounts Due Deceased Creditor (SF-1055)</p> <p>Claim of surviving heir for back wages due a deceased employee.</p> <p>Merge with Area Office case file after three years.</p> <p style="text-align: center;"><u>WAGE HOUR MACHINE READABLE FILES</u></p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>
34.	<p><u>ESA -33 Compliance Action Reports System</u></p> <p>Master record compilation of individual compliance actions conducted by the Wage-Hour field organization under eith the Fair Labor Standards Act, Davis-Bacon Act, Service Contract Act, Walsh-Healey Public Contracts Act and Title III of the Consumer Credit Protection Act. File contains approximately 85,000 records per fiscal year (9-21 of the prior calendar year to 9-20 of the current year).</p> <p>Current tape name: XX53, ESA 33 MASTER FY 19XX</p> <p>Current disposition: None</p> <p>Recommended retention: Retain for 10 years. Transfer to FRC and destroy after 20 years.</p>		<p>WITHDRAWN</p>

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35.	<p><u>FLCRA Compliance Action Reports System</u></p> <p>Master record compilation of individual compliance action completed by the Wage-Hour field organization under the Farm Labor Contractor Registration Act. File contains approximately 4,500 records per fiscal year (9-21 of the prior calendar year to 9-20 of the current year).</p> <p>Current tape name: FC45 COMPLIANCE FY 19XX. BACKUP</p> <p>Current disposition: None</p> <p>Recommended retention: Retain for 10 years. Transfer to FRC and destroy after 20 years.</p>		WITHDRAWN
36.	<p><u>FLCRA Registration System</u></p> <p>A single tape containing approximately 1,800 records by <u>calendar</u> year end. Records included are those accepted through the edit process during the calendar year (1-1 to 12-31 of the current year). Each Master record represents a registration of a farm labor contractor or contractor employee or some modification to a pre-existing record of registration. The registration involved are done under the authority of the Farm Labor Contractor Registration Act, either by Wage Hour Division regional office personnel or by state authorities acting a behalf of the Wage Hour Division.</p> <p>Current tape name: WHFC REGISTRY DECKUP</p> <p>Current disposition: None</p> <p>Recommended retention: Retain 10 years and destroy.</p>		WITHDRAWN
37.	<p><u>Sheltered Workshop System</u></p> <p>A single tape containing approximately 2,500 records. Records included are those representing so-called "Sheltered Workshops" (a term derived from section 14 of the Fair Labor Standards Act) certified by the Wage Hour Division of ESA to pay less than the legal minimum wage to their employees. Each tape record contains the name,</p>		WITHDRAWN

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38.	<p>address, phone number and assorted elements of information about each such workshop. This master file essentially grows from fiscal year to fiscal year in that, normally, workshops initially setting up business are added to the file</p> <p>Current type name: WHPC, SWSNAST, MASTER</p> <p>Current Disposition: None</p> <p>Recommended retention: Retain 10 years and destroy.</p> <p><u>FLCRA CMP System</u></p> <p>A single tape containing approximately 3,000 records. Each record has passed through an edit process before being lodged on the tape. Each record represents a step involving in assessing monetary fines against farm labor contractors or contractor employees for violations under the Farm Labor Contractor Registration Act. There may be several (one or more) records on the tape representing successive actions in the same case. This Master file crosses fiscal year boundaries--carrying records on the file across into the new fiscal year. Nevertheless, fiscal year end (09-20-XX) is a logical time to preserve each year's data.</p> <p>Current tape name: CN7808.GMM.HCMP.CMP.MASTER</p> <p>Current disposition: None</p> <p>Recommended retention: Retain 10 years and destroy.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
39.	<p><u>Davis-Bacon Information System</u></p> <p>The DBIS automates the issuance of compensation schedules under the Davis-Bacon Act. Output consists of wage and fringe benefit schedules that reflect prevailing rates and levels by craft code and type of construction for a specific geographic locality (county or sets of counties). Input consists of construction trades collected bargaining agreements, economic provisions and wage and fringe benefit level surveys of construction contractors in a geographic area. System currently contains data from 1977 to February 1981.</p>		

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	<p>This system was terminated in March 1981. Current disposition: None Recommended retention: Indefinite--pending decisions on appropriate remedial actions.</p>		<p>WITHDRAWN</p>