

## RECORDS DISPOSITION SCHEDULE 49

## RECORDS RELATING TO LABOR RELATIONS FUNCTIONS

This Schedule provides disposition instructions for Headquarters and Field Office records relating to Labor Relations functions and applicable Labor Standards Statutes. It supersedes previously approved Records Disposition Schedule 49, dated June 1974.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject files pertaining to Labor Relations functions and applicable Labor Standards Statutes.	Break file annually. Maintain current and 2 preceding years and then destroy. (NARA Job NC1-207-77-4, item 1)
2.	Chronological files pertaining to Labor Relations functions and applicable Labor Standards Statutes.	Break file annually. Maintain current and 2 preceding years and then destroy. (NARA Job NC1-207-77-4, item 2)
3.	Technical wage rate files, consisting of records relating to wage determinations for architects, engineers, draftsmen, and technicians employed in the development of low-rent housing projects and including salary determinations, salary and wage studies with supporting data, hours of work, duties of employees; and related information. Regional and Field Office files.	Destroy 3 years after the submittal of new master schedules. (NARA Job NC1-207-77-4, item 3)
4.	Construction labor standards files on low-rent housing projects, consisting of records relating to Davis-Bacon wage determinations for construction workers on low-rent projects employed in connection with each development contract for demolition, modernization, construction, and landscaping, in excess of \$2,000 and the records which accumulate in administering these wage rates in accordance with 29 CFR Part 5; such as requests for Davis-Bacon determinations, wage rate schedules and modifications, records involving enforcement, such as violations, kickbacks, restitution, labor disputes, work stoppages, inspections reports, and related material. Regional and Field Office files.	Destroy 3 years after completion of any enforcement action, or 3 years after completion of contract, unless contract performance is subject of enforcement action on such date. (NARA Job NC1-207-77-4, item 4)

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5.	Construction labor standards files on all other HUD assisted or insured construction, including property disposition, consisting of records relating to wage determinations and modifications received from the Department of Labor, reports and correspondence on violations, kickbacks, labor disputes, work stoppages, inspections, and other matters relative to enforcement. Regional and Field Office files.	Destroy 3 years after completion of any enforcement action, or 3 years after completion of contract, unless contract performance is subject of enforcement action on such date. (NARA Job NC1-207-77-4, item 5)
6.	Maintenance wage rate files on low-rent housing project, consisting of records relating to wage determinations for maintenance laborers and mechanics based on periodic wage rate surveys, and the records which accumulate in connection with the administration of these maintenance wage rates; such as union agreements, correspondence relative to audits of LHA payrolls, State and local laws affecting wage rates, and related material. Regional and Field Office files.	Destroy 3 years after rates are superseded. (NARA Job NC1-207-77-4, item 6)

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
7.	Monitoring files pertaining to Labor Relations functions, applicable Labor Standards Statutes, and related information. Regional and Field Office files.	Destroy files five years after closing of monitoring or when superseded by the two most recent monitoring records.
8.	Contractor's payrolls (construction) submitted in accordance with Department of Labor regulations with related certifications, anti-Kickback affidavits, and other papers. Field Office files.	Destroy three years after completion of any enforcement action, or three years after completion of contract, unless contract performance is subject of enforcement action on such date. (NARA Job NC1-207-77-4, item 8)
9.	Investigative labor standards files containing correspondence enforcement reports and related material.	Destroy three years after closing of case. (NARA Job NC1-207-77-4, item 9)
10.	Opinions, policy and procedural issuances, interpretations, and other directives related to Labor Relations and Labor Relations Standard Activities.	
	a. Headquarters files.	Break files annually. Destroy when superseded or obsolete, or when no longer needed for administrative use. (NARA Job NC1-207-77-4, item 10a)
	b. Field Office copies.	Destroy when superseded or obsolete. (NARA Job NC1-207-77-4, item 10b)

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Item No.	Description of Records	Disposition
11.	<b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. <b>Copies that have no further administrative value after the recordkeeping copy is made.</b> Includes copies maintained by individuals in personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. <b>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</b>	<b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.