

1. Requesting Agency
DEPARTMENT OF LABOR AND INDUSTRY

2. Division or Bureau of Requesting Agency
EMPLOYMENT INSPECTION DIVISION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>MINOR'S EMPLOYMENT CERTIFICATE FILE</p> <p>Minor's employment certificates, Form CD (5 1/2" x 7-3/4") are required of all children between the ages 14-18 before they can be employed. The form is prepared in duplicate. The original (white) goes to the employer, the duplicate (yellow) is retained in the file of the Department. The employer is required to return the copy of the certificate to the Department when the minor leaves his employ. Upon return of the original, the yellow duplicate is removed from the file and destroyed and the original (white) is inserted in its place. Change of employment requires a new certificate, hence there may be several forms for an individual minor. Certificates for each minor are retained in an open-end manila envelope. The envelopes, which are 6" x 8", indicate the name of the minor, address, birthdate and the date of each certificate issued. The file is maintained in two categories. The first contains certificates for minors under 18 years of age. These are filed alphabetically by name of minor. The second contains the certificates of individuals who have reached the age of 18. The certificates in the second category are filed by year and then alphabetically by name of minor. Certificates are shifted annually from the under 18 years of age file to the over 18 years of age file in accordance with the birthdate indicated on the envelope. Certificates indicating the minor has attained the age of 18 are issued on the basis of information contained in the over 18 years of age file. (Article 100, Sec. 24, Para. h, of Annotated Code of Maryland required that minor's employment certificates be</p>	<p>Approved Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date DEC 14 1953</p> <p><i>[Signature]</i> Secretary</p>

7. Agency, Division or Bureau Representative

Margaret W. Kimble *Deputy Commissioner* 12-8-53
 Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/10/53 *Morris S. Rudoff* DEC 14 1953
 Date Signature Date Signature

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.</p> <p>retained by the Department for 4 years after the date of issue.</p> <p>The file is located on the first floor of the Department's office, 12 East Mulberry Street, and occupies 70 double 6" x 8" drawers, divided equally between the two age groups for the period 1948 to date (58 cubic feet). Annual rate of accumulation is 12 cubic feet.</p> <p>RECOMMENDATION: Retain for 4 years after the date of issue and then destroy.</p>	
2.	<p><u>EMPLOYER'S APPLICATION FOR MINOR'S EMPLOYMENT CERTIFICATE</u> Form CL-60, (5" x 8"). This form must be submitted by the employer before the Department will issue a work certificate to a minor. It shows the type of business, hours, wages and duties of the minor and, therefore, indicates whether or not the employment is legal for minors. The applications are filed by year and alphabetically therein, and are retained in the office for about a month after which they are boxed and sent to the third floor storeroom where they occupy 5 cubic feet, 1949 to date. The approximate rate of accumulation is 1 cubic foot per year.</p> <p>RECOMMENDATION: Retain for 4 years after date of issue and then destroy.</p>	<p>Approved Hall of Records Commission</p>
3.	<p><u>MINOR'S EMPLOYMENT CERTIFICATE - SPECIAL CLASSES</u> Certain types of employment for minors of all ages are certified in special classes. These include:</p> <ul style="list-style-type: none"> Appearances as models (Minors under 14 years of age can be certified.) Apprenticeship agreements Distributive Education <p>The latter is a work-study program of the Department of Education. The statute, Article 100, Section 24, Para. h, 1951 Annotated Code of Maryland, requiring 4 years retention after date of issue is applicable to these certificates. Material is filed according to type of certificate and alphabetically therein. It occupies one letter-size drawer (1 1/2 cubic feet) for the period 1950 to date. Accumulation rate is a few linear inches per year.</p> <p>RECOMMENDATION: Retain for 4 years after date of issue and then destroy.</p>	<p>Approved Hall of Records Commission</p> <p>RECEIVED BY BOARD OF PUBLIC WORKS Date DEC 14 1953</p> <p><i>[Signature]</i> Secretary</p>
4.	<p><u>NEWSBOY PERMIT FILE</u> This file consists of an unnumbered form (5" x 8"). Boys of the ages 12 and 13 are permitted to work as newsboys. Laws (Article 100, Section 26 and 27, 1951 Code) governing newsboys are applicable only in cities having a population of 20,000 or more. Hence, only Baltimore City, Cumberland and Hagerstown are covered by this authority. The statute requiring the Department to retain employment certificates for 4 years</p>	<p>Approved Hall of Records Commission</p>

No longer needed file not used.

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after issue is also applicable to newsboy certificates. If upon reaching the proper age, a newsboy enters some other employment his certificate is removed from this file to the Minor's Employment Certificate File (Item 1). The Newsboy File occupies five drawers (5" x 8"). It is filed by city and age and then alphabetically by name of newsboy within each age group. The recommendation for this item applies only to those certificates which have not been removed to the Minor's Employment Certificate File.
RECOMMENDATION: Retain for 4 years after date of issue and then destroy.

5. CORRESPONDENCE - EMPLOYMENT INSPECTION DIVISION
 Consists primarily of letters of inquiry concerning laws governing children's working hours, conditions and ages. Also contains correspondence with employers who are employing children illegally, explaining the infractions and suggesting means of rectifying the situation. Filed alphabetically by name of respondent, the file occupies 2 drawers (3 cubic feet) 1951 to date. Accumulation rate is less than 1 drawer (approximately 2 cubic foot) per year.
RECOMMENDATION: Retain 3 years after creation or receipt and then destroy.

6. ACCIDENT REPORTS INVOLVING MINORS
 In accident cases involving minors, the State Industrial Accident Commission forwards a copy of their report to the Department of Labor and Industry. The report is used by the Department for contacting parents to explain the laws and results of such accidents. The State Industrial Accident Commission retains permanently the complete case history of all accidents to which these reports pertain. The accident reports occupy 1 drawer (1 1/2 cubic feet), 1949 to date. Accumulation rate is a few linear inches per year.
RECOMMENDATION: Retain 3 years after receipt and then destroy.

*Approved
Hall of Records
Commission*

*Approved
Hall of Records
Commission*

*No longer received.
Sent to Personnel Division
All ages filed together.*

BOARD OF PUBLIC WORKS
 Date: _____
J. Meluskey
 Secretary