

QUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency: DEPARTMENT OF LABOR AND INDUSTRY  
2. Division or Bureau of Requesting Agency: ADMINISTRATION

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, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b>CORRESPONDENCE</b> This file consists of correspondence (generally 8 1/2" x 11") with other agencies of the State, Federal agencies, other states, individuals, etc. Included in the file is all correspondence of the Department except for that of the Employment Inspection Division. It is filed alphabetically by name of correspondent. The file occupies 5 drawers (7 1/2 cubic feet) for the period 1922 to date. The annual rate of accumulation is less than 1/2 drawer. Approximately 3 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
2.	<p><b>SPECIAL INDUSTRIAL HOMEWORKER'S CERTIFICATES</b> This certificate, form H.E. 45 (5" x 8") is issued by the U. S. Department of Labor in accordance with the terms of the Fair Labor Standards Act of 1938. The certificate is a requirement for industrial homeworkers employed in Maryland in interstate commerce. A certificate is issued annually after State Health authorities have inspected the premises of the homemaker. The certificates are filed by the name of the firm employing the worker and alphabetically therein. They occupy 6 linear inches for the period 1950 to date. The annual accumulation rate is 2 to 3 linear inches.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF ISSUE AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

*Margaret W. Kimble* Deputy Commissioner 3-1-54  
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.

3/5/54  
Date

*Morris S. Reed*  
Archivist

MAR 8 1954  
Date

*J. McInnes*  
Secretary