

This schedule supersedes Schedule 817 (dated 9/18/80)

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation

Division of Labor and Industry
Commissioner's Office

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Commissioner's Administrative Files</u></p> <p>A. Files pertaining to the general administration of the Division, including correspondence with the department, members of Congress, the Federal government and the general public.</p> <p>B. Files for each of the programs and their yearly and monthly reports</p> <p>C. Files containing copies of the Commissioner's determinations in cases as varied as MOSH and child labor.</p> <p>D. Official files and records of all rules and regulations promulgated by the Commissioner of Labor and Industry since 1972.</p> <p>E. Appointments of Duties and Responsibilities made by the Commissioner of Labor and Industry to Assistant Commissioners, etc.</p>	<p>Retain five years, then destroy</p> <p>Retain five years, then destroy.</p> <p>Retain permanently in office.</p> <p>Retain permanently in office.</p> <p>Retain permanently in office</p>
2.	<u>Daily Labor Reports</u> and Index	Retain three years, then destroy.
3.	Executive Plans	Retain permanently in office.
4.	MOSH Grant Reports - (Transferred to Deputy Commissioner's Office)	

Schedule Approved by Department,
Agency, or Division Representative

8/25/87 *Joseph T. Seidel*

Director of Administration

Deputy
Commissioner

8-13-87 *T.B. Burkheimer/ph*

Date

Signature

Title

Schedule Authorized by
Hall of Records Commission

12/21/87 *Shaw*

Date

State Archivist