DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

THIS SCHEDULE SUPERSEDES SCHEULDE 823 (7/17/80)

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 612-59

DEPARTMENT OF LICENSING AND REGULATION (AGENCY)

Division of Labor and Industry Employment Standards Service (DIVISION)

Item No.	Description	Retention
1.	WORK PERMIT FOR MINORS Noted on these permits is basic information about a minor who is applying for employment. Also, the employer's name, address, and description of duties are listed.	Retain until the minor has reached age 21, then destroy.
2.	WAGE COLLECTION CLAIMS These files contain documentation of an employee's claim for wages promised and earned but not paid. They may contain an investigator's report, letters to the employer, receipts if the wages are paid, or a letter of notification to the employer of his failure to comply with the law.	Retain for 3 years after date of investigation, then destroy.
3.	WAGE AND HOUR INVESTIGATIONS These files contain the summation of information about each employer whose wage payments have been investigated.	Retain for 3 years after date of investigation, then destroy.
4.	GENERAL CORRESPONDENCE This general correspondence file consists primarily of letters of inquiry concerning laws governing children's working hours, conditions, and ages. It also contains correspondence with employers who are employing children illegally, explaining the infractions and suggesting means of rectifying the situation.	Retain for 3 years after date of correspondence then destroy.
5.	APPLICATION FOR WORKSHOP LICENSE The applications are submitted by workshops, where clothing is manufacturered, altered, repaired, or tailored. The approved application becomes the department's proof of the license.	Retain for 3 years after licensee is out of business, then destroy.

Schedule Approved by Department, Agency, or Division Representative

5/28/87 Joseph T. Seidel Director of Administration

5/27/87 Nancy Burkhesian Deputy Commissioner

Date Signature Title

Schedule Authorized by Hall of Records Commission

12/21/87 Edward C. Gropp

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

DEPARTMENT OF LICENSING AND REGULATION — Division of Labor and Industry, Employment Standards Service

SCHEDULE NO. 612-59

No.	Description	Retention
6.	MANUFACTURERS' DIRECTORY This directory, maintained on 3x5 cards, is a complete index of all firms engaged in any type of production manufacturing in the State. Information on each card consists of the firm's name, code number, products, or type of business, and number of employees.	Retain for 3 years after business becomes inactive, then destroy.