

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

This schedule supersedes Schedule 827 (dated 7/10/80)

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Division of Labor and Industry  
Prevailing Wage Section

Item No.	Description	Retention
1.	<p><u>PROJECT FILE OF CERTIFIED PAYROLL RECORDS</u></p> <p>These files include certified payrolls for State funded projects, statements by the contractor or subcontractor that the payrolls are correct; that the wage rates are not less than those established in the contract; and that the classification set forth for workers correspond to the work performed are contained in these payrolls. Correspondence related to the project and the wage determinations are also in this file.</p>	<p>Retain for six (6) years after project completion, then destroy...</p>
2.	<p><u>REQUESTS AND DETERMINATIONS</u></p> <p>These files contain letters of requests for wage determinations and the determinations themselves.</p>	<p>Retain for seven (7) years then destroy.</p>
3.	<p><u>FIELD INVESTIGATIONS</u></p> <p>Investigations are conducted when payroll auditing shows discrepancies in the wages being paid or when an employee files a complaint. Herein are found the investigators' findings, complaint forms, and violation letters.</p>	<p>Retain for three (3) years then destroy.</p>
4.	<p><u>SURVEYS</u></p> <p>The information gathered by investigators to determine the wages being paid for issuance on future prevailing wage projects.</p>	<p>Retain for three (3) years then destroy.</p>
5.	<p><u>RESTITUTIONS</u></p> <p>These records contain a record of any monies paid to employees when they have not received the appropriate wage.</p>	<p>Retain for three (3) years then destroy.</p>
6.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>These binders contain such information as apprenticeship papers, violation letters, fringe benefit plans, and general correspondence.</p>	<p>Retain for three (3) years then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

5/3/87 *Joseph T. Seidel*  
5/20/87 *Nancy B. Sullivan*  
Date Signature

*Director of Administration*  
*Deputy Commission*  
Title

5/2/87 *[Signature]*  
Date State Archivist