



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 70605

Agency ID #: 250

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>DIVISION OF LABOR STANDARDS & SAFETY</p> <p>WAGE & HOUR SECTION LABOR STANDARDS UNIT</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

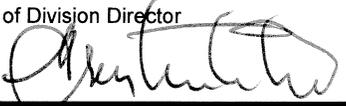
Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #70604.

Statutory/Regulatory Authority: AS 23.10.500-23.10.550; 8 AAC 25.010-25.030; AS 36.10.005-.990; 8 AAC 30.010-.920; AS 23.10.325-.400; AS 08.18.010-.171; AS 23.05.010-.340; 8 AAC 20.010-.030; AS 36.05.010-36.95.010; 8 AAC 15.010-15.910; AS 23.15.330-.520; AS 23.10.015-.150; 8 AAC 10.010-.915; 8 AAC 05.010-.900; 8 AAC 27.010-.900; 12 AAC 21.010-.300; AS 44.25.040; AS 23.10.430; AS 22.15.120.

The goals of the Wage & Hour Section are: to promote the welfare of the wage earner by enforcing all state labor laws relating to payment of wages, minimum wage, overtime, family leave, employment preference and prevailing wage; to protect the minor worker from abuse and exploitation in the workplace; to protect the general public from unscrupulous business operations by unlicensed construction contractors and employment agencies; and to enforce state law that requires employers subject to workers' compensation to comply with liability insurance requirements to protect their workers.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director Grey Mitchell	State Archivist 	Date 8-23-06	Attorney General 	Date 8/10/08	
Signature of Division Director 	Date 7/21/06	Records Analyst 	Date 7-12-2006	Commissioner of Administration 	Date 8/16/06

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Public Contracts Files:</p> <p>AS 36.05.040 requires contractors working on public projects over \$2,000 to submit weekly payrolls detailing number of employees, wages paid, job classifications, hours worked, etc. Records series includes: notifications by funding agency (the public agency that is funding the project) regarding projects, contractors, subcontractors; and, obligation letters.</p> <p>Arranged by project and contractor.</p>	C	-	-	C		<p>C=Until notice of Completion is approved by the DOL&WD for final payment. Contracting agency is required to maintain complete documentation for three years after final payment.</p> <p>Confidential per AS 23.20.110.</p>
2	<p>Public Contract Investigation Case Files:</p> <p>See Item 1 for file contents. Also includes correspondence, audits, affidavits, statements and findings.</p> <p>Arranged alphabetically.</p>	C+2	4	-	C+6		C=Until case is closed.
3	<p>Wage Claim Investigative Files:</p> <p>This series documents employee wage disputes per AS 23.05.190 and includes: initial claim, correspondence, statements and notice of determination. Some data from this records series is input into the Wage Claim Index, Item 8.</p> <p>Arranged alphabetically.</p>	C+2	4	-	C+6		<p>C=Until dispute is settled.</p> <p>Claims against employers in bankruptcy are held until settled.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Minor Work Permits:</p> <p>Per AS 23.10.332 the Commissioner of Labor may issue a permit authorizing children under the age of 17 to work.</p> <p>Arranged alphabetically by employer.</p>	C+1	-	-	C+1		C=Current
5	<p>Employer Submitted Flex-Time Work Plans:</p> <p>These plans are submitted per 8 AAC 15.102.</p> <p>Arranged alphabetically by employer.</p>	C	-	-	C		C=Until no longer current.
6	<p>Private Employment Agency Files:</p> <p>This series consists of permits granted under 8 AAC 10.010 and consists of the following: applications, correspondence, copies of permits, renewals and procedure audits.</p> <p>Arranged alphabetically by employer.</p>	C+2	-	-	C+2		C=Until license expires.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Anonymous Complaints:</p> <p>Administered electronically in a MS Word folder. Consists of response letters generated as a result of a calls/contacts regarding employers.</p>	3	-	-	3		Per Supervising Investigator no other tracking data regarding complaints is maintained.
8	<p>Wage Claim Index:</p> <p>This Citrix Systems database captures information related to Wage Claims whenever there is a dispute between an employer and employee and a Wage Claim Investigative File (Item 3) is opened. Consists of tracking data including parties involved, investigator assigned, date opened/closed, etc. for the Anchorage, Juneau and Fairbanks offices.</p>	C	-	-	C		C=Until information is obsolete, superceded or administrative/management need is met.
9	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Labor Standards Unit staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>