



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 250      Schedule No: 07-250.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 DIVISION OF LABOR STANDARDS & SAFETY  
 250 - WAGE & HOUR SECTION - LABOR STANDARDS UNIT

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #70605.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 7/21/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/10/2008	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/16/2006
State Archivist <i>Original signature held on file.</i>	Date 8/23/2006	Records Analyst <i>Original signature held on file.</i> Date 7/12/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Public Contracts Files</b>                      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		<p>C = Until notice of Completion is approved by the DOL&amp;WD for final payment.</p> <p>Contracting agency is required to maintain complete documentation for three years after final payment.</p> <p>Confidential under AS 23.20.110.</p>
<p><b>002 - Public Contract Investigation Case Files</b>                      See item #001 for file contents. Also includes correspondence, audits, affidavits, statements and findings.</p> <p>Arranged alphabetically.</p>		C+6		C = Until case is closed.
<p><b>003 - Wage Claim Investigative Files</b>                      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 #008.</p> <p>Arranged alphabetically.</p>		C+6		<p>C = Until dispute is settled.</p> <p>Claims against employers in bankruptcy are held until settled.</p>
<p><b>004 - Minor Work Permits</b>                      Per AS 23.10.332 the Commissioner of Labor and Workforce Development may issue a permit authorizing children under the age of 17 to work.</p> <p>Arranged alphabetically by employer.</p>		C+1		C = Current.
<p><b>005 - Employer Submitted Flex-Time Work Plans</b>                      These plans are submitted per 8 AAC 15.102.</p> <p>Arranged alphabetically by employer.</p>		C		C = Until no longer current.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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RRDS Continuation		Agency I.D: 250	Schedule No: 07-250.1	Page 3 of 3
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>006 - Private Employment Agency Files</b> 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.  Arranged alphabetically by employer.		C+2		C = Until license expires.
<b>007 - Anonymous Complaints</b> Administered electronically in a MS Word folder. Consists of response letters generated as a result of a calls/contacts regarding employers.		3		Per Supervising Investigator no other tracking data regarding complaints is maintained.
<b>008 - Wage Claim Index</b> 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.		C		C = Until information is obsolete, superseded or administrative/management need is met.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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		1. Are necessary for emergency response 2. Are necessary to resume or continue operations