RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Wage And Hour Division.

Agency: Wage And Hour Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	78-1267	**EMPLOYEE REPRESENTATIVE ELECTIONS** These are consent elections used to identify employee representatives for the purpose of collective bargaining of conditions of employment, when requested by management and its employees.	TRANSFER to the RECORDS CENTER one (1) year after election year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after an additional two (2) years in the RECORDS CENTER.
2	81-1047	**WAGE CLAIM FILES** These files contain wage claims completed by the employee complainant and all pertinent correspondence, payroll and time records.	TRANSFER to the RECORDS CENTER one (1) year after year in which file was closed. DESTROY after an additional five (5) years in the RECORDS CENTER.
3	82-160	**CONTRACTOR AUDITS** These contain audit sheets of the contractor's time and payroll records (showing what contractors under audit are paying their employees) which apply to specific works projects.	TRANSFER to the RECORDS CENTER one (1) year after audit year. DESTROY after an additional four (4) years in the RECORDS CENTER.
4	80-1659	**F.M.C.S.FORM F-7 NOTICE TO MEDIATION AGENCES** F.M.C.S.=Federal Mediation and Conciliation Service. The Indiana Department of Labor receives this information pursuant to 29 USC 158(d). [Record Series history note: This series was archival between 1982 and 1993. Previous retention, not applicable to current records: TRANSFER to the Indiana Archives, after one (1) year for WEEDING.]	DESTROY one (1) year after receipt.