DLT1.3.1	**Sheltered Workshop License Records** Documents the process to issue licenses to employers authorizing them to pay handicapped workers below the minimum wage. Includes application forms, copies of licenses, inspection reports, and related correspondence.	Retain 10 years.
DLT1.3.2	**Labor Law Complaint/Investigation Records** Documents complaints against businesses for alleged labor law violations such as unpaid wages or child labor abuses. Includes complaint forms, unpaid wages claim forms, examiner's reports, company pay scales and benefit policies, wages worksheets, employee timesheets, index to complaints by individual companies, hearing and court decisions, and related correspondence.	
	(a) Landmark or policy-setting cases (entire file).	Permanent
	(b) Summary list of complaints by business.	Permanent
	(c) All other records.	Retain 7 years after case settlement.
DLT1.3.4	**Wage Collection Records** Documents efforts by Labor Standards to collect wages from companies that owe their employees back pay. Labor Standards distributes any collections directly to the affected employees. Includes claims and complaints forms, check registers and logs, disbursement support documentation, and related correspondence.	Retain 7 years after claim is satisfied or abandoned.

DLT1.3.5	**Child Labor Work Site Inspection Records** Documents health and safety inspections of company facilities with permits to employ children. Permits granted by the local school departments may be voided if businesses do not pass inspection. Includes secondary copies of permits, inspection reports, and related correspondence.	Retain 7 years.
DLT1.3.6	**Certificates of Age Records** Provides a record of the ages of individual workers between the ages of sixteen and seventeen as certified by the local school departments or authorized agents. Certification is not required by law, but Labor Standards may ask businesses to obtain the certificates in order to pass inspection audits. Includes certificates and related correspondence.	Retain 4 years from date certificate is issued.
DLT1.3.7	**Special Limited Permit to Work Monitoring Records** Documents the monitoring of permits issued by local schools or authorized agents to children fourteen to fifteen years of age to work limited, specified hours. Labor Standards verifies that minors are not working in hazardous conditions and that labor laws are being followed. Includes copies of permits, inspection reports, and related correspondence.	Retain 7 years.
DLT1.3.8	**Jewelry Contract Shop Permits** Documents the process to issue annual labor permits to the contracted jewelry manufacturing shops. Includes applications, copies of permits, inspection reports, payment documentation, and related correspondence.	Retain 7 years.

DLT1.3.9	**Labor Law Business Audits (Routine) Records** Documents routine (where no complaint has been filed) audits of individual businesses to monitor compliance with applicable labor laws.	Retain 7 years from date audit completed.
DLT1.3.10	**Industrial Home Work License Records** Documents the licensing process for companies wanting to employ home workers. Includes application form, inspection reports, and related correspondence.	Retain 10 years.
DLT1.3.11	**Certificates of Records Destruction** Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. RIGL 38-1-10, 38-3-6, and 42-8.1.10	Permanent