

**MEMORANDUM**  
DEPARTMENT OF LABOR  
AND WORKFORCE DEVELOPMENT

**STATE OF ALASKA**  
Labor Standards & Safety Division

TO: Regional Supervising Investigators  
Wage and Hour Administration  
Anchorage, Fairbanks, Juneau

DATE: August 5, 2008

FILE NO. WHPL #13 (Amended)

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FROM: Grey Mitchell   
Director

SUBJECT: Activity Reports

Wage and Hour Investigators and Technicians must maintain a journal (notebook, day planner, etc.) to record significant contacts, discussions, interviews, and activities. The journal will provide a means to recall details for court testimony, depositions, or answers to complaints or other inquiries about a particular case or event.

Supervisors should periodically review staff journals for appropriate content and details.