


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-174-02-03	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 08/12/2002	
1. FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Employment and Training Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Bob Simmons	5. TELEPHONE NUMBER 202-693-4732	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 7 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/12/02	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

The Office of the Assistant Secretary for Veterans' Employment and Training (OASVET) is responsible for administering all veterans' employment and training programs within the Department of Labor, including approximately \$157 million annually in grants to States for the operation of the Local Veterans' Employment Representative (LVER) Program and the Disabled Veterans' Outreach Program (DVOP), approximately \$10 million annually for grants under Section 138 of the Workforce Investment Act (WIA) and approximately \$15 million annually for Homeless Veterans Reintegration Project (HVRP). OASVET is also responsible for administering, along with the Veterans Administration, the Transition Assistance Program (TAP), a national employment and training program. Under Chapter 43, Title 38, USC, it is mandated to carry out the responsibility of the Department in protecting the reemployment rights of veterans and under Public Law 105-339 Veterans Employment Opportunities Act (VEOA) veterans preference. This schedule pertains to the disposition of VETS records in the National Office and Regional offices.

**OFFICE OF THE ASSISTANT SECRETARY FOR
VETERANS' EMPLOYMENT AND TRAINING AND DEPUTY ASSISTANT
SECRETARY FOR VETERANS' EMPLOYMENT AND TRAINING**

1. **Correspondence:** Correspondence from the general public or members of Congress and other federal officials and agencies. Filed alphabetically by individual's last name. *Supersedes N1-174-88-1, item 1.*

Temporary:

Cutoff files at end of calendar year, hold two (2) years in office, transfer to FRC or off-site storage. Destroy when ten (10) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

2. **Committees, Meetings, and Organizations:** Agenda and minutes of meetings, recommendations to the Secretary, items for Annual Report to Congress and other recorded actions documenting Council activities. Also includes correspondence on engagements, Invitations, reports and related materials on committees, organizations, boards, panels, clubs and associations, membership lists, and directories. Filed chronologically by fiscal year. Annual rate of accumulation is 1 cubic foot. *Supersedes N1-174-88-1, item 2.*

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Permanent:

Cutoff files at end of fiscal year, maintain three (3) years in office, transfer to FRC or off-site. Transfer to NARA when ten (10) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

3. **Congressional Hearings:** Speeches and testimonies before Congressional committees. Filed chronologically. *Supersedes N1-174-88-1, item 3.*

Temporary:

Maintain in the National Officer for three (3) years, transfer to FRC or off-site storage. Destroy when ten(10) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

4. **Organizational Files:** These files consist of organizational charts, papers regarding establishment of the Veterans Employment and Training Service and transfer from ETA to the OASVET and reorganization studies. Filed chronologically by fiscal year. Volume on hand is ½ cubic feet. Annual rate of accumulation is 1/4 cubic feet. *Supersedes N1-174-88-1, item 5.*

PERMANENT: Cutoff files at end of calendar year, hold three (3) years in office. Transfer to NARA when ten (10)years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

OFFICE OF OPERATIONS AND PROGRAMS (OOPS)--Regional Offices

Serves as the primary line management link between the OASVET and the VETS field staff; develops and maintains the agency management information Systems; initiate and distributes field directives for the OASVET; to provides leadership in field staff management analysis, staff training and internal control activities. *Supersedes N1-174-88-1, item II.*

5. Correspondence: Inquiries from the general public or members of Congress on behalf of an individual seeking veterans employment assistance or administrative redress under USERRA or Veterans Preference assistance. Consists also of summaries of statistics, report of significant activities and other regular and general reports reflecting field activities submitted to the Director as prepared by the Regional offices. *Supersedes N1-174-88-1, item 6.*

Temporary:

Cutoff at the end of each calendar year, maintain in regional office. Destroy when five(5) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

6. Reports by Regional Offices: Reports giving the status of Regional Field Operations against the approved annual work plan for that year, submitted to the National Office monthly and quarterly. *Supersedes N1-174-88-1, item 7.*

Temporary:

Cut off annually, maintain in office, destroy when three (3) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

7. National Office and Regional Office Investigative Case Files:

A. Uniformed Services Employment and Reemployment Rights Act (USERRA) Cases maintained at the Regional Offices: Cases referred for legal action otherwise maintained by office assigned primary investigative responsibility. Arranged numerically by case number.

Temporary:

Cutoff and remove from active file in fiscal year when case is closed. In cases where referrals are requested, cut off and remove from active files in fiscal year when litigation is complete, representation is declined or claimant withdraws claim. Maintain in the office. Destroy five (5) years after cut off.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

B. Veterans Preference (VP) Cases maintained at the Regional Offices: Accumulated by office assigned primary investigative responsibility. Arranged numerically by case number. A VP case is considered closed at the Agency level where action taken is satisfactory to the claimant or VETS is unable to resolve the case and the claimant is so informed. A case is also considered close when a case has been determined to have no merit, and the Regional Administrator approves referral of the case to the Office of Special Counsel (OSC) as a potential Prohibited Personnel Practice and actually sends the file to the OSC. *Supersedes N1-174-88-1, item 8A.*

Temporary:

Cutoff and remove from active file in fiscal year when the case is closed, transfer to FRC three (3) years after cutoff. Destroy when ten (10) years old.

Electronic Version of Record:

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Division of Investigation and Compliance:

Provides technical assistance, direction and guidance in the planning and execution of the Department of Labor's USERRA, VP, and Federal Contractor Program (FCP) and to oversee such programs to ensure the needs of veterans, reservists and National Guard members are met in accordance with policies, procedures and appropriate provisions of law and regulations. *Supersedes N1-174-88-1, item III.*

8. **Correspondence:** Inquiries from the general public and members of Congress on behalf of an individual seeking USERRA, VP or FCP assistance. Also, for all general inquiries, information items and answers thereto which are solely information in scope and effect. The correspondence is set up by fiscal year and filed by individuals last name.

Temporary:

Remove from active files at the end of each fiscal year, hold in the office for two (2) years, transfer to FRC or off-site storage. Destroy when five(5)years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

9. **Federal Contractor Program Reports:** Title 38 U.S.C.4212 (1) requires an annual report to the Department of Labor from entities holding contracts of \$25,000 or more with federal departments or agencies covering (a) the number of employees in the work force of such contractor, by job category and hiring location who are special disabled veterans, veterans of the Vietnam era and other veterans who served on active duty during a war or in a campaign badge_hās been authorized; and (b) the total number of new employees hired by the contractor during the period covered by the report and the number of targeted veterans who were hired by the contractor during the period covered by the report; and (c) the maximum and minimum number of employees of such contractor during the period covered by the report. Reports are received and processed by a contractor hired by VETS. *Supersedes N1-174-90-2.*

Temporary:

Cut off files annually. Maintain at the contractors facility (off-site records storage). Destroy when three (3) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

10. **Grant Management:** Includes general correspondence and related papers pertaining to grantee financial reports and comprehensive policies and procedures for managing, monitoring, and processing of awards and closeout of awards as related to specific Agency programs after July 1, 2000 VWIP grants (WIA section 168). *Supersedes N1-174-88-1, item 11.*

Temporary:

Cutoff expired files at end of fiscal year, hold in office. Destroy when three (3) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

11. **Title IV-C Grants:** Includes correspondence regarding implementing regulations that provide guidance for the administration and development of grant awards. *Supersedes N1-174-88-1, item 11A.*

Temporary:

Cutoff expired files at end of fiscal year, hold in office. Destroy when three (3) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

12. **LVER/DVOP Grants Activity:** Data, worksheets, correspondence and forms associated with services mandated under Title 38, U.S.Code, particularly grant funds awarded for the operation of the Disabled Veterans' Outreach Program (DVOP) and for the staffing of Local Veterans' Employment Representatives (LVER) with State Employment Security Agencies. *Supersedes N1-174-88-1, items 11B 1 and 2.*

Temporary:

Compilation and update of annual statistical data on the number of required formula DVOP/LVER positions, maintained in the office three years from the date of the end of the final expenditure report. Transfer to FRC where it is held for another seven (7) years. Destroy when ten(10) years old.

Electronic Version of Record:

Electronic copy created using e-mail an/or word processing applications: Delete when recordkeeping copy has been produced or when no longer needed for referencing, updating or official business.

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