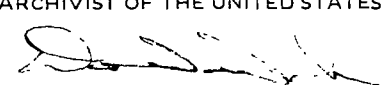
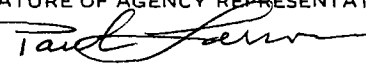


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JO <i>NI-174-88-1</i>	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <i>2-8-88</i>	
1 FROM (Agency or establishment) U. S. DEPARTMENT OF LABOR		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION VETERANS' EMPLOYMENT AND TRAINING		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER RICHARD E. LARSON	5 TELEPHONE EXT. 523-9116	DATE <i>6/1/88</i>	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

8 DATE <i>27 JAN 88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE DEPARTMENTAL RECORDS OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center">VETS RECORD SCHEDULE NO. 1</p> <p>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 \$120 million annually in grants to States for the operation of the Local Veterans' Employment Representative (LVER) Program and the Disabled Veterans' Outreach Program (DVOP) and approximately \$10 million annually for grants under Section 441 of the Job Training Partnership Act. OASVET is also responsible for administering, along with the Veterans Administration, the Veterans Job Training Act, a national on-the-job training program. Under Chapter 43, Title 38, USC, it is mandated to carry out the responsibilities of the Department in protecting the reemployment rights of veterans.</p> <p>This schedule pertains to the disposition of VETS records in the National Office and Regional and Area offices.</p>		<u>17 items</u>

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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>NATIONAL OFFICE - OFFICE OF THE ASSISTANT SECRETARY FOR VETERANS' EMPLOYMENT AND TRAINING</p> <p>I. <u>ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARY FOR VETERANS' EMPLOYMENT AND TRAINING</u></p> <p>1. <u>Correspondence.</u> Correspondence from the general public or members of Congress and other federal officials and agencies. Filed by individual's last name. Volume on hand is nine (9) cubic feet. Annual rate of accumulation is approximately 3-1/2 cubic feet.</p> <p>Cutoff files at end of calendar year, hold two (2) years in office, transfer to FRC. Destroy when ten (10) years old.</p> <p>2. <u>Committees, Meetings, and Organizations.</u> Agenda and minutes of meetings, recommendations to the Secretary, items for Annual Report to Congress and other recorded actions document- ing Council activities. Also include corre- spondence on engagements, invitations, reports and related materials on committees, organiza- tions, boards, panels, clubs and associations, membership lists, and directories. Filed chronologically by fiscal year. Volume on hand is three (3) cubic feet. Annual rate of accumulation is 3/4 to 1 cubic foot.</p> <p><u>PERMANENT.</u> Cutoff files at end of fiscal year, hold three (3) years in office, transfer to FRC. Transfer to NARA when ten (10) years old.</p> <p>3. <u>Congressional Hearings.</u></p> <p>Speeches and testimonies before Congressional committees. Filed chronologically.</p> <p>Hold three (3) years in office, transfer to FRC. Destroy when ten (10) years old.</p> <p>4. <u>Budget Formulation and Execution.</u></p> <p>Deals with all phases of VETS budget activities, guidelines for, and preparation</p>		

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	<p>of budget requests originating in each program office; review and revision of these requests, preparation and presentation of the detailed budget request to the Department, Congress, and hearings before Congressional appropriation committees, copies and analyses of proposed appropriation bills and amendments and apportionment of the agency's appropriated funds by the Bureau of the Budget, and the administration of the approved budget.</p> <p>Includes papers created in the formulation, submission, justification and resubmission of the budget. Consists of such documents as narrative justifications, workload statistics, allowance and guidelines letters. Files should be set up for National Office and Regional Administrators and Directors offices in the field as well.</p> <p>Cutoff each fiscal year, hold three (3) years, transfer to FRC. Destroy when five (5) years old.</p> <p>5. <u>Organizational Files.</u> These files consist of organizational charts, papers regarding establishment and transfer from ETA the OASVET and reorganization studies. Filed chronologically by fiscal year. Volume on hand is 1/2 cubic foot. Annual rate of accumulation is 1/4 cubic foot.</p> <p><u>PERMANENT.</u> Cutoff files at end of calendar year, hold three (3) years in office, transfer to FRC. Transfer to NARA when ten (10) years old.</p> <p>II. <u>NATIONAL OFFICE OF FIELD OPERATIONS AND REGIONAL OFFICE RECORDS.</u></p> <p>Serves as the primary line management link between the OASVET and the VETS field staff; to develop and maintain the agency Management Information System; to initiate and distribute field directives for the OASVET; to provide leadership in field staff management analysis, staff training and internal control activities.</p>		

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6.	<p><u>Correspondence.</u></p> <p>Inquiries from the general public or members of Congress on behalf of an individual seeking veterans employment assistance. Consists also of summaries of statistics, reports of significant activities and other regular and general reports reflecting field activities submitted to the Director as prepared by the Regional offices.</p> <p>Cutoff each calendar year, hold two (2) years. Destroy when three (3) years old.</p>		
7.	<p><u>Reports by Regional Offices.</u></p> <p>Reports giving the status of Regional Field Operations against the approved annual work plans for that year, submitted to the National Office weekly, bi-weekly, monthly and quarterly.</p> <p>Cutoff annually, hold 2 years, transfer to FRC. Destroy when five (5) years old.</p>		
8.	<p><u>National Office and Regional Office Investigative Case Files.</u></p> <p>A. <u>Veterans' Reemployment Rights Cases maintained at the Regional Offices:</u> Cases referred for legal action. Accumulated by office assigned primary investigative responsibility. Arranged numerically by case number. A VRR case is considered closed at the Agency's level where action taken is satisfactory to the claimant or where the Regional Administrator approves referral of the case to the Department of Justice and actually sends the file to the Regional Solicitor.</p> <p>Cutoff and remove from active file in fiscal year when litigation is completed, transfer to FRC three (3) years after cutoff. Destroy when ten (10) years old.</p>	<p>II-NNA-2307 item 83 <i>and</i> NN 169/29 (IMSA #3) item 431</p>	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>B. <u>National Office Investigative Case and Compliance Review File.</u></p> <p>Duplicate copies of cases contained in field office Investigative Case files referred to National Office for review, compliance reviews, legal opinions, etc., or received in National Office and referred to field for appropriate action.</p> <p>Cutoff at end of fiscal year when case is closed. Destroy three (3) years after case is closed.</p> <p>III. <u>OFFICE OF VETERANS' EMPLOYMENT, REEMPLOYMENT AND TRAINING.</u></p> <p>Provides technical assistance, direction and guidance in the planning and execution of the Department of Labor's veterans' employment, reemployment and training program to ensure that such programs effectively meet the needs of veterans, reservists and National Guard members in accordance with policies, procedures and appropriate provisions of law and regulations.</p> <p>9. <u>Correspondence.</u> Inquiries from the general public and members of Congress on behalf of an individual seeking veterans' reemployment assistance. Also for all general inquiries, information items and answers thereto which are solely informational in scope and effect. The correspondence is set up by fiscal year and filed by individual's last name.</p> <p>Remove from active files at end of each fiscal year, hold in office for two (2) years, transfer to FRC. Destroy when five (5) years old.</p> <p>10. <u>Federal Contractor Annual Report</u></p> <p>Title 38 U.S.C. 2012(d) requires an annual report to the Department of Labor from entities holding contracts of \$10,000 or more with Federal departments or agencies covering (a) numbers of special disabled veterans and Vietnam-era veterans in their</p>		<p>Non-record</p>

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	<p>workforce by job category and hiring location and (b) the total number of employees hired during the report period and of those, the number of special disabled and Vietnam-era veterans. Reports will be received and processed by the Equal Employment Opportunity Commission (EEOC) or its contractor/agent under an interagency agreement. Microfiche copies of each original report will be made and furnished to the Office of the Assistant Secretary for Veterans' Employment and Training. The original reports will be retained by EEOC or its contractor/agent.</p> <p>Microfiche copies of the reports. Destroy when three (3) years old.</p> <p>11. <u>Grant Management.</u></p> <p>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.</p> <p>A. <u>Title IV-C Grants.</u> Includes correspondence regarding implementing regulations that provide guidance for the administration and development of grant awards.</p> <p>B. <u>LVER/DVOP Grants Activity.</u> 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 Representativess (LVER) with State Employment Security Agencies.</p> <p>1. Compilation and update of annual statistical data on the number of required formula DVOP/LVER positions, hold three (3) 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.</p>		

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	<p>2. Correspondence, remove from active file when award period has expired. Cut off expired award files at end of the fiscal year. Destroy when two (2) years old.</p> <p>12. <u>Legislative and Legal.</u></p> <p>Includes materials of a legislative interest to the Department; legal opinions, and determinations made pursuant to such legislation; relations with Congress and its committees; Congressional hearings and investigations relating to Department's activities; executive orders and similar subjects of a legal nature. Also included is correspondence and records created in administering Freedom of Information Act and Privacy Act programs.</p> <p>A. <u>Congressional Hearings.</u> Copies of testimony before Congressional Committees. Destroy when three (3) years old.</p> <p>B. <u>General Inquiries Concerning State Legislation.</u> Cutoff annually. Destroy when three (3) years old.</p> <p>13. <u>Publications created by OVERT.</u></p> <p>Pamphlets, reports, leaflets, operational manuals handbooks, Legal Guide and Case Digest, Annual Report or other published or processed documents, or the last manuscript report relating to management projects. Filed by titles. Volume on hand is two (2) cubic feet. Annual rate of accumulation is 1/4 cubic foot.</p> <p><u>Permanent.</u> Hold record copies in office for five (5) years, then transfer to FRC. Offer to NARA in five year blocks when the latest is fifteen years old.</p>		