

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Labor	
2. MAJOR SUBDIVISION Bureau of Labor Statistics	
3. MINOR SUBDIVISION Office of Publications & Special Studies	
4. NAME OF PERSON WITH WHOM TO CONFER Michael Horrigan	5. TELEPHONE 606-5905

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-257-93-2	
DATE RECEIVED 6-29-93	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 8-10-94	ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</i>

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 \_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 6/23/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen H. Nunley</i>	TITLE Chief, Br. of Records Mgmt. & Gen. Svcs.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	SEPT - Survey of Employer Provided Training Program  Detailed description attached  Inclusive dates: 1993 - Present  Volume: 16 c.f.  Confidential Records  Arrangement: Alpha by primary company name		

*Copies sent to agency, NN-W, NNT, NCF, NIA 8/16/94*

1. Survey of Employer Provided Training survey forms (SEPT).

This survey is designed to collect information for the Bureau of Labor Statistics on employee training that is provided or financed by employers in the United States. Specific information will be generated from the survey on the training of American workers by industry, establishment size, and type of training received. This survey is limited to formal training provided or financed by employers. It covers training provided to employees on the payroll of these businesses.

The information collected through this survey will be used as a report issued by the Department of Labor in mid-1994. This survey will utilize computer-assisted telephone (CATI) techniques to follow-up on a questionnaire sent to 12,000 establishments. Each establishment that fails to respond to the mail questionnaire will receive a follow-up call with CATI.

"In conformance with existing law and Departmental regulations, it is the policy of the Bureau of Labor Statistics that data collected or maintained by, or under the auspices of, the Bureau under a pledge of confidentiality shall be treated in a manner that will assure that individually identifiable data will be accessible only to authorized persons and will be used only for statistical purposes made known in advance to the respondent".

The sample size is 12,000 establishments. The survey based on the questionnaire will be conducted from January 1994 through March 1994. Data will be tabulated and analyzed between April 1994 and May 1994 with a completed report by June 1994. Tabulations will be presented in terms of the proportion of establishments providing or financing formal job skills training. Statistics will be presented by industry and establishment employment size. Cross tabulation of these two categories will be very limited.

Due to the enormous response burden and significant reduction of the reliability of the estimates provided, BLS plans to study the best method for collecting these data from establishments for a possible follow-up survey and in the future submit a separate clearance package for the follow-up survey.

A. Survey and supporting analysis and reports. Transfer to WNRC upon completion of published report(s) and destroy when 3 years old.

B. Final Report(s). Transfer one copy to the National Archives upon publication.