

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

W1-300-90-1

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

3-21-90

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF LABOR  
2 MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

BUREAU OF APPRENTICESHIP & TRAINING  
3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

*Chas W. Stee*

535-8737

6/13/90

*[Signature]*

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 12 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

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
14 MAR 90	<i>Paul E. Larson</i> Paul E. Larson	DOL Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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>RECORDS OF THE BUREAU OF APPRENTICESHIP AND TRAINING (BAT), 1935-70.</p> <p>This schedule covers fragmentary records of the BAT including records of the Director's Office, the Review and Research Division, the Equal Opportunity Division, The Division of On-the-Job-Training, and the International Branch.</p>		

Office of the Director

1. General correspondence of Ansel Cleary, Assistant Chief, 1943-1950. Arranged chronologically.

The director's office of the ATS (the BA) was responsible for coordinating what was predominantly a field operation. Ansel Cleary served as assistant chief of the ATS between 1943 and 1950, and his correspondence reflects the activities of the field offices, as well as issues arising relating to World War II.

Cleary's correspondence includes interagency memos regarding policy formation, as well as administrative correspondence describing procedures for establishing apprenticeship programs.

WNRC accession 53-E512, box 4 (second half)

**Permanent.** Transfer to the National Archives immediately.

2. Correspondence of Director William F. Patterson, 1944-1950 Arranged roughly chronologically.

William Patterson served as Director of the ATS (then the BA) under the Federal Security Agency, then the Department of Labor. This correspondence relates to his service under both agencies and includes his incoming letters and tissue copies of outgoing correspondence. The correspondence is generally administrative--condolence and thank you letters, letters setting up meetings and speaking engagements, and correspondence answering requests for information. Box 2 and one folder in box 3 include speeches of the Director.

WNRC accession 53-A512, boxes 1-2 and part of 3.

Destroy immediately.

3. Correspondence of Ansel Cleary, Assistant Chief, relating to exemptions from the Fair Labor Standards Act. Arranged alphabetically by state from Iowa to Wisconsin.

The Wage and Hour Division of the Department of Labor was established in 1939 to enforce the Fair Labor Standards Act of 1938. The Act placed a floor under wages and a ceiling over hours, and outlawed oppressive child labor in interstate commerce. Ansel Cleary was the representative of the ATS who coordinated with the Wage and Hour Division when questions relating to the FLSA arose in apprenticeship.

These records contain correspondence and forms authorizing companies to pay less than the minimum rate for apprentices, as exemptions to the FLSA.

WNRC accession 53-B512, box 3 (.25 foot)

Destroy immediately.

4. Correspondence of Ansel Cleary, Assistant Chief, regarding apprenticeships in Puerto Rico, 1943-1948. Unarranged.

The director's office of the ATS (then BA) was responsible for coordinating what was predominantly a field operation. Ansel Cleary served as assistant chief of the ATS between 1943 and 1950.

This fragment of correspondence relates entirely to the work of the ATS in Puerto Rico and includes correspondence indicating wage rate, employees' names, and length of apprenticeships for Diamond, Iron, and Sugar workers there. Also included are agreements between companies and the Apprenticeship Training Service, and reports establishing an appropriate wage scale for Puerto Rico. There are no similar records for other states and territories.

WNRC accession 53-C512, box 3 (approximately .50 foot)

Destroy immediately.

#### Review and Research Division

5. Correspondence of O.L. Harvey, Chief of Research and Statistics, 1947-1950. Arranged chronologically.

As a coordinating agency, the ATS sought to collect as much information as possible relating to apprenticeship programs throughout the United States. Industries desiring to register with the ATS were required to submit a variety of forms and statistics. The Research and Statistics Branch of the ATS collected and compiled the information. O.L. Harvey served as chief of the branch between 1947 and 1950.

Harvey's correspondence includes primarily letters requesting forms, letters acknowledging receipt of statistics and forms, technical answers to questions regarding filling out forms, and answers to other questions about the apprenticeship program.

WNRC accession 53-D512, box 4 (first half)

Destroy immediately.

Equal Opportunity Division

6. Files of Industrial Training Advisors, 1964-1966. Arranged by name of Industrial Training Advisor.

In June 1962, Secretary of Labor Arthur J. Goldberg announced the appointment of Amy Terry of New York City as the first Industrial Training Advisor of the BAT especially concerned with minority group workers. Shortly thereafter, additional ITAs were placed in San Francisco, Cleveland, Atlanta, and Washington, DC. The ITAs worked with groups of labor unions and employers in order to persuade them of the importance of accepting person from minority groups into their ranks. By 1964, the number of regional offices had increased.

The files of 13 ITAs in the regions include: memos and correspondence from ITAs to Special Assistant to the Secretary of Labor regarding civil rights activities, On-the-Job-Training programs, and Apprenticeship Information Centers. The correspondence includes: statistics on trainee placement activity, observations on minority participation in apprenticeship programs, newspaper clippings relating to apprenticeship issues in the regions, information relating to regional conferences, and progress reports to headquarters.

WNRC accession 70-A128, boxes: 1-2 (1.25 feet)

**Permanent.** Transfer to the National Archives immediately.

7. Minority Subject Files, 1961-1963. Arranged by subject, thereunder chronologically.

In 1961, the Secretary of Labor announced that a non-discrimination statement would be required in apprenticeship standards of all firms handling Government contracts. Additionally, the BAT required a similar statement before any new apprenticeship program would register with the Federal Government.

These files reflect the BAT's growing understanding of issues of racial discrimination in the workplace. The records consist primarily of memos within the Bureau of Apprenticeship and Training regarding: the President's Committee on Equal Employment Opportunity, newspaper clippings, policy regarding ITAs, issues of discrimination in apprenticeship trades around the country, staff reports, and complaints of, and BAT investigations into, charges of racial discrimination in unions.

WNRC accession 70-B128, box 2 (.25 feet)

**Permanent.** Transfer to the National Archives immediately.

8. Records relating to Apprenticeship Information Centers, 1963-1966. Arranged by name of AIC.

The Apprenticeship Information Centers, a joint project of the BAT and the Bureau of Employment Security, were designed to inform and counsel youth on apprenticeship opportunities. The first AIC was established in Washington, DC in 1963, specifically to develop and maintain a library of apprenticeship information, identify potential job openings in the apprenticeable trades, and locate qualified applicants. Between 1963 and 1966, AICs were established in several cities in the US.

The records include meeting minutes, reports, correspondence, monthly statistical reports, memos to the BAT, and information relating to regional labor conferences and other work of the AICs.

WNRC accession 70-C128, boxes 2-3 (1.50 feet)

**Permanent.** Transfer to the National Archives immediately.

9. Subject Files relating to Equal Opportunity in Apprenticeship, 1962-1967. Rough subject arrangement (e.g., Advisory Committee on Equal Opportunity in Apprenticeship and Training, meeting minutes, functional statements, regional directors' monthly reports).

Beginning in 1961, the BAT began to emphasize the importance of providing equal opportunities for minority apprentices. Toward that goal, the Equal Opportunity Division enforced the Secretary of Labor's order that a non-discrimination statement must be included in the apprenticeship standards of all firms handling Government contracts, and of all new apprenticeship programs desiring to register with the Federal Government. Additionally, employees of the Division sat on the Advisory Committee on Equal Opportunity in Apprenticeship and Training (ACEOAT), which was established under Secretary of Labor's order in 1963 to advise the Department of Labor with respect to the "development, review, and promotion of more effective programs and policies for establishing and monitoring equal opportunities in apprenticeable and other occupations requiring substantial knowledge."

These subject files contain information relating to ACEOAT (functional statements, lists of members and potential members, biographical information on members, background information on equal opportunity programs in the Department

of Labor, correspondence, and some meeting minutes), equal opportunity programs and problems in the BAT's regional offices, and equal opportunity issues in general.

WNRC accession 70-A2016, boxes 1-2.

**Permanent.** Transfer to the National Archives immediately. [Approximately half of this accession is disposable and should be weeded out during processing. The disposable material includes travel vouchers and administrative correspondence relating to members of ACEOAT (.33 feet, Box 1); travel vouchers and administrative correspondence relating to the consultants hired by ACEOAT (one inch, Box 1); Miscellaneous records relating to the Manpower Development and Training Act, On-the-Job-Training Program (.33 feet, Box 2); and reports to the Department of Health, Education, and Welfare regarding DOL financial assistance (one inch, Box 2). The disposable travel records are scheduled under GRS 9/3.]

#### Division of On-The-Job-Training

10. Program records of the Manpower Development Training Act, On-the-Job-Training program, 1963-1967. The records are unarranged.

The national On-the-Job-Training program was developed as a result of the Manpower Development and Training Act of 1962, which provided for on-the-job and other industrial training. The first contracts for OJT were signed in December 1962 and put into effect early in 1963. The BAT provided assistance in the operation of in-plant training programs to employers, associations, community and civic groups, and unions in order to facilitate the hiring of disadvantaged job applicants and upgrading skills of employees. The BAT negotiated contracts with the employers and partially reimbursed their training programs, as provided for under the MDTA. The Division of On-the-Job-Training of the BAT was responsible for monitoring the program.

The records include the following types of information relating to the MDTA-OJT program as administered by the BAT: BAT policy circulars, intra-BAT memos relating to the program, evaluation of the program on a regional level, reports on Executive Staff meetings, correspondence relating to orders of the Manpower Administration, correspondence relating to the Manpower Administration Planning Committee, discussions of the allocation of responsibility for various aspects of the program, information relating to audits of program participants, press releases, discussion of the MDTA legislation and amendments, and correspondence relating to

the procedures, monitoring, and evaluation of OJT contracts.

WNRC accession 69-A3699, box 1 (minus first folder, "Curtis Aller").

**Permanent.** Transfer to the National Archives immediately.

11. Correspondence files relating to Manpower Development Training Act, On-the-Job-Training program, 1965-1967. The records are arranged by name, as listed below.

The national On-the-Job-Training program was developed as a result of the Manpower Development and Training Act of 1962, which provided for on-the-job and other industrial training. The first contracts for OJT were signed in December 1962 and put into effect early in 1963. The BAT provided assistance in the operation of in-plant training programs to employers, associations, community and civic groups, and unions in order to facilitate the hiring of disadvantaged job applicants and upgrading skills of employees. The BAT negotiated contracts with the employers and partially reimbursed their training programs, as provided for under the MDTA. The Division of On-the-Job-Training of the BAT was responsible for monitoring the program.

The records consist of correspondence relating to the MDTA-OJT programs between the BAT and each of the following:

Curtis Aller, Associate Manpower Administrator;  
Robert J. Brown, Assistant Manpower Administrator;  
Samuel Ganz;  
N. Thompson Powers, Executive Assistant to the Secretary of Labor;  
Stanley Ruttenberg, Manpower Administrator;  
Margaret Thomas, Assistant Manpower Administrator for Administration;  
Jack Walsh, Assistant Manpower Administrator;  
Leo Werts, Assistant Secretary of Labor for Administration;  
W. Willard Wirts, Secretary of Labor. ^R

WNRC accession 69A-3699B, box 2 (and first folder of box 1)

**Permanent.** Transfer to the National Archives immediately.

12. Closed program case files administered under MDTA-OJT, 1963-1968. Arranged by lot number (numbers 1-4), which appears to be determined by chronologically grouping case files with similar completion dates, thereunder either numerically by region, thereunder by state, thereunder by company, or in a few cases, simply by company.

The national On-the-Job-Training program was developed as a

result of the Manpower Development and Training Act of 1962, which provided for on-the-job and other industrial training. The first contracts for OJT were signed in December 1962 and put into effect early in 1963. The BAT provided assistance in the operation of in-plant training programs to employers, associations, community and civic groups, and unions in order to facilitate the hiring of disadvantaged job applicants and upgrading skills of employees. The BAT negotiated contracts with the employers and partially reimbursed their training programs, as provided for under the MDTA. The Division of On-the-Job-Training of the BAT was responsible for monitoring the program.

These case files document the participation of individual companies across the country in the OJT program funded by the BAT under the Manpower Development and Training Act. The records include the following: company's proposal to participate in program (standard form with attachments); OJT contracts and amendments (which include: name of contractor, address, date of execution, date of termination, and total amount of grant); OJT Project Inspection and Progress Reports (standard form); correspondence regarding procedural matters and technical aspects of MDTA; record of time on OJT projects (standard form); correspondence discussing audits; correspondence between the BAT and the companies regarding reimbursement; weekly forms submitted by the companies for reimbursement; MT 101 forms, "Individual Trainee Termination Training or Services" (BOB Form #44-R1204.1); and correspondence regarding cancellation of programs.

WNRC accession 67-A675, boxes 1-16  
68-A498, boxes 1-17  
68-A2979, boxes 1-22  
68-A6083, boxes 1-12  
69-A1174, box 1

Destroy immediately.

13. Interim Reports filed by Regional Offices, 1967. Arranged alphabetically by state, thereunder by name of company (not alphabetically).

The national On-the-Job-Training program was developed as a result of the Manpower Development and Training Act of 1962, which provided for on-the-job and other industrial training. The first contracts for OJT were signed in December 1962 and put into effect early in 1963. The BAT provided assistance in the operation of in-plant training programs to employers, associations, community and civic groups, and unions in order to facilitate the hiring of disadvantaged job applicants and upgrading skills of employees. The BAT



negotiated contracts with the employers and partially reimbursed their training programs, as provided for under the MDTA. The Division of On-the-Job-Training of the BAT was responsible for monitoring the program.

The records consist of OJT Progress and Compliance Reports (BOB Form 44R1307) filed by the Regional Offices of the BAT relating to the participation of individual companies in the OJT program. Form includes following information: contractor, OJT contractor number, date of report, and project data table (project number, occupation, date training started, number of trainees, number of terminations prior to completion, new trainees starting during reporting period, present number of trainees, total trainees days of unauthorized absence, number of trainees completed to date, number of trainees employed after completion, date project completed).<sup>R</sup>

WNRC accession 68-A2739A, boxes 1-4.

Destroy immediately.

14. Correspondence relating to State and Local On-the-Job-Training programs, 1963-1966. Arranged alphabetically by state.

The national On-the-Job-Training program was developed as a result of the Manpower Development and Training Act of 1962, which provided for on-the-job and other industrial training. The first contracts for OJT were signed in December 1962 and put into effect early in 1963. The BAT provided assistance in the operation of in-plant training programs to employers, associations, community and civic groups, and unions in order to facilitate the hiring of disadvantaged job applicants and upgrading skills of employees. The BAT negotiated contracts with the employers and partially reimbursed their training programs, as provided for under the MDTA. The Division of On-the-Job-Training of the BAT was responsible for monitoring the program.

The correspondence of the regional directors of BAT includes: memos to headquarters, letters to Congress in response to constituents' requests, answers to inquiries requesting information about the program (about 30% of the total), and "Declarations of Interest in Conducting Federally Assisted On the Job Training" (about 30%).

WNRC accession 68-A2739B, boxes 5-8.

Destroy immediately.

15. General Correspondence Files, 1942-1946. Arranged by subject (i.e., company, country), thereunder alphabetically.

The International Training Administration and its predecessor the Inter-American Training Administration were created as a non-profit membership institution and autonomous service organization, not to sponsor and finance, but to assist in the administration of technical and professional programs of the Office of Inter-American Affairs, its predecessors, and other interested agencies. The Department of Labor began participating in the program of scientific and cultural cooperation in 1941. In 1948, the ITA's function of assisting in procuring training programs for foreign nationals interested in further training was transferred to the Bureau of Apprenticeship.

These general correspondence files relate to various programs and projects of the ITA and include correspondence with public and private agencies, domestic and foreign; program approvals and reports; trainee lists; some individual training papers; newspaper clippings; and speeches relating to the program.

WNRC accession 51-A137 (RG 174) boxes: 53-57B (7 boxes).

**Permanent.** Transfer to the National Archives immediately.

#### Inter-American Training Administration

16. Final Reports of Trainees, 1943-1947. Arranged numerically by an assigned number.

The Inter-American Training Administration, the predecessor of the International Training Administration and the International Division of BAT, was created as a non-profit membership institution and autonomous service organization, not to sponsor and finance, but to assist in the administration of technical and professional programs for foreign nationals in the United States.

The records consist of final reports on apprenticeships by trainees under the IATA. Reports are on technical topics ranging from Banking to Chemical engineering.

WNRC accession 53-G512, boxes 20-26.

Destroy immediately.

## International Branch

17. Case files relating to International Program Participants, 1948-1975. Arranged in chronological sets, thereunder alphabetically by name of individual trainee, or if trainees came as a group, by group name (e.g., Korean Cost Accounting Team or Chilean Worker Training Team).

In 1949, the Government's industrial training program for foreign nationals was transferred by the Department of State from the Department of Commerce to the Department of Labor. Under the U.S. Information and Education Exchange Act of 1948, the Bureau of Apprenticeship and Training was given the responsibility for the new program, which was designed to make American industrial and technical knowledge available to underdeveloped areas, through the training of select foreign nationals in some specialized branches of American industry. The International Branch of the BAT worked in cooperation with the International Cooperation Administration and the International Education Exchange Service of the Department of State, the Agency for International Development, the International Labor Organization, and the United Nations on the program.

The files of the International Branch (which became the Division of International Activities in 1957) include: nomination forms, correspondence regarding transportation, expenditure reports, administrative correspondence regarding various aspects of the training program, resumes of trainees, trainee progress reports, and photographs of trainees.

In many cases, the last box of the chronological set contains general administrative records relating to the entire international apprenticeship program including: participant payrolls, training statistics, personnel files on overseas assignments, procurement forms, information regarding the Division's participation in International education conferences and training programs.

Box 34 of 63-B726 contains files on the international program that were transferred from the Department of Commerce to the Department of Labor, dating from 1947-1949. Contains similar administrative records to the ones described in the preceding paragraph, but dating from the time that the program was under the auspices of Commerce.

WNRC accessions 63-A726, Boxes 1-6  
63-B726, boxes 7-34  
64-A675, boxes 1-8  
66-A1083, boxes 1-9  
67-A1975, boxes 1-14

68-A6280, boxes 1-4  
69-A7329, boxes 1-5  
369-75-0011, boxes 1-12  
369-76-0557, boxes 1-8

Destroy immediately.

Bureau of Apprenticeship and Training

18. General records relating to conferences and meetings, 1959-1967. Arranged by name of conference or meeting (ie National Leadership Conference, National Railroad Apprenticeship Conference, Eastern Seaboard Apprenticeship Conference, etc.).

One of the functions of the BAT was the coordination of regional conferences relating to apprenticeship. These records and include information such as the following: correspondence relating to registration and transportation, program schedules, copies of papers presented, and meeting minutes. Box 1 includes records relating to the BAT Regional Directors' Conferences, 1962-1966, and Boxes 6-7 include records relating to the meetings of the National Apprenticeship Directors and Coordinators and the BAT from 1963-1964.

WNRC accession 69-A3687, boxes 1-7.

a. Records of Regional Directors' Conference and the records of the meetings of the National Apprenticeship Directors and Coordinators. [Box 1 (folder "Regional Directors, General" to "Region XI Conference, Denver, Mar 1962") and Box 6 (folder "Coordinators") to Box 7.]

**Permanent.** Transfer to the National Archives immediately.

b. All other records, including general administrative correspondence regarding registration, transportation, and scheduling.

Destroy immediately.