

Request for Records Disposition Authority

Records Schedule Number DAA-0369-2013-0002
Schedule Status Approved
Agency or Establishment Employment and Training Administration
Record Group / Scheduling Group Records of the Employment and Training Administration
Records Schedule applies to Major Subdivision
Major Subdivision Office of Foreign Labor Certification
Schedule Subject Employment-Based Immigration -Foreign Labor Certification Records in the OFLC National Office and its National Processing Centers
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0369-2013-0002

Sequence Number	
1	Foreign Labor Certification (FLC) Application Case Files Disposition Authority Number DAA-0369-2013-0002-0001
2	Case Management Systems Disposition Authority Number DAA-0369-2013-0002-0002
3	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications Disposition Authority Number DAA-0369-2013-0002-0003
4	Paradox Disposition Authority Number DAA-0369-2013-0002-0004
5	Nondisclosure Data Disposition Authority Number DAA-0369-2013-0002-0005

Records Schedule Items

Sequence Number	
1	<p>Foreign Labor Certification (FLC) Application Case Files</p> <p>Disposition Authority Number DAA-0369-2013-0002-0001</p> <p>Paper and electronic records of case files not loaded or tracked through a case management system Supersedes N1-369-11-1, Item 1a and 1b</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff closed case files at the end of Fiscal Year that the cases were closed</p> <p>Transfer to Inactive Storage When no longer needed for reference</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Case Management Systems</p> <p>Disposition Authority Number DAA-0369-2013-0002-0002</p> <p>Databases used for collaboration on various applications allowing personnel access and information sharing on status of applications filed Supersedes N1-369-11-1, Item 2, 3, and 4</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-369-11-1, Item 2, 3, and 4
	Disposition Instruction	
	Cutoff Instruction	Once system is replaced, and data is transferred or completed, the system becomes a legacy system that will no longer be used or referenced
	Retention Period	Destroy immediately after schedule approval and no longer needed for administration or other business operation
	Additional Information	
	GAO Approval	Not Required
	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications	
	Disposition Authority Number	DAA-0369-2013-0002-0003
	Annual reports of aggregate, disclosure data on PERM, H-2A, H-2B, LCA, and Prevailing Wages and statistical information collected throughout the year from various case management systems or resources. Other reports that capture or reflect Disclosure Data such as facts sheets and statistical information relating to data disclosed to the public. Supersedes N1-369-11-1, Item 2c(1) and 2c(2)	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Records are maintained in XML format
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Cut off at the end of Calendar Year	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 5 year(s) after cutoff	

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Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2001 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Paradox

Disposition Authority Number **DAA-0369-2013-0002-0004**

Database and data of applications that no longer exist Paradox allowed OFLC personnel access to some labor certification applications filed prior to 2005 Index to temporary case files to be destroyed according to schedule

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Destroy immediately upon approval of schedule**

Retention Period **Destroy immediately after approval of schedule**

Additional Information

GAO Approval **Not Required**

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Nondisclosure Data

Disposition Authority Number **DAA-0369-2013-0002-0005**

Privacy Act information of applicants application files dating later than 2001

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Cutoff Instruction

Cut-off files in which a final determination has been made at the end of Fiscal Year

Retention Period

Destroy 5 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
03/11/2013	Certify	Rachel Vera	AMS Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
06/25/2013	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/27/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/27/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist