

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0369-2013-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0369-2013-0003
Schedule Status Returned Without Action

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 Grants Management
Schedule Subject Grant Records
Internal agency concurrences will be provided Yes

Background Information Workforce Investment Act Discretionary, Formula, and National Programs Grants

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0369-2013-0003**

Outline of Records Schedule Items for DAA-0369-2013-0003

Sequence Number	
1	Workforce Investment Act Discretionary, Formula, and National Programs Grants Disposition Authority Number: DAA-0369-2013-0003-0001
2	Note, working papers, score sheets, and other documents relating to the application submitted Disposition Authority Number: DAA-0369-2013-0003-0002
3	Unsuccessful Grant Application Files Disposition Authority Number: DAA-0369-2013-0003-0003

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Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 1461 457">Workforce Investment Act Discretionary, Formula, and National Programs Grants</p> <p data-bbox="365 457 1461 500">Disposition Authority Number DAA-0369-2013-0003-0001</p> <p data-bbox="365 500 1461 1223"> Item #1 These grants, "official files" include all discretionary, formula, and national programs grant agreements, all Federal fund obligation documents for Title I and III formula and discretionary funds, grant correspondence, audit resolution determinations, special compliance review reports, participants' outcome, and financial expenditure reports and internal funding action clearance documents. Item #2 WIA grant agreements with each States Agencies are executed to handle a given Program Year/Fiscal Year allotment and any discretionary awards funded under the agreement. The file contents for each year include, but are not limited to the WIA State Grant Agreement, Federal fund obligation documents for Title I and III for formula and discretionary funds, grant correspondence, audit resolution determinations, and special compliance review reports. Item #3 These grant files contain grant documents for Program Year appropriations and any special Fiscal Year appropriations. Item #4 The Grant Administrative Files will be stored in the Federal Project Officer (FPO) office and includes all correspondence and/or subject files relating to routine operation and daily activities in administration of the grant program for the duration of the grant. The FPO has 120 days after the expiration of the grant or, if a closeout extension is granted, 30 days from the revised closeout deadline, to upload any files into Grants Electronic Management System (GEMS) </p> <p data-bbox="365 1223 1461 1266">Final Disposition Temporary</p> <p data-bbox="365 1266 1461 1308">Item Status Withdrawn</p> <p data-bbox="365 1308 1461 1351">Is this item media neutral? Yes</p> <p data-bbox="365 1351 1461 1393">Do any of the records covered No by this item currently exist in electronic format(s) other than e- mail and word processing?</p> <p data-bbox="365 1393 1461 1436">GRS or Superseded Authority N1-369-00-1 Entire Schedule Citation</p> <p data-bbox="365 1436 1461 1478">Disposition Instruction</p> <p data-bbox="365 1478 1461 1521">Cutoff Instruction End of Calendar Year of finalized application and retire records to Federal Records Center (FRC)</p> <p data-bbox="365 1521 1461 1564">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="365 1564 1461 1606">Additional Information</p> <p data-bbox="365 1606 1461 1649">GAO Approval Not Required</p>

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2	<p>Note, working papers, score sheets, and other documents relating to the application submitted</p> <p>Disposition Authority Number DAA-0369-2013-0003-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Note, working papers, score sheets, and other documents relating to the application submitted</p> <p>Retention Period Destroy immediately after when no longer needed, or upon approval/disapproval of application</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3	<p>Unsuccessful Grant Application Files</p> <p>Disposition Authority Number DAA-0369-2013-0003-0003</p> <p>Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <p>GRS or Superseded Authority Citation NC1-64-77-5 item 14a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of Calendar Year of rejected or withdrawn application</p> <p>Retention Period Destroy 3 year(s) after 3 years after rejection or withdrawal</p>

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Additional Information

GAO Approval

Not Required

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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
05/17/2013	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
12/28/2015	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services