

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-369-00-1	DATE RECEIVED 10/7/99
1. FROM (Agency or establishment) Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment and Training Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Grants And Contracts Management			
4. NAME OF PERSON WITH WHOM TO CONFER Fred Tello	5. TELEPHONE 202-219-7092 x-129	DATE 3-23-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/29/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Dept. Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

3/29/00 Copy to Agency INMWA

JTPA GRANT RECORDS DISPOSITION SCHEDULE
U.S. DEPARTMENT OF LABOR - ETA NATIONAL OFFICE

(1) JTPA Governor-Secretary Agreement "Block Grant" (1984-1995)
(One per State/Territory for above period)

- A. This grant "general file" includes but is not limited to the Governor-Secretary grant agreement, all Federal fund obligation documents for Title II/III formula and discretionary funds, grant correspondence, audit resolution determinations, special compliance review reports, MIS participant outcome and financial expenditure reports and internal funding action clearance documents.

Disposition Instruction:

Retire these files to Federal Records Center (FRC) immediately.

Destroy ~~January 1, 1999~~ *3 1/2 years after grant files closed*

Rate of accumulation = None

Volume on hand = 8

Filed by grant number

- B. Electronic Version of records: created by electronic mail and word processing applications.

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

(2) JTPA State/Territory Grant Agreement Block Grants
(Beginning July 1993, annually thereafter)

Each year, grant agreements with each State's JTPA 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's block grant include, but are not limited to, the JTPA State Grant agreement, Federal fund obligation documents for Title II/III formula and discretionary funds, grant correspondence, audit resolution determinations, special compliance review reports, MIS participant outcome and financial expenditure reports and internal funding action documents. This grant also generates subfiles (especially Title III grant project files and performance files) which are listed separately in this schedule.

- A. This particular set of general "case files" contain grant documents for a given Program Year appropriations (plus any special "Fiscal Year" appropriations) beginning with Program Year 1993.

* Approved by RO on 10/7/99.

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Disposition Instruction:

Close file after the three-year grant expenditure period. Retire to FRC 1 year after closing. Destroy 3 ½ years after closing.

Rate of accumulation = 4

Volume on hand = 8

Filed by grant number

- B. **Electronic version of record: created by electronic mail and word processing applications.**

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

(3) JTPA Biannual State Plan Document Files

- A. This file consists of biannual plan documents for the Title II and III JTPA program for each State and Territory which are required to be submitted as a condition of JTPA program funding "block grants" listed in Items 1 and 2 above. Files consist of the following PY-1984 to present, Governor's Special Services Coordination Plan (GCSSP) and where appropriate, a Job Training Plan in the case of "Single Service Delivery Area States".

Unlike, the files in Items 1 and 2 above, these files are maintained in the program offices instead of the agency's grants office. The Economic Dislocated Worker Adjustment Act (EDWAA) plan requirement for JTPA Title III funds began in Program Year 1991. The files also contain plan modifications, DOL staff review documents, and correspondence related to the approval or modification of these plans.

Disposition Instruction:

Close file after the 3-year grant expenditure period expires for the latest of the two Program Year fund sources named in the two-year plan document. Retire to FRC one year after closing. Destroy 3 ½ years after closing.

Rate of accumulation= 4

Volume on hand = 20

Filed by grant number

- B. **Electronic version of record: created by electronic mail and word processing applications.**

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

(4) Title III Discretionary Grant Project Files

- A. These grant project "case files" contain grant award and modification documents for Title III discretionary projects funded each Program Year as modifications to the JTPA State "block grant". The file also includes the grant application, correspondence, selected progress reports, selected MIS reports for a given project funded during the years, Program Year 1984 through the present.

Disposition Instruction:

Close file after the 3-year JTPA maximum expenditure period and retire to FRC 1 year after closing. Destroy 3 ½ years after closing.

Rate of accumulation = 6

Volume on hand = 20

Filed by grant number

- b. **Electronic version of record: created by electronic mail and word processing applications.**

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

(5) Special Performance Review or Performance Report files

- A. This category of grant files consists of either special onsite review reports and or performance progress data on aspects of State JTPA Title II/III program or administrative operations. A large portion of these files also consist of Title III discretionary grant project "performance report files." The latter Title III files are maintained in the program office rather than in the grants office.

Disposition Instruction:

Close file after the 3-year JTPA maximum expenditure period expires for the latest Program Year of funds for the project or activity named in the grant file. Retire to FRC 1 year after closing the latest year. Destroy 3 ½ years after closing the latest grant funds.

Rate of accumulation = 3

Volume on hand = 15

Filed by grant number

- b. **Electronic version of record: created by electronic mail and word processing applications.**

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

- A. **(6) Other JTPA Grants (JTPA Title III/IV : Indian & Native American, Migrants, Research & Demonstration, etc.)** The grant file includes but is not limited to the grant agreement, grant application/program plan, Federal funding obligation documents, internal funding action clearance documents, grant correspondence, progress reports, finding and determination reports, compliance review reports, MIS performance and expenditure reports, etc. One key distinguishing characteristic of these grants is that these are stand-alone grants and are not related to the JTPA "block grants" described above. Thus, the grant period is as indicated in the grant document.

Disposition Instruction:

Close file after the grant expiration date of the grant. Retire to FRC 1 year after closing. Destroy 3 ½ years after closing.

Rate of accumulation = 12

Volume on hand = 24

Filed by grant number

β Electronic version of records: created by electronic mail and word processing applications.

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.

* ~~(7) Unsuccessful Grant Application Files. Consists of grant applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.~~

Disposition Instruction:

This disposition instruction for this type of document is covered under the General Records Schedule 3, Item 13, dated August 1995: "Destroy 3 years after rejection or withdrawal." Additionally, the agency may choose (for its own space management purposes) to retire these files to the FRC one year after the competition or submission date closes.

Rate of accumulation = 8

Volume on hand = 8

Filed

Electronic version of records: created by electronic mail and word processing applications.

Disposition: Temporary-Delete when file copy is generated or when no longer needed for reference or updating.