

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
Employment and Training Administration

3. MINOR SUBDIVISION
Office of Apprenticeship

4. NAME OF PERSON WITH WHOM TO CONFER
Dottie Chester

5. TELEPHONE
202-693-2755

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-369-06-1

DATE RECEIVED
June 30, 2006

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
11/16/07

ARCHIVIST OF THE UNITED STATES
Allen Weinstein

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 2 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
6/25/2006

SIGNATURE OF AGENCY REPRESENTATIVE
Paul H. ...

TITLE
DOL 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 GRS OR SUPERSEDED JOB CITATION	10.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 item descriptions.		

8/11/16/07 Copies sent to agency, NWMD, NWME, NEMW, NR

U S Department of Labor
Employment and Training
Administration
Office of Apprenticeship

- 1 **National Guideline Standards Case Files** These case files document the certification of Guidelines for registration of apprenticeship programs sponsored by any person, association, business, or other organization by the Department of Labor (DOL), Employment and Training Administration (ETA), Office of Apprenticeship (OA) (formerly known as the Bureau of Apprenticeship and Training) Included within these files are correspondence, reports, forms, etc created and maintained in approving apprenticeship programs as conforming to the Department's criteria for apprenticeable occupations and standards of apprenticeship

Arrangement Alphabetical by name of sponsor/employer

Disposition Permanent. Close case files upon discontinuance of program by sponsor/employer or OA, or if sponsor/employer no longer exists, or if program has been determined to be inactive by OA or successor organizations Place in closed case file series Cut-off closed case file series at end of (fiscal/calendar) year Determine recordkeeping media

- a. **If paper:** Transfer cut-off closed case files to off-site storage Transfer to National Archives and Records Administration five years after cut-off
- b. **If electronic** If necessary - Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified Maintain the electronic records as outlined in NARA's guidance on the maintenance of electronic records, 36 CFR 1234 Transfer copy of cut-off closed electronic records to National Archives and Records Administration three years after cut-off

- 2 **Bulletins and Circulars.** These publications transmit published issuances for OATELS These records may include publications of, and revisions to the National Guideline Standards for apprenticeship, new apprenticeable occupations, and other types of information OATELS wishes to disseminate These records have been maintained in pdf format since 2002, and OATELS is currently completing a project to scan bulletins and circulars dating back to 1961 into pdf format

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- 3 **National Program Case Files** These case files document the registration and approval of apprenticeship programs sponsored by Federal agencies or multi-state programs sponsored by private industry, including any Federal contract, grant, agreement or arrangement dealing with apprenticeship, and any Federal financial or other assistance, benefit, privilege, contribution,

allowance, exemption, preference or right pertaining to apprenticeship. Included within these files are correspondence, reports, forms, etc. created and maintained in approving apprenticeship programs as conforming to the Department's criteria for apprenticeable occupations.

Disposition **Temporary.** Close case files upon completion of review process. Place in closed case file series. Cut-off closed case file series at end of (fiscal/calendar) year. Determine recordkeeping media.

a. **If paper:** Transfer cut-off closed case files to off-site storage, if necessary. **Destroy** 10 years after cut-off.

b. **If electronic** If necessary - Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Maintain the electronic records as outlined in NARA's guidance on the maintenance of electronic records, 36 CFR 1234. Destroy/Delete ten years after cut-off.

4 **Occupation File** These records document the review process by which an occupation is recognized as apprenticeable. The records include correspondence and reports among companies, unions and other organizations to make sure the promulgated standards are in agreement with apprenticeable criteria.

Disposition **Temporary.** Close case files upon completion of review process. Place in closed case file series. Cut-off closed case file series at end of (fiscal/calendar) year. Determine recordkeeping media.

a. **If paper:** Transfer cut-off closed case files to off-site storage, if necessary. **Destroy** 10 years after cut-off.

b. **If electronic** If necessary - Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Maintain the electronic records as outlined in NARA's guidance on the maintenance of electronic records, 36 CFR 1234. Destroy/Delete ten years after cut-off.

5 **Electronic Systems Technician (EST) Occupation Comments** From March 2001 to September 2001, the Office of Apprenticeship (OA) received approximately 180 pieces of correspondence from the public commenting on OA's approval/recognition of the Electronic Systems Technician as a new apprenticeable occupation. These were unsolicited comments from organizations and individuals who disagreed with OA's decision to recognize the EST occupation as apprenticeable.

Disposition **Temporary** Destroy upon approval of this schedule.

6 **Proposed 1990 Revisions to Title 29, Part 29 (Labor Standards for the Registration of Apprenticeship Program, FR Volume 55, No. 165, August 24, 1990)** Comments related to the proposed changes to this regulation. This regulation was cancelled and the comments are irrelevant.

Disposition **Temporary** Destroy upon approval of this schedule.

~~7. **Electronic Mail and Word Processing System Copies.**~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~Destroy/Delete when no longer needed for administrative or other references purposes—GRS 20, Items 13, 14~~