

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-369-09-01	DATE RECEIVED 3/3/09
1. FROM (Agency or establishment) Department of Labor		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Employment and Training Administration		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may marked "disposition not approved" or withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Policy Development and Research		DATE ARCHIVIST OF THE UNITED STATES Feb 14 2014 [Signature]	
4. NAME OF PERSON WITH WHOM TO CONFER Thomas A. Comer	5. TELEPHONE (202) 693-2641		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 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 Accountability 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 1/18/2014	SIGNATURE OF AGENCY REPRESENTATIVE Rachel Vera	TITLE Dept of Labor Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>RECORDS DISPOSITION SCHEDULE</b> for <b>ADVISORIES AND MEMORANDA</b> <b>UNITED STATES DEPARTMENT OF LABOR</b> <b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>OFFICE OF POLICY DEVELOPMENT AND RESEARCH</b></p> <p>The purpose of this Records Disposition Schedule is to provide instruction on the retention and disposition of those Advisories and Memoranda for which the Office of Policy Development and Research (OPDR), Employment and Training Administration (ETA), United States Department of Labor (DOL), is responsible for disseminating to direct recipients of Federal grants and contracts through DOL as well as other interested parties.</p> <p>OPDR is responsible for the dissemination of all ETA advisories and memoranda. Based on an agreement between the Office of Unemployment Insurance (OUI) [previously known as the Office of Workforce Security (OWS)] and OPDR, OUI is responsible for filing and archiving all Unemployment Insurance Program Letters (UIPLs) beginning with UIPL No. 1-94. OPDR is responsible for filing and archiving all other ETA advisories and memoranda including all UIPLs up to and including UIPL No. 46-93.</p> <p>In April 1963, Manpower Administration Order No. 1-63, <i>Issuance System for Manpower Administration</i>, introduced a system for the issuance of directive material relating to the activities of the then</p>		

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	<p>Manpower Administration of DOL. This system was used for the dissemination of policy, procedures, organization, delegations of authority, and general management information. In November 1975, Secretary's Order 14-75, <i>Renaming the Office of the Assistant Secretary for Manpower and the Manpower Administration of the Department of Labor</i>, renamed the "Manpower Administration" the "Employment and Training Administration." In December 1975, Employment and Training Order No. 1-75, <i>Employment and Training Administration Directives</i>, revised the titles of certain directives in conjunction with the renaming of the Manpower Administration to the Employment and Training Administration. In November 2001, Training and Employment Guidance Letter No. 6-01, <i>Changes to the Employment and Training Administration (ETA) Advisory System</i>, announced further changes to the ETA Advisory system (previously called the directives system). This advisory system is still used to disseminate DOL's interpretations of Federal law requirements; procedural, administrative, management, and program direction; and other information to states, direct grant recipients, and other interested parties.</p> <p>The following is a description of the various issuances, directives, and advisories, and their disposition:</p> <p><b>1 Field Memorandum (FM):</b> When initiated in February 1968, FMs were established as an issuance system for the Office of the Deputy Manpower Administrator based on numbered Field Memoranda. Initial instructions stated that "[t]his numbered Field Memorandum Series should not be considered as part of the Manpower Administration Issuance System, but is used only for expediency when communications with <u>all</u> and <u>only</u> the Regional Manpower Administrators are involved." (Field Memorandum No. 1-68, February 15, 1968, <i>Establishment of an Issuance System for Communicating with Manpower Administration Regional Offices</i>.) FMs have been continuously issued through the years since that time. The latest definition of FMs, dated July 15, 1980, is as follows: "Field Memoranda (FMs) are temporary directives used to transmit instructions, information, and requests for action applicable to all regional offices; and to request reports, establish workloads, and define or interpret programs." (ET Manual Transmittal No. 220, July 15, 1980, Chapter 4450, <i>Directives Management, Employment and Training Manual</i>.) FMs are numbered in a continuing series.</p> <p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p><b>2 The Training and Employment Guidance Letter (TEGL)</b> is used to transmit program development and interpretative guidance statements, as well as funding allotments to State Workforce Liaisons, State Workforce Agencies (previously known as State Employment Security Agencies), State Worker Adjustment Liaisons, One-Stop Center</p>		

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3	<p>System Leads (also known as American Job Center Leads), Trade Adjustment Assistance Grantees, and other recipients of ETA grants such as nonprofit organizations and community colleges. TEGs are included in the categories of external advisories currently being issued. They are used to transmit policy and operational guidance to the Workforce Investment Act (WIA) state and local workforce systems. (TEGL No. 6-01, November 14, 2001.) TEGs are numbered in a continuing series.</p> <p><b>Disposition: Permanent. Cut off records at the end of the program year, June 30, in which they become inactive. Paper: Transfer inactive paper records to NARA 15 years after cut off. Electronic: Transfer inactive electronic records to NARA 1 year after cut off.</b></p> <p>The <b>Unemployment Insurance Program Letter (UIPL)</b> is used to interpret statutes, issue policy and guidance, transmit material about objectives, rules, regulations, standards, procedures and related information for administering the unemployment insurance programs. It is sent to State Workforce Agencies (previously known as State Employment Security Agencies). UIPLs are included in the categories of external advisories currently being issued. They are used for policy and guidance specific to the Unemployment Insurance program. (TEGL No. 6-01 of November 14, 2001.) UIPLs are numbered in a continuing series.</p> <p><b>Disposition: Permanent. Cut off records at the end of the fiscal year, September 30, in which they become inactive. Paper: Transfer inactive paper records to NARA 15 years after cut off. Electronic: Transfer inactive electronic records to NARA 1 year after cut off.</b></p>		
4	<p><b>Handbooks and Technical Assistance Guides (TAGs)</b> (Manpower Administration (MA) Handbook or Employment and Training (ET) Handbook issued through OPDR): Handbooks are used to issue technical instructions, information, or guidance about either a specific program or administrative area or a group of related activities or functions pertaining to a single program or administrative area. TAGs are included in this category. Handbooks are sent to regional offices, state agencies, sub-grantees, and other direct grantees, as appropriate. (TEGL No. 6-01, November 14, 2001.) Handbooks/TAGs were previously called Manpower Administration Handbooks or MA Handbooks. Employment and Training Order No. 1-75, December 10, 1975 revised the name. These are numbered in a continuing series.</p> <p><b>Disposition: Temporary. Destroy records when 15 years old unless still active.</b></p>		
5	<p>The <b>Training and Employment Notice (TEN)</b> began in November 2001 and is used by ETA to communicate announcements of meetings,</p>		

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5a	<p>publications or other technical assistance resources, general information of interest to the public, and the status of agency issuances, and to reiterate or summarize previously issued interpretations. (TEGL No. 6-01, November 14, 2001.) TENS are numbered in a continuing series.</p> <p>Some TENS are substantive while others are non-substantive. The nature of the issuance determines the disposition.</p> <p><b>Substantive TENS:</b> Includes joint agreements between ETA and other agencies, documentation of ETA responses to national emergencies, descriptions of ETA programs, funding initiatives, employment resources; forms and mission-related procedures; and lists with the status of notifications regarding the inactive and active TENS.</p>		
5b	<p><b>Disposition: Permanent. Cut off records at the end of the program year, June 30, in which they become inactive. Transfer inactive paper records to NARA 15 years after cut off. Transfer inactive electronic records to NARA 1 year after cut off.</b></p> <p><b>Routine TENS of a non-substantive nature</b> Includes routine announcements for: meetings, seminars, general resources made available to the public; and the release and availability of ETA Occasional Papers.</p>		
6	<p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p>The <b>Training and Employment Information Notice (TEIN)</b> was discontinued in 2001. The TEIN was used to provide new information and announcements, transmit planning schedules, and reiterate or clarify previously issued interpretations. The TEIN was sent to State Workforce Liaisons, State Workforce Agencies (previously known as State Employment Security Agencies), State Worker Adjustment Liaisons, and One-Stop Center System Leads. Although TEINs were eliminated in November 2001 and replaced by TENS, currently active TEINs will continue in effect as long as needed. (TEGL No. 6-01, November 14, 2001.)</p>		
6a	<p>Some TEINs are substantive while others are non-substantive. The nature of the issuance determines the disposition.</p> <p><b>Substantive TEINs:</b> Includes joint agreements between ETA and other agencies, documentation of ETA responses to national emergencies, descriptions of ETA programs, funding initiatives, employment resources; forms and mission-related procedures; and lists with the status of notifications regarding the inactive and active TEINs.</p> <p><b>Disposition: Permanent. Cut off records at the end of the program year, June 30, in which they become inactive. Transfer</b></p>		

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6b	<p><b>inactive paper records to NARA 15 years after cut off. Transfer inactive electronic records to NARA 1 year after cut off.</b></p> <p><b>Routine TEINs of a non-substantive nature</b> Includes routine announcements for: meetings, seminars, general resources made available to the public; and the release and availability of ETA Occasional Papers.</p> <p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p>		
7	<p><b>The Employment Service Program Letter (ESPL)</b> was used to transmit instructions, information concerning objectives, standards, rules, regulations, procedures, and related information for developing and implementing actions specific to the U.S. Employment Service programs, authorized under the Wagner-Peyser Act of 1933. ESPLs were sent to State Workforce Agencies (previously known as State Employment Security Agencies), responsible for Wagner-Peyser Act activities. ESPLs were eliminated in November 2001. Some remain active and those ESPLs will continue in effect as long as needed. (TEGL No. 6-01, November 14, 2001.)</p> <p><b>Disposition: Permanent. Cut off records at the end of the program year, June 30, in which they become inactive. Paper: Transfer inactive paper records to NARA 15 years after cut off. Electronic: Transfer inactive electronic records to NARA 1 year after cut off.</b></p>		
8	<p><b>The General Administration Letter (GAL)</b> was used to transmit guidance concerning the overall organization and general administration of the U.S. Employment Service, the Unemployment Compensation system, and related programs, and was sent to State Workforce Agencies (previously known as State Employment Security Agencies). GALs were eliminated in November 2001; however, currently active GALs will continue in effect as long as needed. (TEGL No. 6-01, November 14, 2001.)</p> <p><b>Disposition: Permanent. Cut off records at the end of the program year, June 30, in which they become inactive. Paper: Transfer inactive paper records to NARA 15 years after cut off. Electronic: Transfer inactive electronic records to NARA 1 year after cut off.</b></p>		
9	<p><b>The Reports and Analysis Letter (RAL)</b> was used to transmit instructions and samples of forms for statistical reports related to labor force statistics (except budget and fiscal reports) which state agencies submitted to ETA National and Regional Offices. It could also be used to supplement statistical reporting requirements. It was sent to State Workforce Agencies (previously known as State Employment Security Agencies). RALs were eliminated in November 2001; however, currently active RALs will continue in effect as long as needed. (TEGL No. 6-01, November 14, 2001.)</p>		

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10	<p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p>The <b>Fiscal Letter (FL)</b> was used to transmit material concerning fiscal standards, fiscal reports and procedures, the budgetary process, and expenditure of funds (except the unemployment compensation trust fund). It was sent to State Workforce Agencies (previously known as State Employment Security Agencies). Although FLs were eliminated in November 2001, currently active FLs will continue in effect as long as needed. (TEGL No. 6-01, November 14, 2001.)</p>		
11	<p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p>The <b>Manpower Administration Notice (MA Notice or MAN)</b> was initiated for informational releases that were temporary in nature. Notices automatically expired one year from the date of issuance unless an earlier cancellation date was indicated. (MA Order 1-63, April 11, 1963.) Employment and Training Order No. 1-75, December 10, 1975 revised the name from Manpower Administration Notice to Employment and Training Notice.</p>		
12	<p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p>The <b>Employment and Training Notice (ET Notice or ETN)</b> was previously named the Manpower Administration Notice. Employment and Training Order No. 1-75, December 10, 1975 revised the name. Employment and Training Notices were temporary directives for transmitting information, such as notices of meetings or announcements of appointments. They were distributed to National and Regional Offices and were signed by the Deputy Assistant Secretary of ETA or the Administrator for the Office of Management Assistance. (ET Manual Transmittal No. 220, July 15, 1980.)</p>		
13	<p><b>Disposition: Temporary. Destroy records when 5 years old.</b></p> <p>The <b>Work Incentive Program (WIN)</b> directives, described below, were interagency directives issued under the joint auspices of the Employment and Training Administration of the Department of Labor and the Office of Human Development (OHD) Services of the Department of Health, Education and Welfare. WIN was among the earlier Welfare to Work programs which were superseded when state welfare agencies began their Job Opportunities and Basic Skills (JOBS) Programs in 1989-1990. WIN directives authorization expired in 1996. (Office of the Secretary Final Rule, Work Incentive (WIN) Programs for AFDC Recipients; Removal of Obsolete Program Regulations [61 FR 33658, Jun. 28, 1996].) WIN directives were of a continuing nature and were distributed to ETA Regional Offices and OHD Regional Offices. Field Memoranda were used to transmit WIN instructions which originated in ETA and were intended for Regional</p>		

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13a	<p>Administrators. (ET Manual Transmittal No. 220, July 15, 1980, Chapter 4450.) This program has been discontinued.</p> <p><b>National Coordination Committee Issuances (NCCI)</b> were reserved for major policy matters affecting the WIN program. They were signed jointly by the Assistant Secretary for Employment and Training in the Department of Labor and the Assistant Secretary for the Office of Human Development Services in the Department of Health, Education and Welfare.</p> <p>Volume on hand: 0.2 cubic feet            Volume to be transferred: 0.2 cubic feet            Annual accumulation: NA</p>		
13b	<p><b>National Coordination Committee Operating Memoranda (NCCOMs)</b> covered WIN program planning, operation, and reporting. They were signed and issued by the Executive Director, National Coordination Committee, after approval by the Administrator of the Office of Management Assistance.</p> <p>Volume on hand: 0.9 cubic feet            Volume to be transferred: 0.9 cubic feet            Annual accumulation: NA</p>		
13c	<p><b>Work Incentive Program Handbook (WIN Handbook)</b> covered policy and procedural instructions. The transmittal was signed and issued by the Executive Director, National Coordination Committee, after approval by the Administrator for the Office of Management Assistance.</p> <p>Volume on hand: 0.12 cubic feet            Volume to be transferred: 0.12 cubic feet            Annual accumulation: NA</p>		
14	<p><b>Disposition: Permanent. Transfer records to NARA upon approval of this schedule.</b></p> <p><b>Working Files</b> are the collection of drafts, notes, edits, and other preliminary materials related to a particular advisory, and their documentary value ceases after issuance of the advisory.</p> <p><b>Disposition: Temporary. Destroy working files at the time of the final disposition of the associated advisory.</b></p>		

**RECORDS DISPOSITION SCHEDULE**  
**for**  
**ADVISORIES AND MEMORANDA**  
**UNITED STATES DEPARTMENT OF LABOR**  
**EMPLOYMENT AND TRAINING ADMINISTRATION**  
**OFFICE OF POLICY DEVELOPMENT AND RESEARCH**

Schedule Number	Advisory Type	Disposition	Media Type	Volume	Date Span
1	FM	Temporary – Destroy when 5 years old	NA	NA	07/13/1976 – 07/24/2008
2	TEGL	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	07/03/1984 – 06/30/2012
3	UIPL	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	12/30/1976 – 09/30/2012
4	Handbooks	Temporary Destroy when 15 years old unless still active	NA	NA	07/30/1974 – 06/30/1998
5a	TEN (Substantive)	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	11/21/2001 – 06/30/2012
5b	TEN (Routine)	Temporary – Destroy when 5 years old	NA	NA	11/21/2001 – 06/30/2012



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6a	TEIN (Substantive)	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	07/01/1984 – 11/14/2001
6b	TEIN (Routine)	Temporary – Destroy when 5 years old	NA	NA	07/01/1984 – 11/14/2001
7	ESPL	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	02/04/1976 – 04/13/2001
8	GAL	Permanent – Electronic: Transfer inactive electronic records to NARA 1 year after cut off	Electronic	NA	10/29/1976 – 11/13/2001
9	RAL	Temporary – Destroy when 5 years old	NA	NA	02/14/1975 – 03/12/2001
10	FL	Temporary – Destroy when 5 years old	NA	NA	11/28/1975 – 10/09/1990
11	MA Notice	Temporary – Destroy when 5 years old	NA	NA	03/03/1972 – 08/29/1975
12	ET Notice	Temporary – Destroy when 5 years old	NA	NA	10/18/1979 – 12/06/1982

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13	WIN	NA – Description of WIN	NA	NA	NA
13a	NCCI	Permanent – Transfer records to NARA	Paper	0.2 cu. ft.	12/12/1977 – 02/09/1983
13b	NCCOM	Permanent – Transfer records to NARA	Paper	0.9 cu. ft.	02/25/1974 – 10/05/1983
13c	WIN Handbook	Permanent – Transfer records to NARA	Paper	0.12 cu. ft.	11/1975 – 10/1979
14	Working Files	Temporary – Destroy at time of final disposition of the associated advisory	NA	NA	03/31/1972 – 09/30/2012