

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-369-09-2	DATE RECEIVED 9/30/09
1. FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment and Training Administration			
3. MINOR SUBDIVISION Office of Performance and Technology			
4. NAME OF PERSON WITH WHOM TO CONFER David Wilson	5. TELEPHONE 202-693-3493	DATE 4 Sept 14	ARCHIVIST OF THE UNITED STATES

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 attached 3 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 9-24-2009	SIGNATURE OF AGENCY REPRESENTATIVE Karen H. Nunley	TITLE DOL Departmental Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1-5	See Attached Descriptive Record Series List for U.S. Department of Labor Employment and Training Administration Office of Performance and Technology Enterprise Business Support System (EBSS) Records Schedule		

**U.S. Department of Labor Employment
and Training Administration Office of
Information Systems Technology
Enterprise Business Support System (EBSS) Records
Schedule**

Background: The Employment and Training Administration (ETA) administers federal government job training and worker dislocation programs, federal grants to states for public employment service programs, and unemployment insurance benefits. These services are primarily provided through state and local workforce development systems.

The Office of Information Systems Technology (OIST) provides executive leadership for ETA in the development of its strategic plan, measurement of performance and results, and increased accountability of the workforce investment system to customers, partners and stakeholders. PROTECH provides a 21st Century information technology infrastructure supporting the Agency's mission and all its business lines. PROTECH also develops the information technology strategy, provides the technical infrastructure and support for the Agency's technology investments, and provides programming support for internal and external business systems, information technology research, as well as development functions.

Note: The disposition instructions apply to records regardless of physical form or characteristic. Records may be maintained in any form or any medium. The records are media neutral unless otherwise noted.

**Enterprise Business Support System
(EBSS)**

The Enterprise Business Support System (EBSS) is an ETA major information system that consists of multiple individual applications known as modules. It was designed to provide custom solutions to program specific data requirements in assisting with the review, analysis, and generation of ETA program management reporting (e.g., delinquency, aggregate, and projections reporting) of the performance data collected and/or submitted by grantees and Workforce Investment Act participants. Each module provides robust grantee/program data and performance results that provide evidence of program effectiveness. The following modules are contained within the EBSS:

- Electronic Data Reporting & Validation System (eDRVS)
 - Wagner/Peyser/Labor Exchange (LX)
 - LX Data Element Validation (DEV) module
 - Workforce Investment Act (WIA)
 - WIA Data Element Validation (DEV) module
- Data Warehouse/Data Management and InfoSpace
- Registered Apprenticeship Partners Information Data System (RAPIDS)
- Youth Services programs;

- Adult Re-integration of Ex-Offenders (RExO) w/ Female Ex-Offenders(FExO)I
- Youth Build Case Management & Reporting System
- Youth Offenders Case Management & Reporting System
- Enhanced Transitional Jobs Demonstration (ETJD)
- Division of Trade Adjustment Assistance MIS (DTAA MIS)
- Trade Act Participant Records (TAPR)
- Trade Act On-line Petitions
- Waivers
- Computer Assisted Labor Market Analysis System (CALMAS)
- SWA Real Property
- Labor Exchange Agricultural Reporting System (LEARS)
- WIA Performance Reporting (Qtrly)
- WIA Annual Reports
- Labor Exchange (Pers9002/VETS200) Reporting System (LERS)
- Tax Credit Reporting System (WOTC/WtW))
- SCSEP Performance and Results QPR System (SPARQ)
- Title XII Tracking System
- Indian/Native American Program (INAP) Performance Reporting
- National Farmworker Jobs Program (NFJP) Performance Reporting
- High Growth/Community-Based/Technology Based Learning Performance Reporting
- Recovery Act Data (RAD)
- Green Jobs Recovery Act Data (GRAD)
- Job Corp Financial Accounting System (JFAS)
- Common Reporting and Wage Records Information Services (CRIS/WRIS)
- Veterans' Employment & Training Services Operational & Programs Activity Report (VOPAR)
- H-1B/HUB (for Job Accelerator & Technical Skills Training Grants)
- Trade Adjustment Assistance Community College and Career Training (TAACCCT)
- Veterans Retraining Assistance Program (VRAP)
- National Performance Reporting System (NPRS)
- Disability Employment Initiative (DEI)

1. **EBSS Input(s).**

Grant, Grantee, and Program data is keyed into each related module or data files are uploaded to PROTECH-EBSS. Other module data is originated by the Federal/State employees and Workforce Investment Act (WIA) community representatives

Disposition. TEMPORARY. Destroy when no longer needed for business, administrative, fiscal, or other need. (*General Records Schedule (GRS) 20, Item 2*)

(1) 2.

EBSS Master Files. EBSS maintains information about all activities associated with the applicable grant(s). Data is only shared (by request via Memorandum of Understanding or other similar vehicles) with DOL-related entities and is encrypted. In relation to grant information, PII is collected by grantees from members of the public who participate in the grant programs. The following security controls have been implemented to prevent data from being compromised:

- Each grantee is assigned a unique PIN and password.
 - Encryption is utilized to manage the secure transfer of the Standardized Participant Information Record Data file, which contains the Social Security numbers.
 - The page for the file upload has Secure Socket Layer (SSL) enabled, but may not have third-party verification.
 - Secure File Transfer protocol (S-FTP) is used to transfer files.
 - An audit trail is kept of attempts to decrypt the data.
- a. Database Files. Consists of electronic records, documents, and files from input/source documents and files and/or upload from each related module.

Disposition. TEMPORARY. Cut-off files after 5 years. Retain copy of database file for five (5) years after cut-off. Destroy/Delete cut-off file after 5 years, or when no longer needed for fiscal, legal, or administrative needs.

~~b. USER ID, PINs, Passwords, Authentication Profile Files.~~

~~**Disposition. TEMPORARY.** Destroy when a User Terminates or when no longer needed for administration, legal audit, or other operational purposes. (GRS 20, Item 1(c))~~

3. **EBSS Output(s).** Major output includes current status of case management and grantee performance activities and number of participants within a given program. Search criteria include, but not limited to, demographics (minority, male, females, age, etc.), aggregate participant data, and "drill down" locality information. Formats are specific to the needs of each program office by way of custom designed reporting templates and ad-hoc data runs. The data can also be exported to other off-the-shelf software packages.

Disposition. TEMPORARY. Outputs placed in a recordkeeping system are disposed of in accordance to the recordkeeping system schedule. Other outputs (ad-hoc, etc.) should be deleted/destroyed when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, items 4, 5, 6, 7, 8b, 10, 12, 15, 16).

4. System Back-up Tape. Back-up tapes of data stored on the servers and maintained off-site for potential system restoration in the event of a system failure or other loss of data. The data life cycle management process is structured around pre-determined cycles.

a. Incremental Back-up Tapes.

Disposition. **TEMPORARY**. Delete/destroy incremental back-up tapes when superseded by a full back-up, or when no longer needed for system restoration, whichever is later. (*GRS 24, Item 4 (a)*).

b. Full Back-up Tapes.

Disposition. **TEMPORARY**. Delete/destroy/recycle full back-up tapes one year after full back-up. (*GRS 24, Item 4(a) (2)*)

5. System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the master file, database or other electronic records, including complete software development life cycle documentation.

Disposition. **TEMPORARY**. Destroy or delete when system is superseded or becomes obsolete. (*GRS 20, Item 11*)