

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Labor

2. MAJOR SUBDIVISION

Employment and Training Administration

3. MINOR SUBDIVISION

Unemployment Insurance Services

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

*Charles Steele*  
Charles Steele

(202)219-5429

LEAVE BLANK (NARA use only)

JOB NUMBER

*NI-369-94-1*

DATE RECEIVED

*12-7-93*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*Letting*  
ARCHIVIST OF THE UNITED STATES

*2-14-94*

*Grady Huskamp Peterson*

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 1 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

*12-1-93*

SIGNATURE OF AGENCY REPRESENTATIVE

*Cheryl Ann Robinson*  
Cheryl Ann Robinson

TITLE

DOL Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See Attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

*Copies sent to Agency, #NW, NAT, NSX, NIA 2/22/94*

ITEM

DESCRIPTION OF ITEM & PROPOSED DISPOSITION

(NEW)

1. UNEMPLOYMENT INSURANCE REQUIRED REPORTS (UIRR). The UIRR is a component of the Unemployment Insurance Database (UIDB). The UIDB is an electronic system used for storage and retrieval of unemployment insurance information by Employment and Training Administration, Department of Labor, as authorized by the Social Security Act, Section 303 A6. The unemployment insurance information is used to monitor States' performance, to be able to pay States based on workload, and to provide general statistics. The UIRR consists of data elements stored in tables made up of information obtained from required statistical reports submitted by State Employment Security Agencies (SESAs). Each table represents a set of related data and each of the tables contain some common information including report date and State. Some tables contain information that date back to 1971. Data includes all report tables, comment tables, and general tables necessary to understand data tables.

INCLUSIVE DATES: 1971 and thereafter.

ARRANGEMENT STATEMENT: Report date order.

STATEMENT OF RESTRICTIONS: There are no restrictions.

DISPOSITION: Permanent. Transfer copy of 1971 through 1991 data immediately to the National Archives. Thereafter, cutoff annually and transfer copy to the National Archives after 3 years.

2. UNEMPLOYMENT INSURANCE REQUIRED REPORTS (UIRR) DOCUMENTATION. System specifications, file specifications, codebooks, record layouts, example of final reports, and user handbook (regardless of medium) relating to the files.

INCLUSIVE DATES: 1971 and thereafter.

ARRANGEMENT STATEMENT: No special arrangement.

STATEMENT OF RESTRICTIONS: There are no restrictions.

DISPOSITION: Permanent. Transfer copy of documentation with datasets. Thereafter, transfer updates and changes with any subsequent transfer of the datasets.