

<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-309-94-2	DATE RECEIVED 3-30-94
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Advisory Panel for the Dictionary of Occupational Titles (APDOT)			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Cheryl Ann Robinson</i> Cheryl Ann Robinson	5. TELEPHONE (202) 219-9161	DATE 8-16-94	ARCHIVIST OF THE UNITED STATES <i>Arudy Huskamp Peters</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 3 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 3-24-94	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE DOL Departmental 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached		

*Copies sent to Agency, NCF, NSW, NWT, NIA.*

1. **APDOT Historical Files, 1990-1993. 2 cubic feet. Arranged by Subject**

Record copies of documents pertaining to the establishment and management of the Advisory Panel for the Dictionary of Occupational Titles (APDOT). These files include: the charter, interim and final reports, biographies, and ~~other~~ documentary materials relating to APDOT Review Project, <sup>status reports and press releases.</sup>

Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the advisory committee. Transfer to the National Archives in 1998.

2. **International Labour - Non ILO Country and Contractor/Consultant Subject Files, 1990-1993. 2 cubic feet (i.e., country) thereunder alphabetically.**

These files contain information regarding a grant with the International Labour Office (ILO) through an Interagency Agreement between the Employment and Training Administration and the Bureau of International Labor Affairs. Files consist of Mapping the World of Work; Australia; ASCO Australia; France; Germany; Japan; the Netherlands; Sweden; United Kingdom. Non-ILO country files: Finland; Japan; and the Netherlands. This information is used for the sole purpose of decision making activities.

Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the advisory committee. Transfer to the National Archives in 1998.

3. **Records Relating to Advisory Panel Meetings 1990-1993. 4 cubic feet. Arranged chronologically by day, month and year.**

Record transcripts and minutes to advisory panel meetings, and related documents.

Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the advisory panel. Transfer to the National Archives in 1998.

4. **APDOT Subject Files Relating to APDOT Advisory Goals, 1990-1993.** 3 cubic foot. Arranged alphabetically

Internal memorandums and correspondence concerning the goals of the advisory panel.

Disposition. TEMPORARY. Retire to the Washington Records Center upon termination of the advisory panel. Destroy in 1998.

5. **General Correspondence Files, 1990-1993.** 3 cubic feet.

These records include copies of routine outgoing/incoming correspondence with members of the public and interested parties, ~~status reports, and press releases.~~

Disposition. TEMPORARY. Retire to the Washington Records Center upon termination of the advisory panel. Destroy in 1998.

6. **APDOT Audio Tape, 1992.** 1 cubic foot

Records of Advisory Panel meetings. (Transcripts of meeting covered under item 3.)

Disposition. TEMPORARY. Retire to the Washington Records Center upon termination of the advisory panel. Destroy in 1998.

7. **Seminar and Conference Files, 1990-1993.** 2 cubic feet.

These files include non APDOT administrative records relating to staff and chairperson attendance at conference and seminars to publicize the work of the advisory panel.

Disposition. TEMPORARY. Retire to the Washington National Records Center upon termination of the advisory panel. Destroy in 1998.

8. **Report Drafts Project Files.**

These files include drafts of technical reports, and related records leading to the final production of APDOT Final.

Disposition. TEMPORARY. Retire to the Washington National Records Center upon termination of the advisory panel. Destroy in 1998.