

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
Office of The Assistant Secretary

4. NAME OF PERSON WITH WHOM TO CONFER
Charles W. Steele

5. TELEPHONE
(202) 219-5605x108

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-369-97-1

DATE RECEIVED
5-15-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
9-15-99

ARCHIVIST OF THE UNITED STATES
John W. Carl

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/24/97	<i>John A. ...</i>	DEPTL. 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 GRS OR SUPERSEDED JOB CITATION	10.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		

SA 9/17/99 Agency NWMLW

1. GENERAL CORRESPONDENCE OF THE ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARY FOR THE EMPLOYMENT AND TRAINING ADMINISTRATION

A. Controlled Correspondence File

This series consists of all incoming and outgoing correspondence that relate to significant issues and mission of the Employment Training Administration. The records include the original incoming correspondence directed to the Assistant Secretary or Deputy Assistant Secretary, and copies of the outgoing correspondence signed by or on behalf of the Assistant Secretary or Deputy Assistant Secretary. This series includes a copy of the Tracking System Control Sheet, which lists the addressee, document control number, and brief summary of the subject. These records document significant actions of the Assistant Secretary or Deputy Assistant Secretary.

~~Inclusive dates: 1994-1996~~

Arrangement by tracking control number, then under alphabetically by name of addressee

Annual accumulation: 3 cubic feet

Volume on Hand: 6 cubic feet

Disposition: Permanent. Cutoff files at the end of calendar year and retire to the Washington National Records Center when 2 years old. Transfer to the National Archives when 10 years old

B. Non-Controlled Correspondence File

This series covers incoming correspondence and copies of outgoing responses that are considered routine, administrative, or duplicated elsewhere. Records include requests for ETA publications and general information about ETA programs, invitations to attend, participate, and/or speak at meetings, conferences, and similar events, thank you letters, and informational copies.

Disposition: Temporary. Destroy when five years old.

C. Electronic Records - created by electronic mail and word processing applications.

Disposition: Temporary. Delete when file copy is generated or when no longer needed for reference or updating.

2. CORRESPONDENCE TRACKING SYSTEM

A correspondence tracking system used to control correspondence in the Assistant Secretary and Deputy Assistant Secretary's Office. As correspondence is received, certain information is entered into the system, i.e., correspondent's name, subject of the letter, date received, date assigned for action and due date, and signature level required. When the correspondence is answered, appropriate data is entered into the system to reflect final action. This system is on a personal computer and is backed up daily by the Correspondence Control Unit. Information is

"Agreed" Al W. Steet 7-14-99

downloaded and saved to a diskette on a yearly basis.

Disposition: **Temporary.** Destroy when five years old.