

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-369-98-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NW) WASHINGTON, DC 20408		DATE RECEIVED 6/9/1999	
1 FROM (Agency or establishment) Department of Labor		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Employment and Training Administration			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Charles Steele Maureen Hill	5 TELEPHONE 202-219-5429 x108 202-219-8096 X 169	DATE 10-5-99	ARCHIVIST OF THE UNITED STATES John W. Paul
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 ___ 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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 5/14/99	SIGNATURE OF AGENCY REPRESENTATIVE Maureen Hill	TITLE Records Manager	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Record Group 369, Records of the Employment and Training Administration This schedule provides disposal authority for records stored at the WNRC. SEE ATTACHED SCHEDULE		

SA 10/12/99 copies to agency, nwmw

**Employment and Training Administration
WNRC Project
RG 369 records stored at WNRC**

NOTE. This schedule provides one-time only disposition authority for the specific ETA and ETA predecessor records which are stored at WNRC. This schedule cannot be used to provide continuing disposition authority for ETA records which may be located elsewhere in agency custody.

1. Women's Centers Directorate Subject Files, 1964-1968

Subject files containing administrative matters relating to Jobs Corps Women's Centers, arranged alphabetically by subject. The files were maintained by the Women's Centers Directorate and the Centers Division.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the National Archives in FY 1999.

See attachment for list of WNRC accessions and box numbers.

Justification: Documents Job Corps activities during a crucial developmental and expansion period. These files include correspondence concerning centers' operations, and cover such key areas as congressional, public, and community relations; site and facility selection; and training and placement of participants. Similar records for 1967-68 were made permanent under N1-381/90/1/77 as part of the NNW Project.

2. Job Corps Centers Correspondence Files, 1964-1971

Chronological correspondence files containing administrative matters relating to Jobs Corps Centers and Women's Centers, variously arranged but often alphabetically by name of city containing the Jobs Corps facility, alphabetically by State where the facility was located, or by subject category. Also contains file copies of proposed and actual with corporations, state governmental units, and local private and non-profit organizations relating to services and facilities provided to Job Corps Centers. The files were maintained by the Centers Division.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the National Archives in FY 1999.

See attachment for list of WNRC accessions and box numbers.

Justification: Documents an important aspect of the Job Corps mission, by providing information on headquarters administrative activities as well as operations of several individual Job Corps centers. These records also demonstrate the complex relationships between the Federal government, State agencies, local entities, private companies, and

other institutions involved in Job Corps programs. Similar records for 1967-68 were made permanent under N1-381/90/1/78 as part of the NNW Project.

3. Office of Trade Adjustment Official Investigation Closed Case Files, 1975-78

Closed official case files of investigations by the Office of Trade Adjustment Assistance, usually at the request of the U.S. businesses impacted by foreign imports or their workers. Most case files include correspondence, investigative reports containing "Business confidential" information, and a final report indicating whether or not the business was eligible for assistance under the Trade Expansion Act or the Trade Adjustment Assistance Act. Arranged by unique alphanumeric case file number. The agency program area expert states that there are no indexes for these records.

AUTHORIZED DISPOSITION: Destroy immediately.

See attachment for list of WNRC accessions and box numbers.

Justification: The agency submitted a schedule covering these records in 1983, but it was withdrawn pending the completion of a comprehensive schedule, which was never approved by NARA. This schedule would have authorized that case files such as these be destroyed ten years after cut-off. While these records contain some interesting information, much of it should be duplicated in other records. Without an index reference on these records would be very difficult.

4. Weekly Reports of Job Corps Stipends, 1969

Files containing weekly reports of stipends provided to nongraduate Job Corps members displaced by the closing of Job Corps Centers. Reports cover only the reporting week, and are in the form of telegrams or mailgrams listing the total number of stipends paid that week. Also noted were the number that were the initial payment, and those that were the fourth and final payment. This information was used by the Agency to answer questions from Congress and the public concerning services provided to these individuals. Arranged alphabetically by State, thereunder chronologically. Records were maintained by the Division of Reporting Operations, Office of Financial and Management Information Systems.

AUTHORIZED DISPOSITION: Destroy immediately.

Justification: These brief, weekly summary reports from field sites relate to a transitory and insignificant event in Job Corps operations.

