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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1. FROM (Agency or establishment) Employment and Training Administration | |
| 2. MAJOR SUBDIVISION Office of Work Base Learning | |
| 3. MINOR SUBDIVISION Office of Trade Adjustment and Assistance | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Linda Poole | 5. TELEPHONE 202-219-4845 X119 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER NI-369-99-1 | |
| DATE RECEIVED 10-27-98 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 8-10-00 | 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 6 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.

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| DATE 10-1-98 | SIGNATURE OF AGENCY REPRESENTATIVE Maureen Hill | TITLE Departmental 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 GRS OR SUPERSEDED JOB CITATION | 10.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 | | |

Office of Trade Adjustment Assistance

The Office of Trade Adjustment Assistance (OTAA) was established by the Trade Act of 1974, Public Law 93-618. The OTAA administers the Trade Adjustment Assistance (TAA) program, and effective January 1, 1994, the North American Free Trade Agreement-Transitional Adjustment Assistance (NAFTA-TAA) program, Public Law 103-182. TAA is a reemployment service program for workers adversely affected by increased imports of articles like or directly competitive with the articles produced at the workers' firm. NAFTA-TAA is similar to TAA, but the import impact must be from Mexico or Canada. The OTAA enacts the provisions of TAA and NAFTA-TAA law to determine worker group eligibility to apply with their State agency for training, job search, relocation and income support while in training. The OTAA coordinates and directs the Department's responsibilities under these programs to assure that States effectively and efficiently deliver adjustment assistance benefits to workers impacted by imports.

The OTAA conducts TAA and NAFTA-TAA petition investigations, and prepares reports and recommendation of final action on such investigations, conducts administrative reconsideration of denied petitions, conducts labor market studies related to industry petitions for import relief under Section 201 of the Trade Act of 1974. The OTAA also administers a system for allocating TAA and NAFTA-TAA program funds to State agencies and approves State requests for these funds. The OTAA maintains a system for State's to report on the number of workers served under a TAA or NAFTA-TAA certification, by petition number, and the related cost for the reemployment service. The OTAA provides technical support and program direction to regional staff on matters involving State agency delivery of training and other reemployment services to workers.

From its inception (April 1975) the OTAA was a part of the Bureau of International Labor Affairs of the U S Department of Labor. Effective July 1, 1981, the OTAA was transferred to the Employment and Training Administration.

All of the files listed in this schedule are temporary records.

* EMPLOYMENT AND TRAINING ADMINISTRATION
OFFICE OF TRADE ADJUSTMENT ASSISTANCE

1. TAA Business Confidential Files: Includes petition; log of official actions; company information including sales production and employment figures); customer survey responses, import statistics, investigator notes, investigator findings, and decision document. These files contain information applicable to Exemption 4 of the Freedom of Information Act, 5 U.S.C. 552(b)(4).

A. Textual Files.

TEMPORARY: Cut off files at the end of the calendar year in which determination is made. Transfer to off site storage 4 years after cut off. Destroy 10 years after cut off

- B. Electronic copies produced using electronic mail and word processing applications.

Delete after record keeping copy has been produced.

2. NAFTA-TAA Business Confidential Files: Includes petition, log of official actions, company information including sales production and employment figures); customer survey responses, import statistics, investigator notes, investigator findings; and decision document. These files contain information applicable to Exemption 4 of the Freedom of Information Act, 5 U.S.C. 552(b)(4).

A. Textual Files.

TEMPORARY: Cut off files at the end of the calendar year in which determination is made. Destroy 10 years after cut off.

- B. Electronic copies produced using electronic mail and word processing applications.

Delete after record keeping copy has been produced.

3. Correspondence: Routine correspondence with the public, Congress, and federal agencies requesting status information about petitions and program information.

A Textual Files

TEMPORARY: Cut off at the end of the calendar year and transfer to off site storage. Destroy when 3 years old.

- B. Electronic copies produced using electronic mail and word processing applications.

* revised schedule approved by RO via telephone, 4/4/00 708

Delete after record keeping copy has been produced.

4. Memoranda Files: Routine memorandums to internal agency staff in response to general inquiries or request for program information.

- A. Textual Files

TEMPORARY. Cut off at the end of the calendar year and transfer to off site storage. Destroy when 3 years old.

- B. Electronic copies produced using electronic mail and word processing applications.

Delete after record keeping copy has been produced.

- 5 TAA Public Files: Copies of initial petitions, notification letters to petitioners, and determination documents extracted from the TAA business confidential files and used solely for public inspection

TEMPORARY: Cut off at the end of the calendar. Destroy when 10 years old.

6. NAFTA-TAA Public Files: Copies of initial petitions, notification letters to petitioners, and determination documents extracted from the TAA business confidential files and used solely for public inspection.

TEMPORARY. Cut off at the end of the calendar year. Destroy when 10 years old.

7. TAA Funding Requests: Requests and financial status reports from states applying for funding.

- A. Headquarters Copies

TEMPORARY: Cut off files at the end of the calendar year Destroy 3 years after cut off.

- B. Regional Office Copies

TEMPORARY: Cut off files at the end of the calendar year. Destroy 3 years after cut off.

- C. Electronic copies produced using electronic mail and word processing applications

Delete after record keeping copy has been produced.

8. TAA and NAFTA-TAA Activity Reports: Quarterly reports received from states providing information about employment services rendered under the Trade Act and the amount of money spent for each certification.

TEMPORARY Cut off files at the end of each fiscal year Destroy 2 years after cut off.

9. Program Regulations: Draft *Federal Register* notices, public comments received in response to *Federal Register* notice on proposed rule for final rule, and copy of final rule of TAA and NAFTA-TAA program regulations.

- A. Textual Records.

TEMPORARY Cut off at the end of the calendar year in which notice is published. Destroy 5 years after publication.

- B. Electronic copies produced using electronic mail and word processing applications

Delete after record keeping copy has been produced