

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-381-91-1

DATE RECEIVED

5-8-91

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

OFFICE OF ECONOMIC OPPORTUNITY

3. MINOR SUBDIVISION

JOB CORPS

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*C. W. Stee*

535-8737

5/17/91

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

3 MAY 91

Paul Larson

DOL RECORDS OFFICER

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Job Corps records created by the Office of Economic Opportunity. The five series described in this schedule were unintentionally omitted from N1-381-90-1. Other Office of Economic Opportunity records appraised by NARA as part of a special project to schedule all records at the Washington National Records Center are covered by N1-381-90-2.

*Copies sent to agency NN-W, NNW-S, NNT, NCF 5/21/91*

**OFFICE OF ECONOMIC OPPORTUNITY**  
**(Record Group 381)**

Described below are unscheduled Job Corps records assigned to Record Group 381 at the Washington National Records Center. Job Corps records were created both by the Office of Economic Opportunity and the Manpower Administration, Department of Labor. The five series described below were unintentionally omitted from N1-381-90-1. Other Office of Economic Opportunity records appraised by NARA as part of a special project to schedule all records at the Washington National Records Center are covered by N1-381-90-2.

Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Office of Economic Opportunity records or for Job Corps records created by the Manpower Administration of the Department of Labor;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Administrative Management Division

1. State Related Conservation Center Case Files, 3/65-1969. 5 cubic feet. Arranged by name of state related conservation center and thereunder by subject.

Correspondence, memoranda, TWXs, center publications, press clippings, inspection reports, trip reports, vugraphs, summary financial reports, center cost reports, strength reports, grant agreements, contracts, proposals, procurement requests, technical objectives and plans, and other records pertaining to the administration and management of the state related conservation centers in Puerto Rico, Oak Glen, California and the Lewis and Clark center. Some of the Puerto Rican records are in Spanish. Only the contract file exists for the Lewis and Clark center. Two-thirds of the records pertain to the center in Puerto Rico.

WNRC Accession 369-70A3885

Boxes 20-24

**PERMANENT.** Transfer to the National Archives immediately. (Procurement requests will be destroyed during archival processing under GRS 3.)

Program Development and Evaluation Division

2. Contractor Reports on Training Programs, 1965-66. 1 cubic foot. Arranged by report.

Reports prepared by contractors of the effectiveness of the Conservation Center's training programs.

WNRC Accession 369-68B1949                      Boxes 58 (partial) and 59 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

3. Tests Program File, 8/64-6/66. Less than one cubic foot. Arranged by subject.

Correspondence, memoranda, reports, samples of testing material, contract proposals, printed material, and other records pertaining to the development of test, test scoring equipment, and other activities relating to tests taken by Job Corps enrollees.

WNRC Accession 369-71A1937                      Box 98 (partial)

**PERMANENT.** Transfer to the National Archives immediately. (Contract proposals will be destroyed during archival processing under GRS 3.)

Staff Development and Training Division

4. Subject File, 1965-66. 4 cubic feet. Arranged by subject.

Correspondence, memoranda, reports, program review material, minutes of meetings, and other records relating to the development and training of Conservation Center staff. Included are files on civil rights, legal rights, mission, legislation, community relations, the outward bound program, as well as on policies and procedures.

WNRC Accession 369-69B1949                      Boxes 63 (partial), 64 (partial), 65,  
66 (partial), 67 (partial),  
68 (partial), 69 (partial),  
70 (partial), and 71

**PERMANENT.** Transfer to the National Archives immediately.

Associate Director for Urban Centers

5. Reading File, 1/65-6/66. Less than one cubic foot. Arranged chronologically.

Reading file of the Associate Director.

WNRC Accession 369-68B1949

Box 16 (partial)

**PERMANENT.** Transfer to the National Archives immediately.