


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-220-04-9	DATE RECEIVED 6/24/04
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Skill Standards Board (NSSB)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Dottie Chester	5. TELEPHONE 202-693-2755	DATE 6/24/04	ARCHIVIST OF THE UNITED STATES Allen Warriner

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,

is not required; is attached; or has been requested.

DATE 6/24/04	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Acting Deptl. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>This schedule covers records from the National Skill Standards Board. Record Group 220.</p> <p>With passage of the 1994 National Skill Standards Act, Congress created the National Skill Standards Board (NSSB). The NSSB was an independent, non-partisan body tasked with spearheading the development of a uniform system of voluntary workplace standards for American industries. The NSSB was composed of 24 members representing business, labor, education, government, community and civil rights organizations.</p> <p>The mission of the NSSB was to encourage the creation and adoption of a national system of skill standards that will enhance the ability of the United States to compete effectively in a global economy. These voluntary skill standards were developed by industry in full partnership with education, labor, and community stakeholders.</p> <p>The NSSB's goal was to ensure that the American workforce remains the most skilled in the world.</p> <p>The NSSB was terminated in June, 2003.</p>		

National Skill Standards Board

October 14, 2004

- Item 1 Board and Committee Meeting Files, 1995-2003** – Records relating to NSS Board meetings and committee meetings including agendas, minutes and handouts, and electronic diskette records documenting the discussions and decisions made by the Board.
- a.) Board Meeting and Committee Meeting Minutes includes agendas, handouts for meetings, sometimes reports.
 - b.) Board Meeting Papers
 - c.) Board and Committee meeting transcripts.
 - d.) Disk copies of transcripts.
 - e.) Masterbooks – Meeting information, agendas, notes and committee details.
- 25 boxes (Boxes 1-25)
- Item 2 Clearing House Files** – Textual records of system documentation, working papers, drafts, and background information on NSSB Clearing House development and maintenance.
- 1 box (Box 26)
- Item 3 Committee Working Papers** – Working papers, drafts, background information used to develop final reports and projects.
- 4 boxes (Boxes 27-30)
- Item 4 Conference and Presentation Files, Speeches and Public Appearances-** Working papers, agendas, speaker's packet, copies of presentation, speeches transparencies and textual version of slide presentation.
- a.) Textual presentation, speeches, notes.
 - b.) Transparencies/Overheads, slides
- 4 boxes (Boxes 31-34)
- Item 5 Convening Groups Working Papers** – Records maintained by the NSSB Convening Groups including administrative files and correspondence, working papers, agendas.
- a.) Pilot Projects
 - b.) Building Linkages project
- 7 boxes (Boxes 35-41)
- Item 6 Executive Deputy Director Subject Files** – Correspondence to and from

the Executive Deputy Director, David Wilcox, memoranda and printed e-mail messages.

5 boxes

(Boxes 42-46)

Item 7 General Office Files – Records maintained by the NSSB including administrative files and correspondence.

- a.) Subject files
- b.) Correspondence
- c.) Board and conference meetings files

5 boxes

(Boxes 47-51)

Item 8 Hearing Records, 1996-2002– Records relating to public hearings held by the Board and the Committees.

4 boxes

(Boxes 52-55)

Item 9 Publications, Studies, and Reports – Textual and electronic records of reports and studies published by NSSB itself including, but not limited to, annual reports; brochures, special project studies, newsletters, and public relations flyers.

- a.) Reports and publications textual records
- b.) Electronic copies of publications

2 boxes

(Boxes 56-57)

Item 10 Voluntary Partnerships – Working papers, files and correspondence between the NSSB and the Voluntary Partnerships in the private sector. The Voluntary Partnerships were created to help develop and encourage standardized skills for specific industries and were the recipients of grants from the NSSB.

- a.) Voluntary Partnership Committee
- b.) Education and Training Voluntary Partnership
- c.) Hospitality Tourism Futures
- d.) Information CT
- e.) Manufacturing Skill Standards Council (MSSC)
- f.) Sales and Services Voluntary Partnership
- g.) Communications and IT

15 boxes

(Boxes 58-72)

Item 11 Web Page Records – Textual records of system documentation and web

design records for the NSSB website. Includes CD capture of NSSB website (1CD)

2 boxes

(Boxes 73-74)

Item 12 Administration, Organization, and Budget – Textual records of the organization, administration and budget process in the National Skill Standards Board.

4 boxes

(Boxes 75-78)

Item 13 Videotapes, 1995-2003 – Video record of meetings, hearings, and press conferences held by the NSSB Board.

1 box

(Box 79)

DISPOSITION: ITEMS 1-13 PERMANENT. Transfer all NSSB records created during calendar years 1994 through June, 2003 to the Washington National Records Center immediately. Transfer entire accession to the National Archives and Records Administration (NARA), College Park, MD in June 2005. The accession may contain some records covered by the General Records Schedule and may be removed during processing by NARA.

Item 14 Electronic Mail and Word Processing System Copies - Electronic copies of records that are created and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.