

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-369-90-001**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/2/2024

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 25, 27, 28, 53, 75

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The temporary items were either destroyed by the Federal Records Center Program or by the National Archives during archival processing. The National Archives accessioned the permanent records.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-369-90-1

DATE RECEIVED

4/11/98

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

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

EMPLOYMENT AND TRAINING ADMINISTRATION

3. MINOR SUBDIVISION

MANPOWER ADMINISTRATION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*Ch W. Steel*

535-8737

9/11/91

*[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 33 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

4 MAR 90

Paul E. 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 GRS OR SUPERSEDED JOB CITATION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)

RECORDS OF THE MANPOWER ADMINISTRATION PROGRAM, 1963-73.

Records of miscellaneous programs of the Manpower Administration including the assistant and deputy secretaries and the Offices of Finance and Management Services, Administration and Management, Manpower Development, Field Direction and Management, Automation, and Policy, Evaluation, and Research.

*Copies sent to NRT and 9/12/98*  
*agency*

## MANPOWER ADMINISTRATION

### Assistant Secretary of Labor for Manpower

1. Assistant Secretary's Congressional Correspondence File 1970-73 3 ft.  
Arranged numerically by region and thereunder generally alphabetically by state, city, or project.

Correspondence, consisting of original and xerox copies of incoming letters, carbon copies of responses, and memorandums, accumulated by the Assistant Secretary. These records relate primarily to correspondence between members of Congress and the Assistant Secretary regarding Manpower Administration programs in general and specific projects or activities. Also included is a small group of correspondence between the Assistant Secretary with congressional committees and with State governors. The records date from October 1970 to April 1973.

WNRC accession 369-76-0551, 3 ft.

**Permanent.** Transfer to the National Archives in 1995.

2. Deputy Assistant Secretary's Correspondence Files, 1970-73. 1 ft. 2 in.  
Arranged chronologically.

Correspondence and memorandums, TWX messages, and other documents either signed by or for the Deputy Assistant Secretary during the July 1970-December 1973 period. The records provide information on Manpower Administration policies, procedures and operations. These files were maintained by the Office of Field Operations.

WNRC accessions: 369-75-0038 Box 13 1 ft.  
369-75-0038 Box 14 2 in.

**Permanent.** Transfer to the National Archives in 1991.

### Deputy Manpower Administrator

3. International Association of Personnel in Employment Security Files, 1964-71. 1 ft. 6 in.  
Arranged chronologically.

Memorandums, correspondence, reports, publications, and other records documenting the Manpower Administration's dealings with the International Association of Personnel in Employment Security (IAPES). The pre-1969 records were accumulated by the Bureau of Employment Security's IAPES liaison officer.

The later records were accumulated by the Manpower Administration's IAPES liaison representative who worked in the Intergovernmental and Interagency Relations Staff.

WNRC accessions: 369-73-0001 Box 1 1 ft.  
369-73-0001 Box 2 6 in.

**Permanent.** Transfer to the National Archives in 1991.

District of Columbia Manpower Administration

Office of Employer and Technical Services

4. Director's Program Subject File, 1967-70. 3 ft.  
Arranged by subject.

Correspondence, memorandums, reports, computer printouts, pre-bid conference notices, and other records accumulated by the Office director (Maurice L. Hill). Almost all of the records relate to efforts to implement and operate a computerized job bank system for the Washington, D.C. metropolitan area.

WNRC accession 100-71A6296, Boxes 2-4 3 ft.

Destroy immediately.

Office of Financial and Management Services

Management Systems and Services Division

5. Program and Administrative Subject File, 1964-70. 10 ft.  
Arranged generally fiscal year and thereunder alpha-numerically according to the Manpower Administration's filing scheme. The 1970 records are for the calendar year.

Correspondence, memorandums, reports, and other records relating to the management and administration of the Manpower Administration. Most of the records are filed in categories ADM-8 (issuance management), ADM-9 (management improvement program), ADM-10 (manpower utilization reports), and ADM-11 (organization-reorganization). The records contain information about the organization and functions of the various Manpower Administration components, reorganization efforts, interagency committees, as well as more routine activities. This series is continued for the 1971-73 period in the Office of Management and Administration files.

WNRC accessions: 369-70A1413, Box 1 1 ft.  
 369-71A4741, Boxes 1-7 7 ft.  
 369-71A4741, Box 8 6 in.  
 369-72A4186, Box 1 1 ft.  
 369-72A4186, Box 2 6 in.

**Permanent.** Transfer to the National Archives in 1991. [Part of this series should be destroyed. These records contain routine administrative information disposable under various General Records Schedule items. These records are found in many of the boxes in the accessions in the above series, particularly in Boxes 3, 4, and 7 of 369-71A4741 and Box 2 of 369-72A4186. Most of the disposable records are filed under the categories FIN (financial: which includes time and attendance records); OFF and OS (office and office services: which includes records relating to building passes, requisitions, space management, reproduction and distribution); PER (personnel: which includes work hours, training); and TRA (travel and transportation: which includes travel vouchers.)]

6. Directives Case Files, 1963-70. 3 ft.  
 Arranged by type of directive and thereunder numerically.

Memorandums, clearance forms, and a copy of the issued directive. Included are Manpower Orders and Manpower Notices, the basic Manpower Administration issuances.

WNRC accession 369-71A4721, Boxes 19-21. 3 ft.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of Management and Administrative Services

7. Program and Administration Subject File, 1971-73.  
 8 ft. 6 in.  
 Arranged in two calendar year segments, 1971-72 and 1973 and thereunder alpha-numerically according to the Manpower Administration's filing scheme.

Correspondence, memorandums, reports, and other records relating to the management and administration of the Manpower Administration. Most of the records are filed in categories ADM-8 (issuance management), ADM-9 (management improvement program), ADM-10 (manpower utilization reports), and ADM-11 (organization-reorganization). The records contain information about the organization and functions of the various Manpower Administration components, reorganization efforts, interagency committees, as well as more routine activities. This series is a continuation from the 1964-70 series in the records of the Office of Financial and Management Services files.

WNRC accessions: 369-74-0049 7 ft.  
369-75-0022, Box 1 1 ft.  
369-75-0022, Box 2 6 in.

**Permanent.** Transfer to the National Archives in 1991. [Part of this series should be destroyed. These records contain routine administrative information disposable under various General Records Schedule items. Most of the disposable records are filed under the categories FIN (financial: which includes time and attendance records); OFF and OS (office and office services: which includes records relating to building passes, requisitions, space management, reproduction and distribution); PER (personnel: which includes work hours, training); and TRA (travel and transportation: which includes travel vouchers).

#### Office of Field Direction and Management

##### Associate Manpower Administrator for Field Direction and Management

8. Associate Manpower Administrator for Field Direction and Management Correspondence Files, 1973. 2 ft. 4 in.  
Arranged by individual signing the documents and thereunder chronologically.

Correspondence, memorandums, and other documents signed by or for the Director of Field Operations, later (in 1973) titled Associate Manpower Administrator for Field Direction and Management. The records provide information about the policies and procedures governing the operation of the Manpower Administration's field operations.

WNRC accessions: 369-75-0038, Box 12 1 ft.  
369-75-0038, Box 14 4 in.  
369-75-0038, Box 15 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of Operational Planning, Implementation, and Review

9. Regional Office Significant Activity Reports, 1973-74. 2 in.  
Arranged chronologically.

Copies of regional office significant activity reports sent to the Assistant Secretary for Manpower annotated with comments by top officials and copies of instructions from the Director of the Office of Operational Planning, Implementation, and Review to the regional offices as to what they were to include or followup on in their next report.

These reports, which were submitted weekly, cover the period November 1973-May 1974.

WNRC accession 369-75-0038, Box 14 2 in.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of Directives Control

10. Field Memorandums Case Files, 1969-74. 15 ft.  
Arranged numerically.

Copies of Field Memorandums and related records, such as clearance forms and requests and background information. The Field Memorandums provide policy and procedure guidance to the Regional Manpower Administrators and their regional offices.

WNRC accession 369-75-0038 Boxes 1-11 11 ft.  
369-77-0552 Boxes 1-4 4 ft.

**Permanent.** Transfer to the National Archives in 1991.

11. Directives Case Files, 1970-74. 13 ft.  
Arranged by type of directive and thereunder  
alphanumerically.

Memorandums, clearance forms, drafts and approved versions of over a dozen Manpower Administration directives, including manuals, handbooks, bulletins, and regulations.

WNRC accession 369-77-0552 Boxes 5-1713 ft.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of Manpower, Automation, and Training

12. Albert Shostack's Subject File, 1962-67. 1 ft. 6 in.  
Arranged alphabetically by subject.

Correspondence, memorandums, minutes of meetings, reports, speeches, branch and division reading files, and other records accumulated by Albert Shostack, who headed the Special Projects Branch and the Reports and Evaluation Division of the Office of Program Development and Evaluation (early 1960s) and later of the Policy, Research and Evaluation. Records include information concerning manpower shortages, programs for migrant laborers, expanding

- employment opportunities for blacks, the "opportunity homestead" program, demonstration projects, the Neighborhood Youth Corps, and related programs and activities.
- WNRRC accessions: 369-68A2834, Box 1 10 in. 369-68A2834, Box 2 8 in.
- Permanent.** Transfer to the National Archives in 1991.
13. National Organizations Subject File, 1963-65. 1 ft. Arranged by subject.
- Correspondence, memorandums, and other records accumulated by the OMAI in the course of dealing with a variety of national organizations involved in the Office's programs. Included are files on the National Urban League, the National Sharecroppers Fund, and a folder on the Vice President's interest in certain programs.
- WNRRC accession 369-67A0367, Box 1. 1 ft.
- Permanent.** Transfer to the National Archives in 1991.
- Special Programs Division
14. Director's Correspondence File, 1963-65. 3 in. Arranged chronologically.
- Carbon copies of outgoing with attachments of original incoming communications (letters, memorandums, routing slips) accumulated by the Division Director for the November 1963-March 1965 period.
- The records document the various special programs for which the division was responsible, primarily experimental and demonstration projects.
- WNRRC accession: 369-67A0367, Box 6. 3 in.
- Permanent.** Transfer to the National Archives in 1991.



15. Director's Miscellaneous Subject File, 1963-64. 1 in.  
Arranged by subject.

Correspondence, memorandums, newspaper clippings, evaluation reports, reference publications, and other records relating to four projects undertaken of interest to the division. Included are files relating to the training of coal miners in Appalachia and to training hearing-impaired individuals.

WNRC accession 369-67A0367, Box 6. 1 in.

**Permanent.** Transfer to the National Archives in 1991.

16. Field Project Case Files 1963-65 9 ft.  
Arranged alphabetically by name of state and thereunder alphabetically by subject.

Case files containing correspondence, memorandums, newspaper clippings, published material, project proposals, reports, and other records relating to OMAT-sponsored projects. Included are records pertaining to experimental and demonstration, projects youth programs, retraining programs, prison programs, and similar activities.

WNRC accessions: 369-67A0367, Boxes 2-5. 4 ft.  
369-67A0367, Boxes 7-8. 2 ft.  
369-67A0367, Boxes 10-11 2 ft.  
369-67A0367, Box 17 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of Manpower and Automation Research

17. Office of Manpower and Automation Research Final Reports, 1964-65. 3 in.  
Arranged by report.

Copies of research reports prepared by the Office of Manpower and Automation. Included are a copy of the final report (and attachments) "Military Manpower Study,e" dated March 22, 1965 and copies of the final report and revised final report (and attachments) "Aviation Manpower Study,e" dated August 1964. The latter was prepared at the request of the Federal Aviation Administration. The military study relates to the effects of military obligations on training

programs and employment. The aviation report relates to the immediate and future aviation manpower needs of the country.

WNRC accessions: 369-67A0584, Box 4 1 in.  
369-67A0584, Box 5 2 in.

**Permanent.** Transfer to the National Archives in 1991.

18. Office of Manpower and Automation Research Background Materials, 1964-65. 4 ft. 9 in.  
Arranged by research report and thereunder by subject.

Correspondence, questionnaires, tabulations, forms development and clearance, and other records relating to the two research reports described immediately above.

WNRC accessions: 369-67A0584, Boxes 1-3 3 ft.  
369-67A0584, Box 4 11 in.  
369-67A0584, Box 5 10 in.

Destroy immediately.

#### Office of Evaluation and Field Services

##### Program Evaluation Division

19. Division Program Subject Files, 1963-65. 1 ft.  
Arranged by subject.

Correspondence, memorandums, reports, articles, newspaper clippings, pamphlets and other records relating to the division's evaluation program and activities. Included are records pertaining to evaluations of Manpower Development and Training Act and Area Redevelopment Act training in Eastern Kentucky and various nationwide evaluations, including one on aging and another on household workers. Also included are policy-related materials relating to the division's inspection responsibility of other MA units. Over half of the records relate to an evaluation of Manpower Development and Training Act program dropouts undertaken during 1964-65 and to an evaluation of the effectiveness of Manpower Development and Training Act programs undertaken in 1965.

WNRC accessions: 369-68A5005, Box 2 4 in.  
369-68A5005, Box 17 8 in.

**Permanent.** Transfer to the National Archives in 1991.

20. Division Background Records 1963-65 4 in.  
Arranged by subject.

Correspondence, statistical data and various background material relating to Manpower Development and Training Act activities in Milwaukee, Wisconsin; Pittsburgh, Pennsylvania; Cleveland, Ohio; Burlington, Vermont; Salt Lake City, Utah; and the states of Ohio and Washington. These records were used as background information in developing evaluations.

WNRC accession 369-68A5005, Box 17 4 in.

Destroy immediately.

21. Studies and Reports Relating to a Comparative Evaluation of Manpower Development and Training Act Enrollees, 1966-67. 3 in.  
Arranged by evaluation.

This series contains three reports: A June 1966 report and a September 1966 report prepared by the National Opinion Research Center, University of Chicago (under a Manpower Development and Training Act contract) on the findings of their nationwide evaluation of Manpower Development and Training Act institutional job training programs. A May 1967 "Preliminary Report on A Study of the Comparative Status of Persons who Completed, Dropped out from, and Failed to Enter Manpower Development and Training Act Training," prepared by the Division of Program Evaluation, Office of Evaluation and Reports, Office of Manpower Policy, Evaluation, and Research, Manpower Administration.

WNRC accessions: 369-68A5005, Box 6 1 in.  
369-68A5005, Box 14 2 in.

**Permanent.** Transfer to the National Archives in 1991.

22. Evaluation Source Records, 1964-66. 16 ft. 1 in.  
Arranged by evaluation and thereunder by type of record.

Computer-generated tables, respondent questionnaires, and punched IBM data cards. These records were accumulated by the Division in conjunction with three evaluations: "Dropout Study," "Comparative Study," and "Effectiveness Study." Over 11 feet of the records consists of questionnaires. Included (in Box 6, 2 inches) are an index to a final tabulation and copies of the final tabulation on the comparative study.

WNRC accessions: 369-68A5005, Box 1 1 ft.  
369-68A5005, Box 2 8 in.  
369-68A5005, Boxes 3-5 3 ft.

369-68A5005, Box 6 11 in.  
369-68A5005, Boxes 7-13 7 ft.  
369-68A5005, Box 14 6 in.  
369-68A5005, Boxes 15-16 2 ft.  
369-68A5005, Box 18 1 ft.

Destroy immediately.

Field Services Division

23. Division Subject File, 1964-65. 4 in.  
Arranged by subject.

Correspondence, memorandums, reports, and other records relating to the operations and activities of the Division in awarding, monitoring, and evaluating contracts. Included is information on the relationships between the division and the regional field directors.

WNRC accession 369-67A0367, Box 9 4 in.

**Permanent.** Transfer to the National Archives in 1991.

24. Special Case Files, 1963-65. 8 in.  
Arranged by state.

Case files containing correspondence, reports, contracts, and other records relating to Experimental and Demonstration projects relating to disadvantaged youth. The division termed these "special cases."

WNRC accession 369-67A0367, Box 9 8 in.

**Permanent.** Transfer to the National Archives in 1991.

25. Experimental and Demonstration Case Files, 1963-65. 1 ft.  
Arranged by region.

Correspondence, reports, memorandums, contracts and other records relating to experimental and demonstration projects undertaken under the Manpower Development and Training Act, relating to J.O.B.S. (which was to train unemployable youth, many of whom were functional illiterates), programs in prisons, and similar projects.

WNRC accession 369-67A0367, Box 12 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

26. Project Growth Planning, Policy, and Program Files, 1965.  
4 in.  
Arranged by subject.

Correspondence, memorandums, trip reports, weekly reports, final report, and other reports and records relating to "Project Growth." This was a program to provide work experience in an agricultural setting, supplemented by counseling and other supporting services, for unemployed disadvantaged youth, ages 17 through 21. Included are records relating to a task force that developed the program, policy and legal issues, criticisms of the program, and the actual implementation of the program during the Spring and Summer of 1965.

WNRC accessions: 369-68A4071, Box 1 1 in.  
369-68A4071, Box 2 3 in.

**Permanent.** Transfer to the National Archives in 1991.

27. Project Growth Project Records, 1965. 1 ft.  
Arranged by project name and thereunder by subject.

Correspondence, memorandums, contracts, reports, financial documentation, and other records relating to 11 "Project Growth" programs, operated by such organizations as the Los Angeles Youth Opportunity Board, the Michigan Catholic Conference, the Arizona Migrant Ministry, and the Mayor's office of Santa Barbara, California.

WNRC accessions: 369-68A4081, Box 1 11 in.  
369-68A4081, Box 2 1 in.

**Permanent.** Transfer to the National Archives in 1991.

#### Records of Field Activities

28. Field Directors' Program Files, 1963-65. 7 ft. 2 in.  
Arranged by Regional Office and thereunder by subject.

Correspondence, memorandums, progress reports, copies of contracts, and other records accumulated by W. K. Penn, the Pittsburgh, Pennsylvania OMAT Director; William S. Harris, the Region V (Atlanta) OMAT Director; and Frank Coyle, the Region II (New York City) OMAT Director. The records reflect their coordination of various OMAT programs, including contract administration. Most of the folders contain information about the organizations with whom they were dealing.

WNRC accessions: 369-67A1317 2 ft. 6 in.  
(Pittsburgh)

369-67A0367 Box 6

8 in.

(Atlanta)

369-67A0367 Boxes 13-16

4 ft.

(New York)

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

OFFICE OF POLICY, EVALUATION, AND RESEARCH

Office of Research and Development

Research and Development Utilization Division

29. Augusta Clawson's Subject Files, 1968-73. 3 ft.  
Arranged alphabetically by subject.

Proposals, contracts, correspondence, work papers, and notes on training and organization, newspaper clippings, speeches, and other records relating to experimental and demonstration projects, primarily related to education programs. Also included in the records is information about the work of the division and office. Ms. Clawson was a program specialist in the Program Utilization Division and Research and Utilization Division, and later in the Research and Development Utilization Division, specializing in adult education.

WNRC accession 369-73-0031 3 ft.

**Permanent.** Transfer to the National Archives in 1991.

Program Utilization Division

30. Experimental and Demonstration Projects Printed Final Reports, 1965-66 3 ft.  
Unarranged.

Copies of the final reports of 36 Experimental and Demonstration Projects, funded under the Manpower Development and Training Act.

WNRC accessions: 369-68A0456, Boxes 1-18, 21-31 1 ft.  
369-68A0456 Boxes 37-51, 53-55 1 ft.  
369-68A5422 Boxes 1-28 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

Research Contracts and Grants Division

Research Contract Group

31. Rejected Contract Proposals, 1962-66. 10 ft.  
Arranged alphabetically by name of organization making contract proposal.

Case files containing proposals from colleges, universities, and research organizations for research contracts under the Manpower and Development Training Act, which were rejected.

WNRC accession 369-69A5566 10 ft.

Destroy immediately.

Research Grants Group

32. Manpower Research Institutional Grant Proposals, 1966.  
19 ft.  
Arranged by state and thereunder by proposal.

Copies of proposals made to OMPER for Manpower Research Institutional Grants. Most contain a cover letter or a copy of a cover letter.

WNRC accession 174-67A1732 Boxes 1-19 19 ft. 1966

Destroy immediately.

33. Rejected Grant Proposals, 1966-69. 13 ft.  
Arranged numerically by grant proposal number and thereunder chronologically.

Case files containing proposals, supporting documentation, evaluation, and rejection notice.

WNRC accessions:	174-67A1732, Boxes 20-22	3 ft.
	369-68A3583	1 ft.
	369-69A1136	3 ft.
	369-70A3329	6 ft.

Destroy immediately.

BUREAU OF WORK TRAINING PROGRAMS

34. Bureau of Work Training Programs Central Reading File,  
1964-68 3 ft.  
Arranged chronologically.

An integrated reading files of the BWTP's Office of

Planning, Information, Evaluation; Office of Operations; and Office of Program Development. The records, consisting of copies of outgoing memorandums and letters, relate to the operation of various Bureau programs, such as Operation Mainstream, Special Impact, On-the-Job Training, Job Opportunities in the Business Sector, Work Incentive Program, Concentrated Employment Program, but primarily the Neighborhood Youth Corps. The records covers the period August 1964 to April 1968.

WNRC accession 369-73-0004, Boxes 1-3 3 ft.

**Permanent.** Transfer to the National Archives in 1991.

35. Miscellaneous Program Records, 1964-67. 8 in.  
Arranged by subject.

Manuals, drafts of manuals, studies and reports relating to Bureau policies, procedures, and several Bureau programs. The records relate primarily to the establishment and operations of the Neighborhood Youth Corps.

WNRC accession 369-73-0004, Box 4 8 in.

**Permanent.** Transfer to the National Archives in 1991.

36. Bureau of Work Training Programs Issuances, 1965-69. 4 ft.  
Arranged by type of issuance and thereunder numerically.

Directives and related records pertaining to Technical Aid Directives (2-65 thru 1-66); Policy Directives (8-65 thru 3-66); Program Standard Directive (1-67); Administrative Notices (12-65 thru 6-69); Neighborhood Youth Corps Transmittal Notices (100-109, 3-67 thru 13-68); and Bureau Work Training Programs Transmittal Notices (14-68 thru 2-69).

WNRC accession 369-71A4431 4 ft.

**Permanent.** Transfer to the National Archives in 1991.



Program Review and Analysis Division

37. Division Reading File, 1965-1968. 1 ft.  
Arranged chronologically.

Reading file of the division containing copies of outgoing correspondence and memorandums for the file. Information is provided on the various evaluation and analysis activities of the division. The records cover the March 1965-December 1968 period.

WNRC accession 369-69A6815, Box 17 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

38. Monitoring Reports, 1967-68. 1 ft.  
Arranged by region and thereunder by month.

Reports submitted to the division by the Bureau of Work Training Programs representatives in the field. Reports contain evaluations of various Bureau of Work Training Programs activities, especially the Neighborhood Youth Corps.

WNRC accession 369-69A6815, Box 5 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

39. Evaluation Background Material, 1967-68. 7 ft.  
Arranged by evaluation project.

Questionnaires relating to various program evaluations. Most of the questionnaires contain information from or about Neighborhood Youth Corps (NYC) enrolles and supervisors and former NYC enrolles and relate primarily to determining what immediate and future plans the NYC enrolles had and why ex-enrolles dropped out of the program. The questionnaires also pertain to the health services provided the enrolles and the activities of their supervisors.

WNRC accessions: 369-69A6815, Boxes 1-4 4 ft.  
369-69A6815, Boxes 7-8 2 ft.  
369-69A6815, Box 20 1 ft.

Destroy immediately.

40. Neighborhood Youth Corps Sponsors Self-Evaluations, 1968.  
2 ft.  
Arranged by month and thereunder by self-evaluation  
submission.

Questionnaires submitted by NYC sponsors evaluating the effectiveness of their specific project and the NYC program in general.

WNRC accessions: 369-69A6815, Box 9 1 ft.  
369-69A6815, Box 16 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

41. Neighborhood Youth Corps Program and Projects Evaluations  
File, 1965-66. 1 ft. 8 in.  
Arranged by evaluation and thereunder by date or subject.

Correspondence, memorandums, reports and other records created or accumulated by the division in the course of conducting evaluations of the Neighborhood Youth Corps programs and projects.

WNRC accessions: 369-69A6815, Box 18 8 in.  
369-69A6815, Box 10 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

42. Operation Mainstream Narrative Reports, 1967-68.  
1 ft. 10 in.  
Arranged by year and by month and thereunder by project.

Monthly narrative reports prepared by Operation Mainstream sponsors. The records provide information on the specific projects. Operation Mainstream was a program authorized under the Economic Opportunity Act of 1964, as amended in 1965. The program was established in December 1965 and began operating in 1967. It provided for older people in small towns and rural areas what the Neighborhood Youth Corps did for youth. The program provided counseling, basic education, and work experience for chronically unemployed adults in newly created jobs in community betterment and beautification, mainly in rural areas. The program paid needy senior citizens to improve the communities in which they lived.

WNRC accessions: 369-69A6815, Box 6 1 ft.  
369-69A6815, Box 14 4 in.  
369-69A6815, Box 19 6 in.

**Permanent.** Transfer to the National Archives in 1991.

43. "New Careers" Program Narrative Reports, 1968. 9 in.  
Arranged by year and by month and thereunder by project.

Monthly narrative reports prepared by "New Careers" sponsors. They provide information on the specific projects, much like the NYC narrative reports. "New Careers" was a program established under the Economic Opportunity Act of 1964, as amended in 1966. The actual program was established in early 1967, to develop para-professional jobs for disadvantaged adults and out-of-school youth that might alleviate the critical shortage of skilled and professional workers in schools, hospitals, welfare agencies, and other public institutions. The program consisted of work experience, education, and training. During Fiscal Year 1970 this program absorbed by Public Service Careers Program.

WNRC accessions: 369-69A6815, Box 14 5 in.  
369-69A6815, Box 18 4 in.

**Permanent.** Transfer to the National Archives in 1991.

#### NEIGHBORHOOD YOUTH CORPS

44. Neighborhood Youth Corps Narrative Reports, 1965-69. 35 ft.  
4 in.  
Arranged by year and thereunder by month and thereunder by region and thereunder by individual project.

Bound narrative reports written by the sponsors of the activities. These reports were submitted monthly along with the NYC-Form 9, NYC Sponsor's Activity Report. That form (item 14) required a descriptive narrative giving information about accomplishments; comments on acceptance of the work training project by enrolles and the community; operating problems; and suggestions to improve the project. These narrative reports contain that information.

WNRC accessions: 369-69A6815, Boxes 21-24 4 ft.  
369-69A5207 25 ft.  
369-69A6815, Box 15 1 ft.  
369-69A6815, Box 14 3 in.  
369-69A6815, Boxes 11-13 3 ft.  
369-69A6815, Box 7 1 in.  
369-69A6815, Boxes 25-26 2 ft.

**Permanent.** Transfer to the National Archives in 1991.

44. <sup>5</sup> Neighborhood Youth Corps Sponsors' Activity Report  
Tabulations, 1965-66. 1 ft.  
Arranged by type of tabulation and thereunder by month from  
July 1965 through December 1966.

Copies of computer printouts and manually-produced listings  
of tabulations relating to the Sponsor' Activity Reports,  
NYC-Form 9, described below. These records are a  
compilation of the information provided in the reports.  
They were used in various evaluation activities and the  
information in them were extracted for various reports and  
publications.

WNRC accession 369-69A3869, Box 14 1 ft.

Destroy immediately.

45. <sup>6</sup> Neighborhood Youth Corps Sponsors' Activity Reports,  
1965-66. 13 ft.  
Arranged by year and thereunder by month and thereunder by  
region and thereunder by specific report.

Copies of "Sponsor's Activity Reports," NYC-Form 9, which  
were submitted monthly by sponsors giving basic quantitative  
information on their project. Included on each form is data  
on enrolles (e.g, how many enrolled, departed, on hand),  
payrolls, and time and number figures relating to  
counselling, testing, and remedial education. The last item  
of the form, item 14, called for a descriptive narrative  
report. These were maintained separately from the rest of  
the report.

WNRC accession 369-69A3869, Boxes 1-13 13 ft.

Destroy immediately.

46. <sup>7</sup> Employment Security Unfilled Openings Program Records, 1968.  
4 in.  
Arranged by subject and thereunder chronologically.

Correspondence between the U.S. Training and Employment  
Service and its regional directors and state employment  
agencies regarding the collection, accuracy, and  
dissemination of job opening information. Also included is  
a draft publication proposed by the U.S. Training and  
Employment Service regarding job openings and comments  
received from various Manpower Administration units.

WNRC accession 369-73-0014, Box 5 4 in.

**Permanent.** Transfer to the National Archives in 1991.

- 4<sup>8</sup>. Employment Security Unfilled Openings Area Reports, 1966-72.e  
2 ft.  
Arranged alphabetically by regional area.

Various reports (quarterly, monthly) relating to unfilled job openings area reports based on information from state employment security offices in certain cities in certain regions. Most are Form reports (BES ES 240) showing occupational code, the number of unfilled jobs, and the number for each of the six reasons, including lack of qualified applicants; low wages and method of payment; other unfavorable working conditions; and unreasonable employer specifications.

WNRC accession 369-73-0014, Boxes 1-2 2 ft.

Destroy immediately.

- 4<sup>9</sup>. Employment Security Unfilled Openings Tabulations, 1964-72.  
7 ft. 8 in.  
Arranged by year and thereunder by tabulation period.

Printouts containing data regarding unfilled job openings. This is basically the same information contained in the series above, but simply imputed and printed out.

WNRC accessions: 369-73-0014, Box 5 8 in.  
369-73-0014, Boxes 6-12 7 ft.

Destroy immediately.

#### Counseling & Testing Service Division

- 5<sup>0</sup>. Basic Occupational Literacy Test (BOLT) Answer Sheets, 1972-74. 13 ft. 4 in.  
Arranged by state and thereunder by name of individual taking the test.

Answer sheets for various Basic Occupational Literacy Tests. These records were created in the course of creating tests for jobs such as maid, nurse, and painter.

WNRC accessions: 369-75-0046 Boxes 1-11 11 ft.  
369-75-0046 Box 12 1 ft.  
369-75-0046 Box 13 4 in.  
369-75-0046 Box 23 1 ft.

Destroy immediately.

50. Oral Trade Questions Books, 1940-53. 3 in.  
Arranged by publication.

Printed books and booklets and mimeographed copies of test questions used by the United States Employment Service. These records were produced by the U.S. Employment Service in 1940 and 1953 and by the Division of Occupational Analysis, Bureau of Manpower Utilization, War Manpower Commission, 1942-45.

WNRC accessions: 369-75-0046 Box 13 2 in.  
369-75-0046 Box 14 1 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>2</sup>  
51. IBM Punched Cards, 1965-74. 10 ft.  
Arranged by project.

IBM punched cards relating to various evaluations and examinations primarily during the 1972-74 period. Included are cards from various studies, including that of the interrelationship of Spanish-English (1968-69) and Education-Sex totals (1973-74), as well as those more directly bearing on the General Aptitude Test Battery and the Nonreading Aptitude Test Battery.

WNRC accessions: 369-75-0046, Boxes 15-22 8 ft.  
369-75-0046, Boxes 24-25 2 ft.

Destroy immediately.

#### Immigration and Rehabilitation Certification Division

- <sup>3</sup>  
52. Exemplary Rehabilitation Certificates Case Files, 1967-69.  
6 ft.  
Arranged chronologically by year and thereunder alphabetically by name of applicant for an Exemplary Rehabilitation Certificate.

Correspondence; memorandums; applications, including supporting documentation; forms; fingerprint cards; and other records relating to the issuance of Exemplary Rehabilitation Certificates under Public law 89-690, of October 15, 1966, by the Secretary of Labor to ex-servicemen with less than honorable discharges from the U.S. Armed Forces, who had led an exemplary life in the past several years. The certificates would supposedly assist them to

find suitable employment. The files all appear related to those who received a certificate.

WNRC accession 369-72A2293 6 ft.

Destroy when 56 years old.

Office of Manpower Matching Systems and Employer-Employee Services

Manpower Matching Systems Division

- <sup>4</sup>  
52. Job Bank Operations Review (JBOR) Reports, 1967-72. 17 ft.  
Arranged alphabetically city and thereunder by year.

Reports, entitled Job Bank Operations Review, from State administered job banks providing information on the number of referrals and placement transactions during reporting periods. The information contained in these reports were used in developing statistical reports and were extracted for various publications.

WNRC accession 369-75-16 17 ft.

Destroy immediately.

Veterans Employment Service

Records of the Jobs for Veterans National Committee

- <sup>5</sup>  
54. Records of the National Chairman, 1970-74. 3 in.  
Arranged by subject.

Correspondence, memorandums, reports, and other records accumulated by James F. Oates, Jr., national chairman of Jobs for Veterans. Includes his reading file and a biographical file.

WNRC accession 369-74-0050, Box 4 3 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>6</sup>  
55. Executive Staff Central Subject Files, 1970-74. 10 in.  
Arranged alphabetically by subject.

Correspondence, memorandums, minutes of meetings, reports, and other records accumulated by the executive staff. The records document the operation of the National Committee staff and the activities of the national committee.

Included in this series is a copy of A Report to the President of the United States, submitted by the Chairman of the National Committee, Jobs for Veterans, March 1974.

WNRC accession 369-74-0050, Box 1 10 in.

**Permanent.** Transfer to the National Archives in 1991.

57. Executive Staff General Correspondence Records, 1971-73.  
2 in.  
Arranged alphabetically by name of staff member and thereunder chronologically.

Correspondence, memorandums relating to the activities of the staff members. Most of the correspondence is of a personal or personnel nature.

WNRC accession 369-74-0050, Box 5 2 in.

Destroy immediately.

58. Executive Staff Administrative Records, 1970-74. 2 in.  
Arranged by subject.

Memorandums, correspondence, and mailing list updates. This series consists of records relating to administrative activities, such as procurement and facilities, and to updating mailing lists.

WNRC accession 369-74-0050, Box 1 2 in.

Destroy immediately.

59. History File on Jobs For Veterans ca. 1971 3 in.  
Arranged chronologically.

A single manuscript publication entitled "History of Jobs for Veterans." This manuscript is a collection of xeroxed copies of documents relating to the creation and earliest operations of the Jobs for Veterans program.

WNRC accession 369-74-0050, Box 19 3 in.

**Permanent.** Transfer to the National Archives in 1991.



- <sup>60</sup>  
~~59~~. Advertising and Promotional Efforts Files, 1970-72. 10 in.  
Arranged by subject.

Correspondence, memorandums, minutes of meetings, and other records relating to developing and implementing advertising and promotional campaigns promoting hiring the veteran.

WNRC accession 369-74-0050, Box 5 10 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>1</sup>  
60. Congressional Correspondence Files, 1970-72. 5 in.  
Arranged by type of correspondence and thereunder either by the name of a congressional committee or alphabetically by the name of members of Congress.

Correspondence with House and Senate Committees and individual members of Congress regarding the Jobs for Veterans program and legislation to further veteran employment.

WNRC accession 369-74-0050, Box 6 5 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>2</sup>  
~~61~~. Federal Government Organizations and White House Correspondence, 1970-74. 9 in.  
Arranged alphabetically by name of federal government organization.

Correspondence with federal agencies, such as Department of Defense, and with the White House regarding the Jobs for Veterans program.

WNRC accession 369-75-0050, Box 4 9 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>3</sup>  
~~62~~. Business and Individual Correspondence Files, 1970-74. 2 ft.  
Arranged alphabetically by name of organization, business, or individual and thereunder chronologically.

Correspondence documenting the Jobs for Veterans program relationship with various business corporations; organizations, such as the National Alliance for Business and the National Association for the Advancement of Colored People; and individuals. Much of the correspondence relates

to the National Chairman's efforts to get them involved in supporting the program.

WNRC accession 369-74-0050, Boxes 2-3 2 ft.

Destroy immediately.

- <sup>4</sup>  
63. State and Cities Correspondence Files, 1970-72. 7 ft. 2 in.  
Arranged alphabetically by state and thereunder  
alphabetically by city.

Correspondence, newspaper clippings, and other records relating to the Job for Veterans's efforts to enlist the aid of state and city governments to support the Job for Veterans program.

WNRC accessions: 369-74-0050, Boxes 7-13 7 ft.  
369-74-0050, Box 19 2 in.

Destroy immediately.

- <sup>5</sup>  
64. Veterans Employment Representative Logs, 1971. 4 in.  
Arranged alphabetically by state.

Logs listing companies willing to hire or train veterans. Many of these logs were sent by the states employment offices to the Veterans Employment Service. These records were transferred to the JFV Program.

WNRC accession 369-74-0050, Box 15 4 in.

Destroy immediately.

- <sup>6</sup>  
65. Veterans Employment Representatives Reports, 1970-73.  
3 ft. 8 in.  
Arranged alphabetically by state and thereunder  
chronologically.

Reports, with attachments of press clippings and statistical charts, on efforts to have employers hire veterans. The reports were created by the Manpower Administration's State Veterans Employment Representative and sent to the Veterans Employment Service. The records were forwarded to JFV Program for its use.

WNRC accessions: 369-74-0050, Box 15 8 in.  
369-74-0050, Boxes 16-18 3 ft.

Destroy immediately.

68. National Advisory Committee Records, 1970-73. 1 ft. 2 in.  
Arranged by subject and thereunder chronologically.

Correspondence, memorandums, and other records relating to the National Advisory Committee's activities, including making recommendations to the National Chairman. Included are files on each individual member as well as on those that declined serving on the committee.

WNRC accessions: 369-74-0050, Box 6 7 in.  
369-74-0050, Box 19 7 in.

**Permanent.** Transfer to the National Archives in 1991.

#### OFFICE OF MANPOWER DEVELOPMENT PROGRAMS

##### Office of Community Manpower Programs

69. Program Administration Subject File, 1941-69. 10 in.  
Arranged by subject.

Correspondence, memorandums, and other records relating to the program administration of the council.

WNRC accession 369-80-0573, Box 11 10 in.

**Permanent.** Transfer to the National Archives in 1991.

70. Membership Files, 1962-78. 1 ft. 2 in.  
Arranged by name of council member.

Correspondence, memorandums, forms, and other records relating to the recommendation for appointment, appointment, and activities of council members.

WNRC accessions: 369-80-0573, Box 11 2 in.  
369-80-0573, Box 12 1 ft.

**Permanent.** Transfer to the National Archives in 1991.

70. Federal Advisory Council on Employment Security Minutes of Meetings, 1948-69. 2 ft.  
Arranged chronologically.

Bound minutes of meetings of the council for the period September 1948-May 1969.

WNRC accession 369-80-0573, Boxes 1-2 2 ft.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>1</sup>  
70. Committee and Subcommittee Records, 1949-78. 2 ft.  
Arranged by committee name and thereunder chronologically by meetings.

Correspondence, memorandums, reports, minutes of meetings and other records relating to the activities of the Steering, committee; Committee on Coverage; Committee on Lesser Sanctions; Legislative Review Committee; Committee on Employment Service; Committee on Persistent Unemployment; and other committees and subcommittees of the council.

WNRC accession 369-80-0573, Boxes 3-4 2 ft.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>2</sup>  
71. Mailings to the Council Case File, 1971-77. 3 ft.  
Arranged numerically by a number assigned to 105 mailings.

Each case file contains a copy of the cover letter sent to each council member and a copy of what was sent to them between October 1971 and December 1977. The latter included reports, publications, and other records containing information that would be of interest to the council members.

WNRC accession 369-80-0573, Boxes 5-7 3 ft.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>3</sup>  
72. State Federal Advisory Council Records, 1950-77. 3 ft.  
Arranged by region and thereunder by the name of state.

Correspondence, reports, and other records relating to the Manpower Administration's dealings with the State Federal Advisory Councils.

WNRC accession 369-80-0573, Boxes 8-10 3 ft.

**Permanent.** Transfer to the National Archives in 1991.

#### Office of State Program Management

#### Management Systems Division

- <sup>4</sup>  
73. Computer System Review Files, 1969-73. 11 ft.  
Arranged by state.

Copies of State employment security agency requests for proposals for new or replacement computer equipment, vendor responses, and equipment selection reports and simulation reports developed in conjunction with vendors' proposals. The original copies of these records were maintained in the

State employment security agencies. Additional copies were also maintained by the Manpower Administration's Office of Financial Management Information Systems within the Office of Administration and Management, who had basic responsibility for equipment acquisition.

WNRC accession 369-74-0016 11 ft.

Destroy immediately.

#### BUREAU OF APPRENTICESHIP AND TRAINING

74. Job Corps members Medical Termination Case Files, 1968-75.  
30 ft.  
Arranged alphabetically by name of Job Corps members terminated for medical reasons.

An administrative case file containing personnel and medical information, TWX messages to centers informing them of the termination and instructing them to notify parents/guardians and appropriate State or private programs and organizations, and to provide transportation. Many of the women were terminated for reason of pregnancy. Drug addiction, mental retardation, and psychiatric reasons were frequently cited as the reason for a medical termination. It appears that most of the information contained in these files are also contained in the individual personnel files.

WNRC accessions:	369-75-0045	6 ft.
	369-80-0574	23 ft.
	369-80-0585, Box 2	1 ft.

Destroy 75 years from date of birth.

#### OFFICE OF PUBLIC SERVICE EMPLOYMENT

75. Reading File Relating to the Emergency Employment Act, 1971-73. 1 ft. 8 in.  
Arranged chronologically.

Reading file of the Associate Administrator containing copies of communications relating only to the implementation of the Public Employment Program under the Emergency Employment Act. The records cover the period July 1971-November 1973.

WNRC accessions:	369-76-0563, Box 31	11 in.
	369-76-0563, Box 32	6 in.
	369-76-0563, Box 37	3 in.

**Permanent.** Transfer to the National Archives in 1991.

7. Associate Administrator's Governors Correspondence,  
1971-73. 4 in.  
Arranged chronologically.

WNRC accessions: 369-76-0563, Box 4 2 in.  
369-76-0563, Box 6 1 in.  
369-76-0563, Box 14 1 in.

Correspondence between the OPSE and the State governors regarding the Public Employment Program. Included is one folder containing unsolicited proposals made in 1973 for the use Emergency Employment Discretionary Funds.

Destroy immediately.

8.  
7. Congressional Correspondence, 1971-74. 4 ft. 9 in.  
Arranged by year and thereunder alphabetically by name of Member of Congress.

Correspondence between Members of Congress and Associate Administrator, the Assistant Secretary for Manpower, the Secretary of Labor, and others. Most of the correspondence relates to projects and funding in the member's district or State. Some of the correspondence relates to requests for information regarding investigations of misuse of funds, political favoritism, nepotism, and related matters. The letters were often prompted by a constituent's complaint.

WNRC accessions: 369-76-0563, Box 8 6 in.  
369-76-0563, Box 9 6 in.  
369-76-0563, Box 10 3 in.  
369-76-0563, Box 11 6 in.  
369-76-0563, Box 12 1 ft.  
369-76-0563, Box 20 3 in.  
369-76-0563, Box 21 1 ft.  
369-76-0563, Box 22 7 in.  
369-76-0563, Box 39 2 in.

Destroy immediately.

9.  
7. Miscellaneous Correspondence, 1971-74. 3 ft. 7 in.  
Arranged generally in two segments 1971-72 and 1972-74 and thereunder alphabetically.

Incoming letters and copies of responses prepared for the Associate Administrator, the Assistant Secretary for Manpower, and the Secretary of Labor, among others, regarding the Public Employment Program. Much of the correspondence relates to requests for information and publications. The records were termed "Miscellaneous Correspondence."

WNRC accessions: 369-76-0563, Box 5 1 ft.  
369-76-0563, Box 7 4 in.  
369-76-0563, Box 8 1 in.  
369-76-0563, Box 10 2 in  
369-76-0563, Box 43 6 in.  
369-76-0563, Box 44 1 ft.  
369-76-0563, Box 45 6 in.

Destroy immediately.

- <sup>80</sup>  
80. Studies Relating to the Public Employment Program, 1973.  
6 in.  
Arranged by type of study.

Included is a copy of a M.A. Thesis from the University of Pittsburgh regarding the PEP Program in Westmoreland County, Pennsylvania and a study of the PEP program in St. Lawrence County, New York, prepared by the Neighborhood Youth Corps in that county. Both were produced in the summer of 1973 and were unsolicited. The Deputy Associate Administrator responded to the preparers of both studies. A carbon of his correspondence is attached to the studies.

WNRC accession 369-76-563, Box 11 6 in.

**Permanent.** Transfer to the National Archives in 1991.

- <sup>81</sup>  
81. Financial Data File, 1971-72. 9 in.  
Arranged by type of data.

Printouts and reports pertaining to Public Employment Program allocations and distributions of funds. Included are PEP allocations for Fiscal Year 72, Fiscal Year 72 Summary Tables, Section 6 tables for 1971 and 1972 and Section 5 tables for September 1971; Distribution of funds, June 18, 1973; Distribution of summer youth program funds fiscal year 1973; distribution of \$33 million for Summer youth employment May 1973 (by state); and distribution of PEP summer funds 1973 (arranged by agent)

WNRC accessions: 369-76-0563, Box 36 7 in.  
369-76-0563, Box 43 2 in.

Destroy immediately.

- <sup>82</sup>  
82. Associate Administrator's Publications and Publication Reference File, 1971-73. 3 ft. 2 in.  
Arranged by publication.

Printed and published material. Included are pamphlets, booklets, bound volumes, periodicals, unbound work plans, and other printed material accumulated by the Director.

Among the records are drafts and copies of various Public Employment Program annual reports to Congress, PEP Handbooks; Department of Labor publications, such as "Monthly Labor Reports" (September 1971-August 1973) and copies of County Manpower Report (January-October 1972) published monthly by the National Association of Counties Research Foundation. Included also are copies of "Chronology of Emergency Employment Act of 1971," (circa February 1972) and various publications relating to employment programs and unemployment statistics.

WNRC accessions:	369-76-0563, Box 3	1 in.
	369-76-0563, Box 30	8 in.
	369-76-0563, Box 31	1 in.
	369-76-0563, Boxes 34-35	2 ft.
	369-76-0563, Box 36	1 in.
	369-76-0563, Box 37	3 in.

a. Publications relating to financial management.

Destroy immediately.

b. All other publications.

**Permanent.** Transfer to the National Archives in 1995.

#### Administrative and Management Liaison Staff

8<sup>3</sup>. Directives Clearance Case Files, 1971-73. 1 ft. 6 in.  
Arranged by clearance.

Case files consisting of background material, clearance forms, and copies of directives. Included are directives on such subjects as Participants in Federal Agencies, Indian Guidelines, Involvement in Political Activities, Public Employment Program Monthly Activities Report, Information required for Apportionments and Other Program uses, Investigations of Political Favoritism in Public Employment Program Activities, Public Employment Program Guideline Revision concerning Eligibility of Prison Inmates for Participation in Program, Referral of Veterans for Public Employment Program Positions, Migrant Workers, Nepotism, and Prohibitions Against Political Activity in Connection with Emergency Employment Act Grants.

WNRC accessions:	369-76-0563, Box 18	1 ft.
	369-76-0563, Box 19	6 in.

**Permanent.** Transfer to the National Archives in 1991.



Office of Program Policy and Planning

Program Specifications and Standards Division

- 8<sup>4</sup>. Regional Manpower Administrators Correspondence File,  
1972-73. 2 in.  
Arranged chronologically.

Correspondence with the regional manpower administrations regarding the Public Employment Program. Most of the correspondence relates to financial matters.

WNRC accession 369-76-0563, Box 10 2 in.

Destroy immediately.

- 8<sup>5</sup>. Communications to the Regional Manpower Administrators,  
1972-73. 3 in.  
Arranged by type of communication and thereunder chronologically.

Copies of TWX messages and regional memorandums sent to the regional manpower administrations regarding the Public Employment Program. Most of the communications relate to the division informing the Regional Manpower Administrators about changes in policies and procedures and clarifications of those policies and procedures.

WNRC accessions: 369-76-0563, Box 10 1 in.  
369-76-0563, Box 14 2 in.

Destroy immediately.

- 8<sup>6</sup>. Miscellaneous Financial Records, 1972. 1 in.  
Arranged by subject.

Printouts containing information on 1972 allocation of funds.

WNRC accession 369-76-0563, Box 24 1 in.

Destroy immediately.

87. Apportionment and Allocation Data, 1972-73. 2 ft. 3 in.  
Arranged by subject.

Tables, printouts, and other related records related to apportionment, allocation, and distribution of Emergency Employment Act monies.

WNRC accessions: 369-76-0563, Boxes 1-2 2 ft.  
369-76-0563, Box 3 3 in.

Destroy immediately.

#### Office Of Program Review and Agent Assistance

##### Appeals and Special Reports Division

87. Regional Correspondence File, 1972-73. 10 in.  
Arranged by region and thereunder by a geographic area and thereunder chronologically.e

Correspondence between the regional administrators and the division regarding Public Employment Program policies and procedures. Also included are records accumulated by the desk officers within the division who were responsible for monitoring and assisting their respective regionale administrators.e

WNRC accessions: 369-76-0563, Box 16 5 in.  
369-76-0563, Box 27 4 in.  
369-76-0563, Box 28 1 in.

Destroy immediately.

88. PEP Financial Reports and Summaries, 1973-74. 5 in.  
Arranged chronologically by month.

Printouts containing status reports and summaries containing information on the distribution of PEP funds as of May, June, July, and September 1973 and February 12, 1974.

WNRC accessions: 369-76-0563, Box 23 3 in.  
369-76-0563, Box 27 2 in.

Destroy immediately.

**Addendum to N1-369-90-1**

10. Disposable records interspersed with records scheduled for transfer to the National Archives, as described below:

Deputy manpower Administrator  
Intergovernmental and Interagency Relations Staff

- a. Director's Publications Reference Materials, 1969-72. 6 in.

Copies and multiple copies of various publications, including the Congressional Quarterly, State Government News (a newsletter published by the Council on State Governments), two copies of the 1972 Manpower Report of the President, a dozen copies of the September 1972 issue of County Manpower Report (a newsletter published by the National Association of Counties Research Foundation), and other similar publications.

369-73-0001, box 2

Authorization: NC-369-76-1/2.

Office of Management Services  
Management Systems and Services Division

- b. Program and Administrative Subject File, 1964-70. 10 ft.

Routine administrative records including those filed under the categories FIN (financial, including time and attendance records); OFF and OS (office and office services, including records relating to building passes, requisitions, space management, reproduction and distribution); PER (personnel, including work hours, training); and TRA (travel and transportation, including travel vouchers) interspersed with permanent correspondence, memorandums, reports, and other records relating to the management and administration of the Manpower Administration.

369-70A1413, box 1	1 ft. 1964-66
369-71A4741, boxes 1-7	7 ft. 1966-69
369-71A4741, box 8	6 in. 1967-68
369-72A4186, box 1	1 ft. 1970
369-72A4186, box 2	6 in. 1970

Authorization: Various General Records Schedule items.

Office of Administration and Management  
Office of Management and Administrative Services

- c. Program and Administration Subject File, 1971-73. 8 ft.  
6 in.

Routine administrative records including those filed under the categories FIN (financial, including time and attendance records); OFF and OS (office and office services, including records relating to building passes, requisitions, space management, reproduction and distribution); PER (personnel, including work hours, training); and TRA (travel and transportation, including travel vouchers) interspersed with permanent correspondence, memorandums, reports, and other records relating to the management and administration of the Manpower Administration.

369-74-0049	7 ft. 1971-72
369-75-0022, box 1	1 ft. 1973
369-75-0022, box 2	6 in. 1973

Authorization: Various General Records Schedule items.

Office of Directives Control

- d. Directives Control Reading File, 1971-73. 4 in.

369-75-0038, box 14

Authorization: NC-369-76-1/3.

Office of Manpower Matching Systems and Employer-Employee  
Services  
Manpower Matching Systems Division

- e. Division Administrative Files, 1970. 2 in.

Correspondence, memorandums, and forms relating to travel, travel, and printing requests. Included are copies of taxi vouchers.

369-74-0048, box 1

Authorization: Various General Record Schedule items.

Unemployment Insurance Service

f. Program and Administrative Subject File, 1967-72. 7 ft.

Routine administrative records, relating to such subjects as personnel and travel interspersed with permanent correspondence, reports, memorandums, and other records relating to the management and administration of the unemployment insurance program of the Bureau of Employment Security and its successor, the Unemployment Insurance Service.

369-74-0009

Authorization: Various General Records Schedule items.

Office of Public Service Employment

g. General Administrative Records, 1971-73. 1 ft. 6 in.

Correspondence, memorandums, job applications, requests for information, and other records relating to routine administrative matters including travel, personnel, building maintenance, and correspondence management.

369-76-0563, box 4	2 in.	1971
369-76-0563, box 6	2 in.	1964-70
369-76-0563, box 40	7 in.	1971-73
369-76-0563, box 42	2 in.	1972-73
369-76-0563, box 48	5 in.	1971-73

Authorization: Various General Records Schedule items.

Office of Program Policy and Planning  
Program Specifications and Standards Division

h. Reading File, 1971-73. 6 in.

369-76-0563, box 9	1 in.	1972
369-76-0563, box 10	1 in.	1971-73
369-76-0563, box 28	3 in.	1972-73
369-76-0563, box 29	1 in.	1972

Authorization: NC-369-76-1-3.

Office of Public Service Employment

i. Congressional Correspondence, 1973. 2 in.

Xerox copies of letters from members of Congress and carbon copies of responses the Division prepared for signature by top Manpower Administration and Department of Labor officials.

369-76-0563, box 28

Authorization: NC-369-76-1-3.

j. Administrative Files, 1971-74. 6 in.

Preprinted (but unused) routing slips, time and attendance correspondence, and travel vouchers, xerox copies of timecards, taxi reimbursement claims, requests for publications, and material accumulated by the division secretary when she took a correspondence management workshop. Also included is a "pending file" containing copies of correspondence and drafts of replies accumulated by one of the division staff members. This file apparently was a tickler file.

369-76-0563, box 10	2 in. 1972-73
369-76-0563, box 24	1 in. 1972-74
369-76-0563, box 25	1 in. 1972
369-76-0563, box 28	1 in. 1971-72
369-76-0563, box 48	1 in. 1973

Authorization: Various GRS items, most of which have been incorporated into NC-369-76-1-items 1, 2, and 6.

Office of Program Policy and Planning  
Program Specifications and Standards Division

k. Contract Correspondence, 1972. 2 in.

Correspondence regarding technical assistance and financial management contracts to improve the effectiveness and efficiency of the PEP program management. Also included is an RFP package for printing the PEP Handbook.

369-76-0563, box 10	1 in. 1972
369-76-0563, box 25	1 in. 1972

Authorization: General Records Schedule 3/3.

1. Reading Files, 1972. 6 in.

369-76-0563, box 3	5 in. 1972
369-76-0563, box 17	1 in. 1972

m. General Administrative Files, 1971-73. 7 in.

369-76-0563, box 3	3 in. 1972
369-76-0563, box 7	3 in. 1971-73
369-76-0563, box 17	1 in. 1972

Agency Concurrence:

*Paul Am*

POL RECORDS OFFICER

5 APR 90

Ch W. Steel

(ESA)

## Records Officers

Signature

Title

4-4-90

Date \_\_\_\_\_