

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records.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.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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 may be annotated on the schedule.

**(P) Permanent**

**(T) Temporary**

ITEM	STATUS	WHY INACTIVE
1	(T) Active	
2	(T) Active	
3	(T) Active	
4A	(T) Active	
4B	(T) Active	
4C	(T) Active	
5	(T) Active	
6A	(T) Active	
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30	(T) Active	
31	(T) Active	
32	(T) Active	
33	(T) Active	
34	(T) Active	
35	(P) Active	
36	(T) Inactive	superseded by NI-369-96-1, item 1.
37	(T) Inactive	superseded by NI-369-96-1, item 1.
38	(T) Active	
39	(T) Active	
40	(T) Active	
41	(T) Active	
42	(P) Active	
43	(T) Active	
44	(T) Active	
45	(T) Active	
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61	(T) Active	

62	(T) Active
63	(T) Active
65	(P) Active

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

66-369  
RECEIVED JUL 1 1975  
DATE APPROVED NC-369-76-1  
JOB NO.

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Manpower Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ben Fisher

5. TEL. EXT.

376-6204

9-29-75  
DATE

James P. O'Neil  
ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this schedule of 21 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

DEPARTMENTAL RECORDS OFFICER

6/27/75  
(Date)

Alta P. Bell  
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>HISTORY OF THE MANPOWER ADMINISTRATION</u></p> <p>The Manpower Administration (MA) encompasses a group of offices, services, and one bureau which have been established to implement the responsibilities assigned to the Department of Labor for conducting work-experience and manpower training programs, and administering the Federal-State Employment Security System. Administration of Manpower programs is directed by the Assistant Secretary of Labor for Manpower.</p> <p>In 1961, the Area Redevelopment Act (ARA) was passed to aid in stimulating the economies of areas of high unemployment which had been left behind in the process of national development. Although the program was limited in scope, enactment of the ARA was explicit recognition that the Federal Government should assist communities which experience unusually high rates of unemployment and underemployment.</p> <p>The passage of the Manpower Development and Training Act in 1962 represented a greater innovation with broader provisions for institutional and on-the-job training coupled with new support of manpower research, and the requirement of an annual Manpower Report to the President.</p> <p>The rapid expansion of the economy after 1962 was interpreted by many as an indication that fiscal and monetary policies aimed at stimulating demand provided the most</p>	<p>NN-173136 NN-169132 Records examined at M.A.</p>	

Copy to Agency + NCN 10-2-75

68 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>effective approach to reducing unemployment. Conversely, other economists argued that macro economic policies alone could not be relied upon to solve the nation's unemployment problems without generating inflationary pressures.</p> <p>In the second half of the 1960's these disagreements were muted, as evidence proved that despite rapid increases in total employment large pockets of unemployment remained. Certain groups, particularly minorities and youth, continued to experience rates of joblessness five to ten times that of adult married men.</p> <p>Concern about the large number of young people entering the labor market with insufficient education and training led to the initiation of the Neighborhood Youth Corps and the Job Corps under the Economic Opportunity Act of 1964.</p> <p>Because of the sharp rise in the welfare rolls in the middle and late 1960's, the Social Security Act was amended to provide a work-training program for welfare clients, coupled with financial incentives for them to seek jobs. This program, set up in 1967, was substantially strengthened by further amendments to the Act in 1971.</p> <p>Another approach that gained limited support during the 1960's was direct job creation. Although it was generally believed that if people could be helped to increase their skills they would be able to find jobs, it became apparent this was not always true for certain groups -- for example, older people in geographic areas where the local economy was retrogressing. As a result, several work-experience programs were set up under the Economic Opportunity Act, including Operation Mainstream.</p> <p>In the summer of 1971, establishment of a public service job-creation program carried this approach much further. Faced with a national unemployment rate of 6%, the Congress passed, and the President approved the Emergency Employment Act.</p> <p>Strengthening the Federal-State employment service system is an additional important direction of action. As Manpower programs were built up, employment service staffs were enlarged, salaries improved, and new facilities developed to aid in reaching disadvantaged workers. By</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>the end of 1971, computerized job banks were in operation in over 100 metropolitan areas in 43 States.</p> <p>Within the limits permitted by existing legislative authorizations, program planning has been coordinated and administrative responsibility decentralized to regional offices. The proposed Manpower Revenue Sharing Act, recommended by the Administration, would carry this process much further. It would make possible a flexible manpower program system, federally financed but planned and operated by State and local governments in accordance with differing local needs.</p> <p>Regional offices are established in 10 areas throughout the U.S. Within its area of jurisdiction, each regional office is responsible for the planning and operation with State, local, and private organizations within the region. Other public interest responsibilities include coordination of Manpower Administration activities with Federal assistance programs of other agencies within the region; the implementation of Manpower Administration policies on equal employment opportunity; and administrative and management assistance to State agencies and sponsors in reference to manpower programs.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SECTION I -- RECORDS COMMON TO MOST OFFICES</u></p> <p><b>1. Office Administrative Files.</b> Records accumulated by individual offices that relate to routine internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these papers relate to the office organization, office procedures and communications, day-to-day administration of office personnel, documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies and office equipment requests and receipts, documents regarding the use of office space and utilities, papers concerning participation in employee and community affairs, campaigns, drives, etc. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation. Cut off at close of fiscal year; hold one year and destroy.</p> <p><b>2. Non-Record Material.</b> Non-record material consists of materials which have no documentary or evidential value. This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Non-record material is often found mixed with official files, even though this practice is considered poor records management. Retention of non-record material is not required. Much of this material should be destroyed without filing. If non-record material is filed, it should be kept separately from official records.</p> <p><b>3. Reading or Chronological Files.</b> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel. Cut off at close of fiscal year; hold one year and destroy.</p> <p><b>4. Suspense Files.</b> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date; or a transitory paper being held for reference that may be destroyed on a given date.</p> <p>a. Notes and other reminders to submit a report</p>		

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	<p>or reply or take some action. <i>Destroy on completion of action.</i></p> <p>b. File copies, or an extra copy of an outgoing communication, filed by the date a reply is expected <i>Destroy on receipt of reply or when 1 year old, whichever is sooner.</i></p> <p>c. Transitory papers held in suspense pending the completion of a forthcoming action, until a short time duration has elapsed (thirty days). Destroy on date suspended.</p>		
✓ 5 RH 165475	<p>5. <u>Technical Reference Material</u>. Consists of copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally. <i>when obsolete or</i> Review annually; destroy <del>material</del> of no further reference value, <i>whichever is sooner.</i></p>		
✓ 6	<p>6. <u>Transitory Material</u>. Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than six months. Record keepers can combine the types of temporary material shown below into one transitory file arranged chronologically and destroy after a short period.</p> <p>a. Routine requests for information or publications which require no administrative action, no policy or program decisions, and no special compilations or research for reply. Destroy immediately after reply is made or information is furnished.</p> <p>b. Letters of transmittal that do not add information to that contained in the transmitted material. Destroy upon receipt.</p> <p>c. Quasi-official notices, memoranda and other papers that do not serve as a basis for official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and papers dealing with activities of employee associations or unions. Destroy when purpose has been served.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>7</b>	<p><u>SECTION II -- GENERAL MANAGEMENT AND PLANNING RECORDS</u></p> <p>1. <u>Coordination and Planning Correspondence Files.</u> These files consist of <del>general</del> correspondence, reports, forms, and other records on such matters as related programs of other socio-economic agencies, coordination between Federal and State Agencies and other governmental bodies.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. <del>Destroy five years after cutoff.</del> <b>PERMANENT. Offer to National Archives when 5 years old.</b></p>		DISPOSAL NOT APPROVED
<b>8</b>	<p>2. <u>State CAMPS Plans.</u> Files contain Cooperative Area Manpower Planning Systems (CAMPS) plans for each State within the region. Included are correspondence, reports, etc. regarding the activities, meetings, and operations of the State and area CAMPS committees in connection with their plan. These files are also maintained by the States.</p> <p>Cut off at end of fiscal year; hold four years and destroy.</p>		
<b>9</b>	<p>3. <del>CAMPS</del> <u>Grant Files.</u> These are essentially <u>extra copies of those documents in the official contract file</u> such as the contract, modifications, requests to purchase equipment, and other related papers.</p> <p>Cut off at end of fiscal year in which contract terminates; hold one year and destroy.</p>		
<b>10</b>	<p>4. <u>Equal Employment Opportunity Program Correspondence Files.</u> These files are comprised of forms, reports, correspondence relating to the general administration and operation of the EEO Program.</p> <p>Cut off at end of fiscal year; hold two years and retire to the FRC. Destroy five years after cutoff.</p>		
<b>11</b>	<p>5. <u>Equal Employment Opportunity Complaint Case Files.</u> Documents reflecting complaints of contractor or sponsor personnel concerning equal employment opportunity. Included are complaints, transmittal letters, investigative data and summaries, finding of fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar papers.</p> <p>Cut off at end of fiscal year when final action is completed; hold two years and retire to FRC. Destroy seven years after cutoff.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 12	<p>6. <u>Incentive Award Case Files.</u> These records are comprised both of suggestions and honor awards. Suggestion files consist of An Idea For Improvement, DL Form 1-120; attachments or exhibits if applicable; Suggestion Evaluation, DL Form 1-234; Authorization to Issue An Award Check, DL Form 1-211; rejection notice; and related correspondence. Honor awards consist of Nomination for Performance Award, MA Form 1-8; certifying letters; samples of work or evaluations; position descriptions; other supporting papers; Notice of Approval of Quality Increase, MA Form 1-46; or Authorization to Issue an Award Check, DL Form 1-211.</p> <p>Cut off closed cases at end of fiscal year; hold three years and destroy.</p>		
✓ 13	<p>7. <u>Award Control Files.</u> Documents used in registering and controlling employee suggestions and performance award recommendations. Included are logs, registers, etc.</p> <p>Cut off at end of fiscal year; hold three years and destroy.</p>		
✓ 14	<p>8. <u>Award Report Files.</u> Documents created to provide information on participation, award approvals, savings realized, and other information about the incentive awards program.</p> <p>Cut off at end of the fiscal year; hold three years and destroy.</p>		
✓ 15	<p>9. <u>Management Improvement Project Files.</u> Background materials, such as analyses, notes, drafts, charts, interim reports, and other similar workpapers generated during the project concerning actions or changes in the manner or method of planning, directing, controlling, or doing work; which results in increased effectiveness, efficiency and economy. Usually found in Management Analysis offices.</p> <p>Cut off completed projects at end of the fiscal year; hold three years and destroy.</p>		
✓ 16	<p>10. <u>Management Improvement Project Schedules.</u> Documents used to identify, define, and schedule action on projects for improving and reducing cost of MA operations. Included are schedule of management improvement projects, and related papers consisting of Project Assignment Sheet, DL Form 1-1002; Management Effectiveness, MA Form 4-52; Report of Cost Reduction Objectives and Savings, DL Form 1-217.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Cut off at end of the fiscal year; hold three years and destroy.</p>		

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<div>✓ 17</div> <div>✓ 18</div> <div>✓ 19</div> <div>✓ 20</div> <div>RH 16 Sep 75</div>	<p><u>SECTION III -- GENERAL ADMINISTRATION AND MANAGEMENT RECORDS</u></p> <p>1. <u>Administration and Management Program Correspondence Files.</u> These files consist of correspondence, reports, forms, and other records created in administering various programs usually found in Administration and Management Services Offices, such as Fiscal Management, ADP, Contract Administration, Property, Training, State Personnel, Management Analysis, Management Information Systems and Reporting. These are files related to A&amp;MS programs, and should not be confused with Office Administrative Files.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. Destroy five years after cutoff.</p> <p>2. <u>Financial Management Program Correspondence Files.</u> General correspondence, reports, forms and other papers which relate to the basic responsibilities, operations, and administration of financial management activities. These activities include such areas as state and project fiscal management and budget. The files are similar to the types of records contained in Item 1 above, however, they are usually maintained separately.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>3. <u>State Employment Security Agency General Administration Correspondence Files.</u> These files consist of correspondence, reports, forms, etc., relating to the general administration of State ES Agencies. Typical subjects include: Personnel Counseling, Weekly Status Reports, Hiring Reports, State Personnel Administration Merit System, Evaluations; State Fiscal, Complaints, and Discriminations (Case Files).</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC for three additional years, then destroy.</p> <p>4. <u>State Personnel Materials Files.</u> These files contain the State's annual summaries of classification and compensation; changes in salaries; analyses of comparability of salaries; position classifications; merit system rules, regulations, and laws; Minority Staffing Plans; and other related papers.</p> <p>a. Maintain annual summaries of compensation and classification by year; <del>all other material is to be destroyed when superseded.</del> <b>PERMANENT. Offer to National Archives, when 5 years old.</b></p>		<p>a. DISPOSAL NOT APPROVED</p>

b. Other records - Destroy when superseded.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 21	<p>5. <u>State Employment Security Agency Budget and Fiscal Management Files.</u> These files relate directly to the operation and administration of State ES Agencies. Included are such items as: Supplemental Budget Request and Operating Amendment, MA 2-42; Approved Operating Budget and Obligational Authority, MA 2-64; Notification of Obligational Authority, MA 2-134; description of budget items and costs; Budget Schedules; Equipment Purchase, Rental of Replacement Requests; Letter of Credit, SF-1193; Authorized Signature Card, SF-1194; State Cost Allocation Plans; and correspondence directly related to the operation of State ESA Budget and fiscal activities.</p> <p>Cut off at end of fiscal year; hold three years and retire to FRC. Destroy four years after audits have been completed and all audit exceptions have been resolved.</p>		
✓ 22	<p>6. <u>State Employment Security Agency Personnel Surety Bond Files.</u> These files include official copies of bonds, powers of attorney, riders, and related documents.</p> <p>Cut off when bond becomes inactive; transfer to FRC when volume warrants. Destroy 15 years after bond becomes inactive.</p>		
✓ 23	<p>7. <u>STEP Agreement Files.</u> Official file for Supplemental Training and Employment Program contracts or agreements, consisting of application for Project under the Supplemental Training and Employment Program, MA 6-20; Supplemental Budget Request and Operating Budget Amendments, MA 2-42.</p> <p>Cut off at end of fiscal year when project is terminated; hold two years and retire to FRC. Destroy six years after cutoff.</p>		
✓ 24	<p>8. <u>Manpower Administration Contract Files.</u> These files consist of the <u>record</u> copies of papers (including correspondence) documenting actions taken during the history of each manpower training or development project identified by any of several names, including: MDTA, JOBS, NYC, WIN, PSC, CEP, OJT, New Careers, Operation Mainstream, EEA, Grants, E &amp; D Projects, and others. These project files are sectionalized into the following basic areas: Proposal, Contract and Modifications; Sub-Contracts; Property; Close-Out; Fiscal.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TA
	<p>The length of the list of forms and documents in contract files precludes itemizing them here. MA Form 3-16, Official Contract File Checklist, contains a listing of all documents.</p> <p>Cut off on termination of the contract or on final payment, whichever is later; hold one year from the end of the fiscal year in which the contract terminates or final payment received, and transfer to the FRC. Destroy six years after cutoff.</p>		
✓ 25.	<p>9. <u>Project Data Card Files.</u> These files consist of project data cards for the different Manpower programs such as MDTA, WIN, CEP, EEA, EOA, JOBS, JOPS, etc. The cards are used as statistical input for Operations Planning &amp; Control System and as keypunch input on EEA program. Each card shows identifying information about the individual project including city, county, SMSA codes; keypunch coding; sponsor name and address; project director; contract number; contract date; occupation and DOT codes and number of trainees; enrollment information; funds data; and narrative statement.</p> <p>Cut off terminated projects at end of fiscal year; hold two years and destroy.</p>		
✓ 26.	<p>10. <u>Skills Surveys Files.</u> Copies of skills surveys by States.</p> <p>Cut off at end of fiscal year; hold two years and destroy.</p>		
✓ 27.	<p>11. <u>Research Contracts Printed Reports Files.</u> These records consist of printed reports by institutions or by individuals on labor problems, conditions, etc., and are used as reference files.</p> <p>Destroy when five years old or reference value is exhausted. [If a reference library is maintained in the bureau, or office, these reports should be included and could possibly be retained for longer periods (Non-record)]</p>		
RH 165475 ✓ 28.	<p>12. <u>Requisition Files.</u> These records consist of Requisitions for Equipment and Supplies, DL Form 1-1; Requisition for Printing GSA Form 50; and other requisitions for non-personal services.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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✓ 29.	<p>13. <u>Administrative Copies of Travel and Transportation Documents.</u> These files are accumulated in Administration offices and include extra copies of travel and transportation documents of those originals in OASA. Included are copies of Travel Authorizations, Travel Vouchers, Travel Requisitions, Requests for Advance of Funds, and other documents related to official travel including permanent change of station documents.</p> <p>Cut off at end of the fiscal year; hold one year and destroy.</p>		
✓ 30.	<p>14. <u>Training General Administrative Files.</u> Documents relating to the general administration of employee training programs, such as announcements and schedules of training resources, requests for information on training activities, and similar papers.</p> <p>Cut off at end of the fiscal year; hold two years and destroy.</p>		
✓ 31.	<p>15. <u>Training Report Files.</u> Documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports, special training reports; listings and reports of employees trained; study reports, and coordinating actions.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center if volume warrants. Destroy five years after cutoff.</p>		
✓ 32.	<p>16. <u>Individual Trainee Files.</u> Case files containing applications, schedules, certificates, reports of progress and attendance, and related data concerning individual employee participating in the college trainee or other formal technical or clerical training program under a training agreement.</p> <p>Cut off at the end of fiscal year following completion of training; hold five years and destroy.</p>		
✓ 33.	<p>17. <u>Training Participation Records.</u> These files consist of forms showing employee requests for training courses, approvals, costs, location, statements of evaluation of the training, etc. Included are Assignment to Training Received, DL Form 1-101 and Report and Record of Training Received, DL Form 98. The following disposition standards apply if these documents are maintained exclusive of individual training record files.</p>		

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 34.	<p>Cut off at end of the fiscal year; hold five years and destroy.</p> <p>18. <u>Records Transmittal and Receipt Files</u>. These files consist of SF 135, Records Transmittal and Receipt, covering records transferred to a Federal Records Center. Cut off at the end of each fiscal year, and hold in active files. Destroy when records transmitted on the SF-135 have been destroyed by the Federal Records Center.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. M NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>35.</p> <p>PH 5875</p> <p>36.</p> <p>37.</p> <p>38.</p>	<p><u>SECTION IV -- PROGRAM AND TECHNICAL SERVICES PROGRAM FILES</u></p> <p>1. <u>Correspondence Files.</u> These consist of correspondence, reports, forms and other records created in rendering program and technical services to MA operational units, State ES agencies, other sponsors and related activities. These files are classified according to the MA Uniform Files Classification Guide. Typical subjects include: Testing and Test Development, Work Sampling, Job Bank, Youth and Minority Programs, Supportive Services, Basic Education, Counseling, Outreach and Recruitment, Orientation, Employer Services, Immigration, Placement, and program areas, such as EEA (PEP), WIN, CEP, Food Stamp, JOBS, etc. Cut off at end of fiscal year; hold one year and transfer to FRC. <del>Destroy five years after cutoff.</del> <b>PERMANENT. offer to NARS when 5 years old. *</b></p> <p>2. <u>Alien Employment Certification Case Files.</u> Consist of Form Letter 71-48, Application for Alien Employment Certification; ES 575-A (MA 7-50A), Application for Alien Employment Certification Statement of Qualifications of Alien; MA 7-50B, Job Offer for Alien Employment; ES 575, Transmittal Memorandum. Large volume, filed alphabetically by name of employer. (Terminated files) Cut off at final action; hold two years and transfer to FRC. Destroy five years after cutoff.</p> <p>3. <u>Immigration Case Files.</u> Contain Reviewing Officer's decisions and correspondence with applicants for alien employment certification and appellants from determinations by Certifying Officer. Cut off closed cases at the end of the fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>4. <u>Farm Labor and Rural Manpower Program, General Correspondence Files.</u> These records consist of files and reports related to the operation and administration of the Farm Labor Program. Typical subjects include: Small Communities Program; Concerted Services Program; Farm Mechanization; Migrant Farm Labor Centers and Rest Stops; Health Standards; Migrant Labor Camps; Wheat Harvest; Agricultural Day Haul Program; and reports such as "In-Seasons" Farm Labor Report, ES 223; Annual Agricultural and Food Processing Report, ES 225.</p>		<p>DISPOSAL NOT APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
39.	<p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>5. <u>Farm Labor Registration Case Files</u>. Consist of Application for Farm Labor Contractors' Certificate of Registration; Farm Labor Contractors' Activities Investigation Report; Insurance Policy; Fingerprints; Transmittal Letters; and other related papers.</p> <p>Cut off at end of fiscal year. Bring forward renewal cases; hold cases not renewed for two years and retire to FRC. Destroy five years after cutoff.</p>		
40.	<p>6. <u>Model Cities Project Files</u>. Arranged by city and project under that city. They contain correspondence, action plans, DOL and other agency reviews, reports and related papers. These also are comprised of extra copies of HUD material.</p> <p>Cut off at end of fiscal year in which project is completed; hold one year and destroy.</p>		
41.	<p>7. <u>Model Cities Administrative Files</u>. These files consist of correspondence, reports, newspaper clippings and other papers relating to the Model Cities program. Since Model Cities is a HUD program these are primarily extra copies and are of short-term reference value.</p> <p>Cut off quarterly; hold one quarter and destroy.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SECTION V -- JOB CORPS PROGRAM FILES</u></p>		
42.	<p>1. <u>Job Corps Program Correspondence.</u> Files accumulated documenting the basic responsibilities, operations, and administration of the Job Corps function. These files consist of <del>routine</del> correspondence, reports, forms, and other records specifically related to Job Corps. Arranged according to the Manpower Administration Uniform Files Classification Guide.</p> <p>Cut off at end of the fiscal year; hold two years and transfer to FRC. <del>Destroy after three additional years.</del> <b>PERMANENT. Offer to NARS when 5 years old.</b></p>		DISPOSAL NOT APPROVED
43.	<p>2. <u>Official Job Corpsmember Records.</u> Comprised of the following folders: Personnel, JC Form 48b (See JC Inst. 69-1, para. 6, for forms listing), Health, JC Form 48, Educational, JC Form 48c, and other related papers. Maintained alphabetically by name.</p> <p>Transfer folders of separated enrollees to inactive file on separation. Transfer folders to FRC 30 days after separation. Destroy 75 years after date of birth of Corpsman.</p>	NN 169-132	
✓ 44.	<p>3. <u>JC Placement Record Card.</u> Job Corps SW Form 4-18, Record Card. Filed alphabetically by name. Maintained for statistical purposes. Shows separation date, center, date sent, disposition, how placed, date record retired, and FRC Accession number.</p> <p>Cut off terminated cards at end of fiscal year; hold three years and destroy.</p>		
✓ 45.	<p>4. <u>Selection-Assignment Control Card.</u> Files consist of Job Corps Form 113, Selection-Assignment Control Card, filed alphabetically by male and female. Shows identification, when assigned, reason for cancellation, name and address of screening agency, and reading test score.</p> <p>Cut off at end of fiscal year, hold one year and transfer to FRC. Destroy six years after cutoff.</p>		
✓ 46.	<p>5. <u>Job Corps Assignment Files.</u> Data submitted by screening agency on individuals for assignment to center. Consist of OEO Form 16 (MA 6-52), Corps Data Sheet; JC Form 1 (MA 6-53), Job Corps Health Questionnaire; JC Form 7a, Statement from Institution; Letter requesting Waiver; SW Form 4-6, Review of Medical Report; JC Form 107 (MA 6-66), Notice of Incomplete Application. All items duplicated in Job Corpsmen Folder. Large volume chronologically arranged.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Cut off at end of FY following shipment; hold one year and destroy.</p>		
✓ 47.	<p>6. <u>Job Corps Enrollment and Departure Report.</u> Files consist of JC Form 83 (MA 6-57), Enrollment and Departure Report, <u>duplicated in personnel folder.</u></p> <p>Cut off at end of fiscal year; hold two years and destroy.</p>		
✓ 48.	<p>7. <u>Job Corps Meal Tickets.</u> Files consist of regional office transportation unit copies of JC Form 16 (MA 6-26), Job Corps Meal Ticket. Filed by serial number. Originals presented for payment to U.S. Army Finance Center.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 49.	<p>8. <u>Job Corps Transportation Requests.</u> Files consist of copies of SF 1169a, Transportation Request. Originals presented to U.S. Army Finance Center. Filed numerically by serial number.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 50.	<p>9. <u>Job Corps Movement Folders.</u> Files consist of JC Form 88 (MA 6-31), Job Corps Reservation Record, showing itinerary and costs in draft form, JC Form 509, Job Corps itinerary in final form and other related papers. Filed by JC movement number and center.</p> <p>Cut off completed folders at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 51.	<p>10. <u>Incidental Expense Voucher Files.</u> These files consist of SF 1166, Voucher and Schedule of Payments, and SF 1167, Continuation Sheet. Vouchers cover Corpsmember's incidental transportation expenses not paid by Transportation Requests (TR). Typical expenses are taxi fare, limousine service, unplanned lodging and meals.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 52.	<p>11. <u>Teleticketing Sales Summary Files.</u> Consist of documents prepared monthly showing a summary of airline tickets issued by Job Corps Transportation Unit. Form used is supplied by the carrier. The form shows value</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

O.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>of tickets issued, method of payment, total number of tickets, credits, and partially used tickets. Form is mailed to the commercial carrier's office for billing purposes.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 53.	<p>12. <u>Unused Ticket Claim Files.</u> These files consist of JC Form 18, Transmittal Letter for Unused Tickets. Monthly report to U.S. Army Finance Center to reclaim unused Job Corps Transportation Tickets.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		
✓ 54.	<p>13. <u>Input Assignment Transportation Files.</u> These records consist of movement registers showing date of travel, Form 19, Travel Authorization, listing names of travelers and locations. Transportation Authorization also maintained in Job Corps Movement Folder.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		
✓ 55.	<p>14. <u>Outgoing Assignment Transportation Files.</u> These records consist of movement registers and copies of teletypes from Centers authorizing transportation from Center to various locations. Used to provide and schedule travel for departing Corpsmembers. Teletypes duplicated in movement folders.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>56.</p> <p>RA 1652475</p> <p>✓57.</p>	<p><u>SECTION VI -- UNEMPLOYMENT INSURANCE PROGRAM FILES</u></p> <p>1. <u>Unemployment Insurance Program Correspondence.</u> These files consist of correspondence, reports, forms and other records documenting the administration and operation of the UIS. Arranged according to the MA Uniform Files Classification Guide, typical examples of UI correspondence include: Temporary Disability Insurance, Separation from Work, Eligibility-Disqualification, Misconduct, Benefits, Overpayment and Fraud, Contributions, Tax Functions, Experience Rating, Coverage, Taxable Wage, Wage Records, Manpower (Civil Defense), Research and Program Planning, State UI Programs, Self-Evaluation Program, Disaster Unemployment Assistance, MDTA Allowances, Electronic Data Processing, Interstate Benefits, State Organization and Management, Minority Group Discrimination, ARA, Trade Expansion Act, Job Mobility Demonstration, Federal Program Evaluation, Claims, Service to Claimants Project, Claimant Complaints, WIN Payments, WIN Relocation Grants, Prisoner Incentive Payments, Allowance Notifications Under National Contracts (OJT and Institutional), MDTA and WIN Appeals.</p> <p>Cut off at end of the fiscal year; hold two years and transfer to FRC. <del>Destroy after three additional years.</del> <b>PERMANENT. Offer to NARS when 5 years old. ★</b></p> <p>2. <u>Unemployment Insurance Program Reports.</u> These files consist of UI reports prepared by States. The following items are included: Quarterly reports by States of forms transmitted, ES-931 (MA 8-36), ES-935, ES-937, and ES-934 (MA 8-33); Benefit Appeals, ES-221; Benefit Rights and Experience, ES-218; MDTA Allowance Activities, ES-214B; Payments and Liable Interstate Claims, ES-213; Claims and Payment Activities, Weekly Report, ES-210; Overpayments and Willful Misrepresentation, ES-227; Research Study Report, DL 1-327; Actuarial Research, Form ES-280; Report of Coverage, ES-202; Transmittal Sheet - ES-203; Annual Report of Experience Rating Accounts, ES-204; Annual Earnings by High Quarter, ES-206; Non-monetary Determination Activities, ES-207; Contributions Operations, MA-81; Reports of Discrepancies, Copies of Form Letter 74-10 (MA 8-20); UI Budgets and Grants, MA 2-86 and MA 2-87; UCFE and UCX Appraisal (MA-24); Report of Verification Activities Showing Offices Receiving MA 8-36 and MA 8-34; Report of Federal Agency Visit, MA 8-31; Income-Expense Analysis, US Fund Clearing Account, BES.84-1; UC Fund Benefit</p>		<p>DISPOSAL NOT APPROVED</p>

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Payment Account, BES 84-13; Monthly Analysis of Benefit Payment Account, BES 84-01; Monthly Analysis of Clearing Account, BES 84-05; Summary of Financial Transactions Unemployment Fund, MA 2-112; Summary of Financial Transactions. Title IX Funds (Reed Act), Overpayment and Fraud Program; Annual Plan of Action, ES-830; Report of Accomplishments, ES-831; Disaster Unemployment Assistance, Payment Activities under the Disaster Relief Act of 1969, MA 5-32; and regional office copies of other UI program reports.</p> <p>Cut off at end of fiscal year; hold two years then destroy.</p> <p>✓ 58. 3. <u>Unemployment Insurance Litigation Case Files</u>. Documents relating to actual legal proceedings in which UI has been involved. Included are copies of briefs, opinions, etc.</p> <p>Cut off at end of fiscal year when case is closed; retain ten years then destroy.</p> <p>✓ 59. 4. <u>Proposed UI Legislation Comments</u>. Comprised of copies of drafts of State laws, comments, correspondence related to draft legislation on State regulations. Report of status of State Legislative Planning, and other related papers.</p> <p>Cut off when legislation dropped; hold five years and destroy.</p> <p>✓ 60. 5. <u>Enacted UI Legislation Comments</u>. Files contain copies of State legislation and regulations related to UI functions, comments, and related correspondence.</p> <p>Cut off when legislation enacted; hold five years, then destroy.</p> <p>✓ 61. 6. <u>UI Evaluation Outline</u>. Files contain UI Evaluation Outlines for several activities, typically consisting of the following: Evaluation Outline No. 54, Evaluation of Benefit Payment Control; UCFE-UCX Appraisal Outline; Evaluation Outlines No. 57A and 57C, Field Tax and Audit Functions; Evaluation Outline No. 58, Interstate Benefit Payment, Evaluation of Interstate Claimstaking Activities. UI Self Appraisal Outline; MDTA-WIN Administrative Review.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 62.	<p>7. <u>UI Certified Materials - State Legislation.</u> Files contain copies of State legislation affecting UI. MA 8-7, Transmittal of UI Material.</p> <p>Cut off at end of fiscal year, retain five years, then destroy.</p>		
✓ 63.	<p>8. <u>UI Certified Materials - Appeals Referee and Court Decisions.</u> Copies of State Appeals Referee Decisions and court judgements for individual cases where claimant tries to receive unemployment compensation benefits; BES Form 95-03 (MA 8-7).</p> <p>Cut off at end of fiscal year; retain only as long as needed for reference or a maximum of five years, then destroy.</p>		
✓ 64.	<p>9. <u>Appeals Case Files.</u> Copies of decisions of Appeals Referee, court documents affirming or rejecting appeals decisions, background materials, and correspondence related to the particular case.</p> <p>Cut off at end of fiscal year when case closed; hold two years and then retire to FRC. Destroy five years after cutoff.</p>		
✓ 65.	<p>10. <u>Request for UCFE/UCX Claim Information Assistance Files.</u> Contain wage and separation information - UCFE, ES-931; Request for Military Information from Armed Forces, ES-973A; copies of form letters, MA 8-17 and MA 8-13B on UCX Claimants; Report of Federal Agency Visit - UCFE, ES-939 (MA 8-31); correspondence from State agencies requesting assistance in obtaining information from federal agencies on UCFE and UCX claimants.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		

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★ Permanent records should be offered to NARS in 5 year blocks.