

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-381-90-1

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

DATE RECEIVED

10-5-90

1. FROM (Agency or establishment)

Office of Economic Opportunity

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

CHARLES STEELE

12/27/90

Clausen

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 30 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

20 SEP 90

PAUL LARSON

DOL

Records Officer

7.  
ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

U.S. DEPARTMENT OF LABOR

Job Corps records created by the Office of Economic Opportunity and subsequently transferred to the Manpower Administration, Department of Labor.

See attached schedule.

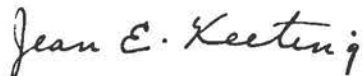
March 14, 1991

NIR

N1-381-91-1

Memorandum to job dossier N1-381-90-1

Job number N1-381-90-1 should have included an additional five items proposed for permanent retention in the WNRC project report on Office of Economic Opportunity records. Those items will be scheduled separately under job number N1-381-91-1.



JEAN E. KEETING  
Deputy Director  
Records Appraisal  
and Disposition Division

OFFICE OF ECONOMIC OPPORTUNITY  
(RECORD GROUP 381)

Described below are all remaining unscheduled Job Corps records assigned to RG 381 at the Washington National Records Center. The remaining RG 381 records are on a separate SF 115 because their disposition does not require Department of Labor approval.

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

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

General Records

1. Miscellaneous Policy, Planning, and Program Records, 1963-4/1965. 2 cubic feet. Arranged in four subseries and thereunder by subject and thereunder chronologically.

This series includes four small subseries of records, including correspondence, memorandums, reports, and speeches, accumulated by individuals involved in the early stages of planning to implement the President's war on poverty and setting up the Office of Economic Opportunity and the Job Corps. One subseries consists of several folders on various subjects, including the Youth Employment Act of 1963, a Tuskegee Conference on Disadvantage Youth, and Antipoverty efforts in Appalachia. Another subseries is arranged alphabetically by state and contains correspondence during 1964 about setting up the Job Corps program. The third subseries consists of records accumulated by John Rubel, a special consultant to Sargeant Shriver and member of the President's Task Force on the War Against Poverty. These records date from March 1964 through April 1965, and contain information about the task force as well as setting up the Job Corps. Also included is a binder containing early (May-June 1964) planning records. These were created by James Adler, a law clerk to Chief Justice Earl Warren and a consultant to the Job

Corps, and contain copies of memorandums, proposed organizational charts and functional statements, and other records relating to setting up the Job Corps.

WNRC Accession 369-67A1834	Box 6
369-68B1949	44 (partial)
369-70A3885	19 (partial)

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

2. Miscellaneous Articles and Speeches, 1963-4/1966. 2 cubic feet. Arranged by publication or speech.

Record copy of articles and speeches authored or given by primarily David Gottlieb, who served in various top-level positions in the Job Corps, including as a Special Assistant to the Director, Deputy Director of the Office of Program Development and Analysis, and Chief of Research and Evaluation. Among the articles are Gottlieb's "Pluralism in the Job Corps," American Child (1965); "Teaching and Students: The Views of Negro and White Teachers," Sociology of Education (1964); "regional Differences as a Variable in Sociological Research," Social Problems (1963); "Goal Aspirations and Goal Fulfillments: Differences Between Deprived and Affluent American Adolescents," The American Journal of Orthopsychiatry (1964); and "Racial Composition and the Social Systems of Three High Schools," Journal of Marriage and the Family (1965). Among the speeches given by Gottlieb are "Social Aspects of the Socialization Process," "Education: A View from the Bottom," "A View from the Bottom: The World of Disadvantaged Youth," "Who Am I? Who Cares? The Challenge of Culturally Alienated Youth," and "Poor Youth Do Want to be Middle Class But It's Not Easy." Also included are a few speeches and articles by other Job Corps personnel, and an 'Open Letter,' dated April 14, 1966, to all Job Corps staff signed by Gottlieb and ten other top officials. (After copies are destroyed, this series will comprise about two inches of records.)

WNRC Accession 369-68B1949	Boxes 24-25
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**PERMANENT.** Transfer to the National Archives immediately.

#### Office of the Director

3. Director's Subject File, 12/1965-12/1966. 7 cubic feet. Arranged by an alpha-numeric filing system.
  - a. Correspondence, memorandums, reports, evaluations, minutes of meetings, and other records relating to the overall policy, administration, and operations of the Job Corps program on a national basis. Included is

information on policies, procedures, relations with Office of Economic Opportunity, and the activities of the different organizational elements. EXCLUDING, under the personnel section, job applications.

WNRC Accession 369-69A1515      Boxes 6-12

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

b. Job applications.

WNRC Accession 369-69A1515      Boxes 11-12

Destroy during archival processing.

4. Director's Organizational Subject File, 7/1967-6/1969. 9 cubic feet. Arranged by fiscal year and thereunder by the Job Corp's organizational structure.

Correspondence, memorandums, reports, and other records accumulated in the Office of the Director relating to the mission, functions, goals, activities, and essential transactions of each organizational element. For each unit there are copies of important communications to and from the unit sent to the Director for his information and/or action. Also included are communications between the Director/Deputy Director and the units.

WNRC Accession 369-72A7929      Boxes 1-9

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

5. Job Corps Centers Subject File, 12/1965-11/1966. 2 cubic feet. Arranged by alphabetically by the name of a Job Corp center, Chicago through Tillamook.

Correspondence, memorandums, reports, and other records accumulated in the Office of the Director relating to the activities of the various centers.

WNRC Accession 369-67A1834      Boxes 13-14

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

6. General Correspondence, 3/1964-11/1965. 3 cubic feet. Arranged in three subseries: the first is alphabetically by name of state and thereunder chronologically, with some states having a separate folder for correspondence with the governor; and the second arranged alphabetically by name of an individual or organization and thereunder chronologically; and the third is arranged alphabetically by the name of an institution

or organization, and thereunder chronologically.

Correspondence, memorandums, and other records accumulated in the Office of the Director relating to the Job Corps mission, function, goals, activities, and essential transactions. Much of the correspondence was prepared for Sargeant Shriver's signature and much of it relates to setting up the Job Corps and early arrangements with institutions and organizations. The first subseries covers the period May 1964 through November 1965. The second and third subseries cover the March-December 1964 period.

WNRC Accession 369-67A1834      Boxes 1-3

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

7. Audit Reports, 1965-69. 4 cubic feet. Arranged by type of center (e.g., women's, conservation center) and thereunder alphabetically by the name of the center.

Audit reports and related correspondence and memorandums regarding audits of the centers undertaken by the Office of Economic Opportunity auditors or by the audit staffs of the Department of Agriculture, Department of Interior, and other government agencies. Most of the audits relate to financial management.

WNRC Accession 369-72A7929      Boxes 10-13

Destroy immediately.

8. Office of Economic Opportunity Inspection Reports, 1965-69. 2 cubic feet. Arranged alphabetically by the name of a job corps center.

Inspection reports, and related correspondence and memorandums regarding inspections of Job Corps centers by the Office of Economic Opportunity's Office of Inspection.

WNRC Accession 369-72A7929      Boxes 15-16

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

9. Budget Records, 6/1965-10/1969. 2 cubic feet. Arranged chronologically.

Correspondence, memorandums, budget estimates and justifications, some budget workpapers, congressional hearings and other records relating to the development of the Job Corps budget and its approval by the Bureau of the Budget and Congress.



WNRC Accession 369-74-0052      Boxes 1-2

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

### Special Assistants to the Director

10. Budget Subject File, 1965-67. 1 cubic foot. Arranged by subject.

Correspondence, memorandums, budget records, minutes of meetings and other records generally relating to the Job Corps' budget.

WNRC Accession	369-72A2237	Boxes	15 (partial)
	369-70A3566		12

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

Administrative Office

11. Manning and Staffing Records, 1/1968-8/1971. 1 cubic foot. Arranged by month and thereunder by the agency's organizational structure.

Staffing charts providing detailed information on the organization of the agency and the individuals holding down each position. These records are relatively complete for 1968 and 1969, and less so for 1970, and barely for 1971.

WNRC Accession 369-73-0009      Box 1

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

12. Personnel Subject File, 1967-71. 2 cubic feet. Arranged by type of file and thereunder chronologically.

Correspondence, memorandums, instructions, and other records pertaining to the agency mission, functions, staffings, as well as personnel policies and procedures. Included is a small reading file for the July 1969-December 1970 period and a general correspondence for the May-October 1970 period.

WNRC Accession 369-73-0009      Boxes 2  
  4 (partial)  
  5

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

### Congressional Liaison Staff

13. Subject Reading Files, 7/1967-6/1969. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Three reading files regarding proposals (October 1968-May 1969), enrolle applicants (October 1968-May 1969), and miscellaneous information (July 1967-June 1969). These files were kept for quick reference on certain subjects.

WNRC Accession 369-71A1937 Box 9 (partial)

Destroy during archival processing.

14. Congressional Reading File, 3/1965-6/1969. 1 cubic foot. Arranged chronologically.

Reading file copy of outgoing communications to members of Congress. The files are complete for the January 1966-December 1967 period and there is a folder covering March 1965.

WNRC Accession 369-71A1937 Box 9 (partial)-10 (partial)

Destroy during archival processing.

15. Congressional Correspondence, 1967-6/1969. 5 cubic feet. Arranged in two segments (members of the House of Representatives and members of the Senate) and thereunder alphabetically by name.

Copies (yellow) of correspondence to members of Congress and original and copies of letters from members of Congress.

WNRC Accession 369-71A1937 Boxes 11, 19-22

Destroy immediately.

### Job Corps Health Office

16. Subject File, 1966-72. 5 cubic feet. Arranged by subject.

Correspondence, memorandums, reports, and other records relating to the operation of the Job Corps Health Office. EXCLUDING routine administrative records, such as purchase requests and some contract proposals for health services which will be destroyed during archival processing under General Records Schedule authorities.

WNRC Accession 369-730686 Boxes 17-21

PERMANENT. Transfer to the National Archives immediately.



17. Center Liaison Files, 1965-72. 11 cubic feet. Arranged basically in three chronological blocks and thereunder alphabetically by the name of a Job Corps Center.

Correspondence, memorandums, TXWs, inspection and other reports, photographs, contract proposals, contracts, and other records pertaining to all health matters in the Job Corps Centers, including contracting for medical services and support.

WNRC Accession 369-73A0686      Boxes 22-26  
369-80-0587                      1-6

Destroy immediately.

18. Job Corpsmembers Medical Termination Case Files, 1965-68. 16 cubic feet. Arranged alphabetically by name of Job Corpsmembers.

Correspondence; memorandums; TWX messages to centers informing them of the termination and instructing them to notify the parents/guardians and appropriate State or private programs and organizations, as well as to provide transportation home; medical forms; and other records relating to Job Corpsmembers terminated for medical reasons. Many of the women were terminated for reason of pregnancy. Drug addition, mental retardation, and psychiatric reasons were frequently cited as the reason for a medical termination.

WNRC Accession 369-73A0686      Boxes 1-16

Destroy when 57 years old.

19. Job Corpsmembers Death Case Files, 1965-69. 6 cubic feet. Arranged alphabetically by name of deceased Job Corpsmember.

Correspondence, memorandums, forms, medical files, and other records relating to the death of job corpsmembers. Also included are related records, including a summary of the corpsmember record that was used in drafting a letter to the next of kin. Copies of those letters are included. Many of the deaths were due to drowning.

WNRC Accession 369-75-0044      Boxes 1-6

Destroy when 25 years old.

Associate Director for Recruitment, Support, and Placement

20. Conservation Center Evaluations, 8/1967-5/1968. 3 cubic feet. Arranged generally alphabetically by name of state and thereunder alphabetically by name of center.

Copies of evaluations of the operations of the Job Corps Conservation Centers made by Office of Economic Opportunity regional offices and forwarded to the Associate Director to use in the administration of his program. The evaluations contain both narrative and statistical data and many contain a four-page center description pamphlet providing general information about the conservation center.

WNRC Accession 369-71A1937      Boxes 64 (partial)  
65 (partial)  
74-75

Destroy immediately (records in boxes 64 and 65 of 369-71A1937 will be destroyed during archival processing).

Enrolle Information and Research Division

21. Enrolle Information and Research Subject File, 1965-66. 2 cubic feet. Arranged by subject.

Correspondence, memorandums, TWXs, strength reports, and other records relating to procedures and policies relating to statistical research and analysis. Much of the records relate to activities in the Job Corps conservation centers and the development of reporting systems.

WNRC Accession 369-72A2429      Boxes 10 (partial)  
11

Destroy immediately.

22. Center Liaison Files, 1965-66. Less than one cubic foot. Arranged alphabetically by the name of conservation center name and thereunder chronologically.

Correspondence, memorandums, reports, and other records relating primarily to statistical reporting and analysis.

WNRC Accession 369-72A2429      Box 10 (partial)

Destroy immediately.

23. Information Management Files, 1965-67. 2 cubic feet.  
Arranged by subject.

Correspondence, reports, directives, flow charts, and other records relating to the Job Corps' Information Management System. Included are copies of studies and reports done by contractors in setting up and improving the systems. Included are 15 copies of a 49-page report entitled "Introduction to the Job Corps System Design and an Analysis of Computer Processing for Job Corps Evaluation Monitoring Subsystem," prepared by the Electronic Data System Federal Corporation.

WNRC Accession 369-72A2429 Boxes 12-13

Destroy immediately.

Enrollee Support Division

24. Subject File, 1965-12/1970. 1 cubic foot. Arranged alphabetically by subject.

Correspondence, memorandums, TWX messages, reports and other records relating to the policies and procedures of the division.

WNRC Accession 369-72A6429 Box 16

PERMANENT. Transfer to the National Archives immediately.

25. Pay and Allowances Policy Subject File, 1964-71. 1 cubic foot. Arranged alphabetically by subject.

Correspondence, memorandums, reports and other records relating to the pay and allowance policies and procedures.

WNRC Accession 369-72A6429 Box 19

Destroy when 57 years old.

26. Center Liaison File, 1965-70. 1 cubic foot. Arranged by type of center and alphabetically by center and thereunder chronologically.

Correspondence, memorandums, TWX messages (mostly) regarding contact between the division and the different centers. Most of the records relate to the division informing the centers about different changes in procedures and the centers

informing the division about problems, accidents, and related administrative matters.

WNRC Accession 369-72A6429      Box 20 (partial)  
21

Destroy that portion of the series in box 20 during archival processing and box 21 immediately.

#### Standards Branch

27. Job Corpsmember Disciplinary Discharge Review Case Files, 1965-6/1971. 41 cubic feet. Arranged alphabetically by name of Job Corpsmember

Correspondence, memorandums, TWX messages, discharge board recommendations, transcripts of testimony, and other records pertaining to Job Corpsmembers who were discharged for disciplinary reasons. Most files contain only a few documents, basically indicating why the person should be terminated and a TWX message to the center indicating termination approval. A few case files contain more substantive information, including transcripts of testimony, discharge board recommendations, pleas by job corpsmembers and/or their counsellors for "another chance," and other correspondence bearing on the discharge.

WNRC Accession 369-68B1949	Boxes 106-115
369-70A5527	1-10
369-71A1937	86-94
369-72A6429	1-12

Destroy when 57 years old.

28. Disciplinary Discharge Appeal Case Files, 1966-70. 11 cubic feet. Arranged alphabetically by name of Job Corpsmember.

Correspondence, testimony, memorandums, and other records relating to all charges and appeals. This file is identified as the Job Corps master file of these cases, although they indicate some documents might also be found in the Job Corpsmember's personnel file.

WNRC Accession 369-71A1937	Boxes 78-85
369-72A6429	13-15

Destroy when 57 years old.

Operations and Services Branch

29. Reading File, 7/1968-5/1970. Less than one cubic foot. Arranged chronologically.

Reading file for the branch containing copies of outgoing correspondence.

WNRC Accession 369-72A6429 Box 18 (partial)

PERMANENT. Transfer to the National Archives immediately.

30. Subject File, 1965-2/1971. 2 cubic feet. Arranged alphabetically by subject.

Correspondence, memorandums, legal opinions, reports, and other records pertaining to policies and procedures in carrying out the functions of the branch.

WNRC Accession 369-72A6429 Boxes 17  
18 (partial)  
20 (partial)

PERMANENT. Transfer to the National Archives immediately.

31. Daily Morning Reports, 2/1966-5/1967. 20 cubic feet. Arranged chronologically by month and thereunder by Job Corps center.

Computer tabulated strength reports for each Job Corps center for every month between February 1966 and May 1967. For each report, basic data is given such as the number of new arrivals, transfers in, transfers out, disciplinary discharged, absent without leave (awol), medical discharge, death, resignation, etc.; on board strength and number currently in hospital, or leave, awol, confined, and totals.

WNRC Accession 369-69A0529 Boxes 37-56

Destroy immediately.

32. Input Documentation, 1/1968-4/1970. 20 cubic feet. Arranged by type of documentation and thereunder chronologically by various time periods.

This series consists of forms used to key information into an automated system. Included are eight cubic feet of JC (under Office of Economic Opportunity) forms 12, 13, and 27 and JC under Department of Labor) Form 157 providing information on initial living allowance authorization, living allowance and allotment changes, and notices of termination; and twelve cubic feet of Office of Economic Opportunity form 16, which

were applications to join the job corps. Almost all of the latter are identified as "no-shows," which were individuals accepted for the Job Corps program but did not report.

WNRC Accession 369-69A2926	Boxes 22-27
369-71A1937	106-107
369-71A1937	111-112
369-71A1937	114-123

Destroy immediately.

#### Enrolle Placement Division

33. Permanent Placement Computer Reports, 1965-70. 21 cubic feet.

Computer printouts showing the status of Job Corps enrolles and graduates, in terms of what they did immediately (90 days) after they left the Job Corps.

WNRC Accession 369-71A1937	Boxes 101, 103-104, 125-126, 128-132, 136-137, 140-140, 142-149
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Destroy immediately.

34. Age Reports, 1967. 1 cubic foot. Arranged by various arrangements.

Computer printouts providing information on age of Job Corps enrollers in different programs. These records were used in determining correlations between age and success in various programs.

WNRC Accession 369-71A1937	Box 138
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Destroy immediately.

#### Evaluation and Data Branch

35. Subject File, 1965-70. 2 cubic feet. Arranged by subject.

Correspondence, memorandums, manuals, statistical and other reports, and other records pertaining to policies and procedures relating to the Job Corps' tracking system.

WNRC Accession 369-71A1937	Boxes 109-110
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Destroy immediately.



Materials Branch

36. Subject File, 1964-6/1966. 5 cubic feet. Arranged by fiscal year and thereunder by an alphanumeric filing system.

Correspondence, including vendor correspondence; reports, including reports of staff visits; budget estimates and other budget material; position descriptions, functional statements, purchase requests, travel vouchers, vendor correspondence, administrative material, agreements with other agencies pertaining to handling of program support of Job Corps centers and corpsmembers. Included are information on policy matters, such as congressional hearings, clothing, medical, equipment, training equipment, property management, and excess property.

WNRC Accession 369-68A1949      Boxes 1-5

Destroy immediately.

Vocational Training Branch

37. Reading File, 8/1966-12/1968. Less than one cubic foot. Arranged chronologically.

Copies of outgoing communications, some copies of internal memorandums and other Job Corps documentation.

WNRC Accession 369-71A0286      Box 4 (partial)

PERMANENT. Transfer to the National Archives immediately.

38. Vocational Training Records, 1966-68. 3 cubic feet. Arranged by subject.

Correspondence, memorandums, reports, publications, and other records relating to the development and implementation of various vocational training programs in the Job Corps centers. The bulk of the records consists of a subject file relating to vocational training. Also included are a few still photographic prints (captioned) of different types of vocational training activities. Also included are some curriculum materials, a folder containing correspondence and memorandums regarding vocational programs, and records

relating to the relationship between the Job Corps and the various unions providing vocational training.

WNRC Accession 369-71A0826      Boxes 2 (partial)  
3  
4 (partial)  
5 (partial)  
6

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

39. Center General Correspondence, 3/1966-10/1968. Less than one cubic foot. Arranged chronologically.

Correspondence, memorandums, and other records relating to the branch's relationship with the Job Corps centers vocational programs. Included are copies of communications sent to all the centers regarding various policy and procedural matters.

WNRC Accession 369-71A0826      Box 1 (partial)-1968

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

40. Center Liaison Correspondence, 1966-68. 2 cubic feet.  
Arranged by type of center and thereunder alphabetically by  
name of a center.

Correspondence, TWX messages, and memorandums relating to the vocational programs in the Job Corps centers.

WNRC Accession 369-71A0826      Boxes 1(partial)  
2 (partial)

Destroy during archival processing.

Special Projects Branch

41. Reading Files, 1/1967-6/1968. Less than one cubic foot.  
Arranged chronologically.

Copies of outgoing communications primarily signed by the Branch chief. Also included are copies of outgoing communications signed by the Division Director which were written by members of the branch.

WNRC Accession 369-72A3753      Boxes 1 (partial)  
23 (partial)

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

42. Subject, Projects, and Proposal Files, 1966-69. 24 cubic feet. Arranged by type of file and thereunder by subject and thereunder chronologically.

Correspondence, memorandums, reports, proposals, evaluations, minutes of meetings, agendas, publications, vu-graphs, copies of articles and speeches, press clippings, contracts, educational studies, curriculums, guidance and counseling records, and other records pertaining to the development and implementation of special Job Corps projects. Included are records relating to half way houses, police-community relations, and to the special projects studied, undertaken, and evaluated by the branch.

WNRC Accession 369-68B1949	Boxes 54-56
369-69A1515	13-14
369-72A3753	1 (partial)
	2
	3 (partial)
	4-6
	7 (partial)
	8-15
	16 (partial)
	17 (partial)
	18 (partial)
	21-22
	23 (partial)
	24-25

PERMANENT. Transfer to the National Archives immediately. (Contract case files, but not progress or final contractor reports, will be destroyed during archival process under GRS 3, item 3.)

43. Westinghouse Progress and Special Reports, 1965-66. 1 cubic foot. Arranged by contract number and thereunder chronologically.

Weekly and monthly progress and special reports submitted by the Westinghouse Electric Corporation Research Laboratories's Behavioral Technology Department under four Office of Economic Opportunity contracts.

WNRC Accession 369-68B1949      Box 57

PERMANENT. Transfer to the National Archives immediately.

Evaluation and Research Branch

44. Cook and Short Order Cook Contract Final Products, 1969. 4 cubic feet. Arranged by product.

Multiple sets of carousel of fifty-four slides, audio-tapes, and master script used in the audio-visual "cook" and "short order cook" tests. These items were prepared by a contractor for use in testing enrollers in cook and short order cook vocational programs. Included in each set is a carousel and an audio-tape. Only one copy of the master script exists. These products were developed to provide for more standardized testing in the two areas, to help Job Corps headquarters determine whether corpsmen were actually learning what the centers claimed they were teaching, and, as a by-product, to ascertain whether the audio-visual testing procedure was viable.

WNRC Accession 369-75-0035      Boxes 1-2, 11, 20

Destroy immediately.

45. Reporting Requirements Correspondence, 1/1967-9/1968. Less than one cubic foot. Arranged chronologically.

Copies of correspondence relating to reporting requirements that was provided to the branch for reference.

WNRC Accession 369-72A2429      Box 23 (partial)

Destroy during archival processing.

46. Research Proposal Evaluations, 1965-66. 1 cubic foot. Arranged alphabetically by name of subcommittees.

Correspondence, memorandums, evaluation forms, and other records pertaining to evaluations by various subcommittees of proposals by contractors to study Job Corps education programs and behavior of Job Corpsmembers. Records provide information on the status of the proposal, i.e., rejected, in progress, approved for contracting.

WNRC Accession 369-68B1949      Boxes 52  
53 (partial)

Destroy immediately (material in Box 53 will be destroyed during archival processing).

47. Placement Summaries, 1965-9/1971. 32 cubic feet. Arranged by type of report.

Computer printouts of statistical data on the placement of Job

Corps graduates. The records are arranged in numerous fashions, in terms of time period, e.g., weekly, monthly, quarterly, and in terms of arrangement, e.g., by training cluster, by job corps center, etc. Some of the printouts are duplicated.

WNRC Accession 369-72A6290      Boxes 1-31  
369-72A6906      5

Destroy when 25 years old.

#### Evaluation and Research Branch

48. Test Result Study Printouts, 11/1965-7/1969. Arranged by type of test and thereunder by various arrangements.

Computer printouts containing statistical information on Job Corps members taking various tests. Included among the test are math and reading ability gains tests which were taken quarterly, SAT tests, and the General Aptitude Test Battery (GATB). The GATB was a standard aptitude test utilized for employment counseling and placement. In the Job Corps the GATB was administered upon a youths' arrival and used as an aid in vocational counseling. It was readministered just prior to a Job Corpsmembers' termination and used as a placement guide. Because of criticism of the validity and usefulness of the test the Job Corps discontinued the GATB.

WNRC Accession 369-69A2926      Boxes 28-62  
369-75-0015      5

Destroy when 25 years old.

#### Financial Management Division

49. Director's Subject File, 1965-67. 2 cubic feet. Arranged by fiscal year and thereunder by subject.

Correspondence, memorandums, cost studies, budget reports, financial reports, and other records relating to the functions and activities of the Financial Management Division. Included is a binder containing Job Corps Center cost data summary information for the period up to April 1966 and a copy of a printed Job Corps report entitled "in the beginning..." (dated February 1967) which provides a brief analysis of the Job Corps operations the first two years and plans for the future.

WNRC Accession 369-68B1949      Boxes 40 (partial)  
  42  
  43 (partial)

**PERMANENT.** Transfer to the National Archives immediately. (During archival processing the 40 extra copies of the report "in the beginning..." contained in box 40 of 369-68B1949 will be destroyed as nonrecord.)

50. Division Subject File, 12/1964-6/1969. 7 cubic feet.  
Arranged by fiscal year and thereunder alphabetically by  
subject.

Correspondence, memorandums, reports, planning and budget documents, and other records relating to all aspects of the financial operation of the Job Corps. Included are records providing detailed information on policies and procedures and records providing information on each organizational element of the Job Corps. Also included are records documenting the financial arrangements and relationships with other agencies.

WNRC Accession 369-72A2237      Boxes 19-21  
23-26

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

51. Appendices to Job Corps Annual Reports, 1967-69. 1 cubic foot. Arranged chronologically by fiscal year.

Copies of the financial appendix to the Job Corps' annual reports for fiscal years 1967, 1968, and 1969. Each appendix, which is arranged alphabetically by state and thereunder by Job Corps center, provides detailed financial data for each center.

WNRC Accession 369-72A2237      Box 1

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

52. General Accounting Office Reports File, 1966-69. 2 cubic feet. Arranged primarily by the name of the program or center being audited by the General Accounting Office.

Copies of draft and final General Accounting Office reports, agency comments, and other records pertaining to General Accounting Office audits of Job corps programs and centers.

WNRC Accession 369-72A2237      Boxes 17-18

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



Budget Branch

53. Congressional Budget Records, 6/1967-4/1968. 1 cubic foot. Arranged chronologically.

Correspondence, memorandums, budget documents, and other records pertaining to developing the congressional budget and working with congressional appropriations committees.

WNRC Accession 369-72A2237      Boxes 15 (partial)  
27

PERMANENT. Transfer to the National Archives immediately.

54. Budget Planning Subject File, 1965-66. 3 cubic feet. Arranged by subject.

Correspondence, memorandums, reports, financial data, and other records used in preparing the Job Corps budget.

WNRC Accession 369-68B1949      Boxes 41 (partial)  
45-46  
369-72A2237      15 (partial)  
16

PERMANENT. Transfer to the National Archives immediately.

Cost Analysis Branch

55. Financial Reports Summary Sheets, 7/1967-6/1969. 4 cubic feet. Arranged by fiscal year and thereunder by type of center (i.e., Men's, Women's, State Related, Residential Manpower Centers) or by special project and thereunder alphabetically by Center name and thereunder monthly.

Forms (JC Form 78a and JC Form 79) providing summary financial information about the costs to operate centers or special projects.

WNRC Accession 369-70A3566      Boxes 13-14  
369-72A2237      6  
22

PERMANENT. Transfer to the National Archives immediately.

56. Conservation Centers Financial Cost Data, 1967-11/1969. 1 cubic foot. Arranged generally chronologically.

Reports and forms providing information on the costs to operate the conservation centers. Also included are some records relating to the budgets for the conservation centers.

WNRC Accession 369-72A2237 Box 7

PERMANENT. Transfer to the National Archives immediately.

57. Women's Centers Financial Cost Data, 7/1967-6/1970. 4 cubic feet. Arranged generally alphabetically by the name of center.

Reports and forms providing information on the costs to operate the women's centers. Included are summary financial data reports and costs data.

WNRC Accession 369-72A2237 Boxes 35-38

PERMANENT. Transfer to the National Archives immediately.

58. Miscellaneous Cost Reports, 1966-69. 1 cubic foot. Arranged by type of report and thereunder chronologically.

Various reports providing quantitative data on various Job Corps projects and programs.

WNRC Accession 369-72A2237 Box 28

PERMANENT. Transfer to the National Archives immediately.

Associate Director for Civilian Conservation Centers

59. Conservation Center Case Files, 1965-69. 17 cubic feet. Arranged alphabetically by the name of the conservation center.

Correspondence; memorandums; audit reports, inspection reports, and other reports; and other records relating to the administration and operation of the conservation centers. There are 57 case files.

WNRC Accession 369-70A3885 Boxes 1-17

PERMANENT. Transfer to the National Archives immediately.

60. Associate Director for Urban Centers, 1/1965-6/1966. Less than one cubic foot. Arranged chronologically.

A reading file of correspondence addressed to State governors relating to matters dealing with the Job Corps and the establishment and operations of the urban centers. Many of the letters were signed by Sargeant Shriver.

WNRC Accession 369-68B1949 Box 17 (partial)

PERMANENT. Transfer to the National Archives immediately.

61. Memorandums Pertaining Policies, 1/1965-6/1967. Less than one cubic foot. Arranged chronologically.

A reading file of memorandums relating to Job Corps and Urban Centers policies. The folder containing these records is entitled "concurrences," and a few documents are simply formal concurrences. However, most of the records are comments on the development and implementation of policies.

WNRC Accession 369-68B1949 Box 17 (partial)

PERMANENT. Transfer to the National Archives immediately.

62. Subject File, 1964-66. Less than one cubic foot. Arranged alphabetically by subject (T-Y).

Correspondence, memorandums, and other records relating to the functions, mission, operation, and activities of the Office.

WNRC Accession 369-68B1949 Box 17 (partial)

PERMANENT. Transfer to the National Archives immediately.

Associate Director for Urban Centers

63. Miscellaneous Program Records, 1965-66. Less than one cubic foot. Arranged by subject.

Correspondence, memorandums, reports, proposals, publications (including bulletins and circulars), and other records accumulated by the Associate Director. Included is a listing of the centers which provides detailed information on them during the 1965-1966 period. Also included is general correspondence between the Office of Urban Centers and state-related centers during the March-August 1965 period.

WNRC Accession 369-68B1949 Box 18 (partial)

PERMANENT. Transfer to the National Archives immediately.

64. Site Selection General Correspondence, 1965-66. Less than one cubic foot. Arranged alphabetically by name of a State.

Correspondence regarding the selection of sites for centers.

WNRC Accession 369-68B1949 Boxes 18 (partial)  
22 (partial)

Destroy immediately (records in box 18 will be destroyed during archival processing).

Associate Director for Urban Programs

65. Site Selection Negotiation Files, 1965-66. 1 cubic foot. Arranged alphabetically by name of corporations.

Correspondence, memorandums, contract-related records, and other records relating to the issuance of a contract to a corporation to operate a center.

WNRC Accession 369-68B1949 Box 19

Destroy immediately.

66. Contract Proposals, 1965-66. 3 cubic feet. Arranged generally by proposal.

Proposals by corporations, university, organizations, to establish men and women centers, develop training evaluations, and related matters. Included in some of the files are comments by an evaluation panel and/or by the Proposal Review Board regarding the merits of the proposal.

WNRC Accession 369-68B1949 Boxes 21  
22 (partial)  
23  
26 (partial)

Destroy immediately.

Program Services Division

67. General Correspondence, 1/1965-6/1966. Less than one cubic foot. Arranged chronologically.

Correspondence, memorandums, briefing papers, and other records accumulated by the division relating to its various functions.

WNRC Accession 369-68B1949 Box 47 (partial)

PERMANENT. Transfer to the National Archives immediately.

Survey and Review Branch

68. Reading Files, 1/1966-6/1966. Less than one cubic foot. Arranged chronologically.

Reading file of the branch.

WNRC Accession 369-68B1949 Box 50 (partial)

PERMANENT. Transfer to the National Archives immediately.

69. Subject File, 1965-66. Less than one cubic foot. Arranged by subject.

Correspondence, memorandums, reports, and other records relating to subjects of interest to the branch. Included is information on vocational programs, basic education, and other topics, which were generally areas inspected by the branch. Also included is a small amount of correspondence relating to following ups on surveys and reviews.

WNRC Accession 369-68B1949 Box 50 (partial)

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

70. Survey and Review Center Reports, 2/1966-10/1966. 2 cubic feet. Arranged alphabetically by the name of the center inspected.

Correspondence, memorandums, and survey and review reports of inspections made of the various centers. Reviewed were all aspects of the center operations, including basic and vocational education, recreation, residential living, safety and security, facilities, logistics, community relations, civil rights, and counseling and guidance. Also included (1 in. in box 48) are procedure guidelines for conducting the inspections.

WNRC Accession 369-68B1949 Boxes 48-49

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

71. Center General Information File, 7/1965-6/1966. 1 cubic foot. Arranged alphabetically by name of a Job Corps center.

Correspondence, memorandums, and other records pertaining to the liaison between the branch and the various centers, such as scheduling surveys and reviews.

WNRC Accession 369-68B1949 Boxes 50 (partial)  
51

Destroy immediately. (Box 51 may be destroyed immediately, and the records in box 50 during archival processing.)

#### Program Analysis Branch

72. Records Relating to Proposal Evaluations, 1964-66. 2 cubic feet. Arranged by subject.

Correspondence, memorandums, Survey and Review reports, reading files, minutes of meetings, and other records relating to the proposal review process. Included are records relating

to the activities of the Proposal Review board and the Project Development Committee. Included are several reading files relating to evaluations, covering the December 1964-July 1966 period.

WNRC Accession 369-68B1949      Boxes 33 (partial)  
  35  
  36 (partial)

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

73. Proposal Evaluation Panel Records, 1965-66. 3 cubic feet.  
Arranged alphabetically by the name of a contractor.

Forms, correspondence, memorandums, and other records accumulated in the process of a panel evaluating a contract proposal.

WNRC Accession 369-68B1949      Boxes 36 (partial)  
37-39

Destroy immediately. (Boxes 37-39 will be destroyed immediately and these records in box 36 during archival processing.)

Proposal Review Committee

74. Proposal Review Committee Records, 1964-66. 6 cubic feet.  
Arranged generally alphabetically by name of contractor.

### Proposals and proposal review committee evaluation sheets.

WNRC Accession 369-68B1949      Boxes 27-32

Destroy immediately.

75. General Records, 1964-66. 2 cubic feet. Arranged by subject and thereunder chronologically.

Correspondence, memorandums, agendas, minutes of meetings, and other records pertaining to the operations and activities of the proposal Review Board. Included is general information relating to the Proposal Review Board and information about its procedures.

WNRC Accession 369-68B1949	Boxes 26 (partial)
	34 (partial)
	40 (partial)
	41 (partial)

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



76. General Correspondence, 1964-66. Less than one cubic foot. Arranged by type of file and thereunder chronologically.

Correspondence and other records divided into several subseries including correspondence relating to rejected proposals, correspondence relating to initial proposals, and procurement requests.

WNRC Accession 369-68B1949 Box 34 (partial)

Destroy immediately. (Destroy during archival processing)

Associate Director for Women's Centers

77. Associate Director's Subject File, 1966-68. Less than one cubic foot. Arranged by subject.

Correspondence, memorandums, reports, and other records relating to the administration of the Women's Centers programs. Included are files on the appointment of center directors and project managers, quarterly center review meetings, the residence programs, community affairs and public relations, and dealings with the Young Women's Christian Association.

WNRC Accession 369-72A1891 Boxes 3 (partial)  
6 (partial)  
7 (partial)

PERMANENT. Transfer to the National Archives immediately.

78. Centers Liaison File, 1/1965-1967. Less than one cubic foot. Arranged alphabetically by the name of a Job Corps Women's Center.

Correspondence, memorandums, reports, and other records relating to the Women's Centers.

WNRC Accession 369-72A1891 Boxes 6 (partial)  
7 (partial)

PERMANENT. Transfer to the National Archives immediately.

79. Evaluation of the Technical Objectives and Plans of the Job Corps Center for Women in Charleston, West Virginia, File, 6/1966-7/1966. 3 cubic feet. Arranged by subject.

Printed copies of an evaluation of the technical objectives and plans of the Job Corps Center for Women in Charleston, West Virginia. This evaluation, which was undertaken in June and July 1966, appears to have covered every aspect of the

center's operations. Provided is much quantitative data on the operation of the center.

WNRC Accession 369-68B1949 Boxes 100A-102A

PERMANENT. Transfer to the National Archives immediately. (Duplicate nonrecord copies will be destroyed during archival processing.)

80. Job Applications, 1966. Less than one cubic foot. Arranged by chronologically.

Job applications, resumes, correspondence, memorandums, routing slips regarding applicants for jobs with the Office for Women's Centers.

WNRC Accession 369-72A1891 Box 3 (partial)

Destroy during archival processing.

#### Program Management Division

81. Women's Training Centers Instructions, 1965-4/1966. 2 cubic feet. Arranged by numerically by Women's Training Center Instruction number.

Copies of printed Women's Training Center Instructions. These instructions, 32 in number, provide policy and procedure guidance to the operation of the Women's centers. Among the subjects covered are emotionally disturbed enrollers, records disposition, political activity and discrimination; policy on replacement of lost, damaged, destroyed and wrongfully disposed of property; Job Corps policy for routine and emergency processing of disciplinary cases; screening problems; notification of parents when enrollers left the center's control; and transfer policy and procedures.

WNRC Accession 369-68B1949 Boxes 103-104

PERMANENT. Transfer to the National Archives immediately. (Duplicates will be destroyed during archival processing.)

82. Budget and Financial Operations Files, 1964-67. 1 cubic foot. Arranged by subject.

Correspondence, memorandums, publications, budget documents, and other records pertaining to the budget and costs associated with the operation of the Women's Centers. These records were accumulated by Ms. Margaret H. Crosby who had served with division until 1968, when her slot was transferred to the Financial Management Division of the office for Plans and Programs. These records were a "historical file."

WNRC Accession 369-72A2237      Box 14

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

Field Operations Division

83. Statistical Reports, 1/1967-2/1970. Less than one cubic foot. Arranged by type of report and thereunder chronologically.

Composite Center Program Review and Analysis Reports (JC Form 142a) for the January 1967-December 1968 period, and three other statistical reports covering the post-December 1968 period. These include the Department of Labor's version of the above report and statistical information about closing down centers between April and June 1969. Also included is a small amount of correspondence regarding setting up the reporting system under the Department of Labor.

WNRC Accession 369-72A1891      Boxes 4 (partial)  
7 (partial)

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

84. Center Program Review and Analysis Reports, 1/1967-6/1969. 2 cubic feet. Arranged in chronological blocks (January-June 1967, July 1967-June 1968, July 1968-June 1969) and thereunder alphabetically by the name of a Women's Center.

Forms (JC Form 142) providing detailed statistical information on each Women's Center.

WNRC Accession 369-72A1891      Boxes 4 (partial)  
5  
6 (partial)

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

85. Proposal File, 4/1965-2/1967. 31 cubic feet. Arranged in chronological blocks and thereunder alphabetically by name of contractors for the first two blocks and by the name of the Women's Center for the latter two blocks.

Proposals, correspondence, memorandums, and other records pertaining to proposals from contractors wishing to establish Women's Centers or to provide services, including developing education and vocational training programs. The bulk of the records, covering the 1965, 1968-1970 periods, consists simply of the proposal. The 1966-67 records contain some documentation relating to the proposal in addition to the proposals.

WNRC Accession 369-68B1949	Boxes 73-98
	105
369-72A2237	2-5

Destroy immediately.

86. Contract Case Files, 1965-68. 17 cubic feet. Arranged by name of Women's Center.

Contracts, proposals, contract renewal forms, financial audits, bills submitted by contractors, and other records regarding contracts with the operators of contracted-run Women's Centers.

WNRC Accession 369-70A3566 Boxes 1-11  
369-72A2237 8-13

Destroy immediately.

87. Contract Termination Case Files, 1968-71. Less than one cubic foot. Arranged alphabetically by the name of a closed Women's Center.

Correspondence, memorandums, forms, and other records relating to closing out contracts with the contract operators of Women's centers.

WNRC Accession 369-72A1891      Box 7 (partial)

Destroy during archival processing.

## Project Managers

88. Subject File, 1966-68. Less than one cubic foot. Arranged by subject.

Correspondence, memorandums, reports, and other records pertaining to areas of responsibility and interests to project managers. Included are records related center staffing, testing, quarterly center reviews, and center review meetings. Also included are trip reports. These records were accumulated by the Project Manager for the Mid-Atlantic region.

WNRC Accession 369-71A5922      Box 2 (partial)

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

89. Center Case Files, 1966-68. 12 cubic feet. Arranged by name of a Women's Center and thereunder by two arrangements, a numeric filing system and also by alphabetically-named subjects.

Correspondence, memorandums, reports, TWXs, contracts, technical objectives and plans, photographs, slides, and other records pertaining to a Women's Center. Included are records relating to program planning and direction, community and public relations, facilities, food facilities and services, reports and statistics, counseling and guidance, contracts, educational facilities and training, medical and health facilities and services, center staff, logistics, and security and law enforcement, fire and safety. Also included are records relating to center dedication ceremonies, absent without leave personnel, the cultural enrichment program, disciplinary cases, pregnancies, problems, and terminations, EXCLUDING contract files and property management files which will be destroyed during archival processing under General Records Schedule authorities.

WNRC Accession 369-69A1515	Boxes 1-5
369-72A1891	1-2
	3 (partial)
369-71A5922	1
	2 (partial)
	3-7

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