

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Labor

2. MAJOR SUBDIVISION

National Occupational Information Coordinating Committee

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Maureen Hill

202-219-5096, X169

AVE BLANK (NARA use only)

JOB NUMBER

N1-174-00-3

DATE RECEIVED

6/7/00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

10-27-00

*[Signature]*

## 6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

6/5/00

*Maureen Hill*

Departmental Records Officer

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

Please see the attached.

*sent to agency, Nwma, NARS*

The National Occupational Information Coordinating Committee (NOICC) and the State Occupational Information Coordinating Committees (SOICC) were established by the Vocational Education Amendments of 1976. NOICC provides funds, on an annual basis, to State Occupational on an annual basis, to State Occupational on an annual basis, to State Occupational to improve coordination and communication among administrator and planners of programs authorized by the Act and by the Job Training Partnership Act, employment security agency administrators, research personnel and personnel of employment and training planning and administering agencies to develop and implement an occupational information system to meet the common occupational information needs of vocational education programs and employment and training programs at the national, state and local levels.

Subsequent legislation reinforced and expanded the primary mission and objectives of the National and State committees, including the Career Education Incentive Act of 1977; Youth Employment and Demonstration Projects Act of 1977; Comprehensive Employment and Training Act Amendments of 1978; Job Training Partnership Act of 1982; Job Training Reform Amendments of 1992; Carl D. Perkins Vocational Education Act of 1984; and Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. The Carl D. Perkins Act Amendment of 1998 eliminated authorizing language for the NOICC/SOICC Network and transferred NOICC's career development functions to the U.S. Department of Education.

Funding for the NOICC will expire on June 30, 2000 and the organization is scheduled to close on June 30, 2000.

1. **\* NOICC Administrative Memoranda and Administrative Memorandum Log**  
Administrative Memoranda from 1978 to 2000. NOICC Administrative Memoranda are used to issue directions and transmit guidance and instructions to State grant recipients. Each memoranda states the purpose, background information, and required action expected by the recipients of the memoranda. These files are arranged in chronological order and thereunder by subject and are cross-referenced by NOICC Administrative Memorandum Log.

- a. Recordkeeping Copy: **Permanent**. Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary**. Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume: 6 cu. ft.**

**FOIA Restriction: None**

2. **NOICC Information Memoranda and Information Memorandum Log**  
Information Memoranda from 1979 to 2000. NOICC Information Memoranda are used to notify State grant recipients of programs, publication and other information considered useful and potentially important to the States. These files are arranged in chronological order, thereunder by subject, and are cross-referenced by NOICC Information Memorandum Log.

- a. Recordkeeping Copy **Temporary**. Destroy immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary**. Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume: 6 cu. ft.**

**FOIA Restriction: None**

3. **General Correspondence Files (Official Files)**  
Files containing concurrence copies of all NOICC correspondence and attachments organized chronologically from 1977 to 2000.

- a. Recordkeeping Copy: **Temporary**. Destroy immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems. **Temporary**. Delete after record-keeping copy has been produced or when no longer needed for official business.

*\* revised schedule approved by RO via telephone, 6/7/00*

**Volume on hand: 16 cu. ft.**

**FOIA Restriction: None**

**4. Managers Meeting Agendas**

Managers Meeting Agenda 1990-2000 These Agendas are used in the periodic meetings conducted by NOICC internal managers and invited staff members. These meetings are conducted to schedule workloads, discuss recommended actions and keep NOICC managers informed of the status of projects in NOICC. The Agendas are filed chronologically.

- a. Recordkeeping Copy: **Temporary.** Destroy immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems: Temporary. Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: <1 cu. ft.**

**FOIA Restriction: None**

**5. Career Development Training Institute Board Minutes, Agenda and Reports**

CDTI Board minutes, agendas, and reports 1991-1999. This file contains the minutes Executive Directors Report to the Board, List of Board members and the By Laws the Board of the Career Development Training Institute. The board set policies and direction for research and training conducted by the Career Development Training Institute.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems: **Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu. ft.**

**FOIA Restriction: None**

**6. OMB Allotments**

NOICC copies of OMB allotments. The allotments contain the allocation of annual funds to NOICC to cover the annual appropriation for operating expenses.

- a. Recordkeeping Copy: **Temporary.** Destroy immediately upon the approval of this records schedule.

- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu. ft.**

**FOIA Restriction: None**

7. **NOICC's Executive Director's Calendars And Monthly Planning Calendars**

The calendars are dated from 1988 to 2000. The calendars contain the Executive Director's and NOICC staff schedules

- a. Recordkeeping Copy: **Temporary.** Destroy immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: <1 cu. ft.**

**FOIA Restriction: None**

8. **Technical Steering Group (TSG) Files, Interagency Agreements, and Memoranda of Understanding**

These files are organized chronologically from 1977 to 2000. The files contain memoranda, quarterly meeting agendas and minutes, correspondence, interagency agreements, and memoranda of understanding of the Technical Steering Group.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: 3 cu ft.**

**FOIA Restriction: None**

9. **NOICC's Executive Director's Speeches**

Copies of speeches given by the Executive Director from 1987 to 2000 filed chronologically.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: 2 cu. ft.**

**FOIA Restriction: None**

**10. Brochures**

Undated Brochures describing NOICC's mission, programs, and activities.

- a. Recordkeeping Copy **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**11. National Training Support Center Bulletins**

Periodic Bulletins developed by NOICC staff and issued by the National Training Support Center. Filed Chronologically.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**12. Occasional Papers**

Occasional Papers issued by NOICC containing research by NOICC staff or consultants about issues related to occupational or Career guidance. Filed Chronologically.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**13. Articles**

Articles from 1978 to 2000 authored by NOICC staff published by other organizations or agencies. Filed Chronologically

**Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**14. Press Releases**

Press releases issued by NOICC from 1987 to 1999. Filed Chronologically.

a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**15. NOICC Long Range Plan**

Long Range Plan for program years 1987-1991 and NOICC/SOICC Network Strategic Plan for program years 1998-2000; developed by NOICC to guide the development of NOICC and to set priorities for NOICC and the State Network of SOICCs.

a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**16. Basic Assistance Grant Folders**

Folders containing all correspondence, copies of grant transactions, grant applications and financial status reports for all State grant recipients filed by Grant Number.

a. Recordkeeping Copy: **Temporary.** Transfer to the Department of Labor, Office of Financial Management.

- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: 3 cu ft.**

**FOIA Restriction: None**

**17. Special Purpose Grant Folders**

Folders contain all correspondence, copies of grant transactions, grant applications and financial status reports for all Special Purpose grants awarded to States, associations and educational institutions for projects and assistance for NOICC.

- a. Recordkeeping Copy: **Temporary.** Transfer to the Department of Labor, Office of Financial Management.
- b. Electronic copies created on word processing and electronic mail systems Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**18. Conference Proceedings and Agendas**

National State Occupational Information Coordinating Committee Conference Agendas and Proceedings. Filed Chronologically.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.
- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

**19. Annual Reports**

A series of annual reports for Congress and the Network (State agencies and other users of occupational and career information). Filed Chronologically.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.



- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

20. **Video and Audio Tapes**

Miscellaneous video and audiotapes developed by and for NOICC. The tapes consist of Conference sessions and training.

**Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**

21. **Publications and Fact Sheets**

Publications and Fact Sheets about Occupational or Career Information developed by or for NOICC.

- a. Recordkeeping Copy: **Permanent.** Transfer to the National Archives and Records Administration immediately upon approval of this records schedule.

- b. Electronic copies created on word processing and electronic mail systems:  
**Temporary.** Delete after recordkeeping copy has been produced or when no longer needed for official business.

**Volume on hand: 12 cu ft.**

**FOIA Restriction: None**

22. **Audit Reports**

Audit reports from the States and other grantees.

**Temporary.** Destroy upon approval of this records schedule.

**Volume on hand: <1 cu ft.**

**FOIA Restriction: None**