

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-183-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provided disposition for records in a Federal Record Center. There are no records in the Federal Records Centers that reference this schedule, so it is presumed records disposition has been implemented.

Date Reported: 06/19/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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

Bureau of Employment Security

3. MINOR SUBDIVISION

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

535-8737

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-183-91-1

DATE RECEIVED

2-14-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4/9/92

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

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



is not required;



is attached; or



has been requested.

DATE

2-13-92

SIGNATURE OF AGENCY REPRESENTATIVE

Kenneth A. Mills

TITLE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

All remaining unscheduled records assigned to RG 183 as well as Bureau of Employment Security records retired by its successor the Manpower Administration under RG 369 at the Washington National Records Center. Also included are records of the War Manpower Commission which were retired by the Bureau of Employment Security.

Copies sent to agency, NN-W, NNW-S, NNT, NCF 6/9/92

**Department of Labor
Bureau of Employment Security
Record Group 183**

Described below are all remaining unscheduled records assigned to RG 183 as well as Bureau of Employment Security records retired by its successor the Manpower Administration under RG 369 at the Washington National Records Center. Also included are records of the War Manpower Commission which were retired by the Bureau of Employment Security. The National Archives will accession the permanent War Manpower Commission records under RG 211.

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 Bureau of Employment Security, War Manpower Commission, and Manpower Administration records;
 2. Records authorized for destruction by the General Records Schedules, and;
 3. Nonrecord, including duplicate materials.
-
1. General Subject Files, 1936-66. 252 cubic feet. These files are divided into three sections: (1) state files arranged alphabetically by state and thereunder in a decimal subject classification system; (2) regional files arranged in numerical order and thereunder by decimal subject classification within each region; and (3) master files arranged in a decimal subject classification system.
 - a. State and regional files consist of correspondence with or relating to local and regional employment security offices, regarding BES policies and report requirements. The master files consist of correspondence, policy releases, bulletins, digests and transcripts of telephone conferences created in response to inquiries from state and federal government agencies, along with private and educational organizations with interests in labor issues. The master files provide an overview of the development and implementation of BES policies regarding unemployment insurance, collection of statistics on wage and employment levels, and the operation of a national network of employment offices. EXCLUDING routine Congressional correspondence under classification 095.
- Bulk files consist of enclosures (reports and publications) which have been separated from incoming correspondence. Like the correspondence files, bulk files are divided into sections with arrangement schemes identical to those of the state, regional and master files.

| | | |
|------------------|--------------|------------------------------|
| WNRC Accessions: | 183-62A-90 | Boxes: 3-4 (*) |
| | 183-69A-3560 | 1-4, 7-11, 17-44 (*) |
| | 183-69A-3181 | 1-6 (*) |
| | 183-68A-5855 | 1-10 (*) |
| | 183-68A-614 | 1-30, 35-41, 44-58 (*) |
| | 183-64A-336 | 1-5, 10-42, 50-58, 61-75 (*) |
| | 183-63A-216 | 1-2, 5-26, 29-36 (*) |

[Among the accessions above marked(*) are some general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives

- b. Routine Congressional correspondence segregated under the classification number 095. These materials consist exclusively of information requests and acknowledgement letters.

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|------------------|--------------|-------------------|
| WNRC Accessions: | 183-62A-90 | Boxes: 1-2, 5-8 |
| | 183-69A-3560 | 5-6, 12-16 |
| | 183-68A-614 | 31-32, 41-42 |
| | 183-64A-336 | 6-9, 43-49, 59-60 |
| | 183-63A-216 | 3-4, 27-28 |
| | 183-68A-4699 | 1-4 |
| | 369-70A-7068 | 1-3 |
| | 369-71A-4438 | 1-2 |
| | 369-71A-4478 | 1-5 |
| | 369-76-556 | 1 |

Destroy immediately.

2. Miscellaneous Files from the Office of Management Systems, 1966-68. 2 cubic feet. Arranged in the numerical subject classification used by the Division of Management Systems and Services or by subject.

Reports, organizational charts, functional statements, procedure manuals, management and reorganization studies.

WNRC Accession: 369-70A-2595 Boxes: 1-2

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives.

3. Miscellaneous Files from the Branch of Management Analysis, 1960-66. 3 cubic feet. Arranged by the Division of Management Systems and Services numerical subject classification system or by subject.

Organizational and functional statements along with survey and inspection reports.

WNRC Accession: 183-69A-1057 Boxes: 1-3 (*)

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives.

4. Mexican Nationals Program, Employer Investigative Case Files, 1959-65. 7 cubic feet. Arranged alphabetically by name of alleged violator.

The Mexican Nationals Program provided for the importation of Mexican farm workers. An employer could be removed from this program by not maintaining proper documentation on the alien workers, paying substandard wages, or providing unsafe working and living conditions. These case files include the initial complaint; correspondence; investigative reports; decisions from the regional directors and BES Director, Robert C. Goodwin.

WNRC Accession: 183-66A-753 Boxes: 1-7

PERMANENT. Transfer immediately to the National Archives.

5. Counselor Advisor University Summer Education (CAUSE), 1964-65. 91 cubic feet. Arranged alphabetically by name, institution, or subject.

Under the Manpower Development and Training Act of 1962, the Bureau of Employment Security established a job training program for youth counselors.

- a. Program records in the Placement files and the Director's general files that document the planning, goals, and final assessment of CAUSE.

WNRC Accession: 183-66A-1384 Boxes: 33, 39-41, 61-63

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives.

b. Administrative records.

WNRC Accession: 183-66A-1384 Boxes: 1-32, 34-36, 42-44, 47-60, 64-94

Destroy immediately.

6. File Manuals, 1939-69. 2 cubic feet.

The BES files classification guide; the War Manpower Commission files manual.

WNRC Accession: 369-71A-4479 Boxes: 1-2

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives

7. Subject Files of Louis Levine, Chief, Reports and Analysis Division, 1943-1956. 6 cubic feet. Arranged by subject.

Agency histories and publications.

WNRC Accession: 183-64A-249 Boxes: 1-6

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives

8. Farm Labor Committee Reports, 1946-1955. 3 cubic feet. Arranged by subject.

Reports, correspondence, meeting minutes, and transcripts of proceedings relating to the importation of Mexican farm laborers.

WNRC Accession: 183-64A-282 Boxes: 1-3

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives.

9. Federal Advisory Council on Employment Security, 1936-54. 4 cubic feet. Arranged by subject.

The Federal Advisory Council on Employment Security composed of representatives of employers, employees and the public was established to discuss problems and

develop policy recommendations relating to employment and unemployment, and to insure impartiality, neutrality, and freedom from political influence in the solution of such problems. The files consist of reports, correspondence, meeting minutes, and transcripts of proceedings.

WNRC Accession: 183-64A-282 Boxes: 4-7

[This accession includes general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives.

10. War Manpower Commission, Business Manager's Files, 1942-44. 1 cubic foot. Arranged by subject.

Correspondence, reports, and memoranda relating to organization, management, staffing, and training.

WNRC Accession: 183-53A-549 Box: 1

PERMANENT. Transfer immediately to the National Archives. [NOTE: These records will be accessioned by the National Archives under Record Group 211, Records of the War Manpower Commission.]

11. War Manpower Commission Central Files, 1941-1947. 152 cubic feet. These files are divided into three sections. The state files are arranged in alphabetical order by state and then in a decimal system of subject classification using the Bureau of Employment Security (BES) file classification guide. The regional files are arranged in numerical order and then by decimal subject classification within each region. The master files are arranged in a decimal system of subject classification.

The state and regional files consist of correspondence to, from and about local and regional employment security offices, generated or received by the national office. These materials were created in response to inquiries from individual offices regarding BES policies and report requirements. The master files consist of correspondence, policy releases, bulletins, digests and transcripts of telephone conferences. These materials were created in response to inquiries from state and federal government agencies, along with private and educational organizations with interests in labor issues. The master files provide an overview of the development and implementation of BES policies regarding unemployment insurance, collection of statistics on wage and employment levels, and the operation of a national network of employment offices.

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| WNRC Accessions: | 183-53A-549 | Boxes: 2-19 |
| | 183-62A-086 | 1-22 |
| | 183-61A-436 | 1-63,73-87,95-112 (*) |

[In the accession above marked (*) are general office administrative files which can be separated during archival processing and destroyed under GRS 23, item 1.]

PERMANENT. Transfer immediately to the National Archives. [NOTE: These records will be accessioned by the National Archives under Record Group 211, Records of the War Manpower Commission.]

12. Statistical Reports Submitted by State Employment Offices, 1938-1968. 452 cubic feet.

The Bureau of Employment Security was responsible for programs relating to the public employment service and unemployment insurance. Each state employment security office submitted several types of statistical reports to BES, providing data on wage and employment levels along with demographic qualities of applicants and placements, and further qualified by industry. Information from these reports was published by the states, and copies of the reports are in the General Subject Bulk files. In addition, BES, the U.S. Census Bureau (RG 29), the Bureau of Labor Statistics (RG 257), and the War Manpower Commission (RG 211) analyzed and published the statistical data provided by the state employment security offices.

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| WNRC Accession: | 183-66D-1435 | Boxes: 42-48 |
| | 183-55A-428 | 1-50 |
| | 183-63A-787 | 1-10 |
| | 183-69A-5459 | 1-5,7-11 |
| | 183-67A-1050 | 1-10 |
| | 183-67A-98 | 1-5 |
| | 183-61A-317 | 12-20 |
| | 183-69A-1345 | 1-20 |
| | 183-62A-116 | 1-4 |
| | 183-63A-203 | 1-9 |
| | 183-67A-1133 | 1-7 |
| | 183-65A-732 | 1-7 |
| | 183-65A-683 | 1-2 |
| | 183-58A-244 | 1-4 |
| | 183-60A-475 | 1-8 |
| | 183-64A-228 | 1-7 |
| | 183-68A-2549 | 1-10 |
| | 183-62A-173 | 1-12 |
| | 183-67A-1051 | 1-3 |
| | 183-62A-592 | 1-4 |
| | 183-70A-6275 | 1-50 |
| | 183-68A-6300 | 1-17,29-37 |

369-72A-6211

13-24, 32-46, 53-58, 60-64, 69,
71, 73-76, 78-87, 89, 94-97,
99-106, 138

183-72G-6211

109

369-71A-6934

1-7,12

Destroy immediately.

13. Applications for Alien Employment Certification, Professional Occupations, 1964-1967. 64 cubic feet.

The United States Employment Service (part of the Bureau of Employment Security) jointly administered a program with state employment security offices to regulate the importation of alien workers. These case files include documentation of the applicants' job qualifications, education and training along with copies of specific forms required by BES, the Immigration and Naturalization Service and the State Department. These files do not include non-skilled agricultural workers.

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| WNRC Accessions: | 183-69A-3449 | Boxes: | 1-24 |
| | 183-69A-4653 | | 1-40 |

Destroy immediately.

14. Subject Files of Robert C. Goodwin, Director, BES, 1946-1961. 55 cubic feet. Arranged by subject.

Subject files including special committee and commission reports, correspondence including but not limited to acknowledgement letters and information requests files, newspaper clippings, personnel actions such as travel authorizations and cash awards, memoranda relating to meeting announcements, due dates and distribution lists for reports and notices. There are also budgetary, management and chronological correspondence files.

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| WNRC Accessions: | 183-64A-247 | Boxes | 1-34 |
| | 183-70A-51 | | 1-21 |

Destroy immediately.

15. Manpower Training Allowances Files from the Office of J. Frank Kelley, 1962-1967. 12 cubic feet. Arranged by type and then by subject, state or region.

Correspondence, legislative comments, project proposals and evaluation outlines.

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| WNRC Accessions: | 183-70A-5623 | Boxes: | 1-6 |
| | 369-70A-3647 | | 1-2,5-8 |

Destroy immediately.

16. Occupational Training Project Case Files, 1961-1969. 241 cubic feet. Arranged by state and then by case number.

The Area Redevelopment Act of 1961 and the Manpower and Development Training Act of 1962, provided for the funding of occupational training programs. These case files for local job training programs contain applications for funds (MT-2); project outlines and goals (MT-1), including supporting documents; acceptance or rejection of the application and appeals.

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| WNRC Accessions: | 183-69A-1568 | Boxes: 1-46 |
| | 183-69A-3424 | 1-13 |
| | 183-68A-2371 | 1-89 |
| | 183-66A-204 | 1-24 |
| | 369-70A-1987 | 1-47 |
| | 369-70A-2515 | 1-13 |

Destroy immediately.

17. Subject Files of the Director of Administration and Management, 1964-1968. 3 cubic feet. Arranged by subject

Budgetary and office management materials, personnel actions, and correspondence reading files.

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| WNRC Accession: | 183-68A-5430 | Boxes: 1-3 |
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Destroy immediately.

18. Subject Files of William R. Curtis, Deputy Director, BES, 1963-1966. 8 cubic feet. Arranged by subject.

Special committee and commission reports; correspondence including but not limited to acknowledgement letters and information requests; budgetary and office management studies; personnel actions; reading and chronological files.

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| WNRC Accession: | 183-67A-1331 | Boxes: 1-8 |
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Destroy immediately.

19. Human Resources Development Outreach Program for the Disadvantaged, 1966. 9 cubic feet. Arranged alphabetically by state and city.

The Human Resources Development Outreach Program for the Disadvantaged provided for the funding of positions in the state employment security bureaus. These were supervisory jobs with the primary responsibility of coordinating the activities of Youth Opportunity Center and Job Corps employees. The target audience of the HRD

staff were the chronically unemployed. These materials consist of correspondence; project proposals and evaluations of the programs on a state and selected city basis.

WNRC Accession: 183-69A-5270 Boxes: 1-9

Destroy immediately.

20. Audit Reports and Records, 1941-1965. 7 cubic feet. Arranged alphabetically by state.

Audit reports, correspondence and related documentation concerning settlement of state bureaus of employment security accounts.

WNRC Accession: 183-68A-5695 Boxes: 1-7

Destroy immediately.

21. Reference Files from the Office of Information, BES 2 cubic feet. 1963-1965.

Clippings, press releases, meeting announcements, correspondence, directives, transcripts of press conferences, transmittal letters, working papers and drafts.

WNRC Accession: 183-69A-1141 Boxes: 1-2

Destroy immediately.

22. Worksheets for Table 125 of the Population Census, 1960. 28 feet. Arranged alphabetically by state.

These materials consist of oversize worksheets providing data on employment levels by industry.

WNRC Accession: 183-69A-5152 Boxes: 1-28

Destroy immediately.

23. Manpower Development and Training Administration, Fiscal Records, 1964-1968. 28 cubic feet. Arranged chronologically and then alphabetically by State.

Forms (MT-2; OJT-2; MT-3; OJT-3; ES147; ES149; ES151; ES153) used to document and track the disbursement of funds by the MDTA for occupational training programs.

WNRC Accessions: 183-69A-1348 Boxes: 1-3
183-69A-5155 1-25

Destroy immediately.

24. Unemployment Insurance Benefit Payment Surveys, 1953-1960. 2 cubic feet.

Quarterly reports from the states, providing data on unemployment benefit payments.

WNRC Accession: 183-69A-2235 Boxes: 1-2

Destroy immediately.

25. Industry Material from the Division of the Job Market Information and Economic Analysis, 1940-1957. 3 cubic feet. Arranged numerically by SIC code.

Reports, statistics, publications and clippings relating to industrial output.

WNRC Accession: 183-69A-1412 Boxes: 1-3

Destroy immediately.

26. Foreign Labor Importation Requests, 1948-1952. 3 cubic feet. Arranged alphabetically by name of sponsoring company.

Foreign Labor Importation Requests (ES560), which include applications and supporting documents.

WNRC Accession: 183-56A-363 Boxes: 13-15

Destroy immediately.

27. Administrative Files from the United States Employment Service Relating to Personnel Matters and Policy, 1937-1947. 12 cubic feet. Arranged by subject and then alphabetically by State.

Beginning in 1941-1942, many State employment security bureau employees were transferred to Federal service for the duration of World War II. The files relate to the transfer of Federal employees back to State employment security bureaus.

Specifically, these files cover the administrative aspects of job classification and compensation plans; salary adjustments and staffing needs at the State level.

WNRC Accession: 183-56A-363 Boxes: 1-12

Destroy immediately.

28. Miscellaneous Reference Files of the War Manpower Commission, 1942-1945. 7 cubic feet. Arranged by subject.

Reference files consisting of materials relating to National Service Legislation from the office of Bernice Litwin, Acting Assistant Solicitor of Labor (box 1). The

remaining boxes (2-7) consist of administrative files from the WMC personnel office.

WNRC Accession: 183-62A-94 Boxes: 1-7

Destroy immediately.

29. Administrative Files of the State Personnel Management and Merit System Office, 1943-1965. 4 cubic feet.

Correspondence, directives surveys and studies which deal exclusively with personnel matters in the state employment security bureaus.

WNRC Accession: 183-68A-5846 Boxes: 1-4

Destroy immediately.

30. Manning Tables of the War Manpower Commission, 1942-1945. 96 cubic feet. Arranged numerically but without a key or index.

Reports (WMC form 501) from companies describing the exact nature of their business and their projected staffing needs.

WNRC Accession: 183-60A-105 Boxes: 1-96

Destroy immediately.

31. Benefit Series Service--Unemployment Insurance, 1937-1959. 4 feet. Arranged chronologically.

This publication printed decisions by courts, unemployment compensation appeal tribunals, commissions, boards of review, and States' Attorneys General. Decisions and opinions that set forth new principles and policies relating to unemployment insurance are selected for publication.

WNRC Accession: 183-60A-520 Boxes: 1-4

Destroy immediately.

32. Miscellaneous Files Relating to the Dewey Committee Report, 1942. 1 cubic foot. Unarranged.

Documents relating to a survey of employment offices in New York State consisting of volume one of the Dewey Report and loose papers.

WNRC Accession: 183-53-549 Box: 20

Destroy immediately.

33. Farm Labor Service, Placement Materials, 1947-1961. 2 cubic feet.

Publications, brochures and newsletters.

WNRC Accession: 183-64A-493 Boxes: 1-2

Destroy immediately.

34. Miscellaneous Files of the War Manpower Commission and the United States Employment Service, 1938-1948. 15 cubic feet. Arranged by subject.

Memoranda, field instructions, manuals, bulletins, and meeting minutes.

WNRC Accession: 183-64A-209 Boxes: 1-15

Destroy immediately.

35. Miscellaneous reference files, 1942-1946. 1 cubic foot. Arranged by subject.

Reports, directives, publications, handbooks, manuals, and other issuances.

WNRC Accession: 183-64A-418 Box: 1

Destroy immediately

36. Records Relating to International Meetings, 1946-65. 1 ft. 8 in. Arranged by meeting and thereunder by subject.

Correspondence, memorandums, reports, and publications relating to international meetings accumulated by the Robert C. Goodwin, the head of the Bureau of Employment Security.

WNRC Accession: 369-73-0033 Boxes: 1-2

PERMANENT. Transfer immediately to the National Archives.

37. Records Relating to a Study of European Employment Security and Unemployment Insurance, 1962. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, reports, and publications accumulated by Robert C. Goodwin, head of the Bureau of Employment Security and E. Wight Bakke, professor at Yale University, during a 1962 trip to Europe to study Employment Security and Unemployment Insurance in England and Sweden, and European Common Market in

Belgium. Most of the records are publications providing documentation on European programs, policies, and procedures.

WNRC Accession: 369-73-0033 Box: 3

PERMANENT. Transfer immediately to the National Archives.

38. Bureau of Employment Security Directive Case Files, 1965-70. 22½ cubic feet. Arranged by type of directive and thereunder numerically.

Case files containing memoranda, clearance forms, and a copy of directive. Included are Field Memorandums, BES Manual, Reports and Analysis Letters, BES Regional Memorandums, BES Staff Memorandums, Unemployment Insurance Program Letters, U.S. Employment Service Program Letters, and BES General Administration Letters.

WNRC Accessions: 369-71A4721 Boxes: 1-18
369-70A7143 1-4, 5 (partial)

PERMANENT. Transfer immediately to the National Archives.

39. Regional Financial Reading File, 1967-69. ½ cubic foot. Arranged primarily by region and thereunder chronologically.
Carbon copies of letters sent to the Regional Administrators regarding the status funding of their programs.

WNRC Accession: 369-70A7143 Box: 5 (partial)

Destroy immediately.

United States Employment Service
Office of State Personnel Management and Training

40. Office Reading File, 1967-69. 2 inches. Arranged chronologically.

Reading file for the period July 1967-April 1969. The records contains information about the functions, responsibilities, and activities of the Office.

WNRC Accession: 369-71A6368 Box: 2 (partial)

Destroy immediately.

State Personnel Management Division

41. Division Program Subject File, 1957-67. 1 foot, 3 inches. Arranged by subject.

Correspondence, memorandums, reports, studies, copies of speeches, and other records relating to the division's responsibilities. Included are records relating to the

Out-Service Training counselors, State costs, Bureau reorganization, regional personnel meetings, regional office visits and reviews, Also included are records relating to the work in 1965-66 of the Secretary of Labor's Employment Service Task Force and records relating to a 1963 survey of counselor appointees.

WNRC Accession: 369-71A6368 Boxes: 1, 2 (partial)

Destroy immediately.

State Management and Training Division

42. Division Program Subject File, 1939-69. 2 cubic feet. Arranged by subject.

Correspondence, memoranda, reports, studies, and other records relating to the division's responsibilities. Included are records relating to the Interstate Conference of Personnel Management Committee (1956-67); Personnel Officers Training Program (1958, 1963, 1965-66); Personnel Officers Training Conference (1963, 1965-66); Large State Personnel Officers Conference (1967), Interstate Conference of Employment Security Agencies (1968); and research and statistics relating to Out Service Training (1960-65). Also included are records relating to activities in each region during 1965.

Destroy immediately.

WNRC Accession: 369-71A5228 Boxes: 1-2

43. Records Relating to the Youth Opportunity Centers, 1963-66. 9 inches. Arranged by subject.

Correspondence, memorandums, press releases, and other records pertaining to evaluations of the Youth Opportunity Centers. These centers, established in 1963, served disadvantaged youth by providing diagnostic and guidance service, counseling, and social, medical, and other supportive aid. They also served as a central agency to channel youth into occupational and work training programs under the Manpower Development and Training Act and the Economic Opportunity Act.

WNRC Accession: 369-71A5228 Box: 3 (partial)

PERMANENT. Transfer immediately to the National Archives.

44. Study Background Records, 1966. 3 inches. Arranged by subject.

Correspondence, memoranda, reports relating to the study that resulted in the publication of Information on Background and Functions of Personnel engaged in Youth Outreach Activities based on Survey conducted Summer 1966. Included are the

printer's copy of the publication, log of questionnaires, status report, and some twenty copies of Bureau of Employment Security General Administration Letter No. 999, dated June 16, 1966.

WNRC Accession: 369-71A5228 Box: 3 (partial)

Destroy immediately.

Occupational Analysis and Employer Service Division
Occupational Reference Unit

45. Records of Leon Lewis, 1940-54. 4 cubic feet, 2 inches. Arranged by subject.

Correspondence, memorandums, reports, and other records accumulated by Leon Lewis, who served with various War Manpower Commission and U.S. Employment Service units and committees that developed and updated the Dictionary of Occupational Titles.

WNRC Accession: 369-72A3931 Boxes: 21 (partial), 22-25

PERMANENT. Transfer immediately to the National Archives.

46. Dictionary of Occupational Titles Source Materials, 1937-63. 239 cubic feet, 2 inches.

Case files containing forms, reports, drawings, and photographs provided by field occupational analysts and businesses. These records provide detailed information about jobs and workers. Also included are staff analyses about job titles, difficulty level of jobs, and persons best suited for the jobs. These records were used in the preparation of the first three editions of the Dictionary Occupational Titles. Most of the records date from 1937-38 and 1960-62, and pertain to the first and third edition of the DOT.

WNRC Accessions: 369-71A4992 Boxes: 1-132
369-72A3931 1-20, 21(partial),
26-51, 52 (partial), 55-114

Destroy immediately.

United States Employment Service
District of Columbia Regional Program
Youth Program-Occupational Training Division

47. Manpower Development and Training Act Inactive Institutional Project Case Files, 1962-67. 3 cubic feet. Arranged numerically.

Case files consisting of forms and reports regarding the establishment, cost, progress, and evaluation of various MDTA institutional projects carried out in the District of

Columbia. These projects involved training the unemployed to hold down jobs such as service station attendants, cooks, waitresses, tailors, dental assistants, clerks, and licensed practical nurses.

WNRC Accession: 369-69A6323 Boxes: 1-3

Destroy immediately.

48. Walter Studdiford's Manpower Utilization File, 1942-52. 2 cubic feet. 8 inches. Arranged by subject.

Correspondence, reports, memoranda, studies, publications, plant surveys, histories, and other records accumulated by Walter Studdiford who worked for the Bureau of Manpower Utilization in the War Manpower Commission, and later with the Defense Manpower Administration within the Department of Labor (1950-52).

WNRC Accession: 369-72A3931 Boxes: 52 (partial), 53-54

PERMANENT. Transfer immediately to the National Archives. [NOTE: These records will be accessioned by the National Archives under Record Group 211, Records of the War Manpower Commission.]