

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-369-92-1	DATE RECEIVED 8-10-92
1. FROM (Agency or establishment) Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment and Training Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Secretary's Commission on Achieving Necessary Skills (SCANS)			
4. NAME OF PERSON WITH WHOM TO CONFER Patsy Terhune	5. TELEPHONE 219-4841	DATE 10/12/93	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 10-15-92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>RECORDS OF THE SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS (SCANS), 1990-1992</p> <p>Final Report and Publications Files, 1990-1992. 1 cubic foot. Arranged chronologically.</p> <p>Record copies of the final report of the Commission and all other Commission produced publications.</p> <p>Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1997.</p>		
2.	<p>Commission Historical Files, 1990-1992. less than 1 cubic foot. Arranged by Subject.</p> <p>Record copies of documents pertaining to the establishment of the Commission. Includes charter, mission statement, press releases, Secretary's speeches, and like records.</p> <p>Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1997.</p>		

Copies sent to agency, NN-W, NNT, NCF, NIA 1/21/93

- 3 **Records Relating to Commission Meetings 1990-1992.** 4 cubic feet. Arranged chronologically by day, month, and year.

Record Copy of each Commission report, transcripts and minutes to Commission meetings, executive staff briefing books and related documents.

Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1997.

- 4 **Audio Tapes of Commission Meetings, 1990-1992.** 1 cubic foot.

Recording of Commission meetings. (Transcripts of meetings covered under item 3.)

Disposition. Retire to the Washington National Records Center upon termination of the Commission. DESTROY in 1997.

- 5 **Commission Produced Video Tape, 1992.** 1 tape.

Entitled "Second to None," this is the one audio-visual publication produced through the Commission.

Disposition. PERMANENT. Transfer the original or earliest generation of recording, and a dubbing if one exists, to the National Archives immediately.

- 6 **Commissioner's Correspondence Files, 1990-1992.** 1 cubic foot. Arranged alphabetically by commissioner name.

Includes correspondence concerning the goals of the Commission, the delegated tasks for each commissioner, as well as biographical information on each.

Disposition. PERMANENT. Retire to the Washington National Records Center upon termination of the Commission. Transfer to the National Archives in 1997.

7 **General Correspondence Files, 1990-1992.** 3 cubic feet.

Copies of routine outgoing program related correspondence with other Federal agencies and members of the public. Consists of transmittal letters, requests for information and administrative form letters to all commissioners.

Disposition. Retire to the Washington National Records Center upon termination of the Commission. DESTROY in 1997.

8 **Seminar and Conference Files, 1990-1992.** 2 cubic feet.

Administrative records relating to staff and Commissioner attendance at non-Commission conferences and seminars to publicize the work of the Commission. Includes agendas, travel and hotel information.

Disposition. Retire to the Washington National Records Center upon termination of the Commission. DESTROY in 1997.

9 **Publication Drafts Project Files, 1990-1992.** 2 cubic feet.

Consists of proposals, drafts, comments, correspondence, and related records leading to the final production of Commission reports and other publications. (Record copies of all publications covered in item 1.)

Disposition. Retire to the Washington National Records Center upon termination of the Commission. DESTROY in 1997.