TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  A. FROM (Agency or establishment)  DEPARTMENT OF LABOR  A. NAME OF PERSON WITH WHOM TO CONFER  A. 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 record that the records proposed for disposal in this Request of page(s) are not now needed for the business of th 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, attached.  A. GAO concurrence:  C. SIGNATURE OF AGENCY REPRESENTATIVE  D. TITLE  D. TITLE	REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK		
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408     5-3-9/1       1. FROM (Akency or stabilishment)     NOTIFICATION TO AGENCY       2. MADR SUBDIVISION     In accordance with the provisions of 4 U.S.C. 330, the disposit required, including amendments, is approximately the integrit of thema that mandments, is approximately the integrit of thema that mandments, is approximately the integrit of	(See Instructions on reverse)				NI-381-91-1		
1. FROM Makeney or stabilishimment)       In accordance with the provision of 44 U.S.C. 330         DEPARTMENT OF LABOR       In accordance with the provision of 44 U.S.C. 300         OFFICE OF ECONOMIC OPPORTUNITY       In accordance with the provision of 44 U.S.C. 300         JAMOR SUBDIVISION       In accordance with the provision of 44 U.S.C. 300         JAMOR SUBDIVISION       In accordance with the provision of 44 U.S.C. 300         JAMOR SUBDIVISION       In accordance with the provision of 44 U.S.C. 300         JAMOR SUBDIVISION       In accordance with the provision of 44 U.S.C. 300         JAMOR SUBDIVISION       In accordance with the provision of 44 U.S.C. 300         CL       Stepson         Stepson       Ste	TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408			DATE RECEIVED 5-8-91			
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A. NAME OF PERSON WITH WHOM TO CONFER       5. TELEPHONE EXT. DATI       ARCHIVIST OF THE UNITED STATE         CLUD-Stop       5. TELEPHONE EXT. DATI       ARCHIVIST OF THE UNITED STATE         S. CERTIFICATE OF AGENCY REPRESENTATIVE       5. TELEPHONE EXT. DATI       ARCHIVIST OF THE UNITED STATE         I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's record that the records proposed for disposal in this Request of page(s) are not now needed for the business of th agency or will not be needed after the retention periods specified; and that written concurrence from the Gener Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, attached.         A. GAO concurrence:       is attached; or       is unnecessary.         B. DATE       C. SIGNATURE OF AGENCY REPRESENTATIVE       0. TITLE         Paul Larson       DL RECORDS OFFICER       10. ACTION         7. TIEM					or disposal, the signature	e of the Archivist	
6. CERTIFICATE OF AGENCY REPRESENTATIVE       110, 7, 47, 11         11 hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's record that the records proposed for disposal in this Request of page(s) are not now needed for the business of th agency or will not be needed after the retention periods specified; and that written concurrence from the Gener Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, attached.         A. GAO concurrence:       is attached; or       is unnecessary.         8. DATE       C. SIGNATURE OF AGENCY REPRESENTATIVE       0. TITLE         Paul Larson       D. RECORDS OFFICER         7. TEM       S. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)       9. GRS OR UNARX USE OFFICER         10. ACTION       S. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)       0.00L (Y)         10. ACTION       S. DESCRIPTION OF ITEM (WITH Inclusive Dates or Retention Periods)       0.00L (Y)         10. ACTION       S. DESCRIPTION OF ITEM (WITH Inclusive Dates or Retention Periods)       0.00L (Y)         10. CORPS records created by the Office of Economic Opportunity. The five series described in this schedule were unintentionally omitted from N1-381-90-1. Other Office of Economic Opportunity records appraised by NARA as part of a special project to schedule all records at the Washington National Records Center are covered by N1-381-90-2.       N1-381-90-2. <td></td> <td></td> <td>5. TELEPHONE EXT.</td> <td>DATE</td> <td>ARCHIVIST OF THE</td> <td>UNITED STATE</td>			5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE	UNITED STATE	
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7. ITEM NO.       8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)       9. GRS OR SUPERSEDED JOB CITATION       10. ACTION TAKEN (WARS USE ONLY)         Job Corps records created by the Office of Economic Opportunity. The five series described in this schedule were unintentionally omitted from NI-381-90-1. Other Office of Economic Opportunity records appraised by NARA as part of a special project to schedule all records at the Washington National Records Center are covered by N1-381-90-2.       10. ACTION TAKEN (WARS USE ONLY)		C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE				
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		Opportunity. The five series were unintentionally omitted Office of Economic Opportuni as part of a special project the Washington National Reco	s described in th from N1-381-90-1 ty records apprai to schedule all	is schedul •• Other sed by NAR records at	A		

STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

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### OFFICE OF ECOMONIC OPPORTUNITY (Record Group 381)

Described below are unscheduled Job Corps records assigned to Record Group 381 at the Washington National Records Center. Job Corps records were created both by the Office of Economic Opportunity and the Manpower Administration, Department of Labor. The five series described below were unintentionally omitted from N1-381-90-1. Other Office of Economic Opportunity records appraised by NARA as part of a special project to schedule all records at the Washington National Records Center are covered by N1-381-90-2.

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.

#### Administrative Management Division

1. State Related Conservation Center Case Files, 3/65-1969. 5 cubic feet. Arranged by name of state related conservation center and thereunder by subject.

Correspondence, memoranda, TWXs, center publications, press clippings, inspection reports, trip reports, vugraphs, summary financial reports, center cost reports, strength reports, grant agreements, contracts, proposals, procurement requests, technical objectives and plans, and other records pertaining to the administration and management of the state related conservation centers in Puerto Rico, Oak Glen, California and the Lewis and Clark center. Some of the Puerto Rican records are in Spanish. Only the contract file exists for the Lewis and Clark center. Two-thirds of the records pertain to the center in Puerto Rico.

WNRC Accession 369-70A3885 Boxes 20-24

**PERMANENT.** Transfer to the National Archives immediately. (Procurement requests will be destroyed during archival processing under GRS 3.)

#### Program Development and Evaluation Division

2. Contractor Reports on Training Programs, 1965-66. 1 cubic foot. Arranged by report.

Reports prepared by contractors of the effectiveness of the Conservation Center's training programs.

WNRC Accession 369-68B1949 Boxes 58 (partial) and 59 (partial)

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

3. Tests Program File, 8/64-6/66. Less than one cubic foot. Arranged by subject.

Correspondence, memoranda, reports, samples of testing material, contract proposals, printed material, and other records pertaining to the development of test, test scoring equipment, and other activities relating to tests taken by Job Corps enrolles.

WNRC Accession 369-71A1937 Box 98 (partial)

**PERMANENT.** Transfer to the National Archives immediately. (Contract proposals will be destroyed during archival processing under GRS 3.)

## Staff Development and Training Division

4. Subject File, 1965-66. 4 cubic feet. Arranged by subject.

Correspondence, memoranda, reports, program review material, minutes of meetings, and other records relating to the development and training of Conservation Center staff. Included are files on civil rights, legal rights, mission, legislation, community relations, the outward bound program, as well as on policies and procedures.

WNRC Accession 369-69B1949	Boxes 63 (partial), 64 (partial), 65,
	66 (partial), 67 (partial),
	68 (partial), 69 (partial),
	70 (partial), and 71

PERMANENT. Transfer to the National Archives immediately.

# Associate Director for Urban Centers

 Reading File, 1/65-6/66. Less than one cubic foot. Arranged chronologically. Reading file of the Associate Director.

WNRC Accession 369-68B1949 Box 16 (partial)

PERMANENT. Transfer to the National Archives immediately.