

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

Manpower Administration

3. MINOR SUBDIVISION

Regional Manpower Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Ruby M. Roberts

5. TEL EXT.

110-5291

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have  
ceased to have suffi-  
cient value to warrant  
further retention.

☒ B The records will cease to have sufficient value  
to warrant further retention on the expiration  
of the period of time indicated or on the occur-  
rence of the event specified.

1/15/73  
(Date)

Charles W. Swann  
(Signature of Agency Representative)

Atty. Gen. Dir. of Admin. Services  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Manpower Administration (MA) encompasses a group of offices, services, and one bureau which have been established to implement the responsibilities assigned to the Department of Labor for conducting work-experience and Manpower training programs and administering the Federal-State Employment Security System. Administration of Manpower programs is directed by the Assistant Secretary of Labor for Manpower.</p> <p>In 1961, the Area Redevelopment Act (ARA) was passed to aid in stimulating the economies of areas of high unemployment which had been left behind in the process of national development. Although the program was limited in scope, enactment of the ARA was explicit recognition that the Federal Government should assist communities which experience unusually high rates of unemployment and underemployment.</p> <p>The passage of the Manpower Development and Training Act in 1962 represented a greater innovation with broader provisions for institutional and on-the-job training coupled with new support of manpower research, and the requirement of an annual Manpower Report to the President.</p> <p>The rapid expansion of the economy after 1962 was interpreted by many as indication that fiscal and monetary policies aimed at</p>		

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DATE RECEIVED <b>JAN 23 1973</b>	JOB NO.
DATE APPROVED	<b>OK 1730 130</b>
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
5-23-73 DATE	<i>James E. O'Neill</i> ARCHIVIST OF THE UNITED STATES

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>In the summer of 1971, establishment of a public service job-creation program carried this approach much further. Faced with a national unemployment rate of 6%, the Congress passed, and the President approved the Emergency Employment Act.</p> <p>Strengthening the Federal-State employment service system is an additional important direction of action. As Manpower programs were built up, employment service staffs were enlarged, salaries improved, and new facilities developed to aid in reaching disadvantaged workers. By the end of 1971, computerized job banks were in operation in over 100 metropolitan areas in 43 States.</p> <p>Within the limits permitted by existing legislative authorizations, program planning has been coordinated and administrative responsibility decentralized to regional offices. The proposed Manpower Revenue Sharing Act, recommended by the Administration, would carry this process much further. It would make possible a flexible manpower program system, federally financed but planned and operated by State and local governments in accordance with differing local needs.</p> <p>Regional offices are established in 10 areas throughout the U.S. Within its area of jurisdiction, each regional office is responsible for the planning and operation of comprehensive manpower programs, in cooperation with State, local, and private organizations within the region. Other public interest responsibilities include coordination of Manpower Administration activities with Federal assistance programs of other agencies within the region; the implementation of Manpower Administration policies on equal employment opportunity; and administrative and management assistance to State agencies and sponsors in reference to manpower programs.</p>		

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	<p>stimulating demand provided the most effective approach to reducing unemployment. Conversely, other economists argued that macro-economic policies alone could not be relied upon to solve the nation's unemployment problems without generating inflationary pressures.</p> <p>In the second half of the 1960's these disagreements were muted, as evidence showed that despite rapid increases in total employment large pockets of unemployment remained. Certain groups, particularly minorities and youth, continued to experience rates of joblessness five to ten times that of adult married men.</p> <p>Concern about the large number of young people entering the labor market with insufficient education and training led to the initiation of the Neighborhood Youth Corps and the Job Corps under the Economic Opportunity Act of 1964.</p> <p>Because of the sharp rise in the welfare rolls in the middle and late 1960's, the Social Security Act was amended to provide a work-training program for welfare clients, coupled with financial incentives for them to seek jobs. This program, set up in 1967, was substantially strengthened by further amendments to the Act in 1971.</p> <p>Another approach that gained limited support during the 1960's was direct job creation. Although it was generally believed that if people could be helped to increase their skills, they would be able to find jobs, it became apparent this was not always true for certain groups - for example, older people in geographic areas where the local economy was retrogressing. As a result, several work-experience programs were set up under the Economic Opportunity Act, including Operation Mainstream.</p>		

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DATE RECEIVED <b>JAN 23 1972</b>	JOB NO.
DATE APPROVED	<b>NN-173-130</b>
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1	<p><u>SECTION I -- RECORDS COMMON TO MOST OFFICES</u></p> <p>1. <u>Office Administrative Files.</u> Records accumulated by individual offices that relate to routine internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these papers relate to the office organization, office procedures and communications, day-to-day administration of office personnel, documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies and office equipment requests and receipts, documents regarding the use of office space and utilities, papers concerning participation in employee and community affairs, campaigns, drives, etc. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation.</p> <p>Cut off at close of fiscal year; hold one year and destroy.</p> <p>2. <u>Non-Record Material.</u> Non-record material consists of materials which have no documentary or evidential value. This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Non-record material is often found mixed with official files, even though this practice is considered poor records management. Retention of non-record material is not required. Much of this material should be destroyed without filing. If non-record material is filed, it should be kept separately from official records.</p>		

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	<p>3. <u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Cut off at close of fiscal year; hold one year and destroy.</p>		DISPOSAL APPROVED
	<p>4. <u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date; or a transitory paper being held for reference that may be destroyed on a given date.</p> <p>a. Notes and other reminders to submit a report or reply or take some action.</p> <p>b. File copies, or an extra copy of an outgoing communication, filed by the date a reply is expected.</p> <p>c. Transitory papers held in suspense pending the completion of a forthcoming action, until a short time duration (usually thirty days) has elapsed.</p> <p>Destroy on date suspended.</p>		DISPOSAL APPROVED DISPOSAL APPROVED DISPOSAL APPROVED
	<p>5. <u>Technical Reference Material.</u> Consists of copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally.</p> <p>Review annually; destroy material of no further reference value.</p>		DISPOSAL APPROVED
	<p>6. <u>Transitory Material.</u> Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than six months. Record keepers can combine the types of temporary material shown below into one transitory file arranged chronologically and destroy after a short period.</p> <p>a. Routine requests for information or publications which require no administrative action, no policy or program decisions, and no special compilations or research for reply.</p>		DISPOSAL APPROVED DISPOSAL APPROVED

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	<p>Destroy immediately after reply is made or information is furnished.</p> <p>b. Letters of transmittal that do not add information to that contained in the transmitted material.</p> <p>Destroy upon receipt.</p> <p>c. Quasi-official notices, memoranda and other papers that do not serve as a basis for official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and papers dealing with activities of employee associations or unions.</p> <p>Destroy when purpose has been served.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>

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	<p><u>SECTION II -- GENERAL MANAGEMENT AND PLANNING RECORDS</u></p> <p>1. <u>Coordination and Planning Correspondence Files.</u> These files consist of general correspondence, reports, forms, and other records on such matters as related programs of other socio-economic agencies, coordination between Federal and State Agencies and other governmental bodies. Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. <del>Destroy</del> Retain and offer to the <del>five years after cutoff.</del> National Archives for appraisal for possible retention (after stripping out material of non-permanent value) by the National Archive</p> <p>2. <u>State CAMPS Plans.</u> Files contain Cooperative Area Manpower Planning Systems (CAMPS) plans for each State within the region. Included are correspondence, reports, etc. regarding the activities, meetings, and operations of the State and area CAMPS committees in connection with their plan. These files are also maintained by the States. Cut off at end of fiscal year; <del>hold four years and destroy.</del> Retain and offer to the National Archives for appraisal for possible retention (after stripping out materials of non-permanent value) by the National Archives.</p> <p>3. <u>CAMPS Grant Files.</u> These are essentially extra copies of those documents in the official contract file such as the contract, modifications, requests to purchase equipment, and other related papers. Cut off at end of fiscal year in which contract terminates; hold one year and destroy.</p> <p>4. <u>Controlled Congressional Inquiry Correspondence.</u> Files consist of RO copies of Congressional correspondence which is channeled through the NO. Cut off at end of fiscal year; hold one year and destroy.</p> <p>5. <u>Non-Controlled Congressional or Priority Correspondence.</u> Files consist of correspondence between individuals and RO about MA programs signed at regional level. Cut off at end of fiscal year; hold one year and destroy.</p> <p>6. <u>Equal Employment Opportunity Program Correspondence Files.</u> These files are comprised of forms, reports, correspondence relating to the general administration and operation of the regional EEO Program. Cut off at end of fiscal year; hold two years and retire to the FRC. Destroy five years after cutoff.</p>	<p>RR-5/21/73</p> <p>RR-5/21/73</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

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	<p>7. <u>Equal Employment Opportunity Complaint Case Files.</u> Documents reflecting complaints of contractor or sponsor personnel concerning equal employment opportunity. Included are complaints, transmittal letters, investigative data and summaries, finding of fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar papers.</p> <p>Cut off at end of fiscal year when final action is completed; hold two years and retire to FRC. Destroy seven years after cutoff.</p> <p>8. <u>Incentive Award Case Files.</u> These records are comprised both of suggestions and honor awards. Suggestion files consist of An Idea For Improvement, DL Form 1-120; attachments or exhibits if applicable; Suggestion Evaluation, DL Form 1-234; Authorization to Issue An Award Check, DL Form 1-211; rejection notice; and related correspondence. Honor awards consist of Nomination for Performance Award, MA Form 1-8; certifying letters; samples of work or evaluations; position descriptions; other supporting papers; Notice of Approval of Quality Increase, MA Form 1-46; or Authorization to Issue an Award Check, DL Form 1-211.</p> <p>Cut off closed cases at end of fiscal year; hold three years and destroy.</p> <p>9. <u>Award Control Files.</u> Documents used in registering and controlling employee suggestions and performance award recommendations. Included are logs, registers, etc.</p> <p>Cut off at end of fiscal year; hold three years and destroy.</p> <p>10. <u>Award Report Files.</u> Documents created to provide information on participation, award approvals, savings realized, and other information about the incentive awards program.</p> <p>Cut off at end of the fiscal year; hold three years and destroy.</p> <p>11. <u>Management Improvement Project Files.</u> Background materials, such as analyses, notes, drafts, charts, interim reports, and other similar workpapers generated during the project concerning actions or changes in the manner or method of planning, directing, controlling, or doing work, which results in increased effectiveness, efficiency and economy. Usually found in Management Analysis offices.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>



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	<p>Cut off completed projects at end of the fiscal year; hold three years and destroy.</p> <p>12. <u>Management Improvement Project Schedules</u>. Documents used to identify, define, and schedule action on projects for improving and reducing cost of MA operations. Included are schedule of management improvement projects, and related papers consisting of Project Assignment Sheet, DL Form 1-1002; Management Effectiveness, MA Form 4-52; Report of Cost Reduction Objectives and Savings, DL Form 1-217.</p> <p>Cut off at end of the fiscal year; hold three years and destroy.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>

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	<p><u>SECTION III — GENERAL ADMINISTRATION AND MANAGEMENT RECORDS</u></p> <p>1. <u>Administration and Management Program Correspondence Files.</u> These files consist of correspondence, reports, forms, and other records created in administering various programs usually found in Administration and Management Services Offices, such as Fiscal Management, ADP, Contract Administration, Property, Training, State Personnel, Management Analysis, Management Information Systems and Reporting. These are files related to A&amp;MS programs, and should not be confused with Office Administrative Files.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center. Destroy five years after cutoff.</p> <p>2. <u>Financial Management Program Correspondence Files.</u> General correspondence, reports, forms and other papers created by the regions, which relate to the basic responsibilities, operations, and administration of financial management activities. These activities include such areas as state and project fiscal management and budget. The files are similar to the types of records contained in Item 1 above; however, they are usually maintained separately.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>3. <u>State Employment Security Agency General Administration Correspondence Files.</u> These files consist of correspondence, reports, forms, etc., relating to the general administration of State ES Agencies. Typical subjects include: Personnel Counseling, Weekly Status Reports, Hiring Reports, State Personnel Administration Merit System, Evaluations, State Fiscal, Complaints, and Discriminations (Case Files)</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC for three additional years, <i>The destroy. yr.</i></p> <p>4. <u>State Personnel Materials Files.</u> These files contain State classification plans; State compensation plans; changes in salaries; analyses of comparability of salaries; position classifications; merit system rules, regulations, and laws; State Agency Organization; Minority Staffing Plans; and other related papers.</p>		<p><u>DISPOSAL APPROVED</u></p> <p><u>DISPOSAL APPROVED</u></p> <p><u>DISPOSAL APPROVED</u></p>

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	<p>a. Documents approved by the regional office--Permanent. Cut off at end of fiscal year; hold ten years and retire to the FRC.</p> <p>b. Regional office copies of documents approved by the national office--Cut off at end of fiscal year; hold ten years and destroy.</p>		<p><b>DISPOSAL NOT APPROVED</b></p>
	<p>5. <u>State Employment Security Agency Budget and Fiscal Management Files.</u> These files are maintained in regional offices of MA and relate directly to the operation and administration of State ES Agencies. Included are such items as: Supplemental Budget Request and Operating Amendment, MA 2-42; Approved Operating Budget and Obligational Authority, MA 2-64; Notification of Obligational Authority, MA 2-134; description of budget items and costs; Budget Schedules; Equipment Purchase, Rental of Replacement Requests; Letter of Credit, SF-1193; Authorized Signature Card, SF-1194; State Cost Allocation Plans and regional office comments; and correspondence directly related to the operation of State ESA budget and fiscal activities.</p> <p>Cut off at end of fiscal year; hold three years and retire to FRC. Destroy four years after audits have been completed and all audit exceptions have been resolved.</p>		<p><b>DISPOSAL APPROVED</b></p>
	<p>6. <u>Request for Approval of Expenditures for Rental of Office Space.</u> These files contain offers to lease space to State ESA, correspondence between ESA and lessor and between ESA and MA. Also included are maps, floor plans, Requests for Approval of Expenditures for Repairs and Alterations and related papers. Basically, this is a typical lease file except that it does not contain the lease itself. These expenditures are approved by the RMA.</p> <p>Cut off when agency moves from the building; hold two years and retire to FRC. Destroy after four additional years.</p>		<p><b>DISPOSAL APPROVED</b></p>
	<p>7. <u>State Employment Security Agency Personnel Surety Bond Files.</u> These files may be designated as Bonding Arrangements in regional offices. They include official copies of bonds, powers of attorney, riders, and related documents for State ES Agency personnel.</p> <p>Cut off when bond becomes inactive; transfer to FRC when volume warrants. Destroy 15 years after bond becomes inactive.</p>		<p><b>DISPOSAL APPROVED</b></p>

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	<p>8. <u>Collateral Security Adjustment Files.</u> Consist of regional office copies of correspondence between Manpower Administration national office and banks in the region. Correspondence designates the amount of collateral banks must hold in security for deposits of ES funds. Destroy obsolete bank requirements when superseded.</p>		<b>DISPOSAL APPROVED</b>
	<p>9. <u>Report of Audit Files.</u> Contain Report of Audit by DOL auditors performed on State ES Agencies; comments to the State ESA by regional offices; action taken to improve procedures, etc.; settlement correspondence between State ESA, DOL national office, and regional office. Cut off when audit report completed and all exceptions resolved. Destroy along with records to which they pertain.</p>		<b>DISPOSAL APPROVED</b>
	<p>10. <u>Budget Instruction Files.</u> Regional office copies of drafts of budget instructions to State ES Agencies to use in compiling their budgets; comments on public laws; fiscal policies; fiscal letters from national office; and other related papers. Cut off at end of the fiscal year covered. Hold two years and transfer to FRC if volume warrants. Destroy four years after cutoff.</p>		<b>DISPOSAL APPROVED</b>
	<p>11. <u>Financial Management Special Project Files.</u> These files relate to special projects to implement various types of financial management systems. They include such items as organization charts, Gantt charts, progress reports, worksheets, correspondence and other papers related to the specific project. An example of a project would be Implementation of Cost Accounting. Cut off at end of fiscal year in which project completed; hold three years and destroy.</p>		<b>DISPOSAL APPROVED</b>
	<p>12. <u>STEP Agreement Files.</u> Official file for Supplement Training and Employment Program contracts or agreements, maintained in the State and Project Fiscal Management Office. Consist of application for Project under the Supplemental Training and Employment Program, MA 6-20; Supplemental Budget Request and Operating Budget Amendments, MA 2-42. Cut off at end of fiscal year when project is terminated; hold two years and retire to FRC. Destroy six years after cutoff.</p>		<b>DISPOSAL APPROVED</b>

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	<p>13. <u>Budget and Fiscal Report Files.</u> These files are maintained in the RO State and Project Fiscal Management Offices and consist of copies of documents prepared in State ES Agency and transmitted to MA national office. Included are such items as: MDTA Allowance Funds, MA 2-17; Status of Obligational Authority, MA 2-44; Report 60; Reconciliation of Liability to MA, MA 2-66; Request for Additional UI Contingency Positions for the Quarter, MA 2-104; Statement of Expenditures and Financial Condition of Federal Funds Unemployment Compensation for Federal Employees, Ex-Servicemen and Veterans, ES-191; Request for Federal Funds for Payment of Unemployment Compensation for Federal Employees, Ex-Servicemen and Veterans, ES-190; Authorization to obligate funds for unemployment compensation, MA 2-68; Statement of Expenditures and Financial Condition of Federal Funds for Payment of Temporary Extended Unemployment Compensation, ES-181; Personnel Time Report; MA 2-16.</p> <p>Cut off at end of fiscal year; hold two years and destroy.</p>		DISPOSAL APPROVED
	<p>14. <u>Funds Receipt &amp; Custody Records.</u> These files are comprised of documents reflecting the collection, custody, and deposit of funds, exclusive of those documents maintained in the Payment Folder. Typical items include Voucher and Schedule of Payment, SF 1166 and SF 1167; Schedule of Cancelled Checks, SF 1098; Request for Issuance of Replacement Checks, SF 1147; Certificate of Deposit, SF 219; Statement of Transaction, SF 224. Note that the Payment Folder or File is merged with the Official Contract File when terminated.</p> <p>Cut off at end of the fiscal year; hold one year and retire to the FRC if volume warrants. Destroy four years after cutoff.</p>		DISPOSAL APPROVED
	<p>15. <u>Manpower Administration Contract Files.</u> These files consist of the record copies of papers (including correspondence) documenting actions taken during the history of each manpower training or development project identified by any of several names, including: MDTA, JOBS, NYC, WIN, PSC, CEP, OJT, New Careers, Operation Mainstream, EEA, Grants, E &amp; D Projects, and others. These project files are sectionalized into the following basic areas: Proposal; Contract and Modifications; Sub-Contracts; Property; Close-Out; Fiscal.</p>		

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	<p>The length of the list of forms and documents in contract files precludes itemizing them here. MA Form 3-16, Official Contract File Checklist, contains a listing of all documents.</p> <p>a. <u>Official File Copy.</u> Cut off on termination of the contract or on final payment, whichever is later; hold one year from the end of the fiscal year in which the contract terminates or final payment received, and transfer to the FRC. Destroy six years after cutoff.</p> <p>b. <u>Contract Documents Extra Copy Files.</u> These files consist of duplicate copies of documents in the Official File and are maintained in Area Operations Offices, OPTS Offices, and others. Destroy when terminated if no longer needed for reference. These terminated files should in all cases be destroyed within three months of termination since they contain no record copies.</p> <p>16. <u>Project Data Card Files.</u> These files consist of project data cards for the different Manpower programs such as MDTA, WIN, CEP, EEA, EOA, JOBS, JOPS, etc. The cards are used as statistical input for Operations Planning &amp; Control System and as keypunch input on EEA program. Each card shows identifying information about the individual project including city, county, SMSA codes; keypunch coding; sponsor name and address; project director; contract number; contract date; occupation and DOT codes and number of trainees; enrollment information; funds data; and narrative statement.  Cut off terminated projects at end of fiscal year; hold two years and destroy.</p> <p>17. <u>Skills Surveys Files.</u> Copies of skills surveys by States. These are duplicates of files maintained in the national office.  Cut off at end of fiscal year; hold two years for reference, then destroy.</p> <p>18. <u>Research Contracts Printed Reports Files.</u> These records consist of printed reports by institutions or by individuals or labor problems, conditions, etc., and are used as reference files.  Destroy when five years old or reference value is exhausted. If a reference library is maintained in the regional office, these reports should be included and could possibly be retained for longer periods.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>

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	<p>19. <u>Area Manpower Review Files.</u> These files consist of narratives compiled by State ES Agencies, showing employment, manpower resources, estimates of unemployment, etc. These are copies of documents sent to the national office. Cut off at end of fiscal year; hold two years and destroy.</p> <p>20. <u>Position Description Files.</u> Documents describing duties, responsibilities, and supervisory relationships of each position in the Regional Office, Optional Form 8. Maintained in Administration and Management Services offices, these are extra copies of official files maintained in Regional Administrative Office. Destroy upon supersession or abolishment of the position.</p> <p>21. <u>Administrative Copy Personnel Documents.</u> These items are maintained in Administration and Management Services offices and are copies of official file documents maintained in the RAO. Items included are SF-50, Personnel Action; SF-52, Request for Personnel Action; SF-7 Service Record Cards; Performance Evaluation; "Skeleton" Personnel Folders; and other documents which are copies of official file documents maintained by the RAO. Cut off at end of the fiscal year, hold one year and destroy.</p> <p>22. <u>Requisition Files.</u> These records consist of Requisitions for Equipment and Supplies, DL Form 1-1; Requisition for Printing GSA Form 50; and other requisitions for non-personal services. These are copies of the forms sent to the RAO. Cut off at end of fiscal year; hold one year and destroy.</p> <p>23. <u>Administrative Copies of Payment Authorization Documents.</u> These files consist of extra copies of bills or invoices received from companies supplying goods and services to the Manpower Administration. Typical items include copies of telephone bills, invoices for services and equipment, etc. Originals are coded by appropriation, approved for payment, and routed to the RAO, who maintains official file. Cut off at end of fiscal year, hold one year and destroy.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>24. <u>Administrative Copies of Travel and Transportation Documents.</u> These files are accumulated in Administration and Management Services offices and include extra copies of travel and transportation documents of these originals in the RAO. Included are copies of Travel Authorizations, Travel Vouchers, Travel Requisitions, Requests for Advance of Funds, and other documents related to official travel including permanent change of station documents. Copies are used for funds control purposes.</p> <p>Cut off at end of the fiscal year; hold one year and destroy.</p>		<b>DISPOSAL APPROVED</b>
	<p>25. <u>Training General Administrative Files.</u> Documents relating to the general administration of employee training programs, such as announcements and schedules of training courses and seminars, inventories of available training resources, requests for information on training activities, and similar papers.</p> <p>Cut off at end of the fiscal year; hold two years and destroy.</p>		<b>DISPOSAL APPROVED</b>
	<p>26. <u>Training Report Files.</u> Documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports, special training reports; listings and reports of employees trained; study reports, and coordinating actions.</p> <p>Cut off at end of the fiscal year; hold two years and retire to the Federal Records Center if volume warrants. Destroy five years after cutoff.</p>		<b>DISPOSAL APPROVED</b>
	<p>27. <u>Training Record Files.</u> Training achievement records and cards showing history of individual employees. Arranged alphabetically by employee name.</p> <p>Destroy individual record upon separation or retirement of employee.</p>		<b>DISPOSAL APPROVED</b>
	<p>28. <u>Individual Trainee Files.</u> Case files containing applications, schedules, certificates, reports of progress and attendance, and related data concerning individual employee participating in the college trainee or other formal technical or clerical training program under a training agreement.</p> <p>Cut off at the end of fiscal year following completion of training; hold five years and destroy.</p>		<b>DISPOSAL APPROVED</b>



# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>29. <u>Training Participation Records.</u> These files consist of forms showing employee requests for training courses, approvals, costs, location, statements of evaluation of the training, etc. Included are Assignment to Training Received, DL Form 1-101 and Report and Record of Training Received, DL Form 98. The following disposition standards apply if these documents are maintained exclusive of individual training record files.</p> <p>Cut off at end of the fiscal year; hold five years and destroy.</p> <p>30. <u>Regional Training Plan Files.</u> These records consist of papers accumulated in compiling the Regional Training Plan. Included are copies of correspondence showing proposed training courses, concurrences, approvals, and related items. A final of the approved Regional Training Plan is included.</p> <p>Cut off at end of the fiscal year; hold five years and destroy.</p> <p>31. <u>Records Transmittal and Receipt Files.</u> These files consist of SF 135, Records Transmittal and Receipt, covering records transferred to a Federal Records Center.</p> <p>Cut off at the end of each fiscal year, and hold in active files. Destroy when records transmitted on the SF-135 have been destroyed by the Federal Records Center.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SECTION IV -- PROGRAM AND TECHNICAL SERVICES PROGRAM FILES</u></p> <p>1. <u>Correspondence Files.</u> These consist of correspondence, reports, forms and other records created in rendering program and technical services to MA operational units, State ES agencies, other sponsors and related activities. These files are maintained in OPTS and are classified according to the MA Uniform Files Classification Guide. Typical subjects include: Testing and Test Development, Work Sampling, Job Bank, Youth and Minority Programs, Supportive Services, Basic Education, Counseling, Outreach and Recruitment, Orientation, Employer Services, Immigration, Placement, and program areas, such as EEA (PEP), WIN, CEP, Food Stamp, JOBS, etc.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. <del>Destroy five years after cutoff.</del> Retain and offer to the National Archives for appraisal for possible retention (after stripping out materials of non-permanent value) by the National Archives</p> <p>2. <u>Alien Employment Certification Case Files.</u> Consist of Form Letter 71-48, Application for Alien Employment Certification; ES 575-A (MA 7-50A), Application for Alien Employment Certification-Statement of Qualifications of Alien; MA 7-50B, Job Offer for Alien Employment; ES 575, Transmittal Memorandum. Large volume, filed alphabetically by name of employer. (Terminated files)</p> <p>Cut off at final action; hold two years and transfer to FRC. Destroy five years after cutoff.</p> <p>3. <u>Immigration Case Files.</u> Contain Regional Reviewing Officer's decisions and correspondence with applicants for alien employment certification and appellants from determinations by the Regional Certifying Officer.</p> <p>Cut off closed cases at the end of the fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>4. <u>Farm Labor and Rural Manpower Program, General Correspondence Files.</u> These records consist of files and reports related to the operation and administration of the Farm Labor Program. Typical subjects include: Small Communities Program; Concerted Services Program; Farm Mechanization; Migrant Farm Labor Centers and Rest Stops; Health Standards; Migrant Labor Camps; Wheat Harvest; Agricultural Day Haul Program; and reports such as "In-Seasons" Farm Labor Report, ES 223; Annual Agricultural and Fool Processing Report, ES 225.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p>	<p>RR-572123n</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>5. <u>Farm Labor Registration Case Files.</u> Consist of Application for Farm Labor Contractor Certificate of Registration; Farm Labor Contractors' Activities Investigation Report; Insurance Policy; Fingerprints; Transmittal Letters; and other related papers.</p> <p>Cut off at end of fiscal year. Bring forward renewal cases; hold cases not renewed for two years and retire to FRC. Destroy five years after cutoff.</p>		<b>DISPOSAL APPROVED</b>
	<p>6. <u>Contract Documents Extra Copy Files.</u> See Item 15 b under General Administration and Management Records, Section III.</p>		<b>DISPOSAL APPROVED</b>
	<p>7. <u>Model Cities Project Files.</u> Arranged by city and project under that city. They contain correspondence, action plans, DOL and other agency reviews, reports and related papers. These also are comprised of extra copies of HUD material.</p> <p>Cut off at end of fiscal year in which project is completed; hold one year and destroy.</p>		<b>DISPOSAL APPROVED</b>
	<p>8. <u>Model Cities Administrative Files.</u> These files consist of correspondence, reports, newspaper clippings and other papers relating to the Model Cities program. Since Model Cities is a HUD program these are primarily extra copies and are of short-term reference value.</p> <p>Cut off quarterly; hold one quarter and destroy.</p>		<b>DISPOSAL APPROVED</b>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SECTION V -- JOB CORPS PROGRAM FILES</u></p> <p>1. <u>Job Corps Program Correspondence.</u> Files accumulated by regional offices documenting the basic responsibilities, operations, and administration of the Job Corps function. These files consist of routine correspondence, reports, forms, and other records specifically related to Job Corps. Arranged according to the Manpower Administration Uniform Files Classification Guide.</p> <p>Cut off at end of the fiscal year; hold two years and transfer to FRC. <del>Destroy after three additional years.</del> Retain and offer to the National Archives for appraisal for possible retention (after stripping out materials of non-permanent value) by the National Archives. <i>RR - 5/21/73</i></p> <p>2. <u>Official Job Corpsmember Records.</u> Comprised of the following folders: Personnel, JC Form 48b (See JC Inst. 69-1, para. 6, for forms listing), Health, JC Form 48, Educational, JC Form 48 c, and other related papers. Maintained alphabetically by name. (Samples submitted herewith) (Because of the unique nature of these records, a policy decision as to final disposition is being sought from NARS.)</p> <p>3. <u>JC Placement Record Card.</u> Job Corps SW Form 4-18, Record Card. Filed alphabetically by name. Maintained for statistical purposes. Shows separation date, center, date sent, disposition, how placed, date record retired, and FRC Accession number.</p> <p>Cut off terminated cards at end of fiscal year; hold three years and destroy.</p> <p>4. <u>Selection-Assignment Control Card.</u> Files consist of Job Corps Form 113, Selection-Assignment Control Card, filed alphabetically by male and female. Shows identification, when assigned, reason for cancellation, name and address of screening agency, and reading test score.</p> <p>Cut off at end of fiscal year, hold one year and transfer to FRC. Destroy six years after cutoff.</p> <p>5. <u>Job Corps Assignment Files.</u> Data submitted by screening agency on individuals for assignment to center. Consist of OEO Form 16 (MA 6-52), Corps Data Sheet; JC Form 1 (MA 6-53), Job Corps Health Questionnaire; JC Form 7a, Statement from Institution; Letter requesting Waiver; SW Form 4-6, Review of Medical Report; JC Form 107 (MA 6-66), Notice of Incomplete Application. All items duplicated in Job Corpsmen Folder. Large volume chronologically arranged.</p>	<p>Samples furnished</p>	<p><b>DISPOSAL NOT APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>Cut off at end of FY following shipment; hold one year and destroy.</p> <p>6. <u>Job Corps Enrollment and Departure Report.</u> Consist of JC Form 83 (MA 6-57), Enrollment and Departure Report. <u>Duplicated in Personnel Folder.</u> Cut off at end of <u>fiscal</u> year; hold two years and destroy.</p> <p>7. <u>Job Corps Meal Tickets.</u> Files consist of regional office <u>transportation unit</u> copies of JC Form 16 (MA 6-26), Job Corps Meal Ticket. Filed by serial number. Originals presented for payment to U.S. Army Finance Center. Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p> <p>8. <u>Job Corps Transportation Requests.</u> Files consist of regional office transportation unit copies of SF 1169a, Transportation Request. Originals presented to U.S. Army Finance Center. Filed numerically by serial number. Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p> <p>9. <u>Job Corps Movement Folders.</u> Files consist of JC Form 88 (MA 6-31), Job Corps Reservation Record, showing itinerary and costs in draft form, JC Form 509, Job Corps itinerary in final form and other related papers. Filed JC movement number and center. Cut off completed folders at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p> <p>10. <u>Incidental Expense Voucher Files.</u> These files consist of SF 1166, Voucher and Schedule of Payments, and SF 1167, Continuation Sheet. Vouchers cover Corps member's incidental transportation expenses not paid by Transportation Requests (TR). Typical expenses are taxi fare, limousine service, unplanned lodging and meals. Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p> <p>11. <u>Teleticketing Sales Summary Files.</u> Consist of documents prepared monthly showing a summary of airline tickets issued by Job Corps Transportation Unit. Form used is supplied by the carrier. The form shows value of tickets issued, method of payment, total number of</p>		<p><del>DISPOSAL APPROVED</del></p> <p><del>DISPOSAL APPROVED</del></p> <p><del>DISPOSAL APPROVED</del></p> <p><del>DISPOSAL APPROVED</del></p> <p><del>DISPOSAL APPROVED</del></p>

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	<p>tickets, credits, and partially used tickets. Form is mailed to the commercial carrier's office for billing purposes.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		DISPOSAL APPROVED
	<p>12. <u>Unused Ticket Claim Files.</u> These files consist of JC Form 18, Transmittal Letter for Unused Tickets. Monthly report to U.S. Army Finance Center to reclaim unused Job Corps transportation tickets.</p> <p>Cut off at end of fiscal year; hold one year and transfer to FRC. Destroy four years after cutoff.</p>		DISPOSAL APPROVED
	<p>13. <u>Input Assignment Transportation Files.</u> These records (maintained in Job Corps Transportation units) consist of movement registers showing date of travel, date assigned to travel clerk, clerk's name, etc.; JC Form 19, Travel Authorization, listing names of travelers and locations. Authorizations received from Job Corps Assignment unit and are used by Transportation unit as a source document to provide and schedule transportation for enrollees. Transportation Authorization also maintained in Job Corps Movement Folder.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		DISPOSAL APPROVED
	<p>14. <u>Outgoing Assignment Transportation Files.</u> These records (maintained in Job Corps Transportation units) consist of movement registers and copies of teletypes from Centers authorizing transportation from Center to various locations. Used to provide and schedule travel for departing Corpsmembers. Teletypes duplicated in movement folders.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		DISPOSAL APPROVED
	<p>15. <u>Transportation Cost Transmittal Files.</u> Feeder report to Job Corps national office using MA Form 6-25 (JC Form 90), Transportation Cost Transmittal Sheet. Prepared monthly, coding amounts expended for different modes of travel such as air costs, bus costs, rail costs, and meal costs. MA 6-25 is a source document for key-punching in national office. Printout received by regional office.</p> <p>Cut off at end of fiscal year; hold one year and destroy.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p><u>SECTION VI -- UNEMPLOYMENT INSURANCE PROGRAM FILES</u></p> <p>1. <u>Unemployment Insurance Program Correspondence.</u> These files consist of correspondence, reports, forms and other records documenting the administration and operation of the UI function in the region. Arranged according to the MA Uniform Files Classification Guide, typical examples of UI correspondence include: Temporary Disability Insurance, Separation from Work, Eligibility-Disqualification, Misconduct, Benefits, Overpayment and Fraud, Contributions, Tax Functions, Experience Rating, Coverage, Taxable Wage, Wage Records, Manpower (Civil Defense), Research and Program Planning, State UI Programs, Self-Evaluation Program, Disaster Unemployment Assistance, MDTA Allowances, Electronic Data Processing, Interstate Benefits, State Organization and Management, Minority Group Discrimination, ARA, Trade Expansion Act, Job Mobility Demonstration, Federal Program Evaluation, Claims, Service to Claimants Project, Claimant Complaints, WIN Payments, WIN Relocation Grants, Prisoner Incentive Payments, Allowance Notifications Under National Contracts (OJT and Institutional), MDTA and WIN Appeals.</p> <p>Cut off at end of the fiscal year; hold two years and transfer to FRC. <del>Destroy after three additional years.</del> Retain and offer to the National Archives for appraisal for possible retention (after stripping out materials of non-permanent value) by the National Archives. <i>RR - 5/21/73</i></p> <p>2. <u>Unemployment Insurance Program Reports.</u> These files consist of regional office copies of UI reports prepared by States and sent to UI national office. The following items are included: Quarterly reports by States of forms transmitted, received (not returned); ES-931 (MA 8-36), ES-935, ES-973, and ES-934 (MA 8-33); Benefit Appeals, ES-221; Benefit Rights and Experience, ES-218; MDTA Allowance Activities, ES-214B; Payments and Liabilities, ES-213; Claims and Payment Activities, ES-210; Overpayments and Willful Misrepresentation, ES-227; Research Study Report, DL 1-327; Actuarial Research, Form ES-280; Report of Coverage, ES-202; Transmittal Sheet - ES-203; Annual Report of Experience Rating Accounts, ES-204; Annual Earnings by High Quarter, ES-206; Non-monetary Determination Activities, ES-207; Contributions Operations, MA-81; Reports of Discrepancies, Copies of Form Letter 74-10 (MA 8-20); UI Budgets and Grants, MA 2-86 and MA 2-87; UCFE and UCX Appraisal (MA-24); Report of Verification Activities Showing Offices Receiving MA 8-36 and MA 8-34; Report of</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>Federal Agency Visit, MA 8-31; Personnel Time Report, MA 2-16; Income-Expense Analysis, UC Fund Clearing Account, BES 84-1; UC Fund Benefit Payment Account, BES 84-13; Monthly Analysis of Benefit Payment Account, BES 84-01; Monthly Analysis of Clearing Account, BES 84-05; Summary of Financial Transactions Unemployment Fund, MA 2-112; Summary of Financial Transactions. Title IX Funds (Reed Act), Overpayment and Fraud Program; Annual Plan of Action, ES-830; Report of Accomplishments, ES-831; Disaster Unemployment Assistance, Payment Activities under the Disaster Relief Act of 1969, MA 5-32; and regional office copies of other UI program reports.</p> <p>Cut off at end of fiscal year; hold two years then destroy.</p> <p>3. <u>Unemployment Insurance Litigation Case Files.</u> Documents relating to actual legal proceedings in which UI has been involved. Included are copies of briefs, opinions, etc.</p> <p>Cut off at end of fiscal year when case is closed; retain ten years then destroy.</p> <p>4. <u>Proposed UI Legislation Comments.</u> Comprised of copies of drafts of State laws, comments, correspondence related to the effect of draft legislation on State regulations. Report of status of State Legislative Planning, and other related papers.</p> <p>Cut off when legislation dropped; hold five years and destroy.</p> <p>5. <u>Enacted UI Legislation Comments.</u> Files contain copies of State legislation and regulations related to UI functions, comments, and related correspondence.</p> <p>Cut off when legislation enacted; hold five years, then destroy.</p> <p>6. <u>UI Evaluation Outline.</u> Files contain UI Evaluation Outlines for several activities, typically consisting of the following: Evaluation Outline No. 54, Evaluation of Benefit Payment Control; UCFE-UCX Appraisal Outline; Evaluation Outlines No. 57A and 57C, Field Tax and Audit Functions; Evaluation Outline No. 58, Interstate Benefit Payment, Evaluation of Interstate Claimstaking Activities. UI Self Appraisal Outline; MDTA-WIN Administrative Review.</p> <p>Cut off at end of fiscal year; hold two years and retire to FRC. Destroy five years after cutoff.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>7. <u>UI Certified Materials - State Legislation.</u> Files contain copies of State legislation affecting UI. MA 8-7, Transmittal of UI Material. Cut off at end of fiscal year, retain five years, then destroy.</p> <p>8. <u>UI Certified Materials - Appeals Referee and Court Decisions.</u> Regional office copies of State Appeals Referee Decisions and copies of court judgments for individual cases where claimant tries to receive unemployment compensation benefits; BES Form 95-03 (MA 8-7)n Cut off at end of fiscal year; retain only as long as needed for reference or a maximum of five years, then destroy.</p> <p>9. <u>Appeals Case Files.</u> Regional office copies of decisions of Appeals Referee, copies of court documents affirming or rejecting appeals decisions, background materials, and correspondence related to the particular case. Cut off at end of fiscal year when case closed; hold two years and then retire to FRC. Destroy five years after cutoff.</p> <p>10. <u>Request for UCFE/UCX Claim Information Assistance Files.</u> Contain wage and separation information - UCFE, ES-931; Request for Military Information from Armed Forces, ES-973A; copies of form letters, MA 8-17 and MA 8-13B on UCX Claimants; Report of Federal Agency Visit - UCFE, ES-939 (MA 8-31)n; correspondence from State agencies requesting assistance in obtaining information from federal agencies on UCFE and UCX claimants. Cut off at end of fiscal year; hold one year and destroy.</p> <p>11. <u>WIN Appeals Case Files.</u> Contain WIN appeals decisions as provided in Section 4, Program Standards, Subsection 412(9)J, Appeal to the Regional Manpower Administrator, WIN Handbook. Files include final decisions by the RMA and transcript of the fair hearings. Permanent regional office precedential cases. Cut off closed cases at end of the fiscal year; retire to FRC two years after cutoff if volume warrants.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL NOT APPROVED</b></p>

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	<p>12. <u>DUA (Disaster Unemployment Assistance) Appeals Case Files.</u> Contain appeals to the RMA on DUA decisions, as provided in 20 CFR 625.12(a), <u>DUA Handbook</u> 640, 820, 830. Files include final decision by the RMA and transcript of hearing.</p> <p>Permanent regional office precedential cases. Cut off closed cases at end of the fiscal year. Retire to FRC two years after cutoff if volume warrants.</p>		<b>DISPOSAL NOT APPROVED /</b>