

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0369-2022-0001

Status: APPROVED
Date Approved: 08/06/2024

General Information

Agency or Establishment	Employment and Training Administration
Record/Scheduling Group	0369 - Records of the Employment and Training Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Office of Foreign Labor Certification (OFLC) Program Records
Additional Schedule Information	Records documenting the development, formulation, and implementation of Office of Foreign Labor Certification (OFLC) programs, policies, projects, and initiatives relating to immigration, visa services, and fraud detection and prevention, These records include aggregate and disclosure reports, immigration reports; country files; alert bulletins; studies; policy coordination and implementation; studies, correspondence providing guidance on the processing of applications, periods of validity, and employer responsibilities; briefing papers; position papers; legal opinions and guidance; memoranda of agreement and understanding, standards of operations; and all other related records.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4
Number of Temporary disposition items: 3
Number of Permanent disposition items: 1
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0369-2022-0001

Item #	Title	Disposition
0001	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications	Permanent
0002	Foreign Labor Certification (FLC) Application Issuance Case Files	Temporary
0003	Foreign Labor Certification (FLC) Subject Files	Temporary
0004	Foreign Labor Certification (FLC) Working Files	Temporary

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Records Schedule Items

DAA-0369-2022-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications	
Item Description	Annual disclosure data of aggregate data on PERM, H-2A, H-2B, LCA (H-1B, H-1B1, E-3), CW-1 labor certification and Prevailing Wage Determination collected throughout the year from various case management systems or resources.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0369-2013-0002-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Structured data formats:500 MB	
Date span of the initial transfer	From: --/--/2019 To: --/--/2019	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0369-2022-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Foreign Labor Certification (FLC) Application Issuance Case Files	

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Item Description	Records which document the workflow, analysis, and issuance of agricultural, non-agricultural, professions/specialty occupation, and longshore work visas consisting of application data for H-2A, H-2B, H-1B, and D-1, CW-1, and PERM case files. Records include the application form, personal and biographic data, adjudication data, visa clearance, name check data, case summary, reports, correspondence, notes, and other supporting documentation regarding the case file applications from employers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0369-2013-0002-0001	No	
DAA-0369-2013-0002-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff records at the final determination.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0369-2022-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Foreign Labor Certification (FLC) Subject Files
Item Description	These records include subject files such as incoming and outgoing correspondence, special inquiries, compliance, decision papers, talking points, notes, meetings, and briefing materials. Records also include wage data for adjudication, nondisclosure data, interagency group presentations and reports, weekly and operational reports, and related memoranda.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0369-2013-0002-0005	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which subject files were produced.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0369-2022-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Foreign Labor Certification (FLC) Working Files
Item Description	These records consist of substantive drafts, supporting documentation, and correspondence prepared by the Office of Foreign Labor Certification used in the preparation for final reports and program files. Records include documents submitted through clearance for finalization, draft adhoc reports and correspondence, and notes and memoranda coordinated and circulated for policy development, action, and decision-making.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

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Cutoff Instructions	Other: Cutoff at the end of the fiscal year
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	08/08/2022
Approve	Colleen Shogan	08/06/2024