

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0369-2013-0002

Status: APPROVED
Date Approved: 07/03/2013

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 Subdivision
Major Subdivision	Office of Foreign Labor Certification
Schedule Subject	Employment-Based Immigration -Foreign Labor Certification Records in the OFLC National Office and its National Processing Centers
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 4

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 4

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Records Schedule Number: DAA-0369-2013-0002

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Outline of Records Schedule Items for DAA-0369-2013-0002

Item #	Title	Disposition
0001	Foreign Labor Certification (FLC) Application Case Files	Temporary
0002	Case Management Systems	Temporary
0003	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications	Permanent
0004	Paradox	Temporary
0005	Nondisclosure Data	Temporary

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Records Schedule Number: DAA-0369-2013-0002

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Records Schedule Items

DAA-0369-2013-0002-0001		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Foreign Labor Certification (FLC) Application Case Files	
Item Description	Paper and electronic records of case files not loaded or tracked through a case management system.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-369-11-001 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0369-2022-0001-0002 on 08/06/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff closed case files at the end of Fiscal Year that the cases were closed.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0369-2013-0002-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Case Management Systems	
Item Description	Databases used for collaboration on various applications allowing personnel access and information sharing on status of applications filed.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-369-11-001 / 2	No
N1-369-11-001 / 3	No
N1-369-11-001 / 4	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0369-2022-0001-0002 on 08/06/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Once system is replaced, and data is transferred or completed, the system becomes a legacy system that will no longer be used or referenced.
Retention Period	Destroy immediately after schedule approval and no longer needed for administration or other business operation.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0369-2013-0002-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Aggregate and Disclosure Data of Permanent and Temporary Employment Program Labor Certification Applications
Item Description	Annual reports of aggregate, disclosure data on PERM, H-2A, H-2B, LCA, and Prevailing Wages and statistical information collected throughout the year from various case management systems or resources. Other reports that capture or reflect Disclosure Data such as facts sheets and statistical information relating to data disclosed to the public.
Is this item media neutral?	No
Media limitation	Digital only

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Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-369-11-001 / 6	No
N1-369-11-001 / 7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0369-2022-0001-0001 on 08/06/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of Calendar Year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Date span of the initial transfer	From: --/--/2001 To: --/--/2008
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0369-2013-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Paradox
Item Description	Database and data of applications that no longer exist. Paradox allowed OFLC personnel access to some labor certification applications filed prior to 2005. Index to temporary case files to be destroyed according to schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Destroy immediately upon approval of schedule.
Retention Period	Destroy immediately after approval of schedule.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0369-2013-0002-0005	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Nondisclosure Data
Item Description	Privacy Act information of applicants application files dating later than 2001.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0369-2022-0001-0003 on 08/06/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut-off files in which a final determination has been made at the end of Fiscal Year.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	03/11/2013
Approve	David Ferriero	07/03/2013