

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

DATE RECEIVED <b>JUL 1973</b>		LEAVE BLANK <b>RG 174</b>
DATE APPROVED		JOB NO. <b>174-002</b>
NOTIFICATION TO AGENCY		
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.		
DATE <b>8-22-73</b>		<b>James P. O'Neill</b>
ARCHIVIST OF THE UNITED STATES		

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**U. S. Department of Labor**

2. MAJOR SUBDIVISION

**Manpower Administration**

3. MINOR SUBDIVISION

**Bureau of Apprenticeship & Training**

4. NAME OF PERSON WITH WHOM TO CONFER

**Ruby Roberts or Marion Winters**

5. TEL. EXT.

**4113 or 5141**

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 8 pages are proposed for disposal for the reason indicated: ("X" only one)

**A** The records have ceased to have sufficient 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 occurrence of the event specified.

**7/3/73**  
(Date)

*Charles W. Sear*  
(Signature of Agency Representative)

*Director, Office of Administrative Services*  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>HISTORY OF THE BUREAU OF APPRENTICESHIP AND TRAINING</u></p> <p>In 1937 the National Apprenticeship Act was passed, establishing the Bureau of Apprenticeship in the U.S. Department of Labor. After two and one-half decades the Bureau's program was suddenly expanded with the responsibilities assigned it under the Manpower Development and Training Act of 1962, with subsequent amendments -- Federal Regulations (29 CFR, Part 30) and the Civil Rights Act of 1964. Today the Bureau of Apprenticeship and Training employs approximately 420 people, the majority of whom are assigned to field offices.</p> <p>It is a unique organization, established for the primary purpose of selling an idea to management, labor and the public. The idea is that formal apprenticeship training is the best way to prepare skilled workers and eventual supervisors for the various trades and crafts in the United States.</p> <p>To this end, the Secretary of Labor, the Manpower Administrator and the Bureau Administrator work together to create minimum quality standards for the training of skilled workers through the ancient yet honorable system called</p>		

13 Items

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	<p>"apprenticeship." (29 CFR, Part 29)</p> <p>The Bureau is designed to care about people and their ability to learn skills. It makes sure that the people who hire apprentices are sincere in their stated plans to train them; it makes sure that people who are designated to conduct the training are capable instructors; and it makes sure that the young apprentices obtain every opportunity to make the experience a successful one for himself and his mentors.</p> <p>The organization has no corner on special promotional tools or gimmicks. It has a background of personal experiences and dedicated desire to make the apprenticeship system something that not only works well but grows and changes with the times and requirements of the age.</p> <p>Its people are aware that it is this flexibility, this awareness of the needs of people and institutions, that has perpetuated apprenticeship as the primary skill training system through the centuries leading up to and including the Industrial Age and the Space Age.</p>		

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<u>SECTION I - RECORDS COMMON TO MOST OFFICES</u>			
1.	<p><u>Office Administrative Files:</u> Records that relate to routine internal administration or house-keeping activities. In general, these files cover office procedures, organization and communications; day-to-day administration of office personnel, papers relative to expenditures of funds including budget working papers, requests and receipts for office supplies and equipment, documents concerning office space and utilities, employee participation in campaigns, drives, community affairs, etc. They may include copies of correspondence and reports prepared and forwarded to higher levels of the agency; or other materials which do not serve as official documentation.</p> <p style="text-align: center;">Cut off at end of fiscal year; retain one year and destroy.</p>		
2.	<p><u>Reading or Chronological Files:</u> Extra copies of correspondence prepared and maintained by the originating office and used as a reference or reading file for information and convenience of personnel; also information copies of correspondence provided by other offices.</p> <p style="text-align: center;">Cut off at end of each quarter of the fiscal year. Keep three to six months and destroy.</p>		
3.	<p><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 or a year. Recordkeepers may combine the various types of temporary materials shown below into one transitory file arranged chronologically, and destroy after a brief period.</p> <p style="margin-left: 40px;">a. Routine requests for information or publications which require no administrative action, no policy</p>		

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	<p>Item 3 (Cont'd)</p> <p>or program decisions, and no special research or complications for reply.</p> <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 material transmitted.</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 drives, welfare appeals, savings bond campaigns, and papers dealing with activities of employee unions, associations or civic organizations.</p> <p>Destroy when purpose has been served.</p>		
4.	<p><u>Suspense Files</u>: Papers arranged in chronological order as a reminder that an action is required on a specific date; a response to action is expected and if not received, should be traced by a particular date; or a transitory paper held for a specified time for a stated purpose.</p> <p>a. Notes and other reminders to submit a report or response, or to take definitive action.</p> <p>b. File copies, or an extra copy of outgoing communication, filed by date on which a reply is expected.</p> <p>c. Transitory papers held in suspense,</p>		

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	<p>Item 3 (Cont'd)</p> <p>pending the completion of a forthcoming action, until a short duration has elapsed (usually about 30 days).</p> <p>Destroy on date superseded.</p> <p>5. <u>Non-Record Material</u>: These consist of papers which have no documentary or evidential value. This type of material accumulates in all 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 management. Retention of this matter is not required and much of it should have been destroyed rather than filed. However, when such material is filed it should be kept separately from official records.</p> <p>6. <u>Technical Reference Material</u>: These files consist of printed or reproduced copies of periodicals, reports, studies, special compilation data, drawings, clippings, etc. which are needed for information and reference purposes, yet they are not made a part of official files. Such material might be prepared internally or externally.</p> <p>Review annually; destroy material of no further reference value.</p>		

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1.	<p><u>SECTION II - PROGRAM AND PLANNING RECORDS</u></p> <p><u>Apprenticeship and Training Files:</u> These consist primarily of subject files arranged to conform to the Uniform Files Classification Guide. They include correspondence, reports, forms, etc. which are created and maintained in administering the program designed to develop and support national plans and policies aimed at promoting and directing programs for skill development and effective use of manpower resources through apprenticeship and allied industrial training, and to develop and maintain a system for registering apprentices.</p> <p style="padding-left: 40px;">Cut off annually. Bring forward any recurring subject material, placing it in current file; hold one year and retire to FRC. Retain five years and offer to National Archives for appraisal for possible retention (after stripping out materials of non-permanent value) by NARS.</p>		
2.	<p><u>International Program Records:</u> These are case files which contain vital information concerning foreign nationals who come to the U.S. under sponsorship of the Agency for International Development, United Nations, International Labor Organization, and self-financed teams or individuals. Through a mutual exchange of ideas and technical know-how these individuals are provided an opportunity to study and observe modern methods of application, as well as new and improved developments and techniques in industrial, managerial, educational, and other areas of planning, design and construction now being accomplished in the U.S.</p> <p style="padding-left: 40px;">Cut off when case is closed; retain one year and retire to                  * FRC. <del>Destroy six years after cutoff date, or</del> offer to National</p>	file sample furnished	

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	<p>Item 2 (Cont'd)</p> <p>Archives for appraisal and possible retention (after stripping out materials of non-permanent value).</p> <p>3. <u>Equal Employment Opportunity Program Files:</u> These are subject files consisting of correspondence, reports, forms, etc. relating to the administration and operation of the EEO program.</p> <p>Cut off at end of fiscal or calendar year; whichever is preferable; hold two years and retire to FRC. Destroy five years after cutoff.</p> <p>4. <u>EEO Complaint Files:</u> These are case files containing documents reflecting complaints of contractor or sponsor personnel regarding equal employment opportunity. Included are such materials as complaints, transmittals, investigative summaries and data, fact-finding statements, final disposition reports, acceptance statements, withdrawal notices or similar papers.</p> <p>Cut off at end of fiscal or calendar year in which final action is completed; hold two years and retire to FRC. Destroy seven years after cutoff.</p> <p>5. <u>State Apprenticeship Program Files:</u> Federal Regulations require that adequate records be maintained on all national apprenticeship programs and State Apprenticeship Agencies. Records of all local programs registered with the Bureau are maintained in regional and State offices. The programs are continuous to the point of a decision to refrain from training or to dissolve the business by the sponsor. These files are arranged geographically by subject and</p>		

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	<p>Item 5 (Cont'd)</p> <p>include correspondence, reports, forms, legal documents and other related materials.</p> <p>Retain in active files until program is canceled. Hold in inactive file one year, <del>and</del> <del>destroy</del>. Offer To National Archives* for appraisal and possible retention.</p>		

\*changes made per authorization of Marion Winters. 8/10/73 CSR