

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 21-369-04-1	DATE RECEIVED 6-24-2004
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment and Training Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dottie Chester	5 TELEPHONE 202-693-2755	DATE 10-13-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 6/23/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cathy A. Paul</i>	TITLE Acting Departmental Records Officer
-----------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The mission of the Employment and Training Administration is to contribute to the more efficient functioning of the U.S. labor market by providing high quality job training, employment, labor market information, and income maintenance services primarily through state and local workforce development systems.		

SA 10/19/04 Copy sent to Agency, NWMD, NWMA

EMPLOYMENT AND TRAINING ADMINISTRATION

1 PUBLICATIONS:

The Employment and Training Administration (ETA), commissioned publications for use by the federal, state and local workforce investment community, researchers and the public. Types of publications are research, pilot, demonstration, and evaluation reports, studies relating to ETA areas of responsibility, the Employment and Training Report of the Secretary, as well as other publications.

Volume on hand: 2 cubic feet. Circa 1960 to present.

Annual Accumulation: 1 cubic foot.

File Scheme: Chronologically by date of publication.

Disposition: PERMANENT.

a. Publications dated calendar year 1963 through calendar year 1995, transfer one record set of each publication to the National Archives and Records Administration (NARA), College Park, Maryland immediately upon approval of the schedule.

b. Publications dated calendar year 1996 to the present, break file at the end of the calendar year. Hold one copy of the publication for 2 calendar years, then transfer to the Washington National Records Center. Transfer publications to NARA, College Park, Maryland when 5 calendar years old.

c. Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced and when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later. .