

Name of Office: Office of Policy Development and Research		Office Acronym: OPDR	Date Prepared: 10/9/2019	Page 1 of 5
Name of Records Custodian: Babette Williams		Files Location: N-5641; N-5634; N-5315 in Frances Perkins Building	Approved by and Date: <i>Heidi M. Costa</i> 9 Oct. 19	
General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location	Disposition Instructions
GRS 1.1 Item 010 and 011	Government Accountability Office	Site Audit and Study Supporting Documentation	Room N-5641 Cabinet 15 Drawer 2; Cabinet 52 Drawer 1; Cabinet 53 Drawer 1	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention authorized for continued business use
GRS 1.1 Item 011	Procuring goods and Services	Contracts and COR document files and requisitions	Room N5641 Cabinet 26 Drawers 2-5 Cabinets 43 and 44 Drawers 1-5; Room N-5636 Cabinet 38 Drawer 3; Cabinet 40 Drawers 1-2	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention authorized for continued business use
GRS 1.2 Item 020	Grant and cooperative agreement case files	Grants files; draft and final report and studies;	N- 5641 Cabinet 20 Drawer 1; Cabinet 29 Drawers 2-3	DAA-GRS-2013-0008-0001 Temporary. Destroy 10 years after final action is taken on the file unless retained for continued business use as allowed
GRS 1.3, Item 010	Budget Formulation and Submission	Budget formulation, estimates, justification, and submission records for FY 2006 through 2010 for ETA and Performance budget	Room N-5641 Cabinet 16 Drawers 1-5	DAA-GRS-2015-0006-0001 Temporary. Destroy 6 years after close of fiscal year, but longer retention is authorized if required for business use

GRS 1.3, Item 050	Budget Administration Records	Records document administration of office responsibilities. Includes: <ul style="list-style-type: none"> • Correspondence relating to routine administration, internal procedures, and other day-to-day matters; • Records monitoring expenditures under approved budget allocation; spreadsheets and databases tracking income, expenditures and trends • Related correspondence 	Room N-5636 Cabinet 33 Drawer 3	DAA-GRS-2015-0006-0007 Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use
GRS 2.1, Item 020	Employee Acquisition Records	Position Descriptions	Room 5641 Storage Cabinet 1 Drawer 1; Room N-5636 Cabinet 33 Drawers 3 and 5	DAA-GRS-2014-0002-0002 Temporary. Destroy 2 years after the position is abolished or when position description is superseded
GRS 2.4, Item 030	Time and Attendance records	<ul style="list-style-type: none"> • Sign In/Out sheets 	Room N-5641 Cabinet 6 Drawer 1	DAA-GRS-2016-0015-0003 Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner
GRS 4.1, Item 010	Records Management Records	Records Management Correspondence/Files	Room N-5636 Cabinet 40 Drawer 2	DAA-GRS-2013-0002-0016 Temporary. Destroy when no longer needed
GRS 4.2, Item 020	Information Management	Access and disclosure request files. Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by: <ul style="list-style-type: none"> • granting the request in full • granting the request in part • denying the request for any reason including: <ul style="list-style-type: none"> o inability to fulfill request because records do not exist o inability to fulfill request because request inadequately describes records o inability to fulfill request because search or reproduction fees are not paid 	S:\FOIA Guidance and Responses	DAA-GRS-2016-0002-0001 Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

GRS 6.1., Item 010	Email managed under Capstone	Email of Capstone Officials	Outlook Office 365	DAA-GRS-2014-0001-0001 Permanent. Cutoff in accordance with agency business needs. Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.
GRS 6.1, Item 011	Email from Non-Capstone officials	All others except those in item 012 including: <ul style="list-style-type: none"> Position and email not covered by items 010 or 012 of this schedule This item applies to the majority of email accounts/users within an agency adopting a Capstone approach	Outlook Office 365	DAA-GRS-2014-0001-0002 Temporary. Delete when 7 years old, but longer retention is authorized if required for business use
GRS 6.1, Item 012	Email from Non-Capstone officials	Email of Support and/or Administrative positions including: <ul style="list-style-type: none"> Non-supervisory positions carrying out routine and/or administrative duties Duties comprise general office or program support activities This includes, but is not limited to, roles and positions that process routine transactions; provide customer service, routine clerical work	Outlook Office 365	DAA-GRS-2014-0001-0003 Temporary. Delete when 7 years old, but longer retention is authorized if required for business use
GRS 6.6, Item 010	Rulemaking Records	<ul style="list-style-type: none"> Records of Proposed rule development 	Room N-5641 Cabinet 14 Drawers 1-4; Cabinet 15 Drawers 1, 3-5; Cabinet 17 Drawers 2 and 4; Cabinet 18 Drawer 1; Room N=5636 Cabinet 35 Drawer 1; Cabinet 36 Drawers 1-2; Cabinet 37 Drawers 1-3; Cabinet 38 Drawers 2-3; Cabinet 39 Drawer 2; Cabinet 41 Drawers 1-2	DAA-GRS-2017-0012-0001 Temporary. Destroy 6 years after publication of final rule or decision to abandon publication, but longer retention is authorized if required for business use
GSR 6.6, Item 020	Rulemaking Records	<ul style="list-style-type: none"> Proposed final rule documents published in the <i>Federal Register</i> 	Room N-5641 Cabinet 14 Drawers 1-4; Cabinet 15 Drawers 1 and 4; Cabinet 18 Drawer 1; Room N-5636 Cabinet 35 Drawers 1 and 3;	DAA-GRS-2017-0012-0002 Temporary. Destroy when 1 year old, but longer retention is authorized if required for business use

			Cabinet 39 Drawer 2; Cabinet 41 Drawers 1-2	
GRS 6.6, Item 030	Rulemaking Records	Public Comments	Room N-5641 Cabinet 14 Drawer 3; Cabinet 18 Drawers 3-5; Room N-5636 Cabinet 35 Drawer 1; Cabinet 36 Drawer 1; Cabinet 39 Drawer 2	DAA-GRS-2017-0012-0003 Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use
GRS 6.6, Item 040	Rulemaking Records	<i>Federal Register</i> notices other than proposed and final rules	Room N-5641 Cabinet 18 Drawer 1	DAA-GRS-2017-0012-0004 Temporary. Destroy when 1 year old, but longer retention is authorized if required for business use
GRS 6.6, Item 050	Rulemaking Records	Agency input into the unified agenda	Room N-5641 Cabinet 14 Drawer 1	DAA-GRS-2017-0012-0005 Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use
URS, N1-369-97-1, Item B	Correspondence	OPDR's correspondence is either routine or administrative in nature. This includes, but is not limited to, request for ETA publications, general information on ETA programs, invitation to attend, participate, and/or speak at meetings conference, and similar events, thank you letter and information copies	Room N-5641 Cabinet 22 Drawer 1; SIMS	Temporary. Destroy when five years old
URS, N1-369-04-1	Publications	Research, pilot, demonstration and evaluation reports and studies	Room N-5641 Center aisle shelves Boxes 1-25 labeled for transfer	Permanent. Transfer one publication dated 1963-1995. Hold one copy of publication dated 1996 to present for two calendar years, then transfer when five calendar years old. Note -- current publications are stored electronically.

URS, N1-369-09-01	Advisories and Memorandum	Training and Employment Notices (Routine); Training and Employment Information Notices (Routine); Reports and Analysis Letter; Fiscal Letter; Manpower Administration Notices; Employment and Training Notice	Rooms N-5315 and N-5641 Cabinet 52 Drawers 2-3	Temporary. Destroy when 5 years old
URS, N1-369-09-01	Advisories and Memorandum	Handbooks and Technical Assistance Guides	Rooms N-5315 and N-5641 Cabinet 52 Drawers 2-3	Temporary. Destroy when 15 years old unless still active
URS, N1-369-09-01	Advisories and Memorandum	Training and Employment Guidance Letters; Unemployment Insurance Program Letters; Training and Employment Notices (Substantive); Training and Employment Information Notices (Substantive)	Rooms N-5315 and N-5641 Cabinet 52 Drawers 2-3 Cabinet in back aisle shelves 22 boxes UIPLS and TIENS hard copies scanned for future electronic transfer	Permanent. Transfer inactive electronic record 1 year after cut off; transfer files to NARA in process
N1-369-09-01	Advisories and Memorandum	Working Files	Rooms N-5315 and N-5641 Cabinet 52 Drawers 2-3	Temporary. Destroy at time of final disposition of the associated advisory