

<b>Name of Office: Employment and Training Administration – Region 2</b>		<b>Office Acronym: ETA R2</b>		<b>Date:</b> 10/9/19	<b>Page</b> 1 of 3
<b>Name of Records Custodian: JoAnn Barnes</b>		<b>Files Location: Philadelphia – ETA</b>		<b>Approved By and Date: Jeffrey Gabriel,</b>  10/10/19	
<b>GRS/URS</b>	<b>File Title</b>	<b>Series and Brief Description</b>	<b>Location</b>	<b>Disposition Instructions</b>	
GRS 1.1-001	Records management program records	Grantee performance data, reporting issues, letters, memos	GMS	DAA-GRS-2016-0013-0001 Keep for minimum of 3 yrs with option to destroy afterwards.	
GRS 1.1-001	Records management program records.	State Briefings and Profiles  State Administrators Meetings	S:\_FY20 Resources and Projects\State Specific S:\_FY19 Resources and Projects\State Specific S:\_FY18 Resources and Projects\State Specific	DAA-GRS-2016-0016-0001 Keep for minimum of 3 yrs with option to destroy afterwards.	
GRS 1.1-001	Records management program records	Technical Assistance and Training	GMS	DAA-GRS-2016-0013-0001 Keep for minimum of 3 yrs with option to destroy afterwards.	
GRS 2.2-080	Supervisors' personnel files	Personnel counseling, training, etc.	S:\ORA\Personnel S:\ORA\REGIONAL ADMINISTRATOR\Personnel Files - Management	DAA-GRS-2017-0007-0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	
GRS 4.2 - 020	FOIA, Privacy Act, and classified documents administrative records	FOIA files	S:\ORA\FOIA	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 5.2-020	Intermediary records	Personnel certification forms for computer access	S:\ORA\Personnel S:\ORA\REGIONAL ADMINISTRATOR\Personnel Files – Management	DAA-GRS-2017-0003-0002 Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.
GRS 5.3-010	Continuity planning and related emergency planning files	COOP, records, briefing materials, presentations, files, procedures, ,MOUs, GETS, AlertFind, drills, evaluation records, etc.	S:\ORA\Coop S:\COOP - WORKING DOCUMENTS	DAA-GRS-2016-0004-0001 Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.
GRS 6.1-010	Capstone	Emails for Capstone Officials	Outlook Office 365 – Capstone  <a href="https://usdol.sharepoint.com/sites/OASAM-DOLRECORDS/layouts/15/AccessDenied.aspx?Source=https%3A%2F%2Fusdol%2Esharepoint%2Ecom%2Fsites%2FOASAM%2DDOLRECORDS%2FLists%2FOfficial%20Capstone%2FAllItems%2Easpx%3Fviewpath%3D%252Fsites%252FOASAM%252DDOLRECORDS%252FLists%252FOfficial%2520Capstone%252FAllItems%252Easpx%26useFiltersInViewXml%3D1%26FilterField1%3DAgency%26FilterValue1%3DETA%26FilterType1%3DChoice%26FilterOp1%3DIn&amp;correlation=2010e39e%2D8049%2D8000%2D9c95%2D848f3e218254&amp;Type=list&amp;name=b6cca4f9%2D9248%2D4bfd%2Dac63%2D5ea8721be44c">https://usdol.sharepoint.com/sites/OASAM-DOLRECORDS/layouts/15/AccessDenied.aspx?Source=https%3A%2F%2Fusdol%2Esharepoint%2Ecom%2Fsites%2FOASAM%2DDOLRECORDS%2FLists%2FOfficial%20Capstone%2FAllItems%2Easpx%3Fviewpath%3D%252Fsites%252FOASAM%252DDOLRECORDS%252FLists%252FOfficial%2520Capstone%252FAllItems%252Easpx%26useFiltersInViewXml%3D1%26FilterField1%3DAgency%26FilterValue1%3DETA%26FilterType1%3DChoice%26FilterOp1%3DIn&amp;correlation=2010e39e%2D8049%2D8000%2D9c95%2D848f3e218254&amp;Type=list&amp;name=b6cca4f9%2D9248%2D4bfd%2Dac63%2D5ea8721be44c</a>	
URS N1-369-97-1 Item C	Secretary's Correspondence	Electronic Records – created by electronic mail and word processing applications	CTS / SIMS	Temporary – Delete when file copy is generated for no longer needed for reference or updating.
	EEOC	Hiring/employment matters	S:\ORA\REGIONAL ADMINISTRATOR\Hiring Information	One year from the date of the making of the record or the personnel action involved, whichever occurs later. CRC Memo of May 1, 2019 <a href="#">EEOC Requirements (5-1-19)</a> .