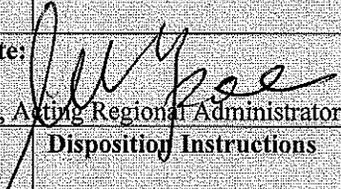


<b>Name of Office:</b> Employment and Training Administration – Region 3		<b>Office Acronym:</b> ETA	<b>Date Prepared:</b> September 11, 2019	Page 1 of 9
<b>Name of Records Custodian:</b> Annette Horton		<b>Files Location:</b> 6M12	<b>Approved by and Date:</b> WINSTON TOMPOE, Acting Regional Administrator	
<b>General Records Schedule (GRS)/ Unique Records Schedule (URS)</b>	<b>File Title</b>	<b>Series and Brief Description</b>	<b>Location - RA/DFMAS</b>	<b>Disposition Instructions</b>
GRS 6.1- 010	Email of Capstone officials.	Email Managed under a Capstone Approach	Outlook Office 365 Room 6M12	DAA-GRS2014-00010001  Permanent. Cut off in accordance with agency's business needs. Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.
URS, N1-369-97-1, Item B	Correspondence	While all correspondence is entered into the Secretary's Information Management System (SIMS) for tracking purposes, [insert office name]'s correspondence is either routine or administrative in nature: <ul style="list-style-type: none"> <li>Incoming grant application support letters and copies of the template-based outgoing responses</li> <li>Any correspondence/ responses related to the operation of the grant from the grantee</li> </ul>	Room 6M12 and SIMS/CTS	<b>Temporary.</b> Destroy when five years old.
GRS 1.2 - 020	Financial Management and Reporting Records	ETA-9130	GEMS Room 6M12	DAA-GRS-2013-0008-0001  <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2 - 020	Audits	Single Audits Resolution of Grantees	S:\ETA\2018 DFMA\A-133 Audit Resolution after Oct 2015 Room 6M12	DAA-GRS-2013-0008-0001  <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - DFMAS	Disposition Instructions Page 2 of 9
GRS 1.2 - 030	ETA Procurement Forecasts and Acquisition Screening Process	Procurement Forecast Packages and Forms DL-2004	AMS Room 6M12	DAA-GRS-2013-0008-0003 Temporary. Destroy when business use ceases.
GRS 4.2 - 040	FOIA Case Files	Records used to manage program	H:\Directory Electronic Files Room 6M12	DAA-GRS-2016-0002-0004 Temporary. Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status), as may apply, whichever is later; but longer retention is authorized if required for business use.
GRS 4.2 -020	FOIA Case Files	Access & Disclosure Request Files	H:\Directory Electronic Files Room 6M12	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 5.3 - 010	COOP	Covers all COOP Plans, Rosters, GETS and AlertFind Exercises, Drill	File Cabinets Room 6M12	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 5.4 - 020	Real Property for State Property	State Disposition Letters	Annette Horton file small cabinet Room 6M12	DAA-GRS-2016-0011-0002 Temporary. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other license
GRS 5.4 - 040	Excess property, equipment.	Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: • • related correspondence	Annette Horton file small cabinet Room 6M12	DAA-GRS2016-00110004 Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - DFMAS	Disposition Instructions Page 3 of 9
GRS 5.4- 010	GSA Vehicle	Vehicle usage log and correspondents	Jeffery Rasbury file cabinet Room 6M12	DAA-GRS-2016-0011-0014 Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.
GRS 4.1-020	Records Management Records Correspondence	Records Management/Files	Annette Horton file small cabinet Room 6M12	DAA-GRS-2013-0002-0007 Temporary. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.
GRS 4.1-040	Forms	Forms management records. Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes: • registers or databases used to record and control the numbers and other identifying data assigned to each form • official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form • background materials and specifications	Annette Horton file small cabinet Room 6M12	DAA-GRS2013-0002000969  Temporary. Destroy 3 years after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.
GRS 5.5-020	Printing, and Telecommunication Service Mgmt. Records	Forms and Correspondence	Annette Horton file small cabinet Room 6M12	DAA-GRS-2016-0012-0002 Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.
GRS 2.4 -030	Management Records of Timesheets	Timesheets	WEBTA Room 6M12	DAA-GRS-2016-0015-0003 Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - RA/DFMAS	Disposition Instructions Page 4 of 9
GRS 1.1-010	Financial Management and Reporting Travel Records	Travel	E2 Room 6M12	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
GRS 5.1-010	Incident Reports	DL -1-156	Carol Andry Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	Correspondence	Correspondence signed by Regional Administrator	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.7 -010	Audits	OIG, & OMB A-123 Audits	Room 6M12	DAA-GRS-2017-0008-0001 Temporary. Destroy 1 year after submission or when superseded, as appropriate, but longer retention is authorized if required for business use.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - OSS	Disposition Instructions Page 5 of 9
GRS 1.2-020	Financial Management and Reporting Records	Mods to fund Grants	E-Grant Electronic Systems	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 5.1-030	Work Plan	Annual Work plans by Division and Office	S:\ETA\2017 Work Plans, S:\ETA\Region Work Plan 2018, S:\OSS\Work Plan	DAA-GRS-2016-0016-0003 Temporary. Destroy when business use ceases.
GRS 2.2-080	Telework agreements	Resources and agreements for Teleworking	S:\ETA\Flexi-place Agreement, S:\ETA\Telework Agreement and Home Inspection Checklist - Trial Period	DAA-GRS-2017-0007-0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.
GRS 5.1-030	Emergency Preparedness	Staff Resources	S:\OSS\Emergency Preparedness Room 6M12	DAA-GRS-2016-0016-0003 Temporary. Destroy when business use ceases.
GRS 3.2-030	Systems certifications (E-Grants etc.)	Staff system certification forms	S:\ETA\2017 Recertification E-grants Room 6M12	DAA-GRS-2013-0006-0003 <b>Temporary.</b> Destroy when business use ceases.
GRS 5.1-030	Conference Approvals	Regional conference approval forms and requests	S:\Various locations Room 6M12	DAA-GRS-2016-0016-0003 Temporary. Destroy when business use ceases
GRS 2.2-080	Position Descriptions	Current Staff Position Descriptions	S:\ETA PD's Room 6M12	DAA-GRS-2017-0007-0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.
GRS 5.1-010	SOPs	Standard Operation Procedures for R3 Staff	S:\ETA\SOPs, S:\ETA\REGION III Atlanta Employment Handbook, S:\ETA\2016 SOPs, S:\OSS\ETA, S:\OSS\Office Files Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	SOP Workgroup	SOP Workgroup	S:\SOP Workgroup 2016	DAA-GRS-2016-0016-0001 <b>Temporary.</b> Destroy when business use ceases.
GRS 5.1-010	R3TA	Standard Operating Procedure Workgroup	S:\OSS\R3TA Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	Staff trainings	Training provided to staff by external contractors	S:\ETA\2017 Training, S:\ETA\Training Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - OSS	Disposition Instructions Page 6 of 9
URS, N1-369-97-1, Item B	Correspondence SIMS Resources	Secretary's Information Management System "Letter an Memo responses"	S:\2017 SIMS Resources, S:\ETA\2017 SIMS, S:\ETA\2018 SIMS, S:\OSS\Public Letters, S:\OSS\SIMS Room 6M12	<b>Temporary.</b> Destroy when five years old.
GRS 1.2 -020	State Profiles	Secretary's State Profiles	S:\2018 State Profiles, S:\OSS\Briefing-Profile, S:\2017 State Profiles Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	Monitoring Reports/Comprehensive Review OWI	Monitoring reviews performed by Regional FPOs	S:\OSS\OWI\Monitoring Reports GEMS Electronic Systems, S:\ETA\2018 WIOA Comprehensive Reviews, S:\ETA\Comprehensive Reviews	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 5.1-020	FPO training materials	Internal ETA training for FPOs	S:\ETA\FPO Training Materials	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	FPO Resources	Internal ETA Operational resources for FPOs	S:\OSS Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 1.2 -020	Grants Management resources	Internal ETA Grant Management resources for FPOs	S:\OSS\Grants Management Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2 -020	GEMS reports, files	Internal GEMS tracking, reports, files.	S:\OSS\GEMS, S:\OSS\Grants Management Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 5.1-020	Conference Resources (SETA, R3, etc.)	Registration forms, presentations, resources for program related conferences	S:\OSS Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 1.2 -020	Modifications	Grant modification documents for OSS	S:\OSS\Modifications Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location - OSS	Disposition Instructions Page 7 of 9
GRS 1.2 -020	Grant Award	Official Grant Award Documents	E-Grant Electronic Systems	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	LMI 1.2-021	LMI specific files, reports, monitoring, etc.	S:\OSS\LMI Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	Performance	Grantee Performance specific files, reports, monitoring, etc.	S:\OSS Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	NDWG 1.2-021	NDWG specific files, reports, monitoring, etc.	S:\OSS\NDWG Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 5.1-010	Hurricane Reports	State reporting	S:\2018 Hurricane Reports Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	Common Office Records	FL Old meeting notes Misc. DUA closeouts	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	Common Office Records	UI History, State Legislative files, UI data	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-010	ETA Strategic Plan	Strategic plan used for Regional planning and alignment	S:\Strategic Plan for 2018-2022	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location (6M-12) UI	Disposition Instructions Page 8 of 9
GRS 5.1-020	Common Office Records	Reed Act, State files (AL,FL,GA,KY,MS,NC,SC, TN), EUC files	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	General state operations and federal programs	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	General state operations, budget and UI files	Room 6M12	DAA-GRS-2013-0008-0007 <b>Temporary.</b> Destroy 3 years after final action is taken on the file, but longer retention is authorized if required for business use.
GRS 5.1-020	Common Office Records	State operations for AL,FL,GA and KY; fact sheets	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	State operations for MS,NC,SC,TN; phone and zip codes books	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	UI forms; general administrative documents	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	BTQ, BAM, TPS,DUA and time sheets	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 5.1-020	Common Office Records	State performance data, UI dockets DUA	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.

General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location – OSD	Disposition Instructions Page 9 of 9
GRS 5.1-010	Common Office Records	States RJM/Budget	Room 6M12	DAA-GRS-2016-0016-0001 Temporary. Destroy when business use ceases.
GRS 1.2-020	Performance Data	Performance Letter	GEMS Electronic Systems Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	Monitoring Reports	Performance data	GEMS Electronic Systems Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2 -020	Financial Management and Reporting Records	Mods to fund Grants	E-Grant Electronic Systems Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
GRS 1.2-020	Grant Award	Official Grant Award Documents	E-Grant Electronic Systems Room 6M12	DAA-GRS-2013-0008-0001 <b>Temporary.</b> Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.