

Schedule 45-2

LABOR DEPARTMENT JOB TRAINING PROGRAM

DECEMBER 19, 1986

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE**

SCHEDULE NUMBER	45-2
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF LABOR
DIVISION, BUREAU OR OTHER UNIT	JOB TRAINING PROGRAM ACT
Supersedes Edition of February 5, 1982	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	<i>Richard A. Adams</i>	DATE	<i>December 11, 1986</i>
TITLE	<i>Budget Officer III</i>		

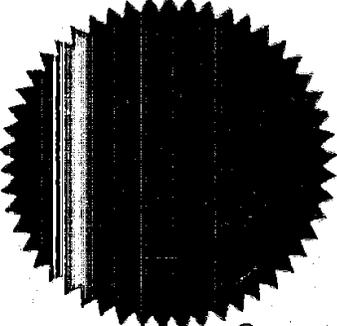
PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	<i>Dennis J. Welden</i>	DATE	<i>December 17, 1986</i>
	STATE ARCHIVIST		

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.



SIGNATURE	<i>Allen J. Reermann</i>	DATE	<i>Dec 19-86</i>
	ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 45-2 – LABOR DEPARTMENT-JOB TRAINING PROGRAM

45-2-1 AUDIT

45-2-1-1 AUDIT, PROGRAM

Copy of interagency audit of program and subsponsor contracts. Original is sent to the Department of Labor, Washington, D.C. Files may include index, questionnaire, workpapers and correspondence.

FIRST COPY: Transfer to the State Records Center after 1 year; dispose of after 5 years.

OTHER COPIES: Dispose of when superseded or obsolete.

45-2-2 FISCAL (PROGRAMS)

45-2-2-1 ACCOUNTING LEDGER

Ledger records receipts and disbursements through the JTPA program. Includes when the money is disbursed, amount and program.

Dispose of after 5 years or after audit, whichever is later.

45-2-2-2 CONTRACT LIST

Contract list maintained in number order. Lists amount of money involved, start and end date, etc.

Dispose of after 5 years.

45-2-2-3 CONTRACT ROUTE SHEET

Sheet shows status of contract as it is routed through the office. Is used for interoffice monitoring.

Dispose of after 1 year or after program closes, whichever is sooner.

45-2-2-4 CONTRACTS, SUBCONTRACTOR

Annual contracts between federal program agency and participating subcontracts. Includes listing of monthly expenditure and cash receiving documents.

Dispose of after 3 years or after audit, whichever is later.

45-2-2-5 JTPA PROGRAMS, SPECIAL

JTPA programs include classroom programs, adult work experience, youth experience programs, on-the-job training, job development, offenders program. Files on people participating in the program include INTAKE FROM JTP-1, COMPONENT STATUS JTP-2, FOLLOW-UP RECORD, TERMINATION NOTICE JTP-2, APPROVAL FOR SUPPORTIVE SERVICE, and other records. Files are arranged alphabetically by region for each year.

Transfer to the State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

45-2-2-6 PROGRAM QUARTERLY REPORT

Copy of computer report generated by the State Department of Labor summarizes the fiscal status of all projects. Original is sent to the Department of Labor, Washington, D.C.

Dispose of when superseded or obsolete.

45-2-2-7 WORK EXPERIENCE PAYROLL CHECK REGISTER

Biweekly computer report and computer output microfilm (COM) arranges information by region in SSN order for all those who receive JTPA checks.

BIWEEKLY REPORT: Dispose of after annual report is produced or after audit, whichever is later.

ANNUAL REPORT: Dispose of after 5 years or after audit, whichever is later.

SECURITY MICROFICHE: Transfer to security storage; dispose of after 5 years.

MICROFICHE WORKCOPY: Dispose of after 5 years.

TAPE: Dispose of after 3 years.

45-2-3 GENERAL

45-2-3-1 ACTIVITY REPORTS (SUMMARY OF JTPA ACTIVITIES)

Computer report is produced every two weeks showing participant information by JTPA component.

Dispose of after audit resolution.

45-2-3-2 ASSESSMENT PROGRAM

Department of Labor, Kansas City Regional Office narrative evaluation of the local JTPA program. Report indicates deficiencies and what corrections need to be made.

Dispose of after 10 years; subject to review by the State Archivist before disposal.

45-2-3-3 GRANT PROPOSAL

Annual proposal is sent to Department of Labor. Modifications will be added to the copy maintained in the local JTPA office. Also includes correspondence, news releases, etc.

Dispose of after 3 years or after audit, whichever is later.

45-2-4 MONITORING UNIT

45-2-4-1 MONITORING UNIT REPORT

Annual narrative report of each prime sponsor and subcontractor for each JTPA program. Evaluates program effectiveness.

Dispose of after 3 years.

45-2-4-2 MONITORING UNIT WORKPAPERS

Workpapers used in preparing monitoring reports. Also includes a questionnaire to sponsors and subcontractors as well as a required checklist.

Dispose of after 2 years of after audit, whichever is later.

45-2-5 CETA PROGRAM (DEFUNCT 1983)

45-2-5-1 CETA ASSESSMENT PROGRAM (OBSOLETE)

Department of Labor, Kansas City Regional Office Annual narrative evaluation of the local CETA program. Report indicates deficiencies and what corrections need to be made.

Dispose of after 10 years; subject to review by the State Archivist before disposal.

45-2-5-2 CETA AUDIT AND FISCAL PROGRAM (OBSOLETE)

Records and reports that pertain to CETA programs. May include: ACCOUNTING LEDGER, CONTRACT LIST, PROGRAM AUDIT, and SPECIAL CETA PROGRAMS.

Dispose of after 5 years or after audit, whichever is later.

45-2-5-3 CETA GENERAL RECORDS AND INDEPENDENT MONITORING UNIT

(IMU) (OBSOLETE)

Records and reports that pertain to CETA programs. May include: ACTIVITY REPORTS (SUMMARY OF CETA ACTIVITIES), GRANT PROPOSAL, INDEPENDENT MONITORING UNIT REPORT, INDEPENDENT MONITORING UNIT WORKPAPERS, SUBCONTRACTOR CONTRACTS, AND SUBCONTRACTOR INFORMATION CARD FILE.

Dispose of after 3 years or after audit, whichever is later.

45-2-5-4 CETA WORK EXPERIENCE PAYROLL CHECK REGISTER (OBSOLETE)

Biweekly computer report and computer output microfilm (COM) arranges information by region in SSN order for all those who receive CETA checks.

BIWEEKLY REPORT: Dispose of after annual report is produced or after audit; whichever is later.

ANNUAL REPORT: Dispose of after 5 years or after audit, whichever is later.

SECURITY MICROFICHE: Transfer to security storage; dispose of after 5 years.

MICROFICHE WORK COPY: Dispose of after 5 years.

TAPE: Dispose of after 3 years.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet