

State of Nevada DETR: Workforce Investment Support Services

Version Date: 10/16/2013

1991430 Agricultural Worker Program (H2-A)

Description: This record series is created when an employer requests the recruitment of foreign workers for agricultural labor due to the unavailability of domestic workers. Files will contain Job Application (750-A), Job Order (790), domestic market check, copies of want ads, housing inspection records (OSHA Standards), and related records.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2005144 Alien Labor Certifications and Program Reviews

Description: This record series is used to document the certification process for the use of alien laborers due to the unavailability of domestic workers in accordance with 20 CFR Parts 655 and 656. The files may contain (a) Alien Labor Certification: copies of U.S. Department of Labor documents including Notice of Findings with attachments, Final Determinations, letter of remand, and related documentation, (b) Program Reports: copies of U.S. Department of Labor reports including Program Reports (from the Alien Labor Certification Unit), Bimonthly Reports (from the Employment and Training Administrations) with associated notes, and (c) Prevailing Wage Requests: State of Nevada Employment Security Division "Prevailing Wage Request" and "Alien Certification Wage Request" with related documents.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1991746 B-22 Performance Reports

Description: This record series consists of a monthly computer printout of office performance statistics, compiled in the field offices throughout the state. The printout contains information such as: # of openings listed, # of counseling services, applications filed, placement activity transactions and other relevant information.

Retention: Retain until superseded with a current report.

Disposition: Destroy

1991637 Employment/Training Support Services

Description: Services provided for persons with disabilities, law offenders, and youth. Files contain correspondence, financial reports, pamphlets, booklets, articles. Used to monitor and manage eligibility of applicants and expenditure of funds. Used also for staff training. Includes logs and copies of documents.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1991636 ESAS BLM-USFS Packet Tracking System

Description: This is an applicant file maintained on floppy disk (Word Processing- Symphony). File contains applicant name, SSN, date DD-214 received, date returned, date coded, date entered. These are for seasonal employees (May-Sept) for the Bureau of Land Management and U.S. Forestry Service.

Retention: Retain for a period of four (4) calendar years from the date the records used as input were received.

Disposition: Destroy Securely

1991433 Federal Bonding Program Files

Description: This record series consists of applications to the bonding company for approval for individuals who may be ex-felons, have problems with a bankruptcy, have no credit rating, history of alcohol/drug abuse, or for any reason have been refused by a bonding company. It is used to determine bonding requirements for individuals. The file contains a monthly updated printout from bonding agent of all individuals currently participating in the state and information about each. File may contain copies of correspondence or there related items.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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1991429 Foreign Recruitment Data File

Description: This file has to do with the recruitment of foreign nationals for skills/specialties not available domestically. This is maintained on floppy disk and is created from applications received at local offices and forwarded to this department, before the applications are sent to Regional Department of Labor Office in San Francisco. Entries include name of employee/employer, skill level, date received, and date forwarded to Regional Department of Labor Office. The file is used for tracking of the application should any question arise as to their receipt or disposition.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1991629 GATB Training Files

Description: This records series contains general information about the General Aptitude Test Battery (Dept. of Labor). Contains trainer's curriculum, correspondence, trainee handouts (copies), forms, various training materials, policies, memos, quizzes, answer sheets, and similar materials used in the training of field staff for State/local/school training programs.

Retention: Review annually to remove obsolete, outdated and valueless materials.

Disposition: Destroy

1991748 Inquiries

Description: This record series consists of inquiries done on Job Corps applicants. The file contains the basic Job Corps application, ETA 652 Jobs Corps Data Sheet.

Retention: Retain for a period of three (3) calendar years.

Disposition: Destroy Securely

1991630 Inter local Testing Agreements

Description: Formal agreements with various agencies and schools for the testing of students. Files will contain correspondence and related materials used to assess aptitudes and interests for courses to be taken. Files will also include copies of billing records and monthly status printouts from Financial Management.

Retention: Retain for a period of six (6) calendar years from the termination date of an agreement.

Disposition: Destroy

1991432 Interstate Job Bank Microfiche

Description: This is reviewed weekly from the National Interstate Job Bank in New York. It is a list of all employers with a hard-to-fill job (because of skill level or unusual occupation).

Retention: Retain for a period of one (1) calendar year from the date received.

Disposition: Destroy Securely

1991627 Job Corp. Contract Files

Description: Files contain contracts with Dept. of Labor, correspondence, goal of recruiters, performance data and forms, information on individual recruits, billing data as sent to Financial Mgmt, reports to D.O.L. and internal, budgeting and time coding info from Financial Mgmt, printouts from D.O.L. Job Corp office in Texas, and any other related documents.

Retention: Retain for a period of six (6) calendar years from the termination of the contract.

Disposition: Permanent: Transfer to State Archives

1991749 No Show Files

Description: This record series consists of an applicant's jacket. The files contain: travel instructions, data sheet, copy of screener inventory, medical records, police records, release of information forms, selective service information, institution or foster homes information, self-certification forms, income, legal residency and other related documents...

Retention: Retain for a period of three (3) calendar years.

Disposition: Destroy Securely

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1991521 Program Year Rapid Response Files

Description: This record series contains notification to Employment Security of impending plant closures or layoffs by employers in Nevada as required by Public Law 100-379 - Aug. 4, 1988 [Workers Adjustment and Retraining Act (WARN)]. Files will contain the Rapid Response Notification form RRT.002 (rev 1/91), and related documentation such as news clippings, correspondence, chrono log, list of employees supplied by employer, and any other similar types of documents. These files are used to monitor the closure/layoff and the placement of workers until all are placed. These files are used to create quarterly/annual reports which are sent to the Office of the Governor. This data is entered into a local computer hard disk and backed up periodically, not less than monthly. These records are subject to subpoena as may be required.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2012039 Reemployment and Eligibility Assessment / Reemployment Services Files

Description: This record series documents the provisions of services in the Reemployment and Eligibility Assessment/Reemployment Services program in accordance with Federal Register 73957 (December 4, 2008) and 20 CFR 604. The files may contain, but are not limited to: Work search record, Reemployment plans, Unemployment eligibility review, Related correspondence.

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1991747 Screener Folder Inventory

Description: This record series consists of a Screener Folder Inventory (sample) and Screener Folder Inventory (non-sample). The sample file may contain name and social security number, documentation of specific criteria. The non-sample file may contain name and social security number and general information.

Retention: Retain for a period of three (3) calendar years.

Disposition: Destroy

1991431 Shepherd Program

Description: This record series is created when a request is received from an employer for foreign shepherders, and will include paperwork requesting herders, housing checklist (OSHA Standards), housing availability, and related records.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1991638 Summer Youth Program

Description: This records series contains records accumulated by a program that is now inactive. Contains correspondence, logs, and individual jackets of participants which will contain application forms, time sheets, contracts, and termination forms plus any other related forms.

Retention: Retain for a period of six (6) calendar years from the date this program was discontinued.

Disposition: Destroy Securely

1991628 Testing Files

Description: Correspondence, general info about Pre-Employment testing (kind of tests available, newspaper articles, catalogs, etc.), assessment of unemployed or underemployed individuals, info about materials and equipment, policies relating to Nevada and other states. Contains some information about specific companies and individuals. Kept primarily as information/subject file.

Retention: Review annually and remove any outdated, superseded, or unneeded material.

Disposition: Destroy Securely

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1991436 Time Coding by Project Monthly Reports

Description: This is an internal report that is used to prove the accuracy of weekly time sheets from field offices. It contains a summary of working time by employee within office, showing time and individual responsibilities accomplished. This report is received from the Financial Management Division.

Retention: Retain for a period of one (1) calendar year from the date of report.

Disposition: Destroy

1991435 Veterans Program

Description: This record series contains all data about individual veterans participating in this program. Files will contain application for employment (ETA 511), DD214, disability papers, I-9 forms, eligibility forms, OJT contracts, monthly invoices and time sheets from employers, evaluations, and any other related documents.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2003128 Work Opportunity Tax Credit / Welfare to Work: Certifications

Description: This record series documents and administers the certification process for tax credit of the applicant and the employer under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2003129 Work Opportunity Tax Credit / Welfare to Work: Denials

Description: This record series documents the determination to deny certification of the applicant and/or the employer for tax credit under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2003213 Work Opportunity Tax Credit / Welfare to Work: Ineligibles

Description: This record series documents the determination of ineligible status of the applicant and/or the employer for tax credit under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

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Disposition: Destroy Securely

2005061 Worker Profiling and Reemployment Services Files

Description: This record series documents the provisions of services in the Worker Profiling and Reemployment Services Program in accordance with 26 U.S.C. § 3301 et seq. (Unemployment Compensation Amendments of 1993), 42 U.S.C. § 503 (j) (Worker Profiling) and NRS 612.375 (2). The files may contain: (1) list of profiled claimants scheduled for orientation services; (2) reemployment plans; (3) unemployment eligibility review; (4) orientation evaluation; (5) list of participants signed up for workshops; (6) related correspondence and similar documentation.

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely