



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 182-162
Employment Commission, Virginia
Workforce Services

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

Ellen Marie Hess

AGENCY RECORDS OFFICER

Anna D. Beverly

STATE APPROVAL

STATE ARCHIVIST

Sandra B. Zeadery

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: **SEP 02 2016**

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance Participant Files</u> This series documents participants enrolled in Alternative Trade Adjustment or Reemployment Trade Adjustment Assistance programs that provide wage supplements to workers over the age of 50. This series may include, but is not limited to: applications, pay stubs, determinations, and supporting documentation.	200517	3 Years after last action	Confidential Destruction
<u>Budget and Position Reports</u> This series documents the planning of budgets for multiple federal grants. This series may include, but is not limited to: monthly reports, backup worksheets, and correspondence	200518	5 Years after end of federal fiscal year	Non-confidential Destruction
<u>Clearance Order Files: H2A and H2B</u> This series documents the clearance of agricultural employers to recruit temporary agricultural farmworkers. This series may include, but is not limited to: employer applications, Notice of Acceptance letters, denial letters, worker early departure notifications, Employment and Training Administration (ETA) 790 Clearance orders, and correspondence.	200512	3 Years after receipt	Non-confidential Destruction
<u>Department of Labor: Quarterly Foreign Labor Reports</u> The series documents H2A and H2B program activities reported to the Department of Labor on a quarterly basis such as the number of job orders received, H2A housing inspections, and the number of rooms inspected at migrant labor camps. This series may include, but is not limited to: reports.	200511	3 Years after creation	Non-confidential Destruction
<u>Disabled Veterans Outreach Program (DVOP) Case Files</u> This series documents case management services provided to veterans under employment service programs such as Chapter 31 and Triage. This series may include, but is not limited: intake and referral forms, resumes, employment plans, case notes, and communication, participation status, and termination reports.	200523	4 Years after closed	Confidential Destruction



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<u>H2A Prevailing Practice and Wage Surveys</u> This series documents the determination of prevailing wages that agricultural employers will have to pay their workers and the practices employers abide by for recruiting their workers. This series may include, but is not limited to: survey forms, survey finding worksheets, and survey supporting data forms.	200513	3 Years after receipt	Non-confidential Destruction
<u>Reemployment and Eligibility Assessment (REA) Program Records</u> This series documents the reemployment services provided to unemployment insurance (UI) claimants who are likely to exhaust unemployment insurance benefits and are not selected for the Reemployment Services Orientation (RSO) program. This series may include, but is not limited to: lists of claimants, management reports, U. S. Department of Labor Employment and Training Administration (ETA) program reports, PowerPoint presentations, and correspondence.	200460	5 Years after end of term	Confidential Destruction
<u>Reemployment Services and Eligibility Assessment (RESEA) Program Records</u> This series documents the reemployment services provided to two groups of unemployment insurance (UI) claimants: service members leaving the military who receive unemployment insurance, and claimants who are likely to exhaust unemployment insurance benefits before reemployment. This series may include, but is not limited to: manuals, training materials, U. S. Department of Labor Employment and Training Administration (ETA) program reports, staff lists, claimant lists, and supporting documentation.	200461	5 Years after end of calendar year	Confidential Destruction



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<u>Reemployment Services Orientation (RSO) Program Records</u> This series documents the reemployment services provided to unemployment insurance (UI) claimants with a high probability of exhausting benefits and who are not served by the Reemployment Services and Eligibility Assessment (RESEA) Program. This program was previously known as the Reemployment Services Workshop. This series may include, but is not limited to: lists of claimants, management reports, U. S. Department of Labor Employment and Training (ETA) program reports, PowerPoint presentations, and correspondence.	200463	5 Years after last action	Confidential Destruction
<u>Reemployment Services: Emergency Unemployment Compensation (RS-EUC) Program Records</u> This series documents the reemployment services provided to unemployment insurance (UI) claimants who have exhausted their regular UI benefits and received an extension of UI benefits known as Emergency Unemployment Compensation (EUC). This series may include, but is not limited to: manuals, training materials, staff lists, claimant lists, and supporting documentation.	200462	5 Years after last action	Confidential Destruction
<u>Trade Adjustment Assistance Participant Training Files</u> This series documents participants enrolled in the training benefits available through the Trade Adjustment Assistance Program. This series may include, but is not limited to: applications, approved training plans, and supporting documentation.	200519	3 Years after last action	Confidential Destruction
<u>Work Opportunity Tax Credit (WOTC) Certifications: Approvals</u> This series documents the approval of an employer's application to receive a tax credit by hiring full and part-time employees from within specific groups such as qualified veterans and Katrina-aid recipients. This series may include, but is not limited to: applications, IRS form 8850, ETA form 9061, and support documentation.	000560	4 Years after decision	Confidential Destruction



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<p><u>Work Opportunity Tax Credit (WOTC) Certifications: Denials</u></p> <p>The series documents the denial of an employer's application to receive a tax credit for hiring full and part-time employees from within specific groups such as qualified veterans and Katrina-aid recipients. This series may include, but is not limited to: applications and support documentation.</p>	200510	1 Year after decision	Confidential Destruction
<p><u>Worker Profiling and Reemployment Services (WPRS) Model Files</u></p> <p>This series documents the development, maintenance, and application of a mathematical equation used to calculate a benefits exhaustion probability (BEP) score for each unemployment insurance (UI) claimant and assign claimants to specific reemployment programs. This series may include, but is not limited to: spreadsheets, Statistical Package for the Social Sciences (SPSS) output files, narrative descriptions, and correspondence.</p>	200464	3 Years after superseded, obsolete, or rescinded	Confidential Destruction
