

Retention and Classification Report

Agency: Department of Workforce Services. Refugee Services Office. (4451)

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Records Officer: _____

83852 Refugee unit employer contacts

AGENCY: Department of Workforce Services. Refugee Services Office.

SERIES: 83852

3

TITLE: Refugee unit employer contacts

DATES: 1986-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a log of employers contacted for possible referral or on-the-job training by staff members of the Employability Development Center's Refugee Unit. It includes the employer contacted, the date, outcome/results and the unit staff member who made the contact. This log is used to help complete statistical reporting forms as required by the Federal government for Refugee Services programs.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Retention is based on three year Federal audit requirements.

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(continued)

PRIMARY DESIGNATION:

Private