

REPORT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

STATE DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

Division of Vocational Education
Veterans' Training Programs

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. JOB TRAINING FILE (COMPANY DISAPPROVALS)

Size: 8 1/2" x 11"
 Dates: 1945-1956
 Quantity: 32 drawers (58 cubic feet)
 File Arrangement: Alphabetical by name of company or employer
 Annual Accumulation: Discontinued
 Disposable Amount: 58 cubic feet
 Audit: State and Federal

The Division of Vocational Education had the responsibility for the inspection, approval, and supervision of establishments which offered on-the-job training to veterans who were undergoing training under the provisions of Public Law 346 (G.I. Bill). The program, administered by the Division under the supervision of Vocational Rehabilitation and Education Division of the Veterans Administration, terminated in July, 1956. The Chief of the Vocational Rehabilitation and Education Division, Veterans Administration, Baltimore Regional Office has advised the Department that Federal regulations do not require that State records pertaining to the on-the-job training program be retained for longer than three years. Furthermore, the Veterans Administration maintains complete records on the administration of this program.

Specifically, each folder in the Job Training File may contain any of the following records:

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

T. J. P... ..
Signature

State Superintendent of Schools

April 14, 1959

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/29/59
Date

M... .. S... ..
Archivist

MAY 4 1959
Date

Andrew H... ..
Secretary

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Application for Approval as on-the-job training establishment
 Check list for on-the-job training--lists facilities, working conditions, etc.
 Certificate of Approval (duplicate) - shows number of trainees that can be trained at one time, length of training program, and whether apprenticeship or other type of approval is indicated
 Correspondence - re wage rates, certification of company, notification to company regarding change in status, requests for information from company
 Re-evaluation form
 Change sheet (change in company's application for approval)
 Apprenticeship and training agreements together with outlines of training programs offered

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. FARM TRAINING FILE

Size: 8½" x 11"
 Dates: 1945-1956
 Quantity: 14 drawers (25 cubic feet)
 File Arrangement: Alphabetical by surname of veteran
 Annual Accumulation: Discontinued
 Disposable Amount: 25 cubic feet
 Audit: State and Federal

The Division of Vocational Education administered the farm training program for veterans who were undergoing training under the provisions of Public Law 346 (G.I. Bill). Disbursements for the payment of instructors participating in the program was made through the Department of Education. The Chief of the Vocational Rehabilitation and Education Division, Veterans Administration, Baltimore Regional Office, has advised the Department that Federal regulations do not require that State records pertaining to the farm training program be retained for longer than three years. Furthermore, the Veterans Administration maintains complete records on the administration of this program.

Specifically, the folder pertaining to each veteran may contain any of the following records:

- MD VFT #1 Farm Approval Application (Self-Employed)
- MD VFT #7 Return Card (Notice of Interruption of Training)
- MD VFT #9 Notice and Report of Periodic Review
- MD VFT #10 Periodic Review of Progress in Training
- MD VFT #11 Farm Survey - information regarding the farm
- E & R 7-52-1000 On-the-farm training card - for each
- E & R 6-51-1500 fiscal year showing absences, tuition paid, etc.
- VA form 7-1958 Notice of Expiration of Entitlement

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HALL OF RECORDS COMMISSION

APPROVED BY
PUBLIC WORKS

MAY 4 1959

Andrew H. ...
SECRETARY

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VA form 7-1907 c-1 Notice of Training Status
 VA form 7-1921 Application for Course of Institutional On-Farm Training
 VA form 7-1922 Report of Income Worksheets
 Correspondence with student and instructor

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. REPORTS OF INSTRUCTION AND TRAVEL REPORTS

Form No.: MD VFT form #5 Report of Instruction
 MD VFT form #6 Travel Report
 Size: 8½" x 11"
 Dates: 1945-1956
 Quantity: 8 transfiles, 2 drawers (18 cubic feet)
 File Arrangement: By county and alphabetical therein
 Annual Accumulation: Discontinued
 Disposable Amount: 18 cubic feet
 Audit: State and Federal

This file contains Reports of Instruction and Travel Reports prepared by individual instructors participating in the Institutional On-Farm Veterans Training Program. Both types of reports cover a one month's period. The Reports of Instruction show a break-down of the number of hours of classroom and out-of-classroom instruction for all students. On the reverse of each form is a computation of payment due each instructor (including travel reimbursement). The Travel Report for each month lists the destination, purpose, and mileage traveled on each trip.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. CUMULATIVE RECORD - VETERANS TRAINING IN AGRICULTURE

Form No.: MD VFT form No. 13
 Size: 17" x 22" (folded to 8½" x 11")
 Dates: 1945-1956
 Quantity: ½ cubic foot
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: Discontinued
 Disposable Amount: ½ cubic foot

This is a cumulative record submitted annually by each instructor. It was submitted in order to summarize the information shown on the Reports of Instruction (Item 3). The form shows the accumulated hours of instruction given each veteran during each month of the year.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
MAY 4 1959
Andrew H. Smith, Jr.
SECRETARY