



August 12, 2022

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-03
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
FOREST SERVICE JOB CORP NATIONAL OFFICE

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Guidance for Center Student Records Management to Meet
December 31, 2022, Deadline

1. Purpose. Provide guidance on scanning and transferring student paper records to meet the deadline from the National Archives and Records Administration (NARA).
2. Background. Presidential Memorandum M-19-21“Transition to Electronic Records” mandates the federal government to fully transition from paper records to electronic records by December 31, 2022, for increased efficiency, accuracy, and improved storage. Beginning January 1, 2023, the NARA will no longer accept new paper records.

Job Corps centers maintain two types of student records: regular student personnel records managed by the center’s Student Records Office, and Student Health Records (SHR) managed by the center’s Health and Wellness Department. Over the past years, Job Corps developed the e-Folder and e-Health Folder in CIS-3G to comply with this federal requirement and enable centers to convert paper-based student records into a secure electronic format. The Job Corps Data Center (JCDC) has also provided scanners to centers for this purpose. While transferring hard copy records to the local Federal Records Centers (FRCs) on routine schedules, Job Corps centers have simultaneously scanned student records into CIS-3G. The closures of FRCs and discontinuation of center operations during the COVID-19 pandemic have led to a backlog of hardcopy transfers and scanning at many centers.

3. Action Required. At the direction of the Regional Directors, all Job Corps centers are to assess current records on center covering 2016 through 2022 year-to-date (YTD). For 2016 through 2019, centers are to transfer all hard copies to the local FRCs before December 2022, including those less than three years old as required in PRH 6.4.R18.c. and have not been scanned. Centers will enter each calendar year into the Archives and Records Center Information System (ARCIS) to create a transfer request. Upon receipt of the approved transfer request, centers will contact the local FRC to schedule delivery. The actual date of shipment can be after the December 31, 2022, deadline if the transfer request has been created and approved before that date.

For 2020 through 2022 YTD, centers are to scan both types of student records into the e-Folder and e-Health Folder in CIS-3G before December 31, 2022. Please note that the SHR (including disability records) must be separately and securely scanned by each center's Health and Wellness Center staff. Job Corps will arrange for electronic transfer of these records to NARA. There is no need for centers to transfer the paper copies of these records to the FRC for storage. Once scanned into CIS-3G, centers can keep the hard copies for three years until further notice. For all the future records, centers must continue to scan them into CIS-3G. The National Office will issue further guidance regarding this subject in the coming months. Center IT support personnel need to ensure that all scanners are operational and connected properly to scan directly to CIS-3G.

Addressees are to ensure that this PIN is distributed to all center personnel in the Student Records Office and the Health and Wellness Departments.

4. Effective Date. Immediately
5. Expiration Date. Until Superseded.
6. Inquiries. Inquiries should be directed to Robert Mhoon of the National Office at mhoon.robert@dol.gov