



DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 25-03
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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 CONTRACATORS
ALL CENTER USERS

FROM: ERIN MCGEE
Acting Administrator
Office of Job Corps

SUBJECT: Disposition of Hard Copy Student Records at Job Corps Centers

1. Purpose. To provide guidance for centers' disposition of hard copy student records and processing of student records in the event of a student death.
2. Background. Job Corps centers (Center) 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. Operator requirements with respect to records management are located at Policy and Requirements Handbook (PRH) Chapter 6.4. In the event of a student death, the PRH specifies additional requirements in PRH 6.4 R19.

In 2022, Program Instruction Notice (PIN) 22-03, and as updated and amended by PIN 22-07, the Office of Job Corps (OJC) instructed Centers to scan all components of students' hard copy records for Calendar Year 2022 and onward into each student's eFolder in CIS-3G to fully transition to digitized records. Scanning of records must be completed pursuant to National Archives and Records Administration (NARA) digitization standards as described in 36 C.F.R. § 1236.32. After scanning completion, Centers must validate that the digitized records are of suitable quality to replace the source paper records as required in 36 C.F.R. 1236.34. The procedures by which centers must scan and validate scanned records are outlined below in Section 2 below.

Only after validation is completed do hard copy student records become "convenience" copies of the official records in the eFolder in CIS-3G. As such, these convenience copies can be destroyed after verification that records have been completely and correctly scanned into students' eFolder in CIS-3G.

3. Action Required.

As stated above, Centers must follow established procedures for the scanning and uploading of all regular student personnel records into students' eFolders in CIS-3G before students' separation. Similarly, Centers' Health and Wellness staff must scan students' SHR into students' eFolders in CIS-3G before students' separation. A PRH Change Notice is forthcoming to incorporate these procedures into PRH 6.4

When scanning and validating the quality of scanning, centers must check for the following quality indicators and must rescan as necessary to ensure that scanned records are of suitable quality to replace the source records:

- Completeness of image/cropping
- Number of pages
- Order of pages
- Sizing of pages (page must be completely captured)
- Readability/nothing obscuring content
- Appropriate contrast (image is neither too dark nor too light)
- Resolution (at least 300 DPI)
- Scan lines, vertical or horizontal bands, streaks
- Images are correctly oriented, centered, and/or de-skewed

When a student separates from the program, the Center's Student Records Office and Health and Wellness staff must verify that records are scanned with quality results, and, only after validation of the scanned records is completed, may destroy the convenience copies of the source records. Until records are scanned and the scans are validated, the hard copy records must be stored in a secure location per PRH 6.4, R1(a6 and 8), and R18(a).

Similarly, in the event of a student's death, the center must ensure that all components of the student's hard copy records are scanned into the student's eFolder in CIS-3G and destroy the convenience copies of the source records after validation that scanned records are of suitable quality to replace the source records. Once scanning of all hard copy records is verified, the center is no longer required to physically send the hard copy records to the National Office of Job Corps; a PRH Change Notice is forthcoming to revise PRH 6.4, R19.

4. Effective Date. Immediately.

5. Inquiries. Please contact the Regional Records POCs and Cassandra Thomas, National Office Records Coordinator at thomas.cassandra@dol.gov.