



# List of Documents to File in Apprentice Records

**PURPOSE:** To provide the company with a list of documents that will need to be kept on file for each apprentice for five (5) years after the apprenticeship ends. NOTE: Other records may be needed for funding purposes.

DATE	DOCUMENT	OWNER	PARTICIPANT	TIMEFRAME	COPIES
	Apprenticeship Offer Letter (not a DOL requirement)	HR	Apprenticeship Coordinator	Sent after all interviews complete	Copy to Apprentice; Copy in Apprentice file
	Signed ETA 671 - and - Signed Voluntary Disability Disclosure	Apprenticeship Coordinator	HR, Factory or Department Manager	Collected at first day of apprentice orientation	Copy to Apprentice; Copy in Apprentice file
	Signed Release Form, if appropriate (not a DOL requirement)	Apprenticeship Coordinator	HR, Factory or Department Manager	Collected at first day of apprentice orientation	Copy in Apprentice file
	Prior Learning Credit Form Example, if applicable	Apprenticeship Coordinator	Factory or Department Manager	Filled out during interviews	Copy in Apprentice file
	College Grades, if applicable (transcripts)	HR	Apprenticeship Coordinator	Asked for during interviews	Copy in Apprentice file
	OJT and RTI Tracking Sheets	Factory/ Department Manager; Training Coordinator	Training, Apprenticeship Coordinator	Monthly for OJT/ at end of college quarter or semester for RTI	Copy in Apprentice file
	Apprentice X-Month Evaluation/ Feedback Forms	Factory/ Department Manager	Apprenticeship Coordinator/HR	Every 6 month after start of apprenticeship	Copy to Apprentice; Copy in Apprentice file
	Apprentice Wage History	HR	Apprenticeship Coordinator/ Department Rep	After every wage increase	Copy in Apprentice file