

List of Documents to File for U.S. DOL OA Program Review Purposes

PURPOSE: To provide the company with a list of documents that will need to be kept on file for the overall program for future program review purposes. Keep on file for five (5) years after the apprenticeship ends.

DATE	DOCUMENT	OWNER	PARTICIPANT	TIMEFRAME	COPIES
	Selection Criteria for Apprenticeship	HR	Factory or Department Manager	Prior to posting apprenticeship positions	Filed in U.S. DOL OA Program Review folder
	Up-to-Date Interview Records	HR	Factory or Department Manager	Collected after each interview	Filed in employee or HR file
	Copy of Employee Handbook (Employment Policy only)	HR	None	Updated yearly	Filed in U.S. DOL OA Program Review folder
	Apprenticeship Governance Committee Agendas and Notes, if applicable	Apprenticeship Coordinator	Factory or Department Manager	Filed after each meeting	Copies sent to all committee members; file in U.S. DOL OA Program Review folder
	Apprenticeship Governance Committee Members and Roles, if applicable	Apprenticeship Coordinator	HR	Filed after members selected; update yearly	Copies sent to all committee members; file in U.S. DOL OA Program Review folder
	Proof of Anti-Harassment Training (content, dates, mode of delivery, by whom, to whom)	Training Supervisor	Apprenticeship Coordinator	After launch, updated yearly	Filed in U.S. DOL OA Program Review folder
	Updated EEO Poster with Complaint Info Notice	Apprenticeship Coordinator	HR	Updated yearly	Pictures filed in U.S. DOL OA Program Review folder
	Apprenticeship Announcements	HR	Apprenticeship Coordinator	Updated after each posting	Filed in U.S. DOL OA Program Review folder
	Record of request for reasonable accommodations, if applicable	HR	None	Filed after each apprentice interview	Filed in employee file
	Records of informational EEO sessions with apprentices and mentors	Apprenticeship Coordinator	HR	Filed after each session	Filed in U.S. DOL OA Program Review folder
	Recruiting source list with contact information	HR	None	Update yearly	Filed in U.S. DOL OA Program Review folder
	Company's Disability Policy	HR	Corporate	Updated yearly	Filed in U.S. DOL OA Program Review folder
	Records showing that apprentices are offered the opportunity to disclose voluntary disability information yearly	HR		Updated yearly	Filed in U.S. DOL OA Program Review folder