

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Commerce	
2 MAJOR SUBDIVISION Bureau of the Census	
3 MINOR SUBDIVISION Manufacturing and Construction Division	
4 NAME OF PERSON WITH WHOM TO CONFER William G. Bostic, Jr., Chief	5 TELEPHONE (301)763-4593

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-029-03-1</i>	
DATE RECEIVED <i>12-9-2002</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE <i>4-8-03</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>11/22/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard F. Thompson</i> Leonard F. Thompson	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Manufacturing and Construction Division Current Industrial Reports Series <u>Economic Surveys</u> (see attached document)	NC1-29-82-1, item 4 items 4B2, 4B3, 4B4	per email from Agency staff, Diane Braun, dated 01/28/03 <i>Diane Braun</i> A. Felker

cc Agency, NWMDP-B

Bureau of the Census
Manufacturing and Construction Division
Economic Surveys

The Economic Surveys provide monthly, quarterly and annual measures of industrial activity¹. The primary objective of the program is to produce timely, accurate data on production and shipments of selected products. The data are used to satisfy economic policy needs and for market analysis, forecasting and decision-making in the private sector.

This is to request a change in the retention period for the Industry Division Records Schedule Job number NC1-29-82-1, item 4B(2), 4B(3) and 4B(4). The disposition would be changed for the annual, monthly, quarterly and counterpart questionnaires of the Economic Survey series.

4. Completed Questionnaires

B. Completed Economic Survey Series

- (1) Annual Surveys
Destroy questionnaires one year from the date of initial mailing.
- (2) Quarterly Surveys
Destroy questionnaires after one full stat period quarter following their mailing date.
- (3) Monthly Surveys
Cut off at the end of the month following issue; destroy 30 days after cut off.
- (4) Counterparts
Destroy questionnaires one year from the date of initial mailing.
- (5) Digital Images of Keyed Questionnaires
Cut off data every 3 years; Transfer to compact disk or retain in system as necessary; Delete/destroy 5 years after cut off or when no longer needed for program purposes, whichever is later.

There are no electronic versions created by electronic mail or word processing applications.

¹ Examples of Economic Surveys include but are not limited to Current Industrial Report, Research and Development, Plant Capacity surveys