

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>NI-029-124</i>	
1 From (Agency or establishment) Department of Commerce		Date Received <i>8/21/12</i>	
2 Major Subdivision Bureau of the Census		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 Minor Subdivision Economic Programming Division			
4 Name of Person with whom to confer Christopher Rill	5 Telephone (include area code) 301-763-7374	Date <i>1 Oct 2012</i>	Archivist of the United States <i>[Signature]</i>
<b>6 Agency Certification</b> 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 _____ 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Arthur P. Venning, for</i>		Title Census Bureau Records Officer	Date (mm/dd/yyyy) 08/21/2012
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	This records schedule cover records for the Economic Directorate Document Management System  See the attached page		

## 1. The Economic Directorate Document Management System (EDMS)

EDMS was created to provide a document management system for use by all divisions within the Economic Directorate. The system provides a secure and trusted repository that serves as the sole authoritative source for up-to-date program documentation.

EDMS contains a hierarchically arranged folder layout, with each division having its own folder and standard subfolders. EDMS also contains standardized sets of fields for document, program, and project types. Projects are associated with corresponding programs and the divisions responsible for their management.

### Disposition

- A Content and metadata designated for permanent retention in individual Economic Directorate division schedules

Permanent While system is in operation, transfer (as specified in 36 CFR 1235.44 – 1235.50 or standards applicable at the time) a copy of the records and associated metadata eligible for transfer to the National Archives every five years or prior to migration to new system version with major changes, whichever occurs first.

- ~~B Content and metadata designated for disposal in individual Economic Directorate division schedules~~

~~Temporary Delete records and associated metadata in accordance with retention periods established in appropriate division schedule~~

*Filing Instruction*