REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on separate page)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEPARTMENT OF COMMERCE

2. MAJOR SUBDIVISION
ECONOMICS AND STATISTICS ADMINISTRATION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Daniel J. Rooney	202 482 0517

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-040-01-4

DATE RECEIVED
4-18-2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
9-3-02	John W. Carlin

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 _____ 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/29/02	Daniel J. Rooney	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Schedule – revised 5-28-02.		
	cc Agency, NWMD, NWME, NWMW		

115-109 NSN 7540-00-634-4084 STANDARD FORM 115 (REV. 3-91)
PREVIOUS EDITION NOT USABLE Prescribed by NARA
36 CFR 1228

05/28/02

ECONOMICS AND STATISTICS ADMINISTRATION

IMMEDIATE OFFICE OF THE UNDER SECRETARY AND DEPUTY UNDER SECRETARY FOR ECONOMIC AFFAIRS

1. Program Correspondence Files

Letters, memoranda, reports, and other correspondence arranged by operating unit and thereunder by subject. The three major subseries are DOC, which is subdivided by operating unit; ESA, which is subdivided by subordinate office/operating unit (i.e., Bureau of Economic Analysis) and subject; and Census, which is subdivided by subject. This file is maintained by ESA correspondence control and constitutes the core central file of the organization. Most of the correspondence consists of memoranda received from the Bureau of the Census, BEA, or subordinate ESA offices that do not require action except, in some instances, for clearance by the Under Secretary. Correspondence reflecting significant policy actions can generally be found in the Executive Secretariat Program Files in the Immediate Office of the Secretary of Commerce.

TEMPORARY. Cut off files annually. Destroy 7 years after cutoff.
(Supersedes NC1-40-79-1, items 185 and 189.)

2. Controlled Correspondence File

Copies of incoming and outgoing controlled correspondence received from and tracked by the Department Executive Secretariat, which maintains the record copies of this correspondence.

TEMPORARY. Cut off files annually. Destroy 2 years after cutoff.

RECORDS COMMON TO MULTIPLE ESA OFFICES

3. Program Correspondence Files

Letters, memoranda, reports, briefing materials, talking points, working papers, and other correspondence maintained by ESA Offices, Office Directors, and individual staff members that reflect their functions and activities in support of ESA and Departmental programs. Arranged by subject.

TEMPORARY. Cut off files annually. Destroy 4 years after cutoff.

4. Chronological Files

Extra copy of outgoing correspondence arranged in chronological order and maintained in any ESA office solely for convenience of reference.

TEMPORARY. Cut off files annually. Destroy 2 years after cutoff.

5. Publications

Records approved as media-neutral VST 10/10/17

ESA publications such as the Office of Policy Development (OPD) series Working Papers on Industrial and Economic Performance; Studies of Industrial Performance and Economic Growth; and Special Studies; and the annual Digital Economy reports by the Office of Business and Industrial Analysis (OBIA.)

a. Record copy (maintained by originating office)

PERMANENT. Cut off files annually. Transfer to WNRC in one cubic foot blocks when one cubic foot has accumulated (every 5 years). Transfer to the National Archives and Records Administration when 10 years old.

b. All other copies

TEMPORARY. Destroy when no longer needed.

6. Working Papers and Reference Files

Reports, statistical data, publications, and other documentation that are collected and used by ESA staff to develop reports, publications, briefing papers, talking points, and other products, the final version of which is published, transmitted to the Under Secretary or the Office of the Secretary, or otherwise disseminated.

TEMPORARY. Destroy when no longer needed for the product to which they relate or for other work.

7. Briefing books, speeches, and testimonies of ESA high-level officials.

Records approved as media-neutral VST 10/10/17

a. Agendas, accepted invitations, background information, speeches and notes, and testimonies of ESA officials.

PERMANENT. Cut off files annually. Retire to WNRC 4 years after cutoff. Transfer to the National Archives and Records Administration 10 years after cutoff.

b. Working papers and canceled/unaccepted invitations.

TEMPORARY. Cut off files annually. Destroy 3 years after cutoff.

ELECTRONIC RECORDS

8. Procurement Survey 1997 and 2000 Databases

Databases of a survey of prime contracts let by the Executive Branch that were undertaken to establish and update the benchmarks and utilization estimates used in the Price Evaluation Adjustment for Small Disadvantaged Business Concerns and the Small Disadvantaged Business Participation Program. The surveys were central to the Clinton Administration's effort to "mend not end" affirmative action in Federal contracting. DOC was appointed the lead agency and the ESA Office of Business and Industrial Analysis collected data online or on forms completed and submitted by Federal agencies. The databases consist of about 100,000 records in four files and uses a Microsoft Word platform. Data elements include identification information about each successful and unsuccessful bidder/offeror on available contracts and whether it is a small business, small disadvantaged business, or women-owned business.

TEMPORARY. Erase data after each subsequent survey. If further surveys are not conducted, erase data when four years old.

9. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

STAT-USA

10. STAT-USA/Internet Database

STAT-USA/Internet is the Federal government's premier electronic publisher of trade and economic information, which is available through subscription on its website www.stat-usa.gov. The database consists of reports, statements, press releases, and statistics from all Federal agencies that collect, produce, or release trade, manufacturing, or other economic data. STAT-USA does not create any of the data or manipulate the data received from other agencies. Participating agencies include the Federal Reserve Board, State Department, U.S. Department of Agriculture, Census Bureau, International Trade Administration, and Departments of Treasury, Housing, Labor, and Defense.

The website is divided into two segments: GLOBUS & NTDB and State of the Nation. STAT-USA has partnered with the Census Bureau to provide a second web data service, USA Trade Online, www.usatradeonline.gov . The National Trade Data Bank (NTDB) was the original module around which STAT-USA was developed. It includes market and country research reports, export data, CIA international trade statistics, currency exchange rates, and current and historical trade leads. NTDB is an outgrowth of the Economic Bulletin Board, a telephone dial-in service that was established in 1985 by the Office of Business Analysis (OBA), the predecessor to STAT-USA. The Omnibus Trade Act of 1988 required that DOC serve as a central clearinghouse for Federal government trade information, and OBA was tasked to develop the NTDB. The original means of dissemination of NTDB data was CD-ROM disks. The GLOBUS component consists of current global business opportunity leads from the *Commerce Business Daily* and other sources that are updated daily.

The State of the Nation segment consists of general economic indicators; data and reports regarding employment, housing, and manufacturing and industry; monetary statistics; and minutes, statement, and testimony relating to economic policy.

USA Trade Online, which is also available on CD-ROM disks as USA Trade, is a detailed companion to the NTDB. It contains monthly exports and imports data on more than 17,000 commodities that is provided by the Foreign Trade Division at the Bureau of the Census. Data fields include harmonized system product codes, country and district current and previous month quantity and value data, and four-year annual history by country, quantity, and value.

a. Input – Copies of data received from Federal agencies in various electronic formats.

TEMPORARY. Return computer disks to originating agency after verification of successful transmission of the data into STAT-USA system, or delete/destroy disks upon receipt and successful transmission of replacement data.

b. Data documentation – Copy of data documentation received from Federal agencies upon submission of electronic information to STAT-USA.

TEMPORARY. Destroy/Delete upon receipt of replacement data and replacement documentation.

c. Master data file – Data contained in the STAT-USA database.

(1) PERMANENT. Cut off currently posted data when replaced with new data as the data is provided by the originating agency and posted by the Department on the STAT-USA web site. Transfer replaced data to the National Archives and Records Administration 1 year after posting of new data on the STAT-USA web site. The electronic copy will be transferred to NARA in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time of transfer.
(2) TEMPORARY. Delete STAT-USA copy of replaced data upon verification of new data.
(3) TEMPORARY. Delete system library copy one year after cut off.

d. Outputs – See item 11 of this schedule

e. STAT-USA System documentation – file codes layouts, system design, user guides

(1) PERMANENT. Transfer documentation to the National Archives and Records Administration along with associated data.
(2) Department of Commerce copy: TEMPORARY. Destroy/Delete documentation 3 years after termination of STAT-USA.

f. Back-up Files – system back-ups that are made on a periodic basis.

TEMPORARY. Delete 90 days after replaced by next back-up.

11. **STAT-USA CD-ROM Products**

STAT-USA provides the National Trade Data Bank (NTDB) and USA Trade on CD-ROM disks that are updated monthly.

a. Summary annual disks. The October 2001 issue will be the final CD-ROM issue for the NTDB. The NTDB will continue on Internet only. The August 2001 issue, released in October 2001, will be the final CD-ROM issue for USA Trade.

PERMANENT. Transfer to the National Archives and Records Administration upon approval of this schedule.

b. All other monthly disks and all copies of disks

TEMPORARY. Destroy when no longer needed for current business or 2 years after creation of annual summary, whichever is sooner.

12. **STAT-USA/Internet Site License Database (STAT-USA ESA-2)**

A database of subscribers, generally institutions, to an annual site license to STAT-USA/Internet. Data elements include identification information, date, price, and brief comments. Also in the database are OCR copies of the statement of costs letter that was sent to the licensee.

a. Database file

TEMPORARY. Erase individual files 3 years after license expires or when system administrator determines that data is no longer needed, whichever is later.

b. Paper copies of statement of costs signed by licensee

TEMPORARY. Destroy 3 years after expiration of license.

13. **Individual Use Subscription Files**

Database and paper copies of receipts for payment by individual subscribers to STAT-USA for its products. Data elements include date, invoice number, product, period of subscription, customer information, and cost. Requests for subscription and resulting information is received via printed forms, letters, online, or by telephone. All subscriptions are annual.

a. Database file

TEMPORARY. Delete file three years after subscription expires.

b. Paper files

TEMPORARY. Destroy when three years old.

14. **Customer Service Calls Database**

Database of phone calls from subscribers to STAT-USA products, consisting of the name of the caller and the nature of inquiry (account information, online technical support, requests for subscription information, etc.).

TEMPORARY. Cut off annually. Maintain for 1 year to provide statistical data regarding system, such as system integrity and customer satisfaction, then delete.