

Request for Records Disposition Authority

Records Schedule Number DAA-0375-2013-0002

Schedule Status Approved

Agency or Establishment Bureau of Economic Analysis

Record Group / Scheduling Group Records of the Bureau of Economic Analysis

Records Schedule applies to Major Subdivision

Major Subdivision International Economic Accounts Directorate

Minor Subdivision Balance of Payments Division

Schedule Subject Balance of Payments Divisional Records

Internal agency concurrences will be provided No

Background Information The Balance of Payments Division (BPD) is part of the International Economic Accounts Directorate at the Bureau of Economic Analysis. BPD provides a view of U.S. economic transactions and investment positions with other countries; some of its most widely known statistics are on U.S. international transactions (balance of payments accounts), U.S. trade in goods and services (released jointly with the U.S. Census Bureau), and the U.S. international investment position. BPD also conducts research and publishes reports on U.S. direct investment abroad, on foreign direct investment in the United States, and on the financial and operating structure of multinational companies.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	0	15	0

GAO Approval

Outline of Records Schedule Items for DAA-0375-2013-0002

Sequence Number	
1	502-001: GENERAL CORRESPONDENCE FILE Disposition Authority Number: DAA-0375-2013-0002-0001
2	502-002: BALANCE OF PAYMENTS METHODOLOGY FILE Disposition Authority Number: DAA-0375-2013-0002-0002
3	502-003: TOPICAL RESEARCH AND SPECIAL STUDIES FILE Disposition Authority Number: DAA-0375-2013-0002-0003
4	502-004: U.S. INTERNATIONAL TRANSACTIONS AND INVESTMENT POSITION S FILE Disposition Authority Number: DAA-0375-2013-0002-0004
5	502-005: MONTHLY GOODS AND SERVICES REVIEW FILE Disposition Authority Number: DAA-0375-2013-0002-0005
6	502-006: MONTHLY GDP REVIEW FILE Disposition Authority Number: DAA-0375-2013-0002-0006
7	502-101: QUARTERLY SURVEY OF FINANCIAL SERVICES TRANSACTIONS B ETWEEN U.S. FINANCIAL SERVICES PROVIDERS AND FOREIGN PERSONS (B E-185/180) Disposition Authority Number: DAA-0375-2013-0002-0007
8	502-102: QUARTERLY/BENCHMARK SURVEY OF INSURANCE TRANSACTION S BY U.S. INSURANCE COMPANIES WITH FOREIGN PERSONS (BE-45/140) Disposition Authority Number: DAA-0375-2013-0002-0008
9	502-103: QUARTERLY/BENCHMARK SURVEY OF TRANSACTIONS IN SELECT ED SERVICES AND INTELLECTUAL PROPERTY WITH FOREIGN PERSONS (B E-125/120) Disposition Authority Number: DAA-0375-2013-0002-0009
10	502-104: QUARTERLY SURVEY OF PAYMENT CARD AND BANK CARD TRANS ACTIONS RELATED TO INTERNATIONAL TRAVEL (BE-150) Disposition Authority Number: DAA-0375-2013-0002-0010
11	502-201: FOREIGN CARRIER'S OCEAN FREIGHT REVENUES AND EXPENSES IN THE UNITED STATES SURVEY (BE-29) Disposition Authority Number: DAA-0375-2013-0002-0011
12	502-202: OCEAN FREIGHT REVENUES AND EXPENSE - U.S. CARRIERS' SUR VEY (BE-30) Disposition Authority Number: DAA-0375-2013-0002-0012
13	502-203: FOREIGN AIRLINE OPERATORS REVENUES AND EXPENSES IN TH E UNITED STATES SURVEY (BE-9 & BE-36) Disposition Authority Number: DAA-0375-2013-0002-0013

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| 14 | 502-204: U.S. AIRLINE OPERATORS FOREIGN REVENUES AND EXPENSES SURVEY (BE-37)
Disposition Authority Number: DAA-0375-2013-0002-0014 |
| 15 | 502-205: INSTITUTIONAL REMITTANCES TO FOREIGN COUNTRIES SURVEY (BE-40)
Disposition Authority Number: DAA-0375-2013-0002-0015 |

Records Schedule Items

Sequence Number	
1	<p data-bbox="347 401 1019 436">502-001: GENERAL CORRESPONDENCE FILE</p> <p data-bbox="347 453 1133 489">Disposition Authority Number DAA-0375-2013-0002-0001</p> <p data-bbox="347 506 1484 835">This file consists of incoming and outgoing correspondence including requests for information from Federal agencies such as the U.S. Council of Economic Advisers, intra and inter-Departmental communication, and foreign organizations such as the International Monetary Fund, the Organization for Economic Co-Operation and Development, and national statistical agencies. Although primarily a correspondence file that contains BEA responses to individual questions regarding release information or data table questions, it also contains information on various facets of the Division's functions and activities, and occasionally includes papers on international economic accounting concepts and principles.</p> <p data-bbox="347 852 906 888">Final Disposition Temporary</p> <p data-bbox="347 905 841 940">Item Status Active</p> <p data-bbox="347 957 808 993">Is this item media neutral? Yes</p> <p data-bbox="347 1010 797 1129">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="347 1146 1393 1213">GRS or Superseded Authority Citation NCI-375-81-1 / M1, M2, M3, M4, M5, and M25</p> <p data-bbox="347 1241 656 1276">Disposition Instruction</p> <p data-bbox="347 1293 1344 1371">Cutoff Instruction Cutoff at the end of fiscal year in which the correspondence was received.</p> <p data-bbox="347 1388 1117 1423">Transfer to Inactive Storage Records to remain on-site.</p> <p data-bbox="347 1440 1159 1476">Retention Period Destroy 5 year(s) after cut off</p> <p data-bbox="347 1503 656 1539">Additional Information</p> <p data-bbox="347 1556 938 1591">GAO Approval Not Required</p>
2	<p data-bbox="347 1619 1187 1654">502-002: BALANCE OF PAYMENTS METHODOLOGY FILE</p> <p data-bbox="347 1671 1138 1707">Disposition Authority Number DAA-0375-2013-0002-0002</p> <p data-bbox="347 1724 1484 1875">This file consists of documentation of the concepts, principles, techniques, and procedures for collecting, adjusting, and analyzing data to derive economic measures. Documentation includes, for example, U.S. International Transactions Accounts: Concepts and Estimation Methods. Files may include memoranda,</p>

technical notes, spreadsheets, statement of procedures, data system documentation, printouts, and copies of articles and other working papers.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1/M7, M40, M44

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the methodology was created/changed.

Retention Period Destroy when no longer needed for agency business. Any changes to a methodology are published in the Survey of Current Business (N1-375-11-1/3b).

Additional Information

GAO Approval Not Required

502-003: TOPICAL RESEARCH AND SPECIAL STUDIES FILE

Disposition Authority Number DAA-0375-2013-0002-0003

This file contains special studies on the international economic accounts. The studies usually involve a considerable amount of research and analysis. Examples of study topics include profiles of U.S. exporters and importers of services, selected issues in the measurement of U.S. international services, and U.S. Multinational Companies: Operations of U.S. Parents and Their Foreign Affiliates. Any final deliverable is published in the monthly Survey of Current Business (N1-375-11-1/3b).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1/M8, M9, M12

Disposition Instruction

3

Cutoff Instruction Cut off at the end of the fiscal year in which the report of study was completed.

Retention Period Destroy 10 year(s) after cut off or when not needed for current business occurs, whichever is sooner

Additional Information

GAO Approval Not Required

502-004: U.S. INTERNATIONAL TRANSACTIONS AND INVESTMENT POSITIONS FILE

Disposition Authority Number DAA-0375-2013-0002-0004

This file includes data files that contain both aggregate published statistics and the underlying source data from which the aggregates were produced. The source data are from other Federal agencies, such as the U.S. Census Bureau and the U.S. Department of the Treasury, and from other sources such as publically available industry reports. The data files are maintained by individual estimators to develop estimates for inclusion in the U.S. international transactions and investment position accounts. Examples of estimates for these accounts include trade in goods and services, receipts and payments of income, and transactions and positions in financial assets and liabilities, such as debt and equity securities and bank deposits and loans.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1 / M13 and M15

Disposition Instruction

Cutoff Instruction Cut off at the end of the statistical year in which the underlying data is published.

Transfer to Inactive Storage None.

Retention Period Destroy 20 years after cutoff unless needed for current business.

Additional Information

GAO Approval Not Required

502-005: MONTHLY GOODS AND SERVICES REVIEW FILE

4

5

Disposition Authority Number **DAA-0375-2013-0002-0005**

This file consists of chronologically arranged files of estimates, analytical tables, write-ups, review notes, and other working papers used to prepare the U.S. International Trade in Goods and Services news release. The files are used to prepare and analyze monthly balance of payments adjustments for U.S. trade in goods and monthly statistics on U.S. trade in services. Balance of payments adjustments are made to align Census Bureau trade in goods data with the concepts and definitions used to prepare the international and national economic accounts. Examples of trade services include cross-border receipts and payments for travel services, transportation services, financial services, and business, professional, and technical services.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the statistical year in which the data is published.**

Transfer to Inactive Storage **None**

Retention Period **Destroy 20 years after cut off, unless needed for current business.**

Additional Information

GAO Approval **Not Required**

502-006: MONTHLY GDP REVIEW FILE

Disposition Authority Number **DAA-0375-2013-0002-0006**

This file consists of chronologically arranged files of estimates used to prepare the foreign transactions statistics for inclusion in the National Income and Product Account measures such as U.S. Gross Domestic Product. Foreign transactions include, for example, U.S. trade in goods and services, cross-border receipts and payments of income, and unilateral current transfers such as grants and remittances.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

6

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the statistical year in which the review has taken place.
	Retention Period	Destroy 20 years after cut off, unless needed for current business.
	Additional Information	
	GAO Approval	Not Required
7	502-101: QUARTERLY SURVEY OF FINANCIAL SERVICES TRANSACTIONS BETWEEN U.S. FINANCIAL SERVICES PROVIDERS AND FOREIGN PERSONS (BE-185/180)	
	Disposition Authority Number	DAA-0375-2013-0002-0007
	Survey of financial services providers that have engaged in transactions in financial services with foreign persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence. The results are used within the International Transaction Accounts.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year that the survey covers.
	Transfer to Inactive Storage	None.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
8	502-102: QUARTERLY/BENCHMARK SURVEY OF INSURANCE TRANSACTIONS BY U.S. INSURANCE COMPANIES WITH FOREIGN PERSONS (BE-45/140)	

Disposition Authority Number DAA-0375-2013-0002-0008

Survey of U.S. insurance companies that have engaged in insurance transactions with foreign persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year that the survey covers.

Transfer to Inactive Storage None.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

502-103: QUARTERLY/BENCHMARK SURVEY OF TRANSACTIONS IN SELECTED SERVICES AND INTELLECTUAL PROPERTY WITH FOREIGN PERSONS (BE-125/120)

Disposition Authority Number DAA-0375-2013-0002-0009

Survey of U.S. residents that have engaged in services and intellectual property transactions with foreign persons for which information is not collected on other BEA surveys and is not available to BEA from other sources. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

9

10	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year that the survey covers.
	Transfer to Inactive Storage	None.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	502-104: QUARTERLY SURVEY OF PAYMENT CARD AND BANK CARD TRANSACTIONS RELATED TO INTERNATIONAL TRAVEL (BE-150)	
	Disposition Authority Number	DAA-0375-2013-0002-0010
	Survey of U.S. credit card and bank card companies on credit, debit, charge, automated teller machine, and point of sale transactions of U.S. persons traveling abroad and foreign persons traveling in the United States. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.	
	Final Disposition	Temporary
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
11	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year that the survey covers.
	Transfer to Inactive Storage	None.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	502-201: FOREIGN CARRIER'S OCEAN FREIGHT REVENUES AND EXPENSES IN THE UNITED STATES SURVEY (BE-29)	
	Disposition Authority Number	DAA-0375-2013-0002-0011
	Survey of U.S. agents, on behalf of foreign ocean carriers. Respondents must report all relevant transactions of which they have knowledge on port services	

provided or obtained by them for foreign carriers, and on port services provided by third persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1 / M35

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the survey is submitted.

Transfer to Inactive Storage None.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

502-202: OCEAN FREIGHT REVENUES AND EXPENSE - U.S. CARRIERS' SURVEY (BE-30)

Disposition Authority Number DAA-0375-2013-0002-0012

Survey of U.S. carriers (owners or operators). Respondents must report the data by individual foreign country. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NC1-375-81-1 / M34, M36

12

13

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the survey was submitted.
Transfer to Inactive Storage None.
Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

502-203: FOREIGN AIRLINE OPERATORS REVENUES AND EXPENSES IN THE UNITED STATES SURVEY (BE-9 & BE-36)

Disposition Authority Number DAA-0375-2013-0002-0013

Survey of U.S. offices, agents, or other representatives of foreign airline operators that transport passengers or freight and express to or from the United States. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1 / M37

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the survey is submitted.
Transfer to Inactive Storage None.
Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

14

502-204: U.S. AIRLINE OPERATORS FOREIGN REVENUES AND EXPENSES SURVEY (BE-37)

Disposition Authority Number DAA-0375-2013-0002-0014

Survey of U.S. airline operators engaged in the international transportation of U.S. export freight and the transportation of freight and passengers between foreign points. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-375-81-1 / M38

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the survey is submitted.

Transfer to Inactive Storage None.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

502-205: INSTITUTIONAL REMITTANCES TO FOREIGN COUNTRIES SURVEY (BE-40)

Disposition Authority Number DAA-0375-2013-0002-0015

Survey of institutions engaged in international charitable giving (institutional remittances). File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence. The results are used within the International Transaction Accounts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

15

GRS or Superseded Authority Citation	None
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year in which the survey is submitted.
Transfer to Inactive Storage	None
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/24/2013	Certify	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
11/19/2013	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/25/2013	Submit For Certification	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
11/27/2013	Certify	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
02/10/2014	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/11/2014	Submit For Certification	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
02/11/2014	Certify	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
03/25/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services

04/01/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist