

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 ( BE-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)<br>Disposition Authority Number: DAA-0375-2013-0002-0014 |
| 15 | 502-205: INSTITUTIONAL REMITTANCES TO FOREIGN COUNTRIES SURVEY (BE-40)<br>Disposition Authority Number: DAA-0375-2013-0002-0015       |

Records Schedule Items

Sequence Number	
1	<p data-bbox="341 401 1019 432"><b>502-001: GENERAL CORRESPONDENCE FILE</b></p> <p data-bbox="341 453 1133 485">Disposition Authority Number      DAA-0375-2013-0002-0001</p> <p data-bbox="341 506 1487 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="341 856 906 888">Final Disposition                      Temporary</p> <p data-bbox="341 909 841 940">Item Status                              Active</p> <p data-bbox="341 961 808 993">Is this item media neutral?          Yes</p> <p data-bbox="341 1014 797 1045">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="341 1150 1393 1213">GRS or Superseded Authority Citation      NCI-375-81-1 / M1, M2, M3, M4, M5, and M25</p> <p data-bbox="341 1255 656 1287"><b>Disposition Instruction</b></p> <p data-bbox="341 1308 1344 1371">Cutoff Instruction                      Cutoff at the end of fiscal year in which the correspondence was received.</p> <p data-bbox="341 1392 1122 1423">Transfer to Inactive Storage          Records to remain on-site.</p> <p data-bbox="341 1444 1162 1476">Retention Period                        Destroy 5 year(s) after cut off</p> <p data-bbox="341 1518 656 1549"><b>Additional Information</b></p> <p data-bbox="341 1570 943 1602">GAO Approval                            Not Required</p>
2	<p data-bbox="341 1633 1187 1665"><b>502-002: BALANCE OF PAYMENTS METHODOLOGY FILE</b></p> <p data-bbox="341 1686 1141 1717">Disposition Authority Number      DAA-0375-2013-0002-0002</p> <p data-bbox="341 1738 1463 1877">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

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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

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**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

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**502-005: MONTHLY GOODS AND SERVICES REVIEW FILE**

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**

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	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	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.
	<b>Additional Information</b>	
	GAO Approval	Not Required
7	<b>502-101: QUARTERLY SURVEY OF FINANCIAL SERVICES TRANSACTIONS BETWEEN U.S. FINANCIAL SERVICES PROVIDERS AND FOREIGN PERSONS (BE-185/180)</b>	
	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
	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	
	GAO Approval	Not Required
8	<b>502-102: QUARTERLY/BENCHMARK SURVEY OF INSURANCE TRANSACTIONS BY U.S. INSURANCE COMPANIES WITH FOREIGN PERSONS (BE-45/140)</b>	



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

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10	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>502-104: QUARTERLY SURVEY OF PAYMENT CARD AND BANK CARD TRANSACTIONS RELATED TO INTERNATIONAL TRAVEL (BE-150)</b>	
	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	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>502-201: FOREIGN CARRIER'S OCEAN FREIGHT REVENUES AND EXPENSES IN THE UNITED STATES SURVEY (BE-29)</b>	
	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

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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

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**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

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**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

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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