

Outline of Records Schedule Items for DAA-0375-2013-0003

Sequence Number	
1	501-001: GENERAL CORRESPONDENCE FILE Disposition Authority Number: DAA-0375-2013-0003-0001
2	501-002: PUBLICATIONS FILE Disposition Authority Number: DAA-0375-2013-0003-0002
3	501-003: METHODOLOGY/SUBJECT FILE Disposition Authority Number: DAA-0375-2013-0003-0003
4	501-004: SPECIAL PROJECT REPORTS Disposition Authority Number: DAA-0375-2013-0003-0004
5	501-101: ANNUAL AND BENCHMARK SURVEYS OF U.S. DIRECT INVESTMENT ABROAD (BE 11/10) Disposition Authority Number: DAA-0375-2013-0003-0005
6	501-102: QUARTERLY SURVEY OF U.S. DIRECT INVESTMENT ABROAD (BE-577) Disposition Authority Number: DAA-0375-2013-0003-0006
7	501-201: ANNUAL AND BENCHMARK SURVEYS OF FOREIGN DIRECT INVESTMENT IN THE UNITED STATES (BE-15/12) Disposition Authority Number: DAA-0375-2013-0003-0007
8	501-202: QUARTERLY SURVEY OF FOREIGN DIRECT INVESTMENT IN THE UNITED STATES (BE-605) Disposition Authority Number: DAA-0375-2013-0003-0008

Records Schedule Items

Sequence Number

1

501-001: GENERAL CORRESPONDENCE FILE

Disposition Authority Number DAA-0375-2013-0003-0001

This file consists of incoming and outgoing correspondence including requests for information from federal agencies such as the Census Bureau and the Treasury Department, intra and inter-Departmental communication, and foreign correspondence which are case-filed within the alphabetical arrangement. Although primarily a correspondence file that contains BEA's response to individual questions regarding release information or data table questions it also contains information on various facets of the Division's functions and activities.

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GRS or Superseded Authority Citation NCI-375-81-1 / N1, N2, N4, N5, N11, N21, N42, and N43

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which correspondence is closed.

Transfer to Inactive Storage None

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

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501-002: PUBLICATIONS FILE

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

This file includes tables, graphs, and working papers supporting the final results of DID's benchmark surveys of U.S. direct investment abroad and foreign direct investment in the United States which are published every five years.

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 / N3

Disposition Instruction

Cutoff Instruction Cut off at the end of the year that the publication covers.

Transfer to Inactive Storage None

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

501-003: METHODOLOGY/SUBJECT FILE

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

This file consists of documentation of the concepts, principles, techniques, and procedures for collecting, adjusting, and analyzing data to derive economic measures such as direct investment positions and flows and financial and operating data of MNCs. Files may include memoranda, technical notes, spread sheets, statement of procedures, data system documentation, printouts, copies of articles and other working papers that document special factors, such as information about hedge funds.

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 / N1, N2, N4, N5, N11, N21, N42, and N43

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which the methodology is changed. Any changes to a methodology are published in the Survey of Current Business (N1-375-11-1/3b).

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4	Transfer to Inactive Storage	None
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	501-004: SPECIAL PROJECT REPORTS	
	Disposition Authority Number	DAA-0375-2013-0003-0004
	This file contains final reports of each unpublished special study produced at the request of another government agency or by direction of Departmental or bureau authority. Examples of projects are data submissions to the Organization for Economic Co-operation and Development and special tabulations for Enterprise Florida.	
	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 fiscal year that the report covers.	
Transfer to Inactive Storage	None	
Retention Period	Destroy 5 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
5	501-101: ANNUAL AND BENCHMARK SURVEYS OF U.S. DIRECT INVESTMENT ABROAD (BE 11/10)	
	Disposition Authority Number	DAA-0375-2013-0003-0005
	BE11/10 Annual and Benchmark Surveys of U.S. Direct Investment Abroad collect financial and operating data on U.S. parent companies and their foreign affiliates, including balance sheets and income statements, property, plant, and equipment, sales of goods and services, employment and employee compensation, and U.S. merchandise trade. Survey forms and associated materials for individual companies filing a survey, including information related to universe estimation, table generation, mailing lists and general correspondence.	
	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 / N9 and N23
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year in which the survey covers.
Retention Period	Destroy three years after the year that the survey covers.
Additional Information	
GAO Approval	Not Required
501-102: QUARTERLY SURVEY OF U.S. DIRECT INVESTMENT ABROAD (BE-577)	
Disposition Authority Number	DAA-0375-2013-0003-0006
BE-577 Quarterly Survey of U.S. Direct Investment Abroad collects quarterly data on positions and transactions between U.S. parent companies and their foreign affiliates. Survey forms and associated materials for individual companies filing a survey, including information related to universe estimation, table generation, new investments and general correspondence.	
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 / N7
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year that the survey covers.
Transfer to Inactive Storage	None
Retention Period	Destroy three years after the year that the survey covers.

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Additional Information

GAO Approval Not Required

501-201: ANNUAL AND BENCHMARK SURVEYS OF FOREIGN DIRECT INVESTMENT IN THE UNITED STATES (BE-15/12)

Disposition Authority Number DAA-0375-2013-0003-0007

BE-15/12 Annual and Benchmark Surveys of Foreign Direct Investment in the United States collect financial and operating data on U.S. affiliates of foreign parent companies, including balance sheets and income statements, property plant and equipment, sales of goods and services, employment and employee compensation, and U.S. merchandise trade. Survey forms and associated materials for individual companies filing a survey, including information related to universe estimation, table generation, mailing lists and general correspondence.

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 / N15 and N24

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year that the survey covers.

Retention Period Destroy three years after the year that the survey covers.

Additional Information

GAO Approval Not Required

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501-202: QUARTERLY SURVEY OF FOREIGN DIRECT INVESTMENT IN THE UNITED STATES (BE-605)

Disposition Authority Number DAA-0375-2013-0003-0008

BE-605 Quarterly Survey of Foreign Direct Investment in the United States collects quarterly data on positions and transactions between U.S. affiliates and their foreign parents. Survey forms and associated materials for individual companies filing a survey, including information related to universe estimation, table generation, and general correspondence.

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 / N14
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year that the survey covers.
Transfer to Inactive Storage	None
Retention Period	Destroy three years after the year that the survey covers.
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
04/25/2013	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
11/21/2013	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
01/06/2014	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/06/2014	Submit For Certification	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
01/06/2014	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
04/15/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist