

Request for Records Disposition Authority

Records Schedule Number DAA-0375-2014-0002
Schedule Status ~~Proposed~~
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 Regional Economic Accounts Directorate
Minor Subdivision Regional Income Division
Schedule Subject Records for the Regional Income Division
Internal agency concurrences will be provided No

Returned Without Action

Background Information The Regional Income Division (RID) is part of the Regional Economic Accounts Directorate at the Bureau of Economic Analysis. RID produces estimates of personal income and employment for states and local areas. These estimates tell us about the geographic distribution of U.S. economic activity and growth, and provide a consistent framework for analyzing and comparing individual state and local area economies.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 8 | 1 | 7 | 0 |

GAO Approval

WITHDRAWN

Outline of Records Schedule Items for ~~DAA-0375-2014-0002~~

| Sequence Number | |
|-----------------|--|
| 1 | 401-001 GENERAL CORRESPONDENCE FILE Disposition Authority Number DAA-0375-2014-0002-0001 |
| 2 | 401-002 PUBLICATIONS FILE Disposition Authority Number DAA-0375-2014-0002-0002 |
| 3 | 401-003 METHODOLOGY FILE Disposition Authority Number DAA-0375-2014-0002-0003 |
| 4 | 401-004 SPECIAL PROJECT REPORTS Disposition Authority Number DAA-0375-2014-0002-0004 |
| 5 | 401-101 COMPENSATION ESTIMATES FILE Disposition Authority Number DAA-0375-2014-0002-0005 |
| 6 | 401-201 NON-COMPENSATION ESTIMATES FILE Disposition Authority Number DAA-0375-2014-0002-0006 |
| 7 | 401-301 REGIONAL INFORMATION PROCESSING SERIES Disposition Authority Number DAA-0375-2014-0002-0007 |
| 8 | 401-401 REQUESTS AND ELECTRONIC REQUEST LOG FILES Disposition Authority Number DAA-0375-2014-0002-0008 |

WITHDRAWN

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>401-001 GENERAL CORRESPONDENCE FILE</p> <p>Disposition Authority Number DAA-0375-2014-0002-0001</p> <p>This file consists of incoming and outgoing correspondence including requests for information from Federal agencies such as the Bureau of Labor Statistics and the Internal Revenue Service, and intra and inter-Departmental communication. 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, and occasionally includes papers on RID concepts and principles.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation NCI-375-81-1 / O1, O2, O4, O6, and O10</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which correspondence is closed</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>401-002 PUBLICATIONS FILE</p> <p>Disposition Authority Number DAA-0375-2014-0002-0002</p> <p>The Regional Income and Product Guide Data Wheel is an interactive wheel that displays the State Personal Income and GDP by State rankings as well as listings of State Personal Income and GDP by State for all 50 states and the District of Columbia.</p> <p>Final Disposition Permanent</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> |

WITHDRAWN

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 / O3**

Disposition Instruction

Cutoff Instruction **Cut off at the end of fiscal year in which it is published**

Transfer to Inactive Storage **Hold on-site one year after cut off, then transfer to Washington National Record Center**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2013**

What will be the date span of the initial transfer of records to the National Archives? **From 2013 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

WITHDRAWN

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 1 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

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401-003 METHODOLOGY FILE

Disposition Authority Number **DAA-0375-2014-0002-0003**

This file consists of documentation of the concepts, principles, techniques, and procedures for selecting, adjusting, and analyzing data to derive economic measures such as the State and Local Area Personal Income and State Quarterly Personal Income. 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 Hurricane Katrina and the American Recovery and Reinvestment Act of 2009

Final Disposition Temporary

Item Status Pending

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 / O5

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which it is published

Retention Period Destroy 3 year(s) after cutoff or when when no longer needed for agency business occurs, whichever is later

Additional Information

GAO Approval Not Required

401-004 SPECIAL PROJECT REPORTS

Disposition Authority Number DAA-0375-2014-0002-0004

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 Disposable Personal Income, by Metropolitan Area and Accrual Measures of Pension Related Income

Final Disposition Temporary

Item Status Pending

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 / O11

Disposition Instruction

Cutoff Instruction Cut off each fiscal year in which reports are created

Retention Period Destroy 5 year(s) after cutoff

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Additional Information

GAO Approval Not Required

401-101 COMPENSATION ESTIMATES FILE

Disposition Authority Number DAA-0375-2014-0002-0005

This file contains data from various input files such as the Quarterly Census of Employment and Wages from the Bureau of Labor Statistics. The data is then verified and after being processed through a series of estimating techniques, are converted into estimates of compensation. After the estimates have been made, these files are edited, aggregated, and saved. These files become part the BEA Estimation Information Technology System.

Final Disposition Temporary

Item Status Pending

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 NEI-375-81-1 / O7

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which they are received

Retention Period Destroy 5 year(s) after cutoff or when following the completion of a benchmark cycle occurs, whichever is later

Additional Information

GAO Approval Not Required

401-201 NON-COMPENSATION ESTIMATES FILE

Disposition Authority Number DAA-0375-2014-0002-0006

This file contains data from various input files such as Federal Taxpayer Information from the Internal Revenue Service. The data is then verified and after being processed through a series of estimating techniques, are converted into estimates of other components of state personal income and employment. After the estimates have been made, these files are edited, aggregated, and saved. These files become part the BEA Estimation Information Technology System.

Final Disposition Temporary

Item Status Pending

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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 / O7
Disposition Instruction
Cutoff Instruction Cut off at end of fiscal year in which they are received
Retention Period Destroy 5 year(s) after cutoff or when following the completion of a benchmark cycle occurs, whichever is later

Additional Information

GAO Approval Not Required

401-301 REGIONAL INFORMATION PROCESSING SERIES

Disposition Authority Number DAA-0375-2014-0002-0007

This series contains detailed compilations of compensation and non-compensation estimates used to construct state annual and state quarterly statistics of personal income, state per capita personal income, and state employment. The series suppresses confidential data where necessary for public release and is used to produce tables for publication in the Survey of Current Business and/or on BEA's website and reference.

Final Disposition Temporary
Item Status Pending
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 / O9 & O12
Disposition Instruction
Cutoff Instruction Cut off at the end of the fiscal year in which the compilations are done
Retention Period Destroy 5 year(s) after cutoff or when when no longer needed for agency business occurs, whichever is later

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Additional Information

GAO Approval Not Required

401-401 REQUESTS AND ELECTRONIC REQUEST LOG FILES

Disposition Authority Number DAA-0375-2014-0002-0008

This file is a log of user requests in electronic format. For all phone calls, e-mails, and correspondence from users, BEA logs them into a tracking system as a living record of user activity where the agency can make reports on the types of requests (Web site help, explanation of estimates, data release dates, etc) or the types of requestors (Federal government, state government, education, press, etc)

Final Disposition Temporary

Item Status Pending

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 MC1-375-81-1

Disposition Instruction

Cutoff Instruction Cut off at the end of fiscal year in which the request was made

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

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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 |
|------------|---------|--------------|-----------------|---|
| 12/02/2013 | Certify | James Murphy | Records Manager | Bureau of Economic Analysis - Administrative Services Division |

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