

Request for Records Disposition Authority

Records Schedule Number DAA-0375-2014-0003
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 Regional Economic Accounts Directorate
Minor Subdivision Regional Income Division
Schedule Subject Records for the Regional Income Division
Internal agency concurrences will be provided No

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0375-2014-0003

Sequence Number	
1	401-001: GENERAL CORRESPONDENCE FILE Disposition Authority Number: DAA-0375-2014-0003-0001
2	401-002: Regional Income and Product Guide Data Wheel Disposition Authority Number: DAA-0375-2014-0003-0002
3	401-003: METHODOLOGY FILE Disposition Authority Number: DAA-0375-2014-0003-0003
4	401-004: SPECIAL PROJECT REPORTS Disposition Authority Number: DAA-0375-2014-0003-0004
5	401-401: REQUESTS AND ELECTRONIC REQUEST LOG FILES Disposition Authority Number: DAA-0375-2014-0003-0005

Records Schedule Items

Sequence Number	
1	<p>401-001: GENERAL CORRESPONDENCE FILE</p> <p>Disposition Authority Number DAA-0375-2014-0003-0001</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 Active</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>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: Regional Income and Product Guide Data Wheel</p> <p>Disposition Authority Number DAA-0375-2014-0003-0002</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 Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This file is wholly electronic and has been since 2008. This schedule applies only to records created</p>

2008 and later. Records created pre 2008 are scheduled under NC1-375-81-1/O3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

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 direct offer to the National Archives.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

Additional Information

First year of records accumulation **2008**

What will be the date span of the initial transfer of records to the National Archives? **From 2008 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.16 GB	360 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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401-003: METHODOLOGY FILE

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

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 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 / O5

Disposition Instruction

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

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-0375-2014-0003-0004

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

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 / O11

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Disposition Instruction

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

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

401-401: REQUESTS AND ELECTRONIC REQUEST LOG FILES

Disposition Authority Number DAA-0375-2014-0003-0005

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 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 in which the request was made.

Retention Period Destroy 5 year(s) after cutoff

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
01/27/2014	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
05/01/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist