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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0375-2015-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0375-2015-0003
Schedule Status Returned Without Action

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 Office of the Director
Schedule Subject The Office of the Director oversees BEA's production of official economic statistics, which provide a comprehensive, up-to-date picture of U.S. economy that aid in the decision making by businesses, policymakers, households, and individuals.

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0375-2015-0003

Outline of Records Schedule Items for DAA-0375-2015-0003

Sequence Number	
1	Director's Chronological File Disposition Authority Number: DAA-0375-2015-0003-0001
2	General Correspondence Subject File Disposition Authority Number: DAA-0375-2015-0003-0002
3	Administrative Subject File Disposition Authority Number: DAA-0375-2015-0003-0003
4	Intra-Office Correspondence File Disposition Authority Number: DAA-0375-2015-0003-0004
5	Author File Disposition Authority Number: DAA-0375-2015-0003-0005
6	Monthly GDP Audit Trail Disposition Authority Number: DAA-0375-2015-0003-0006

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0375-2015-0003

Records Schedule Items

Sequence Number										
1	<p>Director's Chronological File</p> <p>Disposition Authority Number DAA-0375-2015-0003-0001</p> <p>This contains a copy of every outgoing document signed by the Director. The Office of the Director forwards documents to the appropriate program area for action and the document then resides with that office.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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 Cutoff at the end of the fiscal year in which the document was created.</p> <p>Transfer to Inactive Storage Keep onsite for 15 years, then accession to the National Archives.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2015</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>2 MB</td><td>2 MB</td></tr><tr><td>Paper</td><td>1 Cubic feet</td><td>1 Cubic feet</td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	2 MB	2 MB	Paper	1 Cubic feet	1 Cubic feet
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Electronic/Digital	2 MB	2 MB								
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Microform		
Hardcopy or Analog Special Media		

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General Correspondence Subject File

Disposition Authority Number DAA-0375-2015-0003-0002

This file contains incoming requests for information and/or advice on BEA programs and operations with copies of outgoing replies, such as the Safeguard Security Report sent annually to the Internal Revenue Service, Office of Safeguards. Most of the requests are from non-government sources; however, the file does contain Congressional and foreign correspondence.

Final Disposition Permanent

Item Status Withdrawn

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 fiscal year in which the document was created.

Transfer to Inactive Storage Keep onsite for 15 years, then accession to the National Archives.

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

Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015

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

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	2 MB	2 MB
Paper	1 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Administrative Subject File

Disposition Authority Number **DAA-0375-2015-0003-0003**

These are office copies of housekeeping documents maintained for convenience including budget, personnel actions, travel, and similar documents.

Final Disposition **Temporary**

Item Status **Withdrawn**

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 fiscal year in which the document was created.**

Transfer to Inactive Storage **Hold onsite for 5 years or when no longer needed for current business, whichever is later, then DESTROY.**

Retention Period **Destroy 5 year(s) after cutoff or when no longer needed for current business occurs, whichever is later**

Additional Information

GAO Approval **Not Required**

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Intra-Office Correspondence File

Disposition Authority Number **DAA-0375-2015-0003-0004**

This is composed of copies of instructions, procedures, and documents relating to the staffing, organizations, and workload generated within BEA. An example is BEA's Telework Policy.

Final Disposition **Permanent**

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Item Status **Withdrawn**

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 fiscal year in which the document was created.**

Transfer to Inactive Storage **Keep onsite for 15 years, then accession to the National Archives.**

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

Additional Information

First year of records accumulation **2015**

What will be the date span of the initial transfer of records to the National Archives? **From 2015 To 2015**

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

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Hardcopy or Analog Special Media		

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Author File

Disposition Authority Number **DAA-0375-2015-0003-0005**

This contains electronic copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Director and other members of BEA staff. It also contains speeches given by the Director at official functions. This is a technical reference file arranged by name of author.

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Additional Information

First year of records accumulation 2015

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Microform		
Hardcopy or Analog Special Media		

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Monthly GDP Audit Trail

Disposition Authority Number DAA-0375-2015-0003-0006

This file is composed of official documentation that records staff involvement in preparation of the monthly Gross Domestic Product (GDP) release.

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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
07/16/2015	Certify	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
08/02/2016	Return Without Action	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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