

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To National Archives and Records Administration (NIR)  
Washington, DC 20408

Job Number  
*NI-375-10-2*

1 From (Agency or establishment)  
**U.S. Department of Commerce**

Date Received  
*2-26-2010*

2 Major Subdivision  
**Bureau of Economic Analysis**

**Notification to Agency**  
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 Minor Subdivision  
**Communications Division**

4 Name of Person with whom to confer  
**James Murphy**

5 Telephone (include area code)  
**202-606-2787**

Date  
*17 NOV 10* Archivist of the United States  
*[Signature]*

## 6 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 on the attached   1   page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required     is attached     has been requested

Signature of Agency Representative

*[Signature]*

Title

*Management & Program Analyst (RM)*

Date (mm/dd/yyyy)

*06/29/2010*

7  
Item  
Number

Description of Item and Proposed Disposition

9 GRS or  
Superseded  
Job Citation

10 Action  
taken (NARA  
Use Only)

See the attached list.

# **Bureau of Economic Analysis**

## **200 – Communications Division**

The Communications Division at the Bureau of Economic Analysis provides leadership, support, and continuity for BEA's communications efforts through the agency Web and intranet sites, publication and production of graphic materials, media affairs, and outreach activities with the aim of promoting a better understanding of the U.S. economy through timely dissemination of BEA's products and statistics.

See the Attached List of Record Descriptions  
And Requested Disposition Authorities

## 200-001. BACKGROUND FILE

### DESCRIPTION

Contains revisions (edits, rewrites, and errata) of script material collected for use in the preparation or revision of articles for the *Survey of Current Business*

### NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1-L4

### DISPOSITION INSTRUCTIONS

**TEMPORARY** Cut off at end of FY Destroy 2 years after cutoff

### CUSTODIAN

Lucas Hitt

200-002: BEA PUBLICATION, NEAR-PRINT, AND ISSUANCE FILE  
(RECORD COPY)

DESCRIPTION

Record copy of every publication by the Bureau exclusive of any reference or distribution copies. These include publications printed and/or distributed by GPO, BEA, or BEA contractors on a regular basis and similar items disseminated by the National Technical Information Service.

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- NCI-375-81-1-L22

DISPOSITION INSTRUCTIONS

**PERMANENT** Cutoff at the end of FY. Transfer to the WNRC 2 years after cutoff. Transfer to National Archives 4 years after cutoff.

CUSTODIAN

Kristina Maze

## 200-003: ORIGINAL ART WORK FILE

### DESCRIPTION

Original art work of tables, rough drawing data sheets, illustrations, instructions, and similar graphics prepared for the *Survey of Current Business*. Also contains copies of clearances, printers' proof, and schedules of deadlines, master proofs and similar papers

### NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

NCI-375-81-1-L10

### DISPOSITION INSTRUCTIONS

**TEMPORARY** Cutoff at end of FY Destroy 2 years after cutoff

### CUSTODIAN

Kristina Maze

## 200-004: SURVEY OF CURRENT BUSINESS FILE

### DESCRIPTION

Monthly copies of the BEA publication entitled *Survey of Current Business* maintained as the agency record set

### NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1-L13

### DISPOSITION INSTRUCTIONS

**PERMANENT** Cut off at the end of the FY. Transfer to WNRC 2 years after cutoff. Transfer to National Archives 3 years after cutoff.

### CUSTODIAN

Kristina Maze

## 200-005: MEDIA ADVISORY FILE

### DESCRIPTION

This file contains information advising selected news media reporters about upcoming BEA news releases that may pertain to their readership. Usually provides advance notice about regional economic data. Files are maintained primarily as a listserv for future analysis. The information on the listserv is for reporters, editors, and others interested in BEA Media Advisory.

### NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

### DISPOSITION INSTRUCTIONS

**TEMPORARY.** Cutoff at the end of each FY. Destroy 2 years after cutoff.

### CUSTODIAN

Ralph Stewart

## 200-006. NEWS RELEASE FILE

### DESCRIPTION

Contains copies of press releases edited, reviewed or written by BEA. Each news release originates with the major program areas. The Communications Division distributes the information via the internet and printed copies for the general public. Public Information Specialists use the news release to respond to inquiries.

### NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1-L16

### DISPOSITION INSTRUCTIONS

- 1 **PERMANENT** Maintain a record copy of all press releases in the Media Affairs and Outreach Group. Cutoff at the end of each fiscal year, transfer to the National Archives when the most recent record is 6 years old.

### CUSTODIAN

Ralph Stewart