

Request for Records Disposition Authority

(See Instructions on reverse)

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

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

2 Major Subdivision
Bureau of Economic Analysis

3 Minor Subdivision
National Economic Accounts-Government Division

4 Name of Person with whom to confer
James Murphy

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

Leave Blank (NARA Use Only)

Job Number
NI-375-10-5

Date Received
3/14/2011

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

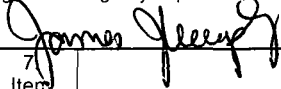
Date **3 Oct 11** Archivist for the United States 

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 _____ 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



Title

Records Manager

Date (mm/dd/yyyy)

03/14/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>See attached list.</p>		

Bureau of Economic Analysis

302 – National Economic Accounts-Government Division

The Government Division (GD), as part of the National Economic Accounts Directorate at the Bureau of Economic Analysis, produces timely and accurate statistics of public-sector economic activity for the national income and product accounts (NIPA) and additional federal NIPA statistics for the Budget of the U S Government

See the Attached List of Record Descriptions
And Requested Disposition Authorities

302-001: GENERAL CORRESPONDENCE FILE

DESCRIPTION

This file consists of incoming and outgoing correspondence including request for information from federal agencies (Office of Management and Budget), intra and inter-Departmental communication, and foreign correspondence (Organization for Economic Co-Operation and Development and International Monetary Fund) 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, and occasionally includes papers on NIPA concepts and principles (Arranged alphabetically by correspondent)

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 / R2

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at the end of fiscal year Destroy 5 years after cut off

CUSTODIAN

Kathy Dent

302-002: METHODOLOGY/SUBJECT FILE

DESCRIPTION

File consists of documentation of the concepts, principles, techniques, and procedures for selecting, adjusting, and analyzing data to derive economic measures such as the NIPA Handbook and MP-5 Government 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 September 11th or Hurricane Katrina

NARA DISPOSAL AUTHORITY

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- NCI-375-81-1 / R12 & R29

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at end of fiscal year Destroy when no longer needed for agency business Any changes to a methodology are published in the *Survey of Current Business* (N1-375-10-2 / 200-004)

CUSTODIAN

Pamela Kelly / Katherine Dent

302-003: SPEECHES, ARTICLES, AND PRESENTATION FILE

DESCRIPTION

This file contains copies of professional articles for publications and papers prepared for official or semi-official presentations authored by the Chief, Government Division or other members of the staff. The file consists of drafts, reference material, source data, data files, and other supporting documentation.

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 / R35 and R36

DISPOSITION INSTRUCTIONS

PERMANENT: Published documents. Cut off at end of fiscal year. Transfer to the National Archives one year after cut off.

TEMPORARY: Unpublished documents. Cut off at the end of the fiscal year. Retain onsite 5 years after cut off and then destroy.

CUSTODIANS

Pamela Kelly / Katherine Dent

302-101: FEDERAL EXPENDITURE ANALYSIS AND REVIEW SUB-SYSTEM (FEAR)

DESCRIPTION

This series contains detailed fiscal year compilation of Federal government receipts and outlays (from Office of Management and Budget) on the national income account basis, and their reconciliation with the federal budget. This data is then brought into the National Income and Product Accounts (NIPA) framework. The system then reconciles federal receipts and federal outlays to budget data. The results are published together with methodological overview in the March *Survey of Current Business* and as an appendix to the federal budget.

This series is used to produce the quarterly (not seasonally adjusted) compilation of Federal government receipts and outlays (from the Department of Treasury) on national income and product basis and represents the foundation of the NIPA statistics that appear as part of the NIPAs published quarterly in the *Survey of Current Business*. Data from various agencies, such as social security benefit payments from the Social Security Administration, are entered into FEAR via direct data link (U S Treasury,) and secondary sources (selected information sent via e-mail). The data are refined, corrected, and adjusted.

NARA DISPOSAL AUTHORITY

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- (NEW RECORD SERIES) Electronic

DISPOSITION INSTRUCTIONS

TEMPORARY: Master Files

1. Estimates - Cut off at end of fiscal year. Destroy when superseded or no longer needed for current business
2. Budget Translation Program – Delete from system when superseded or when no longer needed for current business

CUSTODIAN

Benjamin Mandel

302-102: FEDERAL ESTIMATES FILE

DESCRIPTION

This file contains intermediary spread sheets, notes, printouts, seasonally adjusted data, summary data, and other material used to document how each estimate was made by individual analyst, by estimate type. These files are aggregated and used as input for final estimates.

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 / R4

DISPOSITION INSTRUCTIONS

TEMPORARY:

1. Seasonal Adjustment Programs – Cut off at end of fiscal year. Transfer to WNRC 5 years after cut off and then destroy 10 years after cutoff.
2. Current Estimates File – Cut off at end of fiscal year. Delete when obsolete or superseded.

CUSTODIAN

Benjamin Mandel

302-103: FEDERAL INVESTMENT AND CONSUMPTION
EXPENDITURES & WEAPONS AND OPERATIONS
PROCESSING AND REVIEW (WOPR) DEFLATION SUB-
SYSTEM

DESCRIPTION

This data sub-system is used to construct quarterly and annual estimates of selected defense and nondefense spending for inclusion in the GDP statistics. This system integrates data from the Department of Defense, the Department of the Treasury, the Bureau of Labor Statistics, and the Budget of the United States to produce nominal and real estimates for approximately 375 categories of defense and nondefense consumption expenditures and gross investment. The estimates produced by the system are transmitted to the Bureau's central NIPA processing systems, which summarize the data for publication in the NIPA tables.

NARA DISPOSAL AUTHORITY

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NEW RECORD SERIES *ELECTRONIC RECORD

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at the end of calendar year. Destroy when superseded or no longer needed for current business.

CUSTODIAN

Peter Beall

302-104: FEDERAL GOVERNMENT RECEIPTS AND
EXPENDITURES UNADJUSTED AND SEASONALY
ADJUSTED AT ANNUAL RATES

DESCRIPTION

Initial estimates of Federal expenditures on a calendar year, monthly (as needed), and quarterly basis, broken down by current tax receipts, contributions for social insurance, income receipts on assets, current transfer receipts, current surplus of government enterprises, consumption expenditures, personal and foreign transfers, grants-in-aid, net interest paid, subsidies, and wage accruals less disbursements. Totals for all entries are entered monthly (as needed), quarterly, and annually with the resulting surplus or deficit calculated and posted. The estimates are transmitted to the central NIPA processing systems, which summarize the data for publication in the NIPA tables.

NARA DISPOSAL AUTHORITY

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- NCI-375-81-1 / R7-R9

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at end of fiscal year. Destroy when superseded or no longer needed for current business.

CUSTODIAN

Mary Roy

302-201: STATE AND LOCAL GOVERNMENT ANNUAL
REVISION ESTIMATES

DESCRIPTION

This series includes source data from the Census Bureau's Government Finance surveys and BEA projections for current years beyond the scope of the surveys. These data are combined with current dollar data from other sources, including wage data from the Bureau of Labor Statistics, Medicaid data from the Centers for Medicare and Medicaid Services, Federal grants-in-aid data from the Department of the Treasury, and data from other sources. These current dollar estimates are then deflated with prices indexes from the Bureau of Labor Statistics and other sources to produce the State and Local Government Sector in the National Income and Product Accounts (NIPAs)

NARA DISPOSAL AUTHORITY

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NCI-375-81-1 / R16-R20

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at end of fiscal year. Destroy when superseded or no longer needed for current business.

CUSTODIAN

Bruce Baker

302-202: STATE AND LOCAL GOVERNMENT MONTHLY NIPA
ESTIMATES

DESCRIPTION

This series includes the source data and NIPA estimates underlying BEA's monthly releases of GDP for the state and local government sector. Data are mainly quarterly in frequency, but released in a sequence of preliminary, second, and third monthly estimates. A select subset of these estimates underlie monthly personal income releases, and are monthly in frequency. Examples of source data are employment data from the Bureau of Labor Statistics, construction data from the Census Bureau's value put in place system, Federal grants-in-aid data from the U.S. Department of the Treasury, price indexes, and other data.

NOTE: The NIPA Estimates are published in the monthly *Survey of Current Business*, BEA's definitive source of information about its economic accounts and are scheduled as PERMANENT under NARA Job Number N1-375-10-2, item 200-204.

NARA DISPOSAL AUTHORITY
NC1-375-81-1/R21-24

DISPOSITION INSTRUCTIONS

1. **TEMPORARY:** Source data – Cut off at the end of the calendar year. Delete when no longer needed for current business.
2. **TEMPORARY:** All other data – working files used in the development of a final product. Cut off at the end of the calendar year. Delete when superseded or no longer needed for current business.

CUSTODIAN
Bruce Baker

302-301: ANNUAL REVISION ESTIMATES FOR GOVERNMENT
FIXED ASSETS

DESCRIPTION

This series consists of written documentation, programs, databanks, results, and analysis used to derive the statistics related to government fixed assets, including Federal and State and local government CFC, net stocks, and investment, that are published by BEA. The original data sources for the investment and prices series come from the Federal and State and local branches of the division.

NARA DISPOSAL AUTHORITY

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- NEW RECORD SERIES

DISPOSITION INSTRUCTIONS

TEMPORARY: Cut off at end of fiscal year. Destroy when superseded or no longer needed for current business.

CUSTODIAN

Jennifer Bennett

302-401: SPECIAL PROJECT REPORTS

DESCRIPTION

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 reports are Government Finance Statistics (provides data to the IMF for the U S Treasury) and Biomedical Research and Development Price Index (an annual report for the National Institutes of Health that serves as an annual price index). Data files that are produced to support a special study or report are included in the submission to NARA.

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 / R32-R34

DISPOSITION INSTRUCTIONS

- 1 **PERMANENT.** Final Reports and Data Files. Cut off at end of fiscal year. Transfer to the National Archives one year after cut off.
- 2 **TEMPORARY:** Supporting Papers. Cutoff each fiscal year. Destroy five years after the cutoff date.

CUSTODIANS

Steven Payson