

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-375-93-1</b>	DATE RECEIVED <b>4-19-93</b>
1. FROM (Agency or establishment) <b>Bureau of Economic Analysis</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <b>Balance of Payments Division</b>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE <b>7-31-93</b>	ARCHIVIST OF THE UNITED STATES <i>Candy Huskamp Peterson</i>

**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 4 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; or  has been requested.

DATE <b>4/19/93</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <b>Records Officer</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED RECORDS SCHEDULE		

*Copies sent to agency, NN-W NNT NCF, N/A 8/4/93*

**U.S. Department of Commerce  
Bureau of Economic Analysis**

**Balance of Payments Division**

**1. Methodology Files**

Manuscript, printed, and processed documents pertaining to the theory and principles of balance of payments accounting, data collection methods, and statistical and economic standards. Some of these papers are produced by staff members of other government agencies or international organizations; others are produced in the private sector. These records may be retained at either the Division or Branch levels.

**a. Published methodology reports**

AUTHORIZED DISPOSITION: PERMANENT. Break files when publications equal one cubic foot and transfer to WNRC. Transfer to the National Archives when the most recent publication is 10 years old. NOTE: Published methodology reports may also be transferred to the National Archives under Section W, Item 6, General Agency Publications.

**b. Unpublished methodology reports, manuscripts, drafts, working papers, and related records**

AUTHORIZED DISPOSITION: Destroy two years after publication, or when 10 years old, whichever is sooner.

Supersedes N1-375-81-~~4~~<sup>1</sup>, Item M7, M40, M44.

**2. Private Sector Survey Forms**

Questionnaires sent to U.S. individuals and firms to collect data on a confidential basis regarding fees and royalties, private services, private payments for services, and private remittances and other transfers from unaffiliated foreign organizations. Survey forms records may include, but are not limited to, BE-40, Institutional Remittances to Foreign Countries; BE-47, Foreign Contract Operations of U.S. Construction, Engineering, Consulting and Other Technical Services Firms; BE-48, Reinsurance Transactions with Insurance Companies Resident Abroad; BE-93, International Transactions in Royalties, Licensing Fees, Film Rentals, Management Fees, Etc.; BE-577, Annual Survey of Selected Services Transactions with Unaffiliated Foreign Persons; and

BE-579, Foreign Personal Remittances, or their equivalents.

Data from the survey forms are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP database. See Items M13 and M14 for the disposition of computer records.

**AUTHORIZED DISPOSITION:** Break files annually and transfer to WNRC when 3 years old. Destroy when 10 years old.

Supersedes N1-375-81-1, Item M29.

**3. Government Agency Survey Forms**

These include reports from other government agencies containing data on foreign currency claims and dollar deposit liabilities to "foreigners." The data are used to respond to requirements established by the Breton Woods Agreement Act.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP database. See Items M13 and M14 for disposition of electronic records.

**AUTHORIZED DISPOSITION:** Break files annually and transfer to WNRC 5 years after data is tabulated. Destroy when 30 years old.

Supersedes N1-375-81-1, Item M42.

**4. Reports to the Balance of Payments Division by Government Agencies**

Reports on international economic transactions of U.S. government agencies. For example, reports submitted under Office of Management and Budget Directive No., 19 on international transactions, assets, and liabilities, for use in compiling reports on the U.S. balance of Payments, international investments, and foreign grants and credits, would be included.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP database. See Items M13 and M14 for disposition of

electronic records.

**AUTHORIZED DISPOSITION:** Break files annually and transfer to WNRC when 5 years old. Destroy when 35 years old.

Supersedes N1-375-81-1, Item M43.

**5. Secondary Source Materials File**

Printed and processed materials produced by the Federal Reserve System for the Department of Treasury. Data are extracted from these materials to establish the Balance of Payments on the following accounts (by their line number) in the U.S. International Transactions Table 1:

- 14: Income Receipts on Other U.S. Private Assets Abroad
- 30: Income Payments on Other Private Payments
- 39: Transactions in U.S. Official Reserve Assets, Net, Gold
- 40: Transactions in U.S. Official Reserve Assets, Net, Net
- 41: Transactions in U.S. Official Reserve Assets, Net, Reserve Position in IMF
- 42: Transactions in U.S. Official Reserve Assets, Net, Foreign Currencies
- 51: Foreign Securities
- 52, 53, 70, 71: U.S. Claims and Liabilities on Foreigners Reported by Nonbanking Concerns
- 54, 55, 68, 72, 73: U.S. Claims and Liabilities Reported by U.S. Banks
- 57, 63: Foreign Official Assets in the United States, Net
- 69: U.S. Securities other than U.S. treasury Securities
- 74: Allocations of Special Drawing Rights

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP database. See Items M13 and M14 for disposition of electronic records.

**AUTHORIZED DISPOSITION:** Break files annually and transfer to WNRC when 5 years old. Destroy when 35 years old.

Supersedes N1-375-81-1, Item M59.

## General Records (All BEA Units)

### 6. BEA Publications

One copy of all official BEA publications printed and distributed by GPO, NTIS, BEA, or BEA contractors. These include, but are not limited to, annual reports to the Congress or the Secretary of Commerce; The Survey of Current Business; special studies and reports; technical economic and statistical summaries; methodology reports; journals and other regular serial publications; published catalogs of BEA publications; user's guides to BEA data and publications; BEA brochures, handbooks, booklets, public affairs or public information materials; and other similar items produced by all BEA offices, units, and divisions.

AUTHORIZED DISPOSITION: PERMANENT. Break records annually and transfer one record copy of each agency publication in cubic foot blocks to WNRC. Transfer to the National Archives in 5-year blocks when the most recent records are 10 years old.

New item