

INACTIVE – ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-0257-2013-0002
Schedule Status Modified Approved Version

Agency or Establishment Bureau of Labor Statistics
Record Group / Scheduling Group Records of the Bureau of Labor Statistics
Records Schedule applies to Major Subdivision
Major Subdivision Office of Administration
Minor Subdivision Division Management Systems
Schedule Subject Acknowledgement Form File
Internal agency concurrences will be provided No

Background Information The Department of Labor's Office of the Solicitor and BLS' Confidential Information Protection and Statistical Efficiency Act (CIPSEA) subject matter experts have determined that an employee's oath-of-office and the completion of BLS' mandatory Annual Data Confidentiality and Security Training is all that is needed to satisfy CIPSEA requirements regarding the handling of BLS Sensitive Information. This is a discontinued record series, the forms have not be used for the last 5 years.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

0001

INACTIVE – ALL ITEMS SUPERSEDED

Outline of Records Schedule Items for DAA-0257-2013-0002

Sequence Number	
1	Acknowledgement Form File Disposition Authority Number: DAA-0257-2013-0002-0001

INACTIVE – ALL ITEMS SUPERSEDED

Records Schedule Items

Sequence Number	
1	<p>Acknowledgement Form File</p> <p>Disposition Authority Number DAA-0257-2013-0002-0001</p> <p>File consists of individually signed Employee Acknowledgement Letters (EAL) by Bureau of Labor Statistics (BLS) employees regarding the handling of BLS Sensitive Information, records filed by cost center only. (This schedule is media neutral and covers both hardcopy and digitized copies of the acknowledgements.)</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-257-88-1, Item 220</p> <p>Inactive Status Explanation The records are presumed destroyed.</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of this schedule</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>

INACTIVE – ALL ITEMS SUPERSEDED

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
05/15/2013	Certify	Karen Burnette	Program Analyst	Bureau of Labor Statistics - Office of Administration
11/05/2013	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
11/19/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/19/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

INACTIVE – ALL ITEMS SUPERSEDED