

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER *NI-257-00-2*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408 DATE RECEIVED *12/8/99*

FROM (Agency or establishment) U. S. Department of Labor

2. MAJOR SUBDIVISION Bureau of Labor Statistics

3. MINOR SUBDIVISION International Price Programs

4. NAME OF PERSON WITH WHOM TO CONFER Robert Frumkin

5. TELEPHONE 202 691-7106

DATE *4-12-00* ARCHIVIST OF THE UNITED STATES *John W. Paul*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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; or has been requested.

DATE *12/3/99* SIGNATURE OF AGENCY REPRESENTATIVE *Karen H. Humley* TITLE: Chief, Branch of Records Management and General Services

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>International Price Programs</p> <p><u>Export and Import Prices Company File</u></p> <p><u>Retention Period:</u> Destroy when no longer needed for current business</p>	257-85-2 Item #21	
2.	<p>* <u>IPP Export-Import Repricing Schedules Files</u></p> <p><u>Retention Period:</u> Confidential data - destroy when 6 months old or when no longer necessary for current business.</p>	257-85-2 Item *59	
3.	<p>* <u>VISTA Printouts</u> from the VISTA repricing system. System prints out individual screens as well as reports. Generally use during monthly repricing process: Item listings, fax schedules, data not collected reports, reporter</p>		
<p><i>see attached new schedule approved via e-mail 12/23/99</i></p>			

information listings, form images and individual price and reporter screens. Content contains sensitive company information.

Retention Period: Confidential data - destroy when no longer needed for current business.

- *4. Initiation Printouts: System for entering in new reporters and items to the IPP database. Capable of printing reports and individual screens. Items generally used during the on going initiation process: Check field schedule numbers, reporters created, print new reporter information and field schedule numbers. Contents contain sensitive company information.

Retention Period: Confidential data - destroy when no longer needed for current business.

International Price Programs (IPP) Records

1. Export and Import Prices Company Files. Records submitted by BLS field economists containing information about U.S. companies and their import and export pricing data. Records are submitted when company and price related information is gathered as a result of sampling and regional review. (N1-257-85-2/item 21)

- A. Textual Records, 1996-1998: These records are no longer created in textual format.

TEMPORARY: Destroy immediately upon approval of this schedule.

- B. Electronic records, 1999-present

TEMPORARY: Delete after data is verified and transferred to the IPP database.

2. Export-Import Repricing Schedules Files: Price related information concerning goods and services submitted monthly by importing and exporting companies. (N1-257-85-2/item 59)

TEMPORARY: Cut off at end of each month. Destroy 6 months after cut off.

3. Outputs containing importing-exporting data produced from monthly price related data extracted from the IPP database and used for reference by IPP analysts.

- A. Textual printouts

TEMPORARY: Destroy when no longer needed for reference.

- B. Computer screens

TEMPORARY: Clear screen when no longer needed for reference.