

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER *N1-257-01-1*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED *5/01/01*

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

2. MAJOR SUBDIVISION Bureau of Labor Statistics

3. MINOR SUBDIVISION Division of Occupational Outlook
Office of Employment Projections

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Chester Levine

5. TELEPHONE
202 691-5715

DATE *12-9-02* ARCHIVIST OF THE UNITED STATES
John W. Paul

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 *4-18-01* SIGNATURE OF AGENCY REPRESENTATIVE
Paul F. Runley

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 GRS OR SUPERSEDED JOB CITATION	10.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	Occupational Outlook Technical Memoranda * Record Copy Files	N1257-86-3 Item #121	
---	---	----------------------	--

~~Retention Period: Paper Records Permanent 1982-1995 (paper records no longer being produced). Offer for transfer to the National Archives when the most recent record is 5 years old.~~

Electronic Records: Produced via an internal Intranet system. Records maintained electronically and produced on CD-ROM and magnetic tape.

Retention Period: Permanent offer for transfer to the National Archives when the most recent record is 5 years old.

* see attached page submitted by RO on 6/22/01

Occupational Outlook Technical Memoranda Record Files

Occupational Outlook Technical Memoranda Record Files:

1. Detailed documentary memoranda dealing with occupations discussed in the Occupational Outlook Handbook. Files contain confidential information arranged by date of update or project covering such subject matters as: employment data, occupational classification codes, replacement needs, supply, job outlook, sources of various statistical documentation, interviews, organizations listed as sources of additional information, recommendations for future consideration, reviewers, and the like.

A. Textual Records: 1982-1995.
Volume on hand: 17 cubic feet

1. Record copy:

Permanent: Immediately transfer to the National Archives upon approval of this schedule.

Supersedes Job No. N1-257-86-3, Item 121

* 2. Electronic copies created using word processing and electronic mail applications:

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Temporary: Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Delete when dissemination, revision or updating is completed.

B. Electronic Records: 1995 to present

1. Inputs: Data from notes taken during interviews with individuals; statistical information, earning data, employment levels and other information obtained from business firms, professional societies, trade associations, labor organizations, educational institutions, and government agencies; and analyses from various secondary sources. Input information may be in either textual or electronic formats.

* Revised wording approved by RO via air mail, 12/02/02
KOF

Temporary: Destroy or delete when information has been entered into system and verified.

2. Electronic Data: Employment levels, number of jobs per occupation, earnings data, etc., updated every two years.

a. Record copy:

Permanent: Cut off at the end of 2 years and transfer immediately to NARA in a format acceptable to NARA at the time of transfer.

b. All other copies

Temporary: Cut off at the end of two years. Delete when 6 years old.

3. Outputs: Published data, trend analysis, articles, reports, and other information used for reference by analysts.

~~a. Record copies of reports~~

~~Covered by schedule number N1-257-86-3, item 122~~

b. All other outputs

Temporary: Destroy when no longer needed for reference.

4. Documentation needed to understand system and files, when available.

a. Record copy.

Permanent: Transfer to NARA with data file.

b. All other copies

Temporary. Destroy or delete when updated, superseded, or when no longer needed.