

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-257-06-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 11-2-2005	
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Labor Statistics		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Field Operations Office of the Regional Commissioner			
4. NAME OF PERSON WITH WHOM TO CONFER Karen Burnette	5. TELEPHONE 202-691-6054	DATE 11/2/07	ARCHIVIST OF THE UNITED STATES Allen Usarotian
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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5-18-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen Burnette</i>		TITLE <i>Departmental Records officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Chartbooks and Speeches</u></p> <p>The Regional Commissioner and Economic Analysis and Information Staff, as part of their regular duties, address regional, professional and educational groups on topics of interest to the Bureau of Labor Statistics. These topics could typically include regional economic trends, including trends in employment and wages, local consumer prices and budgets, and career and manpower forecasts. A chartbook, which presents the information covered by the speaker in graphic format, is generally prepared for distribution. On occasion these speeches are transcribed.</p> <p>The charts and transcriptions are filed chronologically in the files of the Office of the Regional Commissioner or EA&I for reference and further distribution.</p> <p><u>Retention Period.</u></p> <p><u>a. Record Copies and Indexes.</u> Temporary. Destroy when 20 years old.</p> <p><u>b. Electronic Copies.</u> PowerPoint, PageMaker and other electronic formats. Delete when hard copy record has been created and filed or when no longer needed for reference and revision, whichever is later.</p> <p><u>c. All Other Copies.</u> Destroy when no longer needed for reference or distribution.</p>		

*all copies sent to Agency, NWMW/NR
7/30/07*