

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-257-86-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
12-29-85

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Labor

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

Bureau of Labor Statistics

3. MINOR SUBDIVISION

Division of Consumer Prices and Consumption Studies

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

523-1468

4-7-86

Frank A. Bunker

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 19 DEC 85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Tarl</i>	D. TITLE DEPARTMENTAL RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Confidential Schedules of the Consumer Price Indexes Program</u></p> <p>Confidential pricing information is received at Bureau headquarters offices monthly or periodically from sampled outlets or other sources on schedules typically obtained by Bureau field personnel during personal visitations. Two major types of pricing schedules are involved: those reporting prices paid at outlets for a wide variety of commodities and services covering both food and non-food expenditure categories, and those covering expenditures for housing involving both renters and homeowners costs.</p> <p>The reported consumer price data, whether first initiated or pertaining to repeat price reporting, are entered into computerized data bases, and by a series of data manipulations, result in the generation of consumer price indexes for the commodities and services and the housing expenditures included in both the CPI-U and the CPI-W indexes.</p> <p>Consumer price schedules are typically computer prepared and may be maintained either in hard copy or in microfilm format.</p> <p>In addition to the currently used commodities and services and housing schedules, the consumer price schedule files, maintained either in offices or in storage facilities, may include former types of special schedules no longer used</p>	NN170-100 Item 48a (attached)	2 items

such as: food store schedules; schedules for food away from home and restaurant meals; special rent schedules; and certain mail questionnaires devised as shuttle schedules covering such expenditures as those for taxicab fares, local transit fares, magazine subscriptions, bank charges, residential property taxes, fuels and utilities, and newspapers, and other special schedules no longer used.

Most of these formerly used special schedules, except for the special rent schedules, are presently grouped under the schedules for the categories of expenditures considered as commodities and services.

Retention Period:

- (1) Commodities - Services Schedules. Destroy after four months including the collection month.
- (2) Housing (Rental-Homeowner costs) Schedules. Destroy after seven months including the collection month.

NN-170-48 a - (1)
(2) (a)
(2) (b)
(3)
(5) (a)
(5) (b)

NN-170-48 a - (4) (a)