

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Karen Nunley

523-1468

4-7-86

*Frank A. Bunker*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 GRS OR SUPERSEDED JOB CITATION	10.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

115-108 Copies sent to Agency, NCF & NAFN, 4-11-86, emb

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

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

# SCHEDULE NN 170-100

ADMINISTRATIVE INSTRUCTION  
SECTION II CHAPTER 1

- 23 -

Oct. 1, 1971

by the reporter, and specification data for the product reported and (2) folders containing the International Price Index Series Price Records.

Each of the folders is filed by SITC number. The two types are differentiated by appropriate wording.

(1) Retain folders and all contents except as specified in (2).

(2) All contents will be reviewed annually and records therein disposed of as provided for in applicable disposal instruction covered in 45 (a) through 45 (i), above.

## 46. Consumer Expenditure Survey Schedules

These are schedules for collecting individual family expenditures and income data for many purposes, the primary purpose being to select items and determine weights in the general rebasing and revision of the Consumer Price Index. Schedules from periodic surveys from 1933 through 1963 give detailed information on family income from all sources, property ownership, living arrangements and all types of expenditures. In the latest survey, conducted in the early 1960's the BLS obtained records from approximately 13,000 urban and rural non-farm families throughout the United States. (The U.S.D.A. obtained comparable information from the remainder of the rural population). The records accumulated from the periodic surveys are a unique source in historical research for general economic purposes and for consumption economics in particular. The Bureau has made extensive efforts to publish these data through appropriated funds or funds provided by private sources. Because of the immense research potential of the information still unpublished it is advisable to retain these records permanently. RETAIN

## 47. Consumer Expenditure Survey Machine Tabulations

Retain for 2 years then destroy.

## 48. Consumer Price Index - Basic Price Data

### a. Pricing Schedules

Oct. 1, 1971

(1) Food Store Schedule

This is a machine-printed listing for each store upon which are entered for each outlet in which an item is priced, the brand, size and other description and the price of the item priced in the previous pricing period. Agents enter for the current period a check mark to indicate no change in any of the elements, or new information when changes do occur. This is the only record of original prices for historical periods. These have been in use since 1964, when they replaced two forms of bound printed schedules (BLS 2391 - Food Stores Reporting Schedule and BLS - Food Stores Master Schedule).

Maintain in ODCASO for 1 year, then transfer to Federal Records Center. Destroy after 20 years.

(2) Commodities and Services

Schedules (BLS-2901) used for personal collection of prices by BLS agents. These are pre-printed schedules upon which are entered the prices, description, and other relevant information pertaining to the majority of commodities and services included in the index (except food, rent, and the exception noted in the following paragraphs).

Prior to June 1969, the data were hand posted to tabulation sheets, so that it is a duplicate record of all original data from these schedules. Since computerization was completed, tabulation of prices in this manner was discontinued, and prices are now listed on computer printouts. As of June 1969, the schedules constitute the only permanent record of price information.

Maintain in ODCASO for 1 year, then transfer to Federal Records Center.

(a) Destroy schedules from which data have been entered on tabulation sheets after 10 years.

(b) Destroy schedules from which data have not been tabulated after 20 years.

(3) Mail Questionnaires

A number of price schedules have been devised as shuttle schedules for specific items for mail collection. These include BLS 2815-B, taxicab fares, BLS 2818, local transit fares, BLS 2829, magazine subscriptions, BLS 2839, bank changes, BLS 2921 series, residential property taxes, BLS 2922 series, fuels and utilities, BLS 2953.50, newspapers. These items are hand posted to tabulation sheets and there are no present plans to convert processing for these items to the machine.

Maintain schedules in ODCASO for 5 years, send to Federal Records Center and destroy 5 years later.

(4) Rent Schedules (BLS 2921.01)

These are printed schedules containing data and detailed information about the facilities included in the rent, as well as other characteristics of the unit for which the data are obtained. They are normally obtained from tenants residing in a regular pre-selected sample of dwelling units and entered by hand on the schedules by BLS field agents.

Maintain in ODCASO for 5 years, or until most recent data are copied to new schedules.

(a) Destroy schedule 5 years later only if it has been certified that all basic data for each month is on magnetic tape.

(b) Magnetic tapes should be consolidated periodically and retained as a permanent record of collected rents and dwelling unit characteristics.

(5) Food Away From Home - Restaurant Meals

Information on food eaten away from home is received from the BLS pricing agent in the form of menus, where they are available; or on 2 supplemental forms, BLS 2355 and BLS 2395-B. The price data are posted to special tabulation sheets for the calculation of price relative for each outlet. The schedules and tabulation sheets contain the

original price information there is no present plan to eliminate the tabulation sheets.

(a) Maintain menus and schedules in ODCASO for 1 year, then transfer to Federal Records Center. Destroy after 10 years.

(b) Maintain tabulation sheets in ODCASO for 5 years, then transfer to Federal Records Center. Destroy after 20 years.

b. Other Price Data

In a number of cases, price data are supplied in forms other than those used by BLS. These include correspondence, machine tapes and printouts, and other secondary source data. Specifically, they are as follows:

(1) Machine Tapes

Tapes are received from the Federal Housing Administration (~~home-purchase price data~~) and the Federal Home Loan Bank Board (conventional mortgage interest rates). The FHA data are put through three BLS machine programs. The first is sort 90, #20015 which is a detailed sort and rearrangement of all characteristics for a BLS tape, which is used for a variety of purposes. Basic BLS tapes of FHA data are now retained indefinitely, and can be used to recreate CPI calculations, if necessary.

(a) Maintain BLS tape containing FHA detail sort data; consolidate all data for one year as soon as used in CPI. Maintain consolidated tapes for 20 years, then destroy.

(b) Maintain FHLBB tapes, consolidate yearly, maintain for 20 years, then destroy.

(2) NADA Used Car Prices

Cards and machine printouts. These contain average prices for specified ages and makes of used cars for selected States and areas. Data are supplied by the National Automobile Dealers Association in the form of punch cards showing number of transactions and average prices. They are then converted into a printout by BLS.