

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-257-86-4

DATE RECEIVED

9-16-86

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

1. FROM (Agency or establishment)

U. S. Department of Labor

2. MAJOR SUBDIVISION

Bureau of Labor Statistics

3. MINOR SUBDIVISION

Office of Administration

Division of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Karen H. Nunley

5. TELEPHONE EXT.

(202)

523-1468

DATE

9-14-87

ARCHIVIST OF THE UNITED STATES

Frank A. Burke

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 \_\_\_\_\_ 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 ~~not~~ necessary.

B. DATE

8 SEP 86

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Karen H. Nunley*

D. TITLE

DEPT'L RECORDS OFFICER

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SUPERSEDED  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)

Records pertaining to the Bureau of Labor Statistics Regional and Area Offices. (See the following pages)

copies to agency, NCF, NNF, NNA

TRT 9-16-87

RECORDS DISPOSITION SCHEDULE

REGIONAL - AREA OFFICES

BUREAU OF LABOR STATISTICS

Prepared by:

BLS Records Management

Project Team

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NOTE:An asterisk (\*) has been placed in front of the item numbers of record collections which could contain information covered by the Privacy Act or which may identify individual reporting establishments.

RECORDS DISPOSITION SCHEDULE

BUREAU OF LABOR STATISTICS

REGIONAL OFFICES

OFFICE OF THE REGIONAL COMMISSIONER

a. Mission. To direct, coordinate and administer the regional aspects of national and local programs involving data collection, analysis and dissemination of information; to superintend the provision of data, analyses, advice, and counsel to labor, business, governmental, other local organizations and the general public; to represent the Commissioner and the Bureau in all phases of the Bureau's work; and to participate in the development and implementation of BLS policy and procedures, especially through the long-range planning processes of the managing system.

b. Functions

(1) Plans, directs and coordinates the activities of the Bureau's program in the region, both those which are parts of nation-wide studies as well as those which are special surveys and research studies initiated to meet the particular needs of local communities, industries, labor organizations, or other government agencies.

(2) Advises and consults with business, labor, educational and governmental agencies, and other groups on the Bureau's data, their uses, relationship to other data and the economic factors effecting them.

(3) Speaks on Bureau program and data at conferences, workshops, conventions and meetings, institutes, and societies, prepares articles and other written materials for general dissemination.

(4) Plans and conducts meetings of business, labor, professional and newspaper groups to explain improvements in the Bureau's data and new statistical series, so that these important users in the region will have a thorough knowledge of what the Bureau produces.

(5) Disseminates BLS data and analyses so that they are generally available in a useful form on a wide basis.

(6) Represents the Bureau and the Commissioner in contacting respondents to secure cooperation in obtaining data

necessary to BLS work, and in presenting the completed studies to these and other users of the data.

(7) In conjunction with the RAMO, provides administrative support to the operating and analytical programs of the office.

(8) Participates in the development of policies as well as the planning and coordination of surveys; makes recommendations to the Commissioner concerning the Bureau's national and local programs.

## OFFICE OF REGIONAL COMMISSIONER

1. Program-Administrative Subject Files of the Regional Commissioner. Consists of incoming correspondence and related form records, publications, and directives and outgoing correspondence and reports and related materials, covering program and administrative matters concerned with the overall management and executive direction of the BLS Regional Office. The files can cover records of the present Regional Commissioner and of former Regional Commissioners.

Regional Commissioner files may be typically maintained alphabetically by a mixture of subject topics and organizational and individual names. They cover such matters as breakdowns for the various organizational units comprising the Regional Office, various BLS organizational units, various state and local organizations, and other Federal Government agencies. Also, such program or administrative subjects may be included as Press Releases and Publications, Meetings and Conferences, Speeches, Public Relations, Personnel, Financial Management, Planning-Organization, Office Management, Travel, Progress-Activity Reports, Space, and other program or administrative matters of interest to the Regional Commissioner.

Retention Period. Break the file at least every five years and bring current materials forward to the new files as required.

a. Administrative Files. Destroy when five years old, or when no longer needed for current business, whichever is sooner.

b. Program Planning Files.

(1) Records dated 1982 and earlier. Offer to appropriate Regional Archives when ten years old by submitting 1/SF115. If rejected, destroy immediately.

(2) Records dated 1983 and after, destroy when ten years old.

1/SF 115 "Request for Records Disposition Authority."

2. Office Monthly Progress Report Files. File consists of copies of monthly progress reports of Division Directors of the Region together with a covering summary reports of the Regional Commissioner sent to the Office of the Associate Commissioner for Field Operations. Copies are available in Associate Commissioner for Field Operations National Office.

Retention Period.

a. Records dated 1980 and earlier. Permanent. Transfer ~~by~~ ~~submitting SF115~~, to the appropriate Regional Archives when 10 years old or earlier if no longer needed for current business.

b. Records dated 1981 and after. Destroy when three years old.

3. Chronological-Reading Files of Regional Commissioner. The file may consist of two segments: (1) Extra copies of letters or documents prepared in the Regional Office and signed by the Regional Commissioner, known as the reading file, maintained in date order, or (2) Extra copies of correspondence and materials prepared by the Regional Commissioner and filed in date order. Some offices may combine such files, while others may maintain them separately.

Retention Period. a. Records dated 1982 and earlier. Offer immediately to appropriate Regional Archives by submitting SF115. If rejected, destroy immediately.

b. Records dated 1983 and after, destroy when three years old.

4. Regional Commissioner-Assistant Regional Commissioner's LAN-Disk-Tape Files. File may consist of the following types of top level officials' files on the LAN system's disks or tapes.

File (1) The Regional Commissioner's and the Assistant Regional Commissioner's individual chronological files from the electronic mail system including chronologically arranged screened incoming messages from within the Regional Office or from OFON headquarters from each official's incoming mailbox or screened copies of outgoing messages prepared on the terminals of each of the top Regional Officials and arranged chronologically.

File (2) A centralized Regional Office top official (RC-ARC's) chronological file containing screened incoming and outgoing messages, chronologically arranged, containing copies from the individual top officials' chronological files (File 1).

File (3) Individual top officials' (RC-ARC's) program and administrative subject files, containing screened

SF115 NOT  
NEEDED  
OK FROM  
K. NUNLEY BLS  
BY PHONE  
9/3/87  
MM



copies of incoming and outgoing subjectively filed documents originally placed in the private volumes of each of these officials.

File (4) A centralized Regional Office top official program and administrative subject file containing copies of subjectively filed documents from the public volumes of each of these top officials transferred to this centralized public volume file for the Regional Office.

(Files 1 through 4 are on the fixed disk of the LAN System file server and should be transferred to system tape cassettes at six month intervals.)

Archives Tape Cassette files for each of the above individual top officials or the centralized Regional Office files listed as Files 1 through 4. Such Archives tape cassette files should be created by transfers from the disk to the system's tape cassettes at six month intervals if space on the disk is adequate, or at regular lesser intervals if disk space problems occur.

Retention Periods for these Tape Cassette Archives Files of the LAN System.

a. File 1. (Individual Top Officials' Chronological Files). Scratch when three years old.

b. File 2. (Centralized Regional Office Chronological Files). Scratch when five years old.

c. File 3. ( Top Officials' Individual Program and Administrative Subject Files). Scratch when ten years old.

d. File 4. (Centralized Top Officials' Program and Administrative Subject Files). Scratch when 15 years old.

Note: Tapes for files 3 and 4 should be regenerated at five year intervals to avoid drop-outs or other diminution of the data.)

5. General Administrative Subject Files Maintained in Office of Regional Commissioner. Consist of correspondence, form records, copies of procedures and issuances, cost data on such matters as keypunching and mail, automatic data processing, space records centers and holdings, telephones, training, timekeeping, Privacy Act-Freedom of Information Act, Progress Reports of Administrative Unit, incentive awards and employee recognition programs, and related internal administrative matters involving the region, including the Administrative Office extra copy reading file.

Inactive Administrative files may be maintained separately in Region Offices. Typically such files may be maintained by an Administrative Officer.

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BY K. NUNLEY  
BY PHONE  
4/3/87  
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Retention Period. Destroy when five years old or when no longer needed for current business, whichever is ~~SOONER~~ **LATER**  
(PER GAO REQUEST)  
MMY 9/3/87

6. Reserved.

7. Personnel Subject File, Office of Regional Commissioner. Because of records volume, a separate subject file for personnel matters may be maintained, consisting of correspondence and copies of procedures and various issuances covering the administration of personnel activities involving Regional personnel and field office full time and part-time personnel. Procedures and directives are received from OPM, DOL, and BLS personnel facilities.

Retention Period. Destroy when obsoleted, or revised, or when no longer needed for current business, as appropriate.

\*8. Office Personnel Name Files. Consist of office copies of personnel action forms and related correspondence for current full time employees and intermittent employees. Also included in the file is a separate section for separated employees. File is covered by the Privacy Act, and is arranged by name. Copies are available in the Regional OASAM Office.

Retention Period. Destroy one year after separation of employee.

9. Reserved.

\*Indicates records collections which could contain information covered by the Privacy Act or which may identify individual reporting establishments.

10. Financial Management Records, Office of Regional Commissioner. Consists primarily of form records and related materials pertaining to bills, requisitions, and expenditures for various object classes such as telephone, imprest funds, specific trip expenditures, printing, training, equipment rental, telecommunications costs and the like.

Also included may be separate files for budget submission and execution records as well as instructions on budget and financial matters. Typically such files may be maintained by an Administrative Officer.

The record copy files accounting for the expenditure of Regional Office funds is maintained at the appropriate Departmental Regional Finance Office of OASAM.

Retention Period. Break files on fiscal year basis, and destroy when latest record is three years old.

11. Property - Equipment Files, Office of Regional Commissioner. Consist of correspondence, form records, instructions, and related records pertaining to property management including inventory records, equipment maintenance and repair records, service records, and the like concerning regional office property-equipment. Such files, typically may be maintained by an Administrative Officer and may be kept separately from the Office Administrative Subject File (Item No. 5).

Retention Period. Destroy when equipment is disposed of or two years after supersession by next inventory, as applicable.

\*12. Travel Files, Office of Regional Commissioner. Consist of copies of motor vehicle use forms, travel authorization control lists, records on motor vehicle use and licensing, and copies of authorizations and travel vouchers arranged by name of traveller and various instructions on travel.

Such files may be included in other administrative files or be maintained separately by an Administrative Officer.

The record copy of files accounting for Regional Office travel is maintained of the appropriate Departmental Regional Finance Office of OASAM.

Retention Period. Break file by fiscal year and destroy when obsoleted or when latest record is three years old.

13. Department of Labor Detailed Financial Management Printout Files. Consist of various printout monthly reports received from the Department of Labor Financial Management Reporting System covering expenditures of funds for various purposes of the Regional Office.

Retention Period. Destroy when latest record is 16 months old.

## ECONOMIC ANALYSIS AND INFORMATION FUNCTION

To plan and conduct a program of social and economic interpretive studies, designed to meet the needs of local communities or community groups; to represent the Bureau to such organizations and States; and to direct the regional program of information.

### OFFICE OF THE ASSISTANT REGIONAL COMMISSIONER OR OTHER APPROPRIATE OFFICIAL RESPONSIBLE FOR THE FUNCTION

\*14. Assistant Regional Commissioner, EA&I, Program and Administrative Files. Consist of correspondence, copies of issuances, copies of releases, reports, and other documents maintained by the Assistant Regional Commissioner for EA&I or other appropriate official responsible for the function.

The file covers such matters as: correspondence folders for letters written in the office or to employees of the office, and to Washington, D.C.; headquarters correspondence; meeting and conference folders; materials on personnel matters such as performance appraisal guides and employee appraisals, job descriptions, supervisory memoranda, merit pay, and the like; materials on central computer services of BLS and LABSTAT, ETA computing network, and regional computing needs, and on OSD or NIH computing services, and the like; materials on Assistant Regional Commissioner participation in special projects; copies of task force participation papers; briefing materials; folders on speeches and presentations given; background materials on various CPI or other regional office releases; budget materials for EA&I programs of the Region; materials on office space and moves; and the like.

Retention Period. Break files every five years and bring forward current materials to the new files. Destroy when 10 years old or no longer needed for current business, whichever is sooner.

15. Assistant Regional Commissioner Computer System Files. The Assistant Regional Commissioner for EA&I or other appropriate official may maintain documentation, reference and instructional materials, disks, reports, correspondence, and the like on the various computer systems used in the office. These include such materials as: printouts, reports, software and operating manuals, diskettes for the off-the-shelf commercial programs used, central computer facilities, various commercial programs, and Regional Terminal Network System and the like.

(See also Central Office Reference and Distribution  
File of Program and other Disks and Computer Operating Manuals,  
Item 20.)

Retention Period. Destroy when revised or when no longer  
needed for current business, as appropriate.

## OTHER OFFICES CONCERNED WITH EA&I FUNCTIONS

\*16. Inquiries and Correspondence Program and Administrative Subject File. File may consist of such records as: Reading file, Congressional correspondence, public relations--thank you correspondence, news contact materials, conference-meeting materials, copies of various workload progress and activity reports from within and outside the Regional Office, reports on inquiries and informational material distributed, background materials and manuscript copies of issuances prepared on CPI, issuances of offices at various cities including analysis folders for such cities, are wage survey manuscripts and background materials for issuance, background materials on various other Bureau programs, and background materials and various organization records pertaining to women's affairs.

Also included may be administrative records pertaining to personnel matters, job descriptions, training of employees, budget, supplies and equipment, branch organization, performance appraisals, and the like.

Retention Period. Break file periodically and bring forward current materials to the new files. Destroy when five years old or when no longer needed for current business, whichever is sooner.

17. Routine Requests for Information or Publications. Consists of routine correspondence or telephone note requests pertaining to routine requests for information or publications received from the public.

Retention Period. Destroy when one year old, when no longer needed for current business, whichever is sooner.

18. Record Copy of Releases Issued by the Regional Office. At differing time periods and in some cases at irregular intervals, the BLS Regional Offices issued local city or area releases covering primarily the Consumer Price Index results for the principal cities within the Region and for the Area Wage Surveys within the Region. At present, full CPI city releases are being issued at various intervals with abbreviated Food and Energy CPI Releases for most of the cities being issued for the months not covered by the full releases. Also a CPI press release covering important regional cities is issued.

The Area Wage Releases for principal cities have been discontinued as of early 1985, but were issued at irregular intervals prior to that time.

Files are basically chronologically arranged, although some may be arranged by city and date thereunder.

Retention Period:

a. Record Copies. Permanent. Offer for transfer to the Regional Archives of the United States in blocks of 15 years when the latest record is 15 years old.

b. All Other Copies. Destroy when no longer needed for current business.

19. Central Regional Office Reference and Distribution Copy File. Regional offices may maintain a central mixed reference and publication distribution file. This file may consist of such materials as copies of BLS headquarters publications, Commerce and other Federal Government publications, State and local government publications, Regional Office issuances, other BLS Regional Office issuances, and various non-Government private economic issuances. Single copies and multiple copies of these issuances may be interspersed throughout the file, including some sales copies.

The central office reference and distribution publication files, typically, could be maintained on shelving.

The file also can include subject and numerical card indexes to certain of the publications in the file.

The central file serves as the main source of background data for answering the numerous informational requests received.

If not centralized, such reference and distribution copy files may be maintained at several locations within a Regional Office.

Retention Period. Destroy when superseded or obsoleted, or when no longer needed for current business, as appropriate.

20. Office Reference and Distribution File of Program and Other Disks and Computer Operating Manuals. Consists of various stored disks of commercial programs such as: 3 COM Ether communications programs; Systat; Microsoft Word, Mouse, Project, and Pascal; DOS; Basic; and Wang. Also included are several Archives Disks, such as Employment and Employment Backup, SMS Archives Disks, Establishment Data Base, TTY System, and the like. Also included are various computer program and operating manuals such as LABSTAT User Guides, Labor Force Codes, DOS Primer, Wylbur and Super Wylbur, and other computer disks or program operating manuals of interest to the Office. (See also computer file of Assistant Regional Commissioner for EA&I, Item 15.)

Retention Period. Destroy when revised or updated.



\*21. Office Mailing List Files. Consist of hard copy forms and correspondence reflecting adds and drops to various Regional Office mailing lists to survey respondents and others to whom issuances are sent, as well as central Regional Office mailing list computerized files maintained at the central Bureau computer facility. These computer files are on disk with periodic backup to tape.

Retention Period.

a. Hard Copy Add-Drop Notifications. Destroy after successful entry into computerized mailing list.

b. Disk Mailing List File. Scratch as revisions are made, or upon discontinuance of particular Office issuance involved.

c. Tape Back-up Files. Scratch after superseded by updated backup file.

22. Sales Orders for BLS Publications. Consists of various types of requests from the public to buy individual BLS publications placed on sale by the Region. This is the closed file for which money has been received and the order has been filled. The sales function has been centralized at the Chicago Region as of 1985.

Retention Period. Destroy when one year old, or when no longer needed for current business, whichever is sooner.

23. CPI, PPI and LAUS Time Series Reference Microfiche Records. Consist of microfiche time series data received from headquarters offices covering such items as national and Regional city index time series for the CPI and national time series data for the PPI, as well as LAUS county and city data series microfiche, and the like.

Retention Period. Destroy when superseded by update.

24. Individual City CPI Food and P-400 CPI Items Monthly Summary Sheets. Consist of large handwritten tabular sheets covering such matters as CPI monthly changes in cost weights and percentage change for city for food and for other items included in the P-400 runs. File is closed as of 1970. Also included are employment statistics covering early periods and similar summary tabulations.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or published.

25. Detailed background Files Covering Cities Included in CPI-AWS Office Issuances. Consist of folders arranged by city, providing background information on the consumer prices and area wages of cities in the Region for which Regional CPI or AWS

issuances have been published. Files contain copies of releases, copies of headquarters office tabulations covering prices in the cities concerned, manuscript copies of issuances, reports on prices or wages from field representatives in the cities, copies of charts or graphic materials, and other background papers useful in analyzing trends and the like in preparing Regional issuances.

Retention Period. Destroy when five years old, or when no longer needed for current business, whichever is sooner.

\*26. Monthly CPI Printouts Covering National Summary and Individual Regional Cities. Consists of laser and other printouts of monthly CPI results involving national summaries and individual cities of the Region. These printouts provide some of the detailed information used in issuing the various Regional CPI city press releases. Some are arranged by city and date, and some by date and city thereunder.

Retention Period. Destroy when all essential information has been analyzed, tabulated or published.

## OPERATIONS (DATA COLLECTION-PROCESSING) FUNCTION

To direct the collection (and processing where appropriate) of all primary data required for national and local surveys, to participate in the planning of such surveys, to maximize their utility for local, state and national purposes; and to provide expert services, in the subject matter fields surveyed, to the various interested clientele.

### OFFICE OF THE ASSISTANT REGIONAL COMMISSIONER - OPERATIONS (OR OTHER APPROPRIATE OFFICIAL RESPONSIBLE FOR THE FUNCTION)

\*27. Program and Administrative Subject File of Assistant Regional Commissioner-Operations. The file consists of such records as: correspondence, handwritten notes, tabulations, office copies of contracts and billing documents, copies of OFON reports and office workload and progress or activity reports reflecting data collection-processing activities; meeting and conference materials and the like reflecting the program and administrative activities of the Assistant Regional Commissioner and predecessors, or of other appropriate officials responsible for these operations.

The file can be in two segments - an inactive file covering noncurrent matters and a current file for more recent matters.

The file covers such topics as organizational chronological and reading files consisting of chronologically arranged documents, either prepared in the organization or for the signature or review of the Assistant Regional Commissioner, as well as such program or administrative subjects as Administration and Management relating to personnel, administrative services or financial matters; Cooperative Arrangements; Data Processing and Telecommunications; Organization-Reorganization; Price and Wage Surveys and Data Collection Activities; and the like.

Retention Period. Break file every five years and bring forward active materials to the new files. Destroy when 10 years old or when no longer needed for current business, whichever is sooner.

\*28. Office SO-1 Workload Report Files. Consist of individual SO-1 forms both for full time Regional Office employees and part-time Price Program field representative, including computer prepared listing sheets for employees arranged by year and by pay period thereunder.

Retention Period. Upon completion of each fiscal year, destroy SO-1 materials (forms and listings) for the third preceding year.

## OWIR SURVEY FILES

\*29. OWIR Survey Program and Administrative Subject Files. Such Regional Office managers as Branch Chiefs, Survey Managers, or other supervisory personnel concerned with OWIR surveys may maintain program and administrative subject files reflecting their various assigned areas of responsibility for survey planning and review or collection and processing of data for the different types of OWIR surveys.

These files, consisting of correspondence, form records, copies of procedural materials, reference materials, and the like, may cover such program areas as survey methodology, receipt and distribution of survey supplies, survey sample selection, contacting and collecting data from survey respondents, tabulating returned schedules, reviewing tabulated data, transmitting tabulated data to headquarters offices, assuring quality of collected data, including maintaining such records as observation interviews or reinterviews, and the like.

The administrative segments of these files could concern such matters as supervising assigned personnel, training, evaluation of personnel performance, time and attendance, travel, budget, and other related internal housekeeping matters. Personnel evaluation materials are covered by the Privacy Act.

Retention Period. Break file every 5 years and bring forward active materials to the new file.

a. Time and attendance records. Destroy when three years old.

b. All other records. Destroy when five years old or when no longer needed for current business, whichever is sooner.

\*30. 1/ AWS and Service Contract Act Survey Schedules and Related Planning Files. Consist of AWS-SCA survey schedules containing such documents on establishments as: General Establishment Information, Authorization, Job Match Worksheets, and Wage Rate Information including individual employee wage listings, and the like. Survey planning files may be included containing such documents as copies of the resulting issuances, assignment control listings, sample control listings, COC listings, related correspondence and the like.

Schedules and planning documents may be arranged primarily by area of coverage.

Retention Period. Destroy all preceding schedules and related planning files upon completion and storage of the following full survey, except for the few schedules of large and important establishments rotated out of the sample which should be destroyed after a second cycle.

\*31. IWS Survey Schedules and Related Planning Files. Regional IWS Schedule Files are typically arranged alphabetically by type of establishment consisting of such materials as: General Establishment Information cover sheets, Wage Rate Information, Additional Items sheets, Job Match Worksheets, and the like.

Also included may be end-of-survey reports in separate folders and copies of releases, as well as planning folders containing such materials as lists of sampled establishments, control lists, copies of technical memoranda, reports of assigned establishments not scheduled and the like.

Retention Period. Destroy all preceding survey schedules and related planning materials upon completion and storage of a subsequent survey, except for the few schedules of large and important establishments rotated out of the sample, which should be destroyed after a second cycle.

1/If the volume of any OWIR survey schedules becomes so voluminous as to cause records storage problems in an office, the use of a Federal Records Center is suggested for Items 30 through 33.

\*32. PATC Survey Schedules and Related Planning Files. Consist of collection documents completed by the field representatives consisting for each establishment of such materials as: General Establishment Information Sheet, Job Match Worksheet, Pay Relatives Edit Sheet, Occupational Rates Sheets, and Wage Rate Information sheets, and the like. Related planning folders consisting of such materials as correspondence control sheets, lists of sampled establishments, and the like may be included with the schedules.

Retention Period. Upon completion and storage of the current survey, destroy all schedules and related planning materials from the fourth preceding survey, except for the few schedules from large and important establishments rotated out of the sample which should be destroyed after a second cycle.

\*33. Employee's Benefits Survey (LOB) Schedules and Related Planning Files. Consist of Employees' Benefits Survey (LOB) schedules containing such documents as: General Establishment Information Covers, Sick Leave/Sickness and Accident Insurance questionnaire; Health, Life, Long Term Disability Insurance and Pension Plans questionnaire; Paid Leave questionnaire; additional items questionnaire; and copies of industry agreements and the like.

In addition, related planning files may be included containing such documents as Scheduled Assignment Control Lists, Sample Listings, copies of technical memoranda, copies of publications, schedule clarification sheets, related correspondence, and the like.

Retention Period. Upon completion and storage of the current survey, destroy all schedules from the fourth preceding survey except for the few schedules of large and important establishments rotated out of the sample which should be destroyed after a second cycle.

\*34. ECI Schedule Case Files. Consist of initiation and quarterly update schedules from establishments included in the Regional ECI program and related documents covering wages and fringe benefits paid by the sampled establishments. Includes general establishment information regarding wages, benefits, and jobs reported on by the establishment. The file can be arranged by type of contact and by schedule number thereunder, and may be divided into active and inactive schedule case files.

Retention Period. Destroy one year after rotated out of sample and placed in inactive file.

\*35. AWS, SCA, and IWS Machine Printout Files. Several different types of machine printouts are maintained for AWS, SCA, and IWS surveys. These include such printouts as weekly batch Phase I printouts reviewed by statistical assistants for clerical keypunch and other errors, Substantive Edit and Analysis System (SEAS) printouts including such listing sheets as scope tables, fringe benefit tables, Part I Schedule Job Listings, Part II Job Schedule Listings, Part III horizontal distribution and vertical distribution listings of wage rates and publication tables, and the like.

Retention Period.

- a. Weekly Clerical Phase I Listings. Destroy upon completion of the current survey involved, typically within a two-month period.
- b. Preliminary weekly substantive SEAS listings. Destroy upon completion of the current survey involved, typically within a two-month period.
- c. Final Week AWS-SCA SEAS Listings. Destroy no later than upon completion of the following full survey.
- d. Final Week IWS SEAS Listings. Destroy upon completion of a subsequent survey.
- e. All Other Listing Sheets.
  - (1) AWS-SCA Listings. Destroy upon completion of the following full survey.
  - (2) IWS Listings. Destroy upon completion of a subsequent survey.

\*36. Wage, SCA, and PATC Registers of Establishments Studied. Consist of records for Wage, SCA, PATC or other OWIR surveys indicating for each establishment covered such data as the schedule number, the SIC, the number of employees and the weight, and the like. These are continuing records typically arranged by schedule number. Copies are sent to headquarters.

Retention Period. Destroy when no longer needed for current business.

\*37. Sample Development Card Files for AWS-SCA-IWS Surveys. Files consist of 3" x 5" universe maintenance file cards received from headquarters to start selection of sample establishments for IWS, AWS, and SCA Wage Surveys, as well as cards selected relating to preparation of a schedule assignment control lists reflecting the sample for these wage surveys. File is primarily arranged by type of survey and by individual survey thereunder.

Retention Period.



a. IWS Surveys. Destroy upon completion and storage of a subsequent survey.

b. AWS-SCA Surveys. Destroy upon completion and storage of the following full survey.

\*38. Machine Readable OWIR Survey Sample Data Base File. Regional Offices may maintain a sample register for certain OWIR surveys on a disk of a minicomputer. These files are used to prepare sample control listings, schedule labels, and schedule control assignment listings as appropriate.

Backup disks may be maintained for security purposes and for retention of older sample registers which are transferred from the main disk.

Retention Period. Scratch when no longer needed for current business.

39. Telephone Book Address Files. Consist of telephone books from locations within the region used in refining and developing samples for the AWS, IWS, and SCA area wage surveys.

Retention Period. Destroy when superseded or when no longer needed for current business, as appropriate.

40. OWIR Survey Schedule Transmittal Sheets. Consists of SO-3 Survey Standard Schedule Transmittal Listing Sheets from Regional Office to area locations. Arranged by type of survey and area.

Retention Period. Destroy when one year old, or when no longer needed for current business, whichever is sooner.

41. Regional SO-4 Weekly Wage Progress Reports. Consist of weekly reports of the Regional Office indicating progress in collection of wage survey data.

Retention Period. Destroy when three years old.

\*42. ECI Benefit and Wage Update Entry Files. Consist of Benefit and Wage Update Entry Forms used by the Statistical Assistants and others when entering reported data into the ECI data base at headquarters.

Also may indicate special detailed initiation reports received from companies and extracted into schedule case files.

Retention Period. Destroy when six months old or when data are successfully entered into the ECI system, whichever is sooner.

\*43. Area Office Duplicate ECI Schedule Files. Consist of duplicate initiation and quarterly update schedule files

reflecting the establishments possible contacted by area offices and maintained for security purposes in the Regional Office.

Retention Period. Destroy when no longer needed for current business.

44. General OWIR Survey Collection Files. Consist of general folders on each type of OWIR survey now or previously undertaken for Regional Office collection. Folders contain Washington technical memoranda, special Regional Office instructions, end of survey reports from Collection Branch, survey managers, or field representatives or others involved, Washington Office or Regional Office correspondence involving the survey, and the like.

Retention Period. Destroy when obsoleted or no longer needed for current business.

\*45. OWIR Survey Case Collection Folders. The files consist of individual survey case folders documenting the Regional Office and Field Representatives' activities involved in collecting data from respondents for Area Wage Surveys, Industry Wage Surveys, SCA surveys, PATC annual surveys, and Employees' Benefits (LOB) Surveys, or ECI surveys, National survey folders such as PATC and ESB may have such data as copies of technical memoranda, computer prepared control lists of establishments, schedule numbers and establishment information on all sampled establishments, control logs regarding completion of schedules, sometimes copies of supplemental information sheets or copies of bulletins or reports issued. Smaller area surveys folders such as SCA, may have fewer types of these records in case folders. May be arranged by name of city or area covered, or survey title, if annual.

Some regional offices may combine the case folders for collection of data with the schedules and planning and review case files.

Retention Period.

- a. AWS Surveys. Destroy when three years old.
- b. IWS Surveys. Destroy after completion of second survey in same area.
- c. SCA Surveys. Destroy when three years old.
- d. PATC-ESB (LOB) Annual Surveys. Destroy when three years old.
- e. ECI Surveys. See Item 34.

\*46. Current Survey Collection Control Logs. Consists of records containing computer prepared listings of numbered

schedules for each type of OWIR survey including ECI. These logs are used to control the processing of each survey schedule and include such data as date completed, initials of representative, disposition of schedule and the like. After completion of survey, logs are filed in survey case folder file.

Retention Period. See Item No. 45 (OWIR Survey Case Folders).

\*47. Field Representative Weekly Field Collection Activities Report. File consists of copies of the "Field Collection Activities Reports" received weekly from each field representative of the Region concerned with OWIR surveys. Current reports may be filed by month, while older reports may be filed by name of representative.

Retention Period. Destroy when latest record is one year old.

\*48. Central Office Clearance (COC) Files for OWIR Surveys. The file may consist of two segments: (1) An alphabetic file by name of establishment containing copies of the central office clearance forms for the various surveys involving these interregional establishments; (2) In addition, certain control copies of the arrangement form involving current surveys may be kept in separate files arranged by name of company or by Regional Office concerned as well as by city in some instances.

Retention Period.

a. Alphabetic Files. After two complete surveys involving the same establishment, destroy the previous survey forms.

b. Current Files. File in alphabetic file after completion of survey.

## PRICE SURVEYS FILES

\*49. Price Surveys Program and Administrative Subject Files. Consist of a subject file covering primarily administrative matters, but also covering the various price programs, such as PPI, IPP, CPI, and COLA. The administrative segment covers the entire gamut of administrative management internal housekeeping operations, as they affect the organization with its large number of part-time field representatives.

Retention Period. Break file at least every five years and bring forward active materials as needed to the new files. Destroy when five years old, or when no longer needed for current business, whichever is sooner.

50. Price Program Reading Files. Consist of extra copies of correspondence prepared in the Price Organization, filed by date.

Retention Period. Destroy when latest record is three years old.

\*51. IPP Establishment Case Files. Consist of case folders on establishments reporting on the IPP program containing such documents as import or export interview forms, field economist's reports, computer prepared background information on the establishment prepared by DIP or SMD and including agents' handwritten notes, establishment contact reports, listings of products of the establishment, and the like.

Retention Period. Destroy when no longer needed for current business.

\*52. IPP Sample Collection Control Files. Consist of documents relating to the collection of IPP data from establishments included in the numbered export or import IPP samples. Such documents as the following may be included in a numbered sample file: End of Survey reports, computer prepared sample Schedule Assignment Registers, field collection reports, computer prepared alphabetic and numeric listings of schedules for establishments in the sample, copies of schedules used and operational memoranda or instructions pertaining to the particular sample, computer prepared concordance listings, information clarification request forms, central office clearance arrangement forms, establishment contact forms, and the like.

Retention Period. Destroy when five years old or when no longer needed for current business, whichever is sooner.

\*53. PPI Establishment Case Files. Consist of case folders of establishments reporting on the PPI program consisting of such documents as: S0-3 Schedule Transmittal forms, computer prepared listing of sub-units of the establishment, copies of various reporting forms, special summaries of sales reports, central office clearance correspondence, detailed background material on the company and the officials to contact, information on disaggregation of products for reporting, and other materials involving initiation activities of the company when included in a PPI sample. File may be alphabetic by establishment.

Retention Period. Destroy when no longer needed for current business.

\*54. PPI Check List-Industry Synopses Files. Consist of record and distribution copies of headquarters office prepared checklists (schedules), and industry synopses providing detailed background on each 4-digit SIC industry covered by the PPI. These are used in initiating new establishments as PPI reporters.

Retention Period. Destroy previous check lists and industry synopses upon receipt of recycled check lists and synopses.

\*55. PPI Data Collection (Sample) Control Files. Consist of such documents as computer prepared sample register and schedule assignment control listings, problem listings, copies of various PPI forms, and related records in initiation of sampled establishments for the PPI. File may be arranged by sample number.

Retention Period.

a. Assignment Control Listings. Destroy when ten years old.

b. All other records. Destroy when five years old.

\*56. Central Office Clearance Files. Consist of alphabetically arranged folders for establishments that involve more than one SIC or are interregional in scope and require central office clearance to arrange for reporting on producer prices. Files may include Washington correspondence and form records involving appropriate reporting procedures for these establishments.

Retention Period. Destroy when no longer needed for current business.

\*57. PPI Quality Control Files. Consist of folders arranged by name of field representative containing various activity reports submitted and quality control observation reports, staff utilization systems records, and related records pertaining to the performance and evaluation of PPI field representatives. The file may be divided into current representatives and separated representatives.

Retention Period. Destroy when three years old.

58. IPP-PPI Technical Reference File. Consists of copies of TSUSA Tariff Schedules, various collection operations manuals, copies of technical memoranda materials on IPP-PPI computer systems, and related technical reference materials on the initiation or collection phase involving the PPI and IPP programs.

Retention Period. Destroy when obsoleted or when no longer needed for current business, as appropriate.

\*59. CPI Price Representative Personnel Name Files. Consist of active and inactive folders for CPI part-time field representatives containing extra copies of employment history form records as well as performance appraisal records, and related documents.

Retention Period. Destroy one year after separation of representative, or sooner if not needed for current business.

\*60. Quality Assurance CPI Files. Consist of documents such as observations and interview reports of field representatives collecting price data for various CPI surveys. In addition, reinterview forms, performance appraisal forms and copies of the original schedules are included. File may be arranged by city and by survey and representative thereunder.

Retention Period. Destroy when three years old.

\*61. CPI Sample Rotation Files. Consist of alphabetically arranged city files from which CPI reports of outlet prices are obtained by field representatives. The files contain such documents as computer prepared Primary Sample Unit Assignment Control Register Listing Sheets of Outlets in the sample for the city, CPOPS listings (alphabetic listings of point of purchase commodities), quotes requiring check list listings, Commodities and Services Respondent Reference Directory, and other C and S listings for the city, and related records pertaining to the collection or of price data from sampled outlets in the particular city.

Also included are general materials on sample rotation matters such as folders on procedures for initiating outlets during sample rotation, materials on transfers of outlets to other Regions, copies of rotation manuals, and memoranda on sample rotation, and the like.

Retention Period.

a. Area Office sample schedule control listings and related schedule assignment records. Destroy when two years old.

b. All other records. Destroy when five years old or when superseded, as appropriate.

\*62. CPI-All Cities File (Primary Sample Units File). File contains information on the various CPI related surveys involving reports from primary sample unit cities within the Region. Within each city segment of the file such records as the following are included: computer prepared outlet control transmittal listings for C&S, housing, or other surveys, rent survey maps, and related records, property tax information, COLA-OPM narrative reports and related survey records, assignment transmittal control lists of schedules, narrative reports from field representatives, and related records.

Retention Period.

a. Transmittals.

(1) Transmittals used in connection with pre-evaluations. Destroy when one year old.

(2) All other transmittals. Destroy when three months old.

b. Other Records. Destroy when obsoleted or no longer needed for current business.

63. CPI-EC Training Manual Files. Consist of numerically arranged printed descriptive materials on various commodities included in the CPI providing background information on such commodities for use in training field representatives. The manual materials appear to have been written in 1975-76.

Retention Period. Destroy when obsoleted or when no longer needed for current business.

\*64. CPI Annual OPM COLA Survey. Regional Offices may carry out special annual cost of living (COLA) retail price surveys at selected locations for the Office of Personnel Management. These surveys are used as the basis for determining price level differences between certain duty stations and Washington, D.C.

These retail price surveys cover high cost areas in the United States such as in Alaska, Hawaii, and other selected high cost areas.

Each year various types of retail outlets are visited covering cost of living items. The files include narrative reports, detailed outlet information and summary information on the prices and cost of living data.

In addition, various survey instructions and manuals, general form letters to participating outlets, and the like are included. The surveys may be manually tabulated.

Retention Period. Destroy when latest records are two years old.

\*65. CPI-Central Office Clearance Files. Consist of materials relating to the requirement of central office clearance in arranging for retail outlet reporting involving interregional coverage. The file may include such segments as a city segment, a BLS regional segment, and an alphabetic segment of folders by name of the retail outlets involved. The file for outlets consists of copies of central office arrangement forms, correspondence, and the like.

Retention Period. Destroy when no longer needed for current business.

66. CPI Survey Check Lists and Related Survey Documents. Consists of copies of ELI check lists for various products-commodities reported on, arranged by numerical check list codes, copies of survey reporting forms, weighting forms, reporter introductory form letters, survey manuals and technical memoranda and other instructional materials, and related CPI survey documentation for housing surveys, commodity-service surveys, rental surveys, point of purchase materials, and the like.

Retention Period. Destroy when obsoleted or no longer needed for current business.



## FEDERAL/STATE COOPERATIVE PROGRAMS

To plan and conduct a program of economic interpretive studies of the Federal/State Cooperative Statistical programs; to represent the Bureau to State and local groups in relation to the Federal/State program activities; and to provide technical assistance and advisory services in the subject-matter fields studied, to the various interested clientele.

### OFFICE OF THE ASSISTANT REGIONAL COMMISSIONER (OR OTHER APPROPRIATE OFFICIAL RESPONSIBLE FOR THE FUNCTION)

\*67. Assistant Regional Commissioner's Federal-State Administrative Files. Consist of correspondence, forms, reports, and related documents covering such matters as Federal-State cost center budgets and current expenditures; personnel matters including employee evaluations, awards, and training; staff utilization reports; delegation of authority; general meetings and conferences; state holidays; designation of state cooperating representatives; monthly progress reports; and the like.

Retention Period. Destroy when five years old or when no longer needed for current business, whichever is sooner.

\*68. Assistant Regional Commissioner's Federal/State General Program Files. Consist of correspondence speeches, forms, reports, and related documents covering such general program matters as confidentiality; state relations, program improvements; trip reports; Federal-State program planning; MSA definitions; congressional correspondence; legal actions; data telecommunications; press coverage; issuances by other agencies on related subjects (Employment and Training Administration, Occupational Safety and Health Administration, National and State Occupational Information Coordinating Committees, Interstate Conference of Employment Security Agencies); and other specific regional program issues.

Retention Period. Destroy when ten years old or when no longer needed for current business, whichever is sooner.

69. Assistant Regional Commissioner's, Federal-State Chronological Files. Consist of an extra copy file of chronologically arranged letters, reports, and other documents covering Federal/State Cooperative Programs. Copies may also be filed by subject.

Retention Period. Destroy when five years old.

70. Assistant Regional Commissioner's Federal State Files on Labor Market Information (LMI) Cooperative Agreements and BLS-OSHS (Occupational Safety and Health Statistics) Grants and Cooperative Agreements. Consist of materials on financial agreements and grants with state agencies. Files include state applications for LMI funds and state preliminary OSHS budget estimates; the LMI agreements and BLS-OSHS grants and cooperative agreements (current and historical); LMI modifications and BLS-OSHS amendments; state financial reports; notification of obligational authority; closeout reports; audit reports; contracts with State and related monitoring records, administrative correspondence related to financial management, and the like. The record copies of cooperative agreements with states and grants with states or contracts are maintained at Bureau Headquarters Offices.

Retention Period.

a. Monthly cumulative state LMI reports. Destroy when two years old.

b. All other records. Destroy upon completion of audit or when seven years old if not audited.

71. State LMI Financial Review Data Base. Consists of machine-readable records containing data and findings supplied and status information on state expenditure of LMI cooperative agreement-grant funds provided to the States by BLS for furnishing LMI statistics to the National BLS Office. This information is used to monitor and administer the LMI funding of State supplied statistics.

Retention Period. Scratch when seven years old.

#### FEDERAL-STATE COOPERATIVE PROGRAM COMMON TECHNICAL FILES

72. Instructional Materials for Cooperative Programs. Consist of various procedural manuals and revisions thereto as well as technical and other National Office memoranda and instructional materials involving the cooperative programs.

Retention Period. Destroy when revised, updated, or obsolete.

73. Training Materials for Cooperative Programs. Consist of such records as instructors' guides, student materials and related training aids received from the National Office.

Retention Period. Destroy when revised, updated, or obsolete.

74. General Correspondence and Related Materials for Cooperative Programs. Consists of such records as correspondence prepared by Regions sent to all States, Regional Office correspondence prepared by Region and sent to various recipients, and Regional Office correspondence replying to National Office inquiries. Also includes correspondence and related records on "Central Office clearance" companies, and materials on program meetings and conferences, materials on various methodological studies, proposals of states for supplemental contracts, Washington, D.C. headquarters reports of a typical LAUS situations, various background reports of Federal-State agencies on employment and unemployment, materials on various state UI data base improvement work, materials on the Permanent Mass Lay Off and Plant Closing Program, and the like.

Retention Period. Destroy when five years old or when no longer needed for current business, as appropriate.

75. Technical Reviews of Cooperative Programs. Consist of correspondence related to technical reviews of state operations. Included are state CES benchmark and state operations reviews; ES-202 state operations reviews, LAUS on-site reviews, OSH program reviews; and OES program reviews.

Retention Period

a. ES 202 technical reviews. Destroy after completion of last three reviews.

b. All other technical review records. Destroy after completion of last two reviews.

76. Results of Cooperative Programs. Consist of records of data generated as result of cooperative programs. Included are state and area estimates of employment, hours and earnings; quarterly ES-202 report edits, and annual UI name and address file edits, state and area estimates of total employment and unemployment; OES estimates of occupations by industry; estimates of occupational injuries and illnesses (FOSS reports) and SDS annual tabulations, PMLPC Program materials, and the like.

Retention Period.

a. CES and ES-202 files: Destroy when latest record is two years old.

- b. OSH and SDS files: Destroy when latest record is five years old.
- c. OES files: Destroy when latest record is nine years old.
- d. LAUS files: Destroy preliminary state data when replaced by National edited data. Destroy National edited state/area data after benchmarking for year.
- e. PMLPC Program Files. Destroy when no longer needed for current business.

FEDERAL-STATE COOPERATIVE PROGRAM FILES UNIQUE TO ONE PROGRAM

\*77. CES Registry Revision and Transmittal Forms and Closing Count Records. Consist of SO-229 and related listing sheets and other records pertaining to Regional Office editing, revising, and updating of 790 sample registers sent to the National Office. Also includes three-times-a-month closing count reports.

Retention Period.

- a. Destroy transmittals when one year old.
- b. Destroy closing counts when two years old, or when no longer needed for current business, whichever is sooner.

\*78. CES (790) Sample Register Listing Sheet and Microfiche Files. Consist of machine tabulations received from National Office by State, containing the listing of CES establishments. Microfiche on an annual basis are also received of such establishment listings.

Retention Period.

- a. Destroy listing sheets when replaced by next updated listing (approximately every six months.)
- b. Destroy microfiche when replaced by annual update.

79. CES (790) Annual Benchmarked Employment and Hours and Earnings Statistics for States and Areas. Consist of machine listings sheets and related records prepared by Regional Office or the States providing revised (benchmarked) estimates on employment, hours and earnings on an annual basis. Includes both State and area estimates.

Retention Period. Destroy when no longer needed for current business.

80. ES 202 State Files. Consist of such records on each State ES 202 Program as documentation on various improvements to State ES 202 statistical systems, including copies of contracts, technical materials on State tax and 202 systems, and transmittal forms involving quarterly 202 reports, annual code change supplements (clean letters) and annual UI name and address files including microfiche, and the like. The record copy of these contracts with States or other government organizations is maintained at the Headquarters Offices of the Bureau. (See also Item 68 for trip report records, Item 70 for contract records, Item 75 for operations reviews, and Item 74 for general correspondence records pertaining to ES-202 state files.)

Retention Period. Destroy when five years old, or when no longer needed for current business, as appropriate.

81. LAUS and CPS Benchmark and State and Area Machine Listings. Consist of such records as machine printouts of annual benchmarking to the yearly CPS of the revised State and Area LAUS estimates. Also includes annual State and MSA listings.

Retention Period. Destroy when replaced by latest year's annual CPS benchmarking of CPS annual printouts.

82. Monthly LAUS Worksheets and Reports. Consist of such records as copies of monthly worksheets or reports covering Selected Handbook Items, the Worksheet for Extrapolating Unemployment, and on Continued Claimants by Place of Residence. Reports may be arranged by State and by area.

Retention Period. Destroy when obsoleted by next decennial Census of Population.

\*83. OES Survey Case Files. Consist of correspondence and related records covering the current OES survey and the previous OES surveys in the three year cycle of surveys of manufacturing, non-manufacturing, and other non-manufacturing industries. Files are typically arranged by Washington, D.C. correspondence and related records, by general topics concerning the survey, and by State correspondence and related records. File may be divided into current surveys and previous surveys within the three year cycles.

Retention Period. Destroy Survey records for a particular type of survey when replaced by the next cycle of surveys of the same type.

84. Final OSHS State Statistics Reports and National Office Screening Reports. Consist of the annual survey final OSHS State Statistics Reports and related tabulations and National Office screening reports for the data submitted by States through the Regional Office, and related records.

Retention Period.

a. Final State Reports. Destroy when no longer needed for current business.

b. National Office Screening Reports and Related Records of Submitted Annual OSHS Survey Data. Destroy when one year old.

85. General OSHS Survey Materials Files. Consists of general materials on OSHS surveys not covered elsewhere in this schedule such as materials on survey methodology, copies of Regional Office correspondence sent to States, annual prenotification sample listings from the National Office, folders on non-recurring OSHS safety or injury studies, and the like. (See Item 70 for disposition of OSHS Grant and Cooperative Agreement files.)

Retention Period. Destroy when obsolete or when no longer needed for current business, as appropriate.

86. National Office OSHS Survey Results Files. Consists of such records as National Office annual bulletins on Accident-Injury reports or various published tabular results of surveys issued nationally and related records.

Retention Period. Destroy when no longer needed for current business or when obsolete, as appropriate.

87. OSHS Quality Assurance-Evaluation Program Files. Consist of such records as OSHA periodic evaluation report forms, correspondence, and regulations pertaining thereto, materials on 23-G grants, and the like involving OSHA participation in the cooperative Federal/State Occupational Safety Health Reporting Program, and related Regional Office activities involving quality assurance.

Retention Period. Destroy when obsolete or when no longer needed for current business, as appropriate.

88. Special OSHS Survey Working Papers. Consist of such records as manual or machine tabulations, correspondence, notes, drafts, instructional materials, and other working papers on OSHS special survey.

Retention Period. Destroy when all essential information has been analyzed or tabulated.

89. OSHS Microfiche Files. Consists of microfiche of Supplemental Data Systems Data, and annual OSHS survey estimates.

Retention Period. Destroy when no longer needed for current business.

\*90. Dun and Bradstreet Microfiche Files. Consists of microfiche of establishment addresses by State.

Retention Period. Return to Washington, D.C. office when superseded.

## RECORDS COMMON TO ALL OFFICES WITHIN A REGIONAL OFFICE

91. Technical Reference-Working Files. The supervisory employees, survey managers, economists, and other administrative and professional employees of the Regional Offices maintain extra copies, printed materials, and other working paper files covering their particular assigned program areas as well as statistical survey methodology and procedures and computer technology and the like.

Many of the professional employees maintain sets of BLS program manuals covering data collection activities in their program areas, as well as various National Office technical memoranda and other directives and issuances covering survey collection or data review activities.

Also, various professional employees may maintain other working files such as extra copies of correspondence, reports and the like as well as hand or machine printout tabulation records on various phases of survey data collection.

Retention Period. Destroy when obsoleted, superseded, or no longer needed for current business, as appropriate.

\*92. Regional Office Intermediate ADP Machine Processing Files. Consist of intermediate tape or disk files, as defined by National Archives and Records Administration General Records Schedule 20 (GRS-20), maintained by a Regional Office covering administrative matters, informational activities, OWIR surveys, Price surveys, or Federal/State Cooperative Program surveys. These files include work files, test files, input source files, intermediate input/output files, valid transaction files, and the like. This disposal authority does not apply to machine-readable records specifically identified under other items of this schedule.

Retention Period. Apply the retention periods of GRS-20, Part II, Items 1 through 14 as applicable. See page 31 for the listing of these GRS-20 items.

\*93. Local Regional Office-One-time Survey Files. From time to time, Regional Offices may negotiate with State, local government, or other organizations to provide specified statistical services covering such areas as wages, employment, prices, safety, and the like. Such services are typically performed under contractual arrangements with the client agencies, but the contracts are signed for BLS at headquarters



offices typically by the Commissioner. The record copy of the contracts is thus maintained at the central headquarters administrative offices of BLS.

In addition, Regional Offices may undertake one-time or nonrecurring surveys at the request of BLS headquarters offices.

Normally, such local Regional or non-recurring surveys can involve the collection of data through use of schedules and sample control records. In some instances the offices may perform analysis and tabulation of the data using automated or manual techniques, resulting in such records as manual tabulations, machine printouts, and related data sets.

Retention Period.

a. Schedules - control Records, Preliminary Tabulations and Working-Reference Papers. Destroy when three years old or when no longer needed for current business whichever is sooner.

b. Published Regional Office survey results, if any. Maintain as permanent records in the appropriate office record copy file. See Item 18.

c. All other records. Destroy when all essential information has been tabulated, analyzed, or published, as appropriate.

EXCERPT FROM NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION GENERAL RECORDS  
SCHEDULE 20 COVERING PROCESSING  
(INTERMEDIATE) MACHINE-READABLE AND RELATED  
RECORDS

The following records disposition authorities cover processing or intermediate machine-readable and related files and were issued in General Records Schedule 20 of NARA. They relate to such files as work files, test files, and the like that have not been specifically listed in this Schedule as separate items covering machine-readable records.

### Part II - Processing Files

Item	File function/ designation	Consisting of	Which are	Then	GENERAL RECORDS SCHEDULE 20
1	Work file	new media, or media not included in a library control system, or files whose retention dates have expired	used by computer operators to facilitate the processing of a specific job and/or system run	Available for immediate use or reuse.	
2	Test file	data used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	Dispose of when no longer needed.	
3	Input/Source file	data abstracted from input/source documents or other media and entered into the system for each update cycle	converted to magnetic media	Dispose of after verification of data on related magnetic media.	
4			used for updating and required to support reconstruction of a master file	Dispose of after three or more update cycles.	
5			not used as input to a file and not required to reconstruct a master file	Submit SF 115, Request for Records Disposition Authority.	
6			retained by ADP operational elements as back-up to magnetic media	Dispose of when no longer needed.	

### Part II - Processing Files

Item	Files function/ designation	Consisting of	Which are	Then	GENERAL RECORDS SCHEDULE 20
7			officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document	Dispose of in accordance with instructions applicable to the to the hard copy.	
8		data created by another agency <sup>1</sup> /	files that the creating agency routinely made available to other agencies or to the public	Dispose of as reference material.	
9			the result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency	Submit SF 115, Request for Records Disposition Authority	
10		punched cards that contain original entry with film or written inserts (such as aperture cards)	source documents	Dispose of in accordance with instructions applicable to the hard copy.	

<sup>1</sup> If the receiving agency reformats, edits, merges, analyzes, summarizes, or otherwise processes the data in a file from another agency, then the files created during such processing are files of the receiving agency. The receiving agency should schedule the resulting files according to the appropriate category in Part I, Master File.

### Part II - Processing Files

Item	File function/ designation	Consisting of	Which are	Then	GENERAL RECORDS SCHEDULE 20
11	Intermediate input/output file	data that is manipulated, sorted, and/or moved from one run to a subsequent run	used in the process of creating or updating a master file	Dispose of after master file has been proven satisfactory.	
12	Valid transaction file	data used with a master file for creation of an updated master file	used for independent analysis	Submit SF 115, Request for Records Disposition Authority.	
13			not used for independent analysis	Dispose of after three or more update cycles.	
14	Audit trail file	"statistical" data generated during the creation of a master file	used to validate a master file during a processing cycle	Dispose of in accordance with instructions for each appropriate cycle of the master file.	

BLS REGIONAL - AREA OFFICES  
PROPOSED DISPOSITION SCHEDULE

Cross Reference to the Disposition Authorities of  
this Proposed Schedule to Existing October 1, 1971  
Schedule NN 170 - 100

Office of the Regional Commissioner

The proposed schedule covers these records under Items 1-13.

Many of these Items of the proposed Schedule were not covered by the 1971 Schedule. There follows an explanation of the few Items that were previously covered and the related item numbers of the proposed schedule replacing them.

<u>Schedule NN 170-100 Items</u>		<u>Proposed Schedule Items</u>
101	-	(Partial Items, 5,7,8,10, 11, 12, 13
102	-	(Partial Item 1, Partial Item 4

Economic Analysis and Information Function

The proposed schedule covers these records under Items 14-26.

There follows an explanation of the pertinent Items included in both schedules.

<u>Schedule NN 170-100 Items</u>	<u>Proposed Schedule Items</u>
103, 104	16, 17
113 a, b, - 115, 116	18, 19 (partial)
114	25
113 d	21

Operations (Data Collection-Processing) Function

The proposed schedule covers these records under Items -66.

There follows an explanation of pertinent Items included on both schedules.

Schedule NN 170-100 Items

Proposed Schedule Items

111	36
<del>108, 109</del> Deleted per conversation with BLS (A. LANDO) mmj 9/3/87	<del>37</del>
106	45
113 (e)	47
107 (b)	30, 31, 32, 33, 34
110	35
105	51, 53, 62

Federal/State Cooperative Programs  
and  
Records Common to All Offices Within  
a Regional Office

These records are covered on the proposed Schedule under Items 67-93.

Except for the coverage of Item 107a of the old schedule by Item 93 of the new schedule, no other Items of the proposed schedule under these headings were covered by the old Schedule NN 170-100.

BLS REGIONAL - AREA OFFICES PROPOSED  
DISPOSITION SCHEDULE

Listing of Permanent Records Proposed for  
Transfer to the Regional Archives of the United States

Item 18. Record Copy of Releases Issued by the Regional Office.

Explanation: Regional Offices issue certain periodic one or two page releases covering price and wage statistics pertaining to their areas. They are not duplicated at headquarters offices. It is recommended these small collections (typically 2 or 3 cubic feet on hand since about 1960 in some offices) be offered for transfer to the appropriate Regional Archives office. Accretion yearly is in inches only.

Item 1. Program Planning Subject Files of the Regional Commissioner  
Prior to 1967.

Explanation: At least one Regional Office has on hand at the time of this writing such records dated prior to 1967, when the present Headquarters Coordination System was established. Most Regions do not have these old records. It is recommended that any Regional Office having such records on hand submit an SF 258 to the appropriate Regional Archives Branch, and have the NARA official determine whether or not any of the collections would be of permanent value.