# REQUEST FOR RECORDS DISPOSITION AUTHORITY

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NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM *(Agency or establishment)*
DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION
BUREAU OF LABOR STATISTICS

3. MINOR SUBDIVISION
OFFICE OF PRICES AND LIVING CONDITIONS

| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE EXT. | DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| KAREN NUNLEY | 523-1468 | 9/6/89 | |

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 199 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: [X] is pending or [ ] is unnecessary.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|---|---|---|
| 10CT86 | | DEPARTMENTAL 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 GRS OR SUPERSEDED JOB CITATION | 10.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 Consumer Expenditure Surveys Program, the Consumer Price Index Program, and the Price and Index Number Research Program of the Bureau of Labor Statistics. | | |

115-108 Copies sent to agency NSN 7540-00-634-4064 **STANDARD FORM 115** (REV. 8-83)
NCF, NNS, NNL, NRK, NNT 9/12/89 Prescribed by GSA
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# RECORDS DISPOSITION SCHEDULE

**PROGRAMS OF**

**- CONSUMER EXPENDITURE SURVEYS**
**- CONSUMER PRICE INDEX**

**and**

**- PRICE AND INDEX NUMBER RESEARCH**

**BUREAU OF LABOR STATISTICS**

**U.S. DEPARTMENT OF LABOR**

**AUG. 28, 1986**

**Prepared by:**
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## CONTENTS


| | PAGE |
|---|---|
| INSTRUCTIONS FOR APPLYING THE BLS RECORDS DISPOSITION SCHEDULE | i |
| AUTHORITY AND ADMINISTRATIVE HISTORY | xvi |
| BINDER OF SCHEDULE | xxii |
| EXPLANATORY STATEMENTS | xxiii |
| **DIVISION OF CONSUMER EXPENDITURE SURVEYS** | 1 |
| Functional Statement | 1 |
| OFFICE OF DIVISION CHIEF | 4 |
| BRANCH OF PRODUCTION AND CONTROL | 7 |
| BRANCH OF INFORMATION AND ANALYSIS | 12 |
| FAMILY BUDGET PROGRAM | 16 |
| RECORDS COMMON TO ALL OFFICES OF THE DIVISION | 22 |
| **DIVISION OF CONSUMER PRICES AND PRICE INDEXES** | 25 |
| Functional Statement | 25 |
| OFFICE OF THE ASSISTANT COMMISSIONER, DIVISION OF CONSUMER PRICES AND PRICE INDEXES | 29 |
| OFFICE OF THE DEPUTY ASSISTANT COMMISSIONER, DIVISION OF CONSUMER PRICES AND PRICE INDEXES | 31 |
| CPI REVISION COST WEIGHTS STAFF | 35 |
| BRANCH OF CONSUMER PRICES | 37 |
| Functional Statements | 37 |
| I. Records of the Office of the Branch Chief | 42 |
| II. Records Common to All Levels of Offices Within the Branch, Except the Housing Section | 44 |

## CONTENTS


PAGE

III. Combined Section Files for the Food and Farm Products, NonFood Commodities, and Services Sections ..... 46

A. Files Commonly Maintained at the Section Level .... 46

B. Files at the Section Level Unique to One Section ..... 50

IV. Combined Files Maintained at the Team Leader Level Within the Three Sections (Other than Housing) .... 51

A. Files Commonly Maintained by Team Leaders ..... 51

B. Files Within Sections Unique to One Team Leader ..... 53

V. Combined Analyst Level Files Within Sections Other than Housing ..... 55

A. Files at the Analyst Level Within Sections Common to Most Analysts ..... 55

B. Files at the Analyst Level Unique to the NonFood Commodities Section ..... 59

C. Files at the Analyst Level Unique to the Services Section ..... 64

VI. Files of the Housing Section ..... 65

BRANCH OF INDEX PRODUCTION AND CONTROL ..... 71

Functional Statement ..... 71

Records of the Branch of Index Production and Control ..... 73

BRANCH OF INFORMATION AND CURRENT ANALYSIS ..... 81

Functional Statement ..... 81

Records of the Branch of Information and Current Analysis ..... 83

**DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES, OFFICE OF SURVEY PROCESSING** ..... 92

Functional Statement ..... 92

## CONTENTS


| | PAGE |
|---|---|
| OFFICE OF THE PROJECT MANAGER, DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES | 93 |
| PROCEDURES AND PLANNING BRANCH | 96 |
| INTERACTIVE SYSTEMS BRANCH | 102 |
| CURRENT SYSTEMS BRANCH | 105 |
| 1987 CPI REVISION MAIN FRAME DEVELOPMENT FILES | 117 |
| CONSUMER EXPENDITURE SURVEYS BRANCH | 128 |
| DATA PRODUCTION SYSTEMS BRANCH | 137 |
| Office of the Branch Chief | 138 |
| Records Common to All DPS Branch Offices | 140 |
| Records Unique to Mail and Control-CPOPS Group | 143 |
| Records Unique to Commodities and Services Group | 146 |
| Records Unique to Housing Group | 147 |
| Records Unique to Production and Control Unit | 150 |
| Records Unique to CES-Planning-Quality Assurance Group | 152 |
| Records Common to All CPCS Offices Supporting the CPI and CES Programs | 153 |
| **PRICE STATISTICAL METHODS DIVISION, OFFICE OF PRICES AND LIVING CONDITIONS** | 155 |
| Functional Statement | 155 |
| OFFICE OF THE DIVISION CHIEF | 158 |
| C&S, HOUSING, AND CE COMMON RECORDS | 161 |
| RECORDS UNIQUE TO C&S GROUP | 165 |
| RECORDS UNIQUE TO HOUSING GROUP | 168 |
| RECORDS UNIQUE TO CE GROUP | 171 |

CONTENTS


| | PAGE |
|---|---|
| **DIVISION OF FIELD COLLECTION ACTIVITIES, OFFICE OF FIELD OPERATIONS - NATIONAL** | 173 |
| Functional Statement | 173 |
| BRANCH OF CONSUMER PRICE INDEX PROGRAMS | 174 |
| Records of the Branch of Consumer Price Index Programs | 175 |
| Records Common to All Offices, Branch of Consumer Price Index Programs | 183 |
| BRANCH OF INDUSTRIAL PRICES AND CPI PROCESS AUDITS | 184 |
| CPI Process Audit Records | 184 |
| **DIVISION OF PRICE AND INDEX NUMBER RESEARCH** | 187 |
| Functional Statement | 187 |
| Records, Division of Price and Index Number Research | 188 |

# ADMINISTRATIVE HISTORY OF THE PRICE STATISTICS PROGRAMS OF THE BUREAU OF LABOR STATISTICS WITH EMPHASIS ON CONSUMER PRICES AND CONSUMER EXPENDITURE STATISTICS

## Early History and Publications

Over the years, the nomenclature for these Consumer Prices-Expenditure programs has changed. At the beginning, the Bureau and its predecessor agencies issued these statistics under such titles as "Retail Prices" and "Cost of Living Statistics." Cost of living statistics were first compiled by the Bureau when it was the Federal Department of Labor without cabinet status during the years 1888-1890. These studies included workers' expenditure patterns as elements of production costs. The studies covered the cost of production of iron, steel, coal, glass, and textiles in the United States and Europe. The results of the studies, including the cost of living statistics, were published as the fifth and sixth Annual Reports of the Commissioner of Labor in 1889 and 1890.

The first extensive study by the Bureau of retail prices and cost of living in the United States was undertaken in 1902-3. Based on this study, the Bureau began publishing continuous data on retail prices of food articles in 1904, when a cumulative report entitled "Cost of Living and Retail Prices of Food" was issued in 1904 covering each year from 1890-1903. From that date on, the degree of detail and the number of publication series describing consumer prices studies for commodities and services and for housing has greatly increased over the years.

After the 1904 cumulative report covering 1890-1903, cumulative statistics were published annually adding a new year's statistics to the cumulative data from 1890 onward.

As of 1912, BLS reorganized its publication patterns, and subdivided its publications on a subject matter basis. A new series of BLS Bulletins, "Retail Prices and Cost of living" was established for issuing consumer prices statistics. In numbered BLS Bulletins of this series, typically published annually, entitled "Retail Prices," consumer prices and cost of living statistics were issued on a monthly, annual, and cumulative over-the-years basis. In the earlier publications, the retail price data compiled by the Bureau covered only quotations of food prices, but by 1928 the reports in the "Retail Prices" series presented for the most important industrial cities the actual retail prices of the principal articles of food including bread, and for such other commodities and services as for dry goods, anthracite and bituminous coal, and gas and electricity for household use. These retail price statistics were being published in the form of both average money price quotations and of price index numbers.

Statistics on both retail and wholesale prices as well as on the cost of living were included in the Monthly Labor Review since its beginning issue of July 1915. Separate monthly reprints of these Monthly Labor Review price

articles were issued by 1917 to provide for wider distribution of the price statistics than possible through the Monthly Labor Review. Such reprints were continued until 1941 providing both average price quotations and index number statistics.

As of 1931, BLS began issuing separate monthly price press releases covering average retail prices of food and energy fuels at the U.S. level and at various regional and local area levels. These press releases were in addition to the prices and cost of living statistics contained in the BLS Bulletin Series and the Monthly Labor Review price articles and reprints. In addition, from 1932-1941, monthly publications were issued covering changes in the cost of living for purchase of various commodities and services. For the period 1942-1950, except for some wartime special BLS Bulletins on changes in the cost of living and other special BLS publications providing price statistics, the only continuous price issuances for this time period appear to be the monthly average price releases for food and for fuel and energy.

## EARLY BUREAU ORGANIZATIONAL STRUCTURE FOR PRICE-CONSUMER EXPENDITURE STATISTICS

As of 1922, the Statistical Division of the Bureau of Labor Statistics contained separate Sections for Wholesale Prices, for Retail Prices, and for Cost of Living.

As of 1935, the Wholesale Prices Section of the Statistics Division of the Bureau had been elevated to Division status - the Wholesale Prices Division - reporting to the Commissioner of the BLS. Separate Divisions were also established for Retail Prices and for Cost of Living statistics.

In the 1940 organization chart for BLS, Branches were higher in the organizational structure than Divisions. That chart indicated that the entire prices statistics program of the BLS had been consolidated within a Branch of Prices and Cost of Living. Separate Divisions were established for Wholesale Prices, Retail Prices, and for Cost of Living statistics. As of 1942, in addition to these three Divisions, a Price Analysis Division and a Historical Studies of Wartime Problems Division had been included under the Branch.

As of 1946, the Prices and Cost of Living Branch consisted of an Industrial Prices Division responsible for the WPI and Spot Market Indexes as well as for collection of U.S.. export and import prices statistics; a Consumers Prices Division; a Cost of Living Division; a General Price Research and Indexes Divisions; and a Branch Operations Division.

As of 1948, the nomenclature of the BLS organizational structure was reversed. Divisions became the higher level in the structure and branches the subordinate level within divisions. The same organization as in 1946 was responsible for prices statistics except that it was now known as the Division of Prices and Cost of Living with the same five subordinate branches. The Division Chief at the time was Edward D. Hollander, and due to budgetary restrictions, the collection of U.S. export and import price statistics was discontinued.

Mr. Hollander remained as Chief of the Prices and Cost of Living Division until 1953, when Ms. Dorothy Brady became Chief. From 1956 to 1959 H.E. Riley served as Division Chief, from 1959 - 1960 Sidney A. Jaffe served as Chief, and in 1960 Arnold E. Chase became Division Chief.

In 1962, a transitional year, Mr. Chase was listed in the Department Telephone Book as Director for Prices and Living Conditions. Under him were Divisions of Industrial Prices and Price Indexes, Consumer Prices and Price Indexes, Living Conditions Studies, and Price Operations.

In 1963, the Telephone Book indicates that Division Directors had been designated as Assistant Bureau Commissioners. Mr. Chase was listed as Assistant Commissioner for Prices and Living Conditions. In addition to the four Divisions included in 1962, an additional Division for Prices and Index Number Research had been established.

## The Consumer Expenditure Survey - Family Budget (Cost of Living) Program

Consumer Expenditure Surveys are specialized family living (living conditions) studies in which the primary emphasis is on collecting data related to family expenditures for goods and services used in day-to-day living. The first such expenditure survey mentioned previously at the beginning of this statement as a cost of living survey, occurred in 1888-1890 covering workers' spending patterns as elements of production costs. Subsequent surveys were conducted at some ten-to-fifteen year intervals, and specialized studies were also conducted during wartime periods.

The last three of these irregularly timed studies were in 1950, in 1960-61, and 1972-73. The 1950 study was carried out by the Cost of Living Branch of the Division of Prices and Cost of Living, while the 1960-61 and 1972-73 studies were carried out by the Division of Living Condition Studies of the Office of Prices and Living Conditions.

In conjuction with Consumer Expenditure Surveys, BLS carried out from time to time in its early years since 1908-09, Family Budget Studies to provide estimates of purchasing hypothetical market baskets of goods and services by families representing lower and intermediate and higher standards of living. Starting in 1968, Family budget releases were issued annually based primarily on the market basket of goods and services derived from the 1960-61 Consumer Expenditure Survey data with the annual updates reflecting Consumer Price Index price change data. Such Family Budget Issuances were discontinued as of 1982.

## Recent Organizational Changes Affecting the Prices Statistics Program

By 1968, responsibility for the operations involved in processing the price index statistics was transferred from the Division of Operations of the Office of Prices and Living Conditions to a newly established Office of Data Collection and Survey Operations under Assistant Commissioner Robert Pearl. In 1972, the name of this Support Office was changed to Office of Statistical Operations and Processing under Deputy Commissioner Thomas W. Garrett.

By 1979, this Office was known as the Office of Statistical Operations under Assistant Commissioner William E. Eisenberg. At that time, there were two Divisions in the Office responsible for price statistics operations - a Division of Industrial Prices and Industrial Relations, and a Division of Consumer Prices and Consumption Studies. Except for a change of the office title to Office of Survey Processing in 1983, the nomenclature for the two Divisions for prices statistics and Consumer expenditure surveys remains the same at the the time of this writing.

In the Office of Prices and Living Conditions, except for the transfer of the Division of Operations, the same four Divisions as in 1963 were in evidence in 1968, namely - Division of Industrial Prices and Price Indexes,

Division of Consumer Prices and Price Indexes, Division of Living Conditions Studies, and Division of Prices and Index Number Research.

By 1970, Mr. Joel Popkin had become Assistant Commissioner for Prices and Living Conditions (OPLC) replacing Mr. Chase with the same subordinate divisions. By 1974 Mr. W. John Layng had become Assistant Commissioner. A new division had been added, the Division of International Price Indexes, responsible for issuing International Price Indexes covering U.S. exports and imports.

## Current Organizational Structure for Prices-Consumer Expenditure Statistics

By 1983, Mr. Kenneth Dalton, who had replaced Mr. Layng as Assistant Commissioner for Prices and Living Conditions, was named Associate Commissioner for Prices and Living Conditions. In addition to the five Divisions in the Office under Mr. Layng, a sixth Division had been added, the Division of Price Statistical Methods. In addition, Mr. Thomas Tibbets, who headed the Division of Industrial Prices and Price Indexes, had been named Assistant Commissioner, and Mr. John Early had been named Assistant Commissioner heading the Division of Consumer Prices and Price Indexes. In 1985, the name of the "Division of Living Conditions" was changed to the Division of Consumer Expenditure Surveys. The Division chief was Ms. Eva Jacobs.

Other Offices directly involved in the Prices Index programs include the Office of Survey Processing with its Divisions of Industrial Prices and Industrial Relations and of Consumer Prices and Consumption Studies, as well as the Office of Field Operations-National with its Division of Field Collection Activities.

## Current Consumer Price Indexes Program Publications

The current series of publications for the Consumer Price Indexes Program involves the following continuing publications. The earliest date shown for a publication series is that in the collection maintained by the Branch of Information and Current Analysis of the Division of Consumer Prices and Price Indexes.

(1) The Monthly Press Release entitled "The Consumer Price Index," which dates from 1951 to the present time.

(2) The Monthly "CPI Detailed Report," which dates from 1963 to the present time. From 1963 through 1977, these separate publications contained all published detailed statistics available, but as of the revision to the CPI in 1978, much greater detailed consumer price statistics have been included in this monthly publication series.

(3) The Annual Publication "Relative Importance of Components in the Consumer Price Indexes." This publication has been issued annually as a separate publication from 1965 to the present time.

(4) The monthly press release on consumer prices for the Washington D.C. area. At present on odd months, this is entitled "Consumer Price Index-Washington D.C. Area" and on even months "Retail Price Food Index, Washington D.C.-Area." These releases date from 1977.

(5) The monthly release entitled "Department Store Inventory Price Indexes," which provides index number and percent index changes for some 23 categories of Department store goods. The Index publications date from 1941 to the present time. Prior to 1984, the release was on a semi-annual basis only.

Other Bureau media are used in currently disseminating continuing Consumer Price Index Statistics. Certain average price and consumer price index statistics are released monthly in the Monthly Labor Review. Consumer Price Index time-series statistics covering the period 1913 to the present time are available to the public in machine readable format from the central BLS LABSTAT Files. Also certain time-series Consumer Price Index statistics are among those published in the Bureau's Annual "Handbook of Labor Statistics."

## Current Consumer Expenditure Program Publications

As of 1979, annual Consumer Expenditure Diary and Interview Surveys were begun. Data collection, as in the previous irregularly timed surveys, was carried out by the Bureau of the Census, but the edit and review of the microdata reported by Census, the analysis of the data, and the generation of the survey results have been carried out by the BLS Division of Consumer Expenditure Surveys or its predecessor Division of Living Conditions.

The Survey objectives remain the same as in the past: (1) to provide the basis for the weights and the associated pricing samples for the consumer price indexes program, and (2) to meet the need for timely and detailed information on consumption patterns of different kinds of families.

In meeting the second objective, the Division publishes advance press releases and annual detailed survey Bulletins for both the Interview and the Diary Surveys. Plans are under way to provide for quarterly publication of Consumer Expenditure Statistics.

In addition, the BLS makes available sanitized public use tapes of Consumer Expenditure Survey microdata for purchase by the public.

## Binder of Schedule

This Schedule is presented in a format reflecting the organization of the Bureau of Labor Statistics Offices covered as of the time of this writing in 1986. Its disposition authorizations will remain in effect regardless of any future organizational changes in the BLS Offices covered as long as the files described in its contents continue to accumulate and serve the same purpose.

# EXPLANATORY STATEMENTS

A. Documentation of Survey Methodology.

In connection with the Consumer Price Index Survey (CPI) and the Consumer Expenditure Survey (CE) Programs, BLS systematically documents the methodological approaches adopted in developing and issuing its survey data in the following manner:

1. Publishing Explanatory Methodological Statements. A BLS Handbook of Methods is published and updated periodically to explain the statistical methodology used in the various statistical programs of the Bureau, including detailed explanations for the CPI and CE Programs. In addition, Technical Notes are included in the monthly "CPI Detailed Report" Bulletins providing methodological explanations of the CPI Indexes and Price data. The record copies of such publications are listed as permanent on the Schedule to ensure their appropriate preservation.

2. Maintenance of International Statistical and Procedural Manuals and Technical Memoranda. Particularly in the Consumer Price Index Program, because of its size and complexity, and the decentralization of responsibility for various parts of the program between program and support Headquarters offices and Headquarters and Regional Offices, great emphasis is placed on the issuance of internal statistical and procedural manuals explaining methodology adopted. Such manual coverage is extensive and provides excellent documentation of detailed procedures used in generating the indexes and price data.

   The manuals are currently maintained and updated by special organization units responsible for such tasks. They document the uniform procedures carried out by the many different offices involved in issuing the published indexes for these programs.

   In addition to the manualization of these statistical operations, special procedural Technical Memoranda are issued for the periodic or special surveys of these price programs, again providing further documentation of methodology employed. The record copies of these Manuals and Technical Memoranda are listed as permanent on the Schedule to ensure their appropriate preservation.

   For the Consumer Expenditure Survey, microdata are collected by the Census Bureau and provided to BLS. Consequently, Census develops, issues, and maintains the detailed procedural instructions involved in data collection and processing by its staff.

   Also, the Office responsible for the LABSTAT system containing many of the permanent machine readable time series results of the BLS surveys issues such manuals as a User Guide and a Series Directory to assist users of LABSTAT machine-readable records.

3. Documentation of ADP Operations. The support office for the CPI and CE Programs, the Division of Consumer Prices and Consumption Studies of the Office of Survey Processing provides detailed documentation of the computerized operations involved.

   Such detailed uniform ADP Systems documentation is achieved through the issuance of computer-prepared data dictionaries and related documentation for each of the many computerized data bases or systems concerned with the CPI and CE Programs.

   There are two types of these data dictionaries--the logical or analysis of requirements dictionary listings, and the physical or detailed design dictionary listings. The logical or analyses dictionaries describe the processes in the system under consideration and explain what a proposed system will entail. Together with logical dictionary listing, a systems analysis package can include such other documentation as diagram statements such as data flow, data structure or data production diagrams, record layouts, and the like.

   The physical or design package provides detailed specifics as to the various steps involved in a proposed system. In addition to they physical data dictionary listing, such a package could include various supplemental statements such as system flow charts at the program level, data base design charts, machine test diagrams, and the like.

   These documentary ADP system packages are listed as permanent on the Schedule to ensure their appropriate preservation.

B. Long Term Tape Maintenance.

BLS will provide required maintenance procedures to machine-readable records transferred to WNRC for a period of more than five years storage. A notification system will be established to identify those stored BLS tapes needing maintenance procedures in order to comply with the requirements of 41 CFR 36-1207 covering maintenance of machine-readable records.

C. Record Copy of BLS Publications.

The term "record copy" for publications is used in this Schedule to designate the most complete set of a BLS publication in the best physical condition which will be a permanent record for eventual transfer to the Archives of the United States.

D. Micrographic Publication Standards.

When micrographic publications are to be accessioned to the Archives of the United States in lieu of printed copies, the microfiche are to be prepared in accordance with 41 CFR 101-11.5, and specifically the requirements of 41 CFR 101-11.509(a) (2) are to be observed regarding the quality of the two copies to be provided.

# DIVISION OF CONSUMER EXPENDITURE SURVEYS

a. Mission. To direct studies of consumers' expenditures and incomes; develop estimates of expenditures and incomes for analysis, publication and revising cost weights and samples of the Consumer Price Index; and manage the Consumer Expenditure Surveys.

b. Functions

(1) Develops plans for surveys of consumer expenditures and incomes and manages or coordinates survey activities including the provision of consumer expenditure information support to the public, the Consumer Price Index and other Government agencies.

(2) Conducts liaison and consultative activities with the Bureau of the Census and with users of Consumer Expenditure Survey data.

(3) Manages all production and processing of consumers' expenditure and income data.

(4) Conducts analytical studies of consumer expenditures and incomes.

(5) Conducts a program of public information for consumers' expenditure and income data.

## CONSUMER EXPENDITURE SURVEY PROGRAM

The Division of Consumer Expenditure Surveys (DCES) is the BLS office responsible for the Consumer Expenditure Surveys (CES) Program. In producing CES data the DCES is supported by the Division of Price Statistical Methods (SMD) of the Office of Prices and Living Conditions, and the Division of Consumer Prices and Consumption Studies (DCPCS) of the Office of Survey Processing. The Bureau of the Census also provides support involving samples development, data collection, and some data processing. DCPCS, however, provides in-house data processing services for creating and maintaining the CES data bases, calculations, producing tables for publication, development and test, and the like.

Consumer expenditure surveys are specialized family living studies in which the primary emphasis is on collecting data related to family expenditures for goods and services used in day-to-day living. The BLS surveys also collect information on the amounts and the sources of family income, changes in savings and debts, and major demographic and economic characteristics of family members. The CES is a national probability sample of households designed to represent the total noninstitutional population.

The first nation-wide expenditure survey by the Bureau was conducted in 1888-1891 to study workers' spending patterns as elements of production costs. Subsequent surveys were conducted at some 10 to 15 year intervals through 1972-1973, when the eighth survey occurred. By that time, the scope provided estimates for both urban and rural families; also, as several predecessors did, the 1972-73 expenditure survey provided a basis for revising the Consumer Price Index (CPI).

In 1979, a new on-going Survey Program was initiated. Data will now be available at least annually and possibly more frequently as the Survey continues. The collection of data is carried out by the Bureau of the Census under contract with BLS. The objectives remain the same: (1) to provide the basis for the weights and the associated pricing samples for the CPI; and (2) to meet the need for timely and detailed information on consumption patterns of different kinds of families.

The on-going CES Program consists of two separate surveys. One is an Interview Panel Survey in which each consumer unit in the sample is interviewed every three months over five calendar quarters. The other is a Diary (or record-

keeping) Survey completed at home by the respondent family. Questionnaire forms are used to record the data, one being the Record of Daily Expenses which is a self-reporting diary on which respondents record all expenses for two consecutive weeks.

Data are collected from approximately 4,800 consumer units for each of the Interview and Diary Surveys from some 101 urban and rural areas of the United States.

Interview and Diary questionnaires are processed separately. In addition to performing the field contacts with respondents, Census personnel perform various manual editing, coding, and data entry functions, and produce monthly data tapes for BLS. These tapes are a result of a series of complex computer edits and adjustments. After being microfilmed, the paper questionnaires are stored by Census. Microfilm reels containing screened copies of the questionnaires are delivered to BLS.

At a central BLS computer facility, the monthly input data from Census are processed and loaded to CES data bases. Numerous machine listings are furnished to the Division of CES. Extensive reviews are performed and corrections and adjustments made to ensure that severe data aberrations are corrected and to provide CES data bases ready for the users, including creating public tapes, CES publications, or economic analyses. Involved are computer programs and manual reviews and investigations by the economists of the Division of CES.

Information from the on-going CES Program is published in annual news releases which are followed at later dates by more detailed BLS annual bulletins. For the future, quarterly news releases are planned. Public use tapes of CES micro data are also available.

## DIVISION OF CONSUMER EXPENDITURE SURVEYS

### OFFICE OF DIVISION CHIEF

1. Division Chief Program File. Consists of correspondence, committee and conference records, tabular records, and background materials pertaining to the Cost of Living, Consumer Expenditure, and Family Budget statistical programs of the Division maintained by the Division Chief. The file reflects the interests of the Division Chief covering such matters as relations with the American Statistical Association and talks given or other participation of the Chief with the Association; various conferences or committee meetings attended and related reports of such meetings or talks presented; comments and background materials on legislation pertaining to Division programs; various methodological folders on the continuing 1981 to date Consumer Expenditure Surveys covering survey design, sampling techniques, imputation techniques, survey definitions and the like; folders on the previous decennial consumer expenditure surveys such as 1960-61, or the 1972-73 surveys; and materials on Family Budget annual surveys such as committee evaluation materials, Standard Budgets and background materials on earlier Family Budget surveys during the 1960's and the like.

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

2. Division Chief Technical Reference File. Consists of published materials pertinent to consumer expenditures, family budgets, poverty levels, and related cost of living matters maintained by the Division Chief. The file includes bulletins, articles, and other publications of the BLS, foreign governments, other Federal agencies, and outside organizations. A segment of the file is alphabetically arranged by name of author.

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

*3. Divisional Administrative Subject Files. Consist of screened administrative files maintained by the secretary to the Division Chief covering such topics as records authentication and holdings, travel, ADP clearances, Federal Information Systems, mail, Divisional Monthly Progress Reports, 1978 to date, Division Budget Estimates and Program Plans 1962 to

date, mailing list files, requisition for printing-supplies, and the like. In addition, there are Division personnel files maintained covering Division copies of SF 52 personnel action forms, job descriptions, personnel regulations, and divisions personnel name files of employees. Duplicate budget materials are maintained in the Associate Commissioner's office as well as in Bureau central administrative offices. Personnel name files are under the Privacy Act.

Retention-Period.

a. Personnel-Name-Files. DESTROY one year after separation of employee.
b. Time-and-Attendance---Flexitime-Files. DESTROY when 3 years old.
c. All-Other-Records. Break file every 5 years. Bring forward current material to new files. Destroy noncurrent material when 5 years old or when no longer need for current business whichever is sooner.

MM 8/14/89

4. Divisional-Chronological-File. Consists of copies of correspondence and other communications prepared in the Division, some with copies of incoming correspondence, arranged by date. Two sets of such chronological files are on hand - the Division Chief's chronological file and the CES chronological file.

MM 8/14/89

Retention-Period. DESTROY [redacted] when five years old.

5. Division-Subject-Files-on-1972-73-Consumer-Expenditure-Survey. The Division has collected various records, other than the actual data, involving the carrying out of the decennial 1972-73 Consumer Expenditure Study. This closed file consists of copies of internal Bureau operational memoranda, background materials, drafts, detailed operational specifications, detailed operational instructions, various listing sheets, fragmented materials from the 1950 and 1960 CES surveys, general correspondence, and the like.

The folder headings include such captions as: MLR Review Article-1972-73, 1972-73 Quarterly Tabulation Specifications, Diary Coding Manual, Family Characteristics Coding, Diary Specification Memoranda, quarterly Data Base Design-1969 Pilot Study, Family Characteristics Specifications, Titles and Definitions of SMSA's, quarterly Processing Instructions, CE-2 Edit Instructions, 1950 Collection Manual, 1960-61 Descriptive Documentation of General Purpose Tapes, Weighting Specifications 1972-73, and BLS-Census CEX Evaluation, and the like.

Retention Period

a. 1972-73 Consumer Expenditure Survey Monographs
PERMENENT. Retire to WNRC immediately. Transfer to the National Archives in 1993.

b. All Other Records. Transfer to WNRC immediately. Destroy in 1993.

6/1/89

Functions

(1) In collaboration with the Divisions of Consumer Prices and Price Indexes and Price Statistical Methods, and the Branch of Information and Analysis, develops specifications for the Interview and Diary Surveys.

(2) Manages and coordinates all data processing and production activities for Consumer Expenditure Surveys data.

(3) Conducts a comprehensive review and analysis of data transmitted from the Census Bureau.

(4) Develops and manages procedures to insure the validity and accuracy of consumer expenditure data and estimates derived from that data including statistical analysis and application of quality control procedures.

(5) Certifies to the Division Chief the tabulation of average expenditures and income arrayed by family characteristics in accordance with established procedures.

(6) Certifies to the Division Chief that CPI requirements are incorporated into the consumer expenditure surveys and processing systems.

(7) Plans and directs activities required for establishing a universal data base which supports both CPI weight revision and analysis requirements and public information needs.

(8) Develops and maintains a program for the identification, correction and evaluation of errors in published CE data.

6. Branch Chief Program Subject Files. Consist of documents concerning the program activities of the Branch on such matters as changes in CES processing procedures, Census Delivery Schedule, Progress Reports, Weighting, Mapping, Interview Imputations, Census Clerical Edits, Pre-Edits-Quarterly Interview, Diary Annual Tab Review and Diary Tab 3-3-Means Before and After Allocation. Included are copies of correspondence, internal Branch economists' reports of data analyses and progress, computer printouts, briefing materials, worksheets, and the like.

Retention_Period. Break file every five years and bring forward active materials to new files as required. Destroy inactive papers when 10 years old or when no longer required for current business, whichever is sooner.

7. Census_CE_Memoranda_Files. The Bureau of the Census maintains a system of several Consumer Expenditure Survey issuances series which are referred to as "CE Memoranda." This file consists of the Branch copy of such memoranda that have been received and maintained for reference purposes. The memoranda are primarily for guidance of Census personnel, but are also useful to the Branch staff. While the file mostly includes instructions for Census employees, it also includes such documents as progress reports of Census field collection activities, data edits and adjustments specifications, tape documentation letters (transmitting collection input data tapes to BLS), and minutes of joint BLS-Census meetings.

Retention_Period. Review at least annually and destroy items no longer needed.

8. Reference_File_of_CES_Manuals. Consists of copies of such Bureau of the Census manuals and issuances as the Census CES Interviewer Manual and CES Computer Processing Specifications. They are used for reference and research.

Retention_Period. Destroy when no longer needed.

*9. CES_Questionnaires_Microfilm_Files. From the Bureau of the Census, BLS receives source document microfilm reels containing copies of the Interview and Diary Surveys questionnaires, the hard copy originals having been retained by Census. The microfilm files are used primarily by the BLS staff for research and reference for correcting and adjusting CES data. Although family names have been deleted by Census, the contents could still lead to identification of respondents and, therefore, the files are considered to be confidential.

Retention_Period. Destroy when five years old or when no longer required for current business, whichever occurs first.

10. Microfilm_Receipt_Logs. Consist of chronological log sheets recording receipt from Census of microfilm reels of Interview and Diary Surveys Questionnaires (Item 9).

Retention_Period. Destroy when five years old or when no longer required for current business, whichever occurs first.

*11. Production_and_Control_Regular_Machine_Listings. After the monthly computer tapes are received from Census, the central computer facility runs the tapes with various programs to create quarterly data bases. Computer routines screen the data selectively for invalid coding and inconsistent relationships as well as extreme values that may affect the reasonableness of estimates after the data are aggregated. Coding or extreme value errors are corrected before further processing is performed on the quarterly data.

Portions of the data are affected by automated imputations and allocation routines. Imputations assign qualifying information to data items when there is invalid response-missing or inconsistent entries. Allocation routines transform reports of nonspecific items into specific ones.

The automatic processing actions are augmented by manual review and investigation by economists of the Branch of Production and Control. The combination of computer processing and economist review is intended to improve the estimates derived from the survey and provide CES data bases ready for users, including creating public use tapes, CES publications or economic analyses.

To perform the economist review and investigation functions, numerous preliminary and final machine listings are used. They may be classified as: (a) Management and Reference Listings; (b) Edit and Review Listings; and (c) Adjustment Listings. Examples are cited below and are not intended to be all inclusive.

(a) Management and Reference Listings. These are used for evaluating the status of CES program activities and for other reference purposes such as accessing the CES data bases. Included may be such listings as:

(1)
UNIPLAN_Listing. Usually received weekly. A progress report of CES activities, containing data as to responsible organizations and status with respect to target dates.

(2)
Q_Tallies. A monthly tabulation from Census, containing summary data as to the numbers and types of records contained on the monthly computer tapes reflecting CES field data collection by Census.

(3)
Production_Run_Book. A reference document for the Branch staff. Prepared by DCPCS which has record copy. Frequency as required.

(4)
Data_Dictionary. A printout, usually, for each survey. Prepared by DCPCS which has record copy.

(b) Edit and Review Listings). These provide tools for reviewing, correcting, and adjusting errors, inconsistencies, extreme values, and omissions. Using remote terminals, Branch personnel may enter revision data to temporary data sets. Examples include:

(1) Outlier Review Worksheet. Contains consumer unit data that exceed normal tolerance criteria. Received quarterly.

(2) Error Review Listings of errors detected by computer process and lists of manual updates to the quarterly data. Received as frequently as required.

(3) Tab 1. All Consumer Units Variables by Region Unweighted for Diary (or Interview) Family Characteristics and Income (ECI). Quarterly.

(4) Tab 4-A. Relationship Coding Inconsistencies. (May be referred to as "Relationship Inconsistency Reports: FCI Non-Expenditures"). Quarterly.

(5) Tab 9. Extreme Value Listing by Region and Interview Review Stub. Quarterly.

(c) Adjustment Listings. These listings reflect imputations and allocations performed automatically by computer processing. Any variable that cannot be automatically imputed or allocated is identified for economist manual review and possible update. Reports are run comparing data before and after data adjustments to evaluate the results. The CES data base is updated to the newly created values and mapped to the BLS Universal Classification codes. Examples of such listings are:

(1) Interview Quarterly Processing Output-Imputations and Allocations.

(2) Interview Time Adjustments. Quarterly.

(3) Diary Annual Processing Output-Imputations.

(4) Diary Annual Processing Output-Allocations.

(5) Means Before and After Data Adjustments. (Listing of Means Detailed Expenditures.) Quarterly and Annual.

(6) I Tab. Provides monthly and quarterly data at the UCC level for consumer unit characteristic and income.

Retention_Period.

a. Management_and_Reference_Listings. Destroy when replaced by updated version, or when obsolete, or when no longer required for current business, as appropriate.

b. Edit_and_Review_Listings. Destroy one year after issue of public use tapes for the survey to which related or when replaced by a corrected version. Any listings used only to verify that data corrections have been entered to the data base may be destroyed upon such verification.

c. Adjustment_Listings.

(1) Interview_Comparison_Tables_for_Review_of_"Means_Before_and After_Data_Adjustments." Destroy when all essential data have been analyzed, tabulated and issued.

(2) Other_Listings. Destroy two years after issue of public use tape related to the survey, or when all essential data have been analyzed, tabulated and issued, whichever occurs sooner.

Functions.

(1) Develops and maintains a public information program which responds to growing demand and increased availability of current information on consumers' expenditures and incomes.

(2) Responds to inquiries and correspondence of both general and technical questions from both the public and private sectors.

(3) Designs and controls publication procedures.

(4) Writes press releases, bulletins, reports and articles on consumers' expenditures and incomes.

(5) Conducts and prepares special analysis and reports for Bureau, Government, Congressional, private and professional clientele including the preparation of reports on consumer's behavior used in guiding economic policy.

(6) Provides technical assistance to users of CE data with regard to construction, use, and limitation of CE data.

(7) Prepares and maintains standard error tables applicable to published BLS data.

(8) Maintains a library of microfilm and public use tapes containing actual expenditure and income reports of each family which preclude the identification of the respondents.

(9) Conducts studies to ascertain expanded and improved uses of expenditure and income data to assure maximum utilization to users.

(10) Conducts analysis of consumer expenditure and income data to improve the quality of data and response rates of those interviewed.

*12. Information and Analysis Branch Chief Program and Administrative Files. Consist of internal Bureau memoranda, general correspondence, drafts, copies of articles, various operational or analysis listing sheets, drafts of issuances, comparison listings, specifications, and the like covering the supervision of the analysis and publication and dissemination

of data on the Diary Surveys, the Interview Surveys, Integrated Surveys and measures of variance relating to CES program as well as various analysis, hand machine listings and explanatory memoranda. Also includes personnel materials on employees and evaluation of such employees.

Retention-Period:

a. Personnel-Name-Files. Destroy one year after separation of employee.

b. All-Other-Records. Break file every 5 years. Bring forward current material to new files. Destroy noncurrent material when 5 years old or when no longer need for current business whichever is sooner.

MM 8/14/89

13. Published-Duplicated_Issuances_Relating_to_Consumer_Expenditure Surveys. Prior to 1980, Consumer Expenditure Surveys were undertaken at approximately 10 year intervals. Beginning in 1980 a continual annual consumer expenditure program was begun. As of the time of this writing, it is planned to begin quarterly publications as well as annual publication of the results of the continuing Diary and the Interview Consumer Expenditure Surveys.

There are several types of survey issuances. For all surveys, a detailed bulletin was published, as well as a press release containing summary results. When quarterly issuances are started, it is planned to issue quarterly press releases and annual bulletins and press releases. Such issuances could cover the Diary Survey, the Interview Survey, and integrated data resulting from combining the data of the two surveys.

In addition to these standard survey publications, other types of issuances involving various aspects of these surveys are available to the public, typically as short-run duplicated materials distributed from the Division headquarters offices, although other forms of distribution may be involved.

For example: public use tapes of survey results are available, as well as flyers (folded) describing the bulletins or public use tapes. Also duplicated issuances are available covering for each annual survey such matters as variance tables, public use tape documentation, short descriptions of the surveys, questionnaires, and various articles written about the surveys in the Monthly Labor Review and other journals, and other special issuances such as those covering certain selected tabulations.

Retention_Period. TRANSFER TO WNRC WHEN 5 YEARS OLD

a. Record_Copy_Set. Permanent. Offer for transfer to the Archives of the United States in blocks of 10 years when the latest record is 10 years old.

MM 8/17/89

b. Distribution_and_All_Other_Copies. Destroy when no longer needed for current business.

14. Pre-publication Analysis Detail Listings of CES Separate and Combined Surveys. Consist of binders containing copies of computer prepared letter size tabulations comprising the pre-publication preparation of the many text and reference tables contained in the Annual Bulletin for the separate or combined CES Diary and Interview surveys. Such files for all surveys are planned to be centralized at the Branch level. Pre-publication listings contain data at greater detail levels than included in publications.

Also included in the file are the Master Listings of Analytical Data including at the pre-publication level of detail, individual survey data on such matters as mean expenditures, percent reporting, percent change, variance, relative shares, and the like. In addition, there are included screening listings derived from the Master Listings identifying outlier survey results that are beyond tolerance limits. Such listings aid in analysis for preparation of text and in summarizing results of the surveys. In addition to such combined analytical listings, separate analytical listings are maintained for such items as variance, percent change, relative shares, and the like for each survey.

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

15. CES Data Comparison Files. The Branch is developing time series data sets and related computer programs, listing sheets reflecting data sets, and source documents to provide for comparison of CES survey pre-publication data with comparable data from other government agencies and private sources to determine the validity of survey results prior to publication.

CES data are compared against similar types of data obtained from such sources as the Bureau of the Census, the Bureau of Economic Analysis, the Department of Agriculture, the Department of Energy and appropriate private sources. Such comparable data are entered into time series data sets and machine printouts are obtained of the contents of the sets.

In addition, manual tabulations and machine printouts are obtained reflecting the analysis in comparing various aspects of CES survey results with related outside comparable data. Such comparisons are useful in evaluating the validity of tabulated results of CES surveys prior to publication.

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

16. CES_Survey_Publication-Press_Release_Listing_Sheets. Consist of TPL prepared listing sheets reflecting the tabular output of the individual or combined CES surveys. These include the annual Bulletin publication listing sheets and the annual or quarterly CES press releases.

Retention_Period.

a. Annual_Survey_Publication_Listings. Destroy one year after issuance of other public-use data tapes for the survey.

b. Quarterly_or_Annual_Press_Release_Listings. Destroy three months after issuance of press release involved.

17. Information_-Analysis_Branch_Preliminary-Intermediate_Processing Listing_Sheets_and_Text_Drafts. In analyzing collected data for a survey, determining the validity of the pre-publication survey results, and in preparing the texts for survey press releases, bulletins, and other issuances, listing sheets are generated comprising preliminary runs of data or intermediate processing steps leading to pre-publication machine printouts, as well as drafts of textual materials to be included in various issuances. Such materials are of a temporary nature to be replaced by final text or pre-publication listings, or final analytical listings.

Also included are intermediate listing sheets involved in preparing or revising final public tapes and related documentation listings as well as intermediate listing sheets concerning issuance of final variance tables.

Retention_Period. Destroy intermediate or temporary listing sheets or preliminary drafts upon supersession, or upon issuance of publications, pre-publication listings, final analysis listings, public use tapes and related documentation, or final variance tables, as appropriate.

## FAMILY BUDGET PROGRAM

The BLS previously maintained a Family Budget Program which was discontinued in 1982. The Division of Consumer Expenditures was the responsible BLS program office.

Family budgets were prepared by BLS at varying dates from the 1908-09 estimates until the discontinuance. At the time of discontinuance, the program provided annual estimates of purchasing hypothetical market baskets of goods that represented lower, intermediate, and higher standards of living.

Generally, separate budgets were prepared for a four-person family and for a retired couple. Some special budgets were also prepared for families of other sizes and certain age groups. The budgets were estimated for national averages and averages for major cities and regions. All three budgets (lower, intermediate, and higher) provided for the maintenance of physical health and social well-being and participation in community activities.

The program did not have its own separate system of primary data collection sources. Budget quantities and pricing specifications were developed from two sources: (1) scientific or technical judgments concerning the requirements for physical health and social well-being; and (2) analytical studies of the choices of goods and services made by consumers, as reported in the BLS Consumer Expenditure Survey. Regarding source (1), some standards developed by other organizations were used, such as the Department of Agriculture for food and the Department of Housing and Urban Development for housing.

Generally speaking, prices, pricing procedures, data sources, and price calculation methods were those used by BLS for the Consumer Price Index (CPI), expanded for use by the budgets. From Spring 1969, the costs of the consumption components of the budgets were derived by applying price changes reported in the CPI for individual areas, to the appropriate previous period's costs for each main class of goods and services. Based on the 1960-61 Consumer Expenditure Survey and other data as indicated herein, a series of detailed Family Budget publications were issued as BLS Bulletins in the late 1960's. Annual update Family Budget Publications after 1969 were issued in the form of two news releases, one for the Urban Family (four person family) Budget, and one for the Retired Couple Family Budget. The final news release was issued as of July 30, 1982, "Three Budgets for a Retired Couple.

The records retained on this discontinued program are described below. No residual machine-readable records were found.

18. Family Budget News Releases, Bulletins, and Articles or Publications. Family Budget issuances are available beginning with the WPA publication, "Inter-City Differences in Cost of Living, March 1935, in 59 Cities," to which BLS contributed. City Workers Family Budgets, 1946, is also available, as well as a continuing series of annual update news releases from 1968-1982 covering four family and elderly retired couple family budgets. Also included are a series of BLS Bulletins issued in the 1960's providing detailed results of Family Budget studies using data from the 1960-61 Consumer Expenditure Surveys. In addition, included are occasional articles on various aspects of Family Budgets issued in the Monthly Labor Review and other journals, as well as other occasional BLS Bulletins issued on Family Budgets.

The final issuance of this discontinued program was the news release as of July 30, 1982, "Three Budgets for a Retired Couple, "Autumn 1981."

Retention Period:

8/14/89

a. Record Copy. PERMANENT. Retire to the WNRC immediately. Transfer to the National Archives in 1997, or sooner if mutually agreeable.

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

19. Former Branch Program Subject Files on Family Budgets. Consist of internal explanatory memoranda, notes, hand and machine tabulations, drafts, background materials, and the like maintained by such former personnel as Mr. Mark Sherwood, Ms. Jean Brackett, Mr. Douglas Love, and Ms. Helen Lumale, reflecting the operations involved in tabulating and issuing Family Budget data.

The files cover such matters as: minutes of meetings, agendas, and reports of various advisory committees on Standard Family Budgets, such as the committees of 1945-47 and of 1961-63; proposals for revision of methods of estimating various costs or components comprising family budgets such as rent, housing, utilities, food, etc.; concepts and procedures for estimating family budgets during various time periods; outside studies on family budgets and poverty levels including the 1977 HEW study, proposals for revisions of concepts in estimating standard market baskets and income standards and the like.

The latest materials appear to be around 1978. Separate files have been maintained covering final proposals for family budget estimates,

such as the Expert Committee on Family Budget Revisions, the Interarea Pricing Index Concepts, and the Interim Family Budget Revisions, which cover the period mainly from 1978 to 1982.

See also Item 1, Division Chief Program Subject File materials on Family Budgets.

**Retention Period.** Combine Division Chief Family Budget Materials (Item 1) with this file. Screen to eliminate working papers, interim tabulations, reference materials, temporary handwritten notes, and the like from the file.

a. Materials screened from the file. Destroy immediately.

b. Remaining Records. PERMANENT. Combine with Item 23a. Retire to the WNRC immediately. Transfer to the National Archives in 1997.

20. Family Budget Update Worksheet Files, 1968-1981. Files consist of chronologically arranged manual Update Worksheets for annual updating of both four-family or city workers family budgets as well as retired couple family budgets. The annual press releases were issued based on applying data from the CPI to the base family budget data derived from using the 1960-61 Consumer Expenditure Survey.

Retention Period. Destroy when the latest record is seven years old.

21. Spring 1969 City Worker Family Budget Component Worksheets. Consist of hand tabulated worksheets for the high, intermediate, and low income Family Budget components, such as food, clothing, housing, medical, etc. Arranged by component and by income standard thereunder.

Retention Period. Destroy December 1988.

22. Interarea Price Index Program Files. Because of the interest in price differentials among the various locations within the United States, proposals were made to establish an Interarea Price Index Program that would provide such price differential data. Family Budget data was used to reflect cost of living differentials among different regions and cities, although in later years its 1960-61 "market basket" of goods and services could not be verified.

Contractors, such as Westat and Research Triangle Institute were commissioned to prepare detailed procedural reports on methodological approaches to be taken in developing and issuing such an interarea price index. However, as of 1981, work on this proposed index was halted.

The file consists of the Family Budget Branch file on monitoring the contractor's progress, a draft report on the status of the project, background materials, and a series of detailed reports from Westat and Triangle Institute outlining their findings for such an index.

Retention Period.

PERMANENT.

a. Contractor Reports - Draft Project Summary Report. ~~Destroy when no longer needed for current business.~~ RETIRE TO WNRC IMMEDIATELY. TRANSFER TOGETHER WITH ITEM 5A TO THE NATIONAL ARCHIVES IN 1993.

8/14/89

b. Branch Contract Monitoring File-Background Materials. Destroy as of December 1988.

23. Expert Committee on Family Budget Program Files. In 1978, BLS contracted with the Wisconsin Institute for Research on Poverty to recommend revisions to the Family Budget Program. The Institute appointed an Expert Committee on Family Budget Revisions which embodied a wide range of experience related both to methods of developing budget standards and to uses of those standards.

The Family Budget Branch maintained a file involving working with the expert committee. As of 1980, the expert committee issued its report for revisions. In addition to the report, the file includes minutes of the committee meetings, background materials on the 1963-67 revision committee, binders containing Bureau comments on the committee report, comments of others on the report, background information on other cost of living studies, articles on existing family budget methodology, and the like.

The Family Budget Program was discontinued shortly after issuance of the Committee Report. Minutes of meetings are maintained in Division Chief Files (Item 2).

Retention Period. Combine minutes of meetings of Division Chief with these files.

a. Committee Reports - Minutes of Meetings - Evaluation Comments. ~~Destroy when no longer needed for current business.~~ PERMANENT. COMBINE WITH ITEM 19B AND RETIRE TO THE WNRC. TRANSFER TO NATIONAL ARCHIVES IN 1997

8/14/89

b. Other Records. Destroy as of December 1988.

24. Interim_Family_Budget_Revision_Files. Using different statistical concepts than those undertaken for issuance of the 1978, 1979 press releases for four-family budgets, it was planned to issue interim family budget data until new concepts for Family Budget issuances, such as those proposed by the Expert Committee on Family Budget Revisions would be implemented. While publication was not achieved when the program was discontinued in 1981-2, some microfiche of interim Family Budget data were obtained using the different statistical methodology for updating and revising 1978 and 1979 budgets.

The file on this unpublished research project in addition to the microfiche update data, consists of such materials as various input-output regression and other listing sheets, project documentation folders for expenditure weights used, a summary explanatory folder on the project, and various working papers assembled.

Retention_Period. Destroy as of December 1988.

25. State,_Federal,_City,_Income_Tax_Family_Budget_Component_Files. Special background data files and tabulation files on State, Federal, and City Income Taxes were maintained to provide data on this important component of Family Budget Expenditures. The file consists of copies of tax forms and related materials obtained from the governmental organizations concerned as well as listing sheet providing statistical data covering the income tax components and computer program information.

Retention_Period. Destroy when no longer needed for current business.

26. HEW_Project_on_Measurement_of_Poverty_File. The Department of Health, Education and Welfare, in accordance with section 823 of the Education Amendments of 1976, published a series of reports involving the measurement of poverty. Mr. Mark Sherwood, former Branch Chief of the Family Budget Branch, collected background information in this major project, copies of the various technical papers and reports issued, and prepared one of the reports, "Technical Paper IV, Bureau of Labor Statistics Family Budgets Program."

Retention_Period.

a. **Sherwood Technical Paper IV. PERMANENT. Insert a copy in the record copy file of Family Budget Issuances (Item 18a).**

6/14/89

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

27. Family Budget Component and Special Tabulation Files. The files consist of several unrelated collections of records maintained separately, covering various aspects of generating family budget data, with many of the files being concerned with special tabulations involving selected components of the family budget "market basket."

This item includes such files as:

a. 1966-1970 files consisting of clustered folders containing memoranda, notes, hand tabulations, and background materials concerning (1) the clothing-apparel component and regional differences because of weather differences; and (2) other special computations concerning such components as food, housing, mortgage payments, utility payments, and income tax.

b. 1977-80 machine listings covering cross-city rent comparisons and data on rent, utilities, fuel and other housing components.

c. 1960 binders containing hand tabulations, listing sheets, and explanatory memoranda on the various family budget components.

d. 1967-1969 worksheets by region for the food component of family budgets.

e. 1960-66 and 1972 files of hand and machine tabulations and explanatory memoranda covering CES data involved in estimating family budgets.

f. 1969-1975 fixed weight computations file consisting of analytical worksheets and drafts of an article (1975) on fixed weight concepts applied for measuring interarea differences in family living costs.

g. 1969 analytical worksheets covering various family budget components covering budget-based comparative price indexes for five areas for comparison with expenditure weighted price indexes.

h. 1971 machine listings providing average CPI prices by city covering various components of the family budgets.

Retention Period. Destroy as of December 1980.

28. CES System Specifications, Design, and Improvement Project Files. Since 1979, when the continuing Consumer Expenditure Survey Program was initiated, the Division has been continuously involved in system design and improvement projects. Both Branches of the Division are involved in such projects, often with participation from other BLS organizations (e.g., the Division of Price Statistical Methods and the Division of Consumer Prices and Consumption studies, OSP), and from Census.

These projects may concern such matters as field collection forms (interview and diary survey, questionnaires); procedural instructions for Census personnel; primary sampling unit (PSU) redesign; computer system specifications; non-responses from potential or participating respondents; weighting factors; internal Branch-Division procedures and data correction, analysis, and adjustment criteria; publication criteria; publication procedures; and the like.

Project files are usually maintained under the direction of a Branch Chief but some documents, including working papers, may be maintained by individual economists. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, and manual tabulations.

If project activities result in changes to the system, such changes will be documented in the Division Chief's Program Subject Files (Item 1) or in BLS issuances (e.g., Division/Branch intra-office procedures memos, the data dictionaries, the BLS bulletins pertaining to the CES, or the BLS Handbook of Methods), or in Census issuances.

Retention Period.

a. Temporary Data Sets, Test Runs, and Related Programs. Scratch when no longer needed for current business.

b. Preliminary and Test Listing Sheets and Manual Tabulations. Destroy when no longer needed for current business.

TRANSFER TO WNRC WHEN 5 YEARS OLD.

c. Other Records. Destroy when 10 years old or when no longer needed for current business, as appropriate. Working papers should be sorted at least annually, however, and unrequired materials destroyed.

MMW 8/14/89

29. Fix Request Report (Data Revision) Files. Consist of copies of Fix Request Report forms sent from both Branches of the Division of CES to the Division of Consumer Prices and Consumption Studies (DCPCS) with instructions for correction or adjustment of data being processed by DCPCS for entry into the CES data base. For example, the revision data may have have been entered by DCES personnel, via terminals, into temporary data sets and DCPSC is being instructed to review and release the temporary data sets to the CES data base. Copies of the Fix Request forms may be returned from DCPSC to DCES with annotations that the requested action(s) has been completed. These small files serve as control and reference tools. The forms are sometimes called Fixit-Change Forms.

Retention Period. Destroy one year after issuance of public use tapes for the related survey.

*30. CES Intermediate Printouts, Job Runs, Worksheets. In carrying out the CES Program, economists or other program personnel may obtain various intermediate printouts, job runs, or worksheets as part of the computer processing of the consumer expenditures and family income and characteristics data. These machine-produced listings can involve such production and control or information and analysis operations as reviewing listings of manually entered data update transactions, analyzing reported survey data, evaluating the validity of survey results, and producing periodic or one-time published results. Also involved are listings concerning answering of requests for information, special runs, runs involving developing the various computer systems involved or improved the processing methodology, and the like. Such listings in this item are not covered by any other items of the CES listed above.

Retention Period. Destroy when essential information has been analyzed, tabulated, or published, or when superseded or made obsolete, as appropriate.

31. CES Technical Reference - Working Files. These are extra copies, printed materials, working papers, copies of instructional manuals and memoranda, and the like, which are maintained by economists or other program personnel of the Division concerned with the CES program covering their assigned areas of work as well as computerized operations and statistical procedures and methodology.

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

*32. CES Intermediate Machine Processing Files. Consist of processing tape or disk files of the CES Program as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering machine readable records not specifically listed under the Schedule items above for the Division of Consumer Expenditure Surveys.

Retention Period. Apply the ~~retention periods~~ PROVISIONS of GRS 20, ITEMS 1 and 2 [redacted] as applicable.

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## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)
## BUREAU OF LABOR STATISTICS

a. Mission. To direct studies of consumer prices, develop consumer price indexes, and manage the Point-of-Purchase Survey.

b. Functions.

(1) Conducts analysis and research in the measurement, interpretation and reports of prices and price trends at the consumer level.

(2) Develops consumer price indexes and related consumer price data principally disseminated in published format as the Consumer Prices Detailed Report. Certifies the compilation of such data and validates it for release.

(3) Develops plans and specifications for the Point-of-Purchase Survey and reviews and analyzes survey results. Prepares specifications for the Consumer Expenditure Survey.

### REVISION METHODOLOGY STAFF

Functions.

(1) Performs the design, development, and implementation of the Point-of-Purchase Survey which is necessary for the revision of the Consumer Price Index on a continuing basis.

(2) Directs and coordinates an ongoing series of methodological research studies to develop new techniques and procedures for resolving index-wide conceptual issues.

(3) Initiates, directs, and conducts analyses required to accomplish the surveys necessary to revise the CPI and evaluates the results of these surveys when completed.

# RECORDS OF THE CONSUMER PRICE INDEX PROGRAM

The Division of Consumer Prices and Prices Indexes (CPPI) of the Office of Prices and Living Conditions (OPLC), BLS, has the primary responsibility for the issuance of the Consumer Price Index, which provides measures of price change for a specified market basket of consumer goods and services. The measures of price change cover two population groups within the U.S.:

(1) All urban consumers (the CPI-U) representing about 80 percent of the total civilian noninstitutional U.S. population in 1981; and

(2) Selected urban wage earners and clerical workers (the CPI-W) representing urban consumers who meet certain requirements related to their employment and who reflect about 30 percent of the total U.S. population in 1981.

In the BLS matrix type of organizational structure, at least five separate organizational entities are concerned with the CPI Program. The CPPI Division is the program office having the overall responsibility for the program. It also coordinates and provides leadership to the various support offices of BLS concerned with the CPI Program which include: the Division of Consumer Prices and Consumption Studies (CPCS) of the Office of Survey Processing which furnishes clerical support as well as procedure-manual preparation and computer system design and operations support; the Office of Field Operations (OFO-N) which coordinates and directs the operations of the eight BLS Regional Offices concerned with collecting the pricing data at the various sampled outlets (price data sources, e.g., retail stores); and the Division of Price Statistical Methods (SMD) of the Office of Prices and Living Conditions which is responsible for the adequacy of the statistical methodology employed and for the selection of the appropriate outlets to be included in the samples for the CPI monthly surveys.

The CPPI Division also works closely with the Division of Consumer Expenditure Surveys of the OPLC which conducts the continuing Diary and Interview Consumer Expenditure Surveys from which are derived the fixed market basket of consumer goods and services to be priced under the CPI program; and with the Bureau of the Census of the Department of Commerce, which conducts Continuing Point of Purchase Surveys (CPOPS), to obtain needed information on the appropriateness of the many outlets sampled during monthly CPI surveys to obtain pricing data.

The CPPI Division consists of the following organizational units.

(1) The Office of the Assistant BLS Commissioner in charge of the CPI program. This Office includes, in addition to the Assistant Commissioner for the CPI, the Deputy Assistant Commissioner for the CPI. The Deputy Assistant Commissioner also serves as the Manager of the major 1987 Decennial CPI Revision program, and is in charge also of the CPI Revision Cost Weights

Staff which is responsible for the development of cost (expenditure) weights for the some 203 stratum titles comprising the individual goods and services covered by the CPI program. The Office of the Assistant Commissioner for the CPI also includes a small administrative staff and a Quality Assurance Staff primarily concerned with the quality of data collection and processing operations.

(2) The Branch of Consumer Prices, consisting of four Sections, the Non Food Commodities Section, the Food and Farm Products Section, the Housing Section, and the Services Section. There are some 50 commodity-services Economists-Analysts in these four Sections, each of whom provides detailed expertise in the pricing of a few of the some 382 Entry Level commodities and services of the CPI. Within the Sections, the Economist-Analysts may be grouped under team leaders who provide the first level of Analyst supervision.

The Economist Analysts undertake market studies of their assigned commodities or services; provide guidance to field representatives collecting the pricing data in the form of check lists for the some 382 Entry Level Items covered, outlining the detailed specifications descriptive of each of the commodities or services; and also review, analyze, and adjust the reported monthly pricing quotes from the outlets visited by field representatives to ensure the validity and accuracy of the resulting CPI Indexes being produced.

(3) Lastly in the CPPI Division are Two Branches, the Index Production and Control Branch and the Information and Current Analysis Branch.

These Branches provide: a final review and adjustment of the reported microdata and the macrodata generated in producing the monthly CPI Indexes. In addition, they control the flow of work to ensure that monthly production schedules are adhered to, develop the final public tables and the publication tables to be included in the CPI monthly publications, (the Monthly News Releases and Detailed Price Reports), prepare the narrative statements and assemble the publications for reproduction, and answer governmental and public inquiries regarding the CPI program.

Records of the Office of the Assistant Commissioner for the CPI. Some of the key records necessary to document the procedures and the statistical methodology followed in producing the CPI Index are maintained in the Office of the Assistant Commissioner for the CPI. These records are involved in carrying out the major decennial Revisions to the CPI. During these Revisions, all aspects of the procedures and methods employed in producing the CPI index are examined and studied. Teams make detailed reports on the various methods employed, discuss possible alternatives, and recommend improvements as required.

The Deputy Assistant Commissioner for the CPI serves as the Manager of the ongoing 1987 CPI Revision. He has assembled detailed documentary files of all reports of teams or individuals which have examined and reviewed the various procedures and methodology for this effort. He has also collected similar documentary records covering the major 1978 revision, the partial revision of 1975, and the 1960 CPI revisions, all of which provide an excellent picture of the concepts, methods, and procedures adopted in

producing the CPI. He also includes in the Revision Documentary Files the record copies of the documentation generated by the CPI Revision Cost Weights Staff in developing the required cost weights for the Revised CPI as of 1987.

The records of the Quality Assurance Staff cover both the Producer Prices and the Consumer Prices Programs. They have already been scheduled in the Schedule prepared for the Producer Prices Program.

Status of the Record Copy of CPI Publications. No one central file of CPI publications exists in the CPPI Division. These are several collections of early CPI publications available, but none appear to be complete. One collection, apparently maintained by the Information and Current Analysis Branch, has publications dated as early as 1907. The collection of the Food and Farm Products Section has publications dated as far back as 1908, while the collection of the Non-Food Commodities Section covers mainly the period of 1912-1941. A collection of average price publications, "Consumer Prices - Energy and Food," dates back to 1937 in the Services Section.

It is recommended that all early publications collections of the CPPI Division be reviewed to develop the most complete publication records available. Sets of more recent CPI Publications have also been maintained by the Information and Current Analysis Branch.

Historical CPI Index published data and data on Food and Fuel Average Prices maintained on magnetic tape are also available from the data bases maintained at the central computer facility of the BLS.

## OFFICE OF THE ASSISTANT COMMISSIONER
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

33. Program Subject Files, Assistant Commissioner. Consist of correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports; reference copies of printed materials such as BLS Bulletins and Monthly Labor Review Articles, computer prepared flow charts and schedules, and the like, related primarily to the program activities of the Division of Consumer Prices and Price Indexes. The files include such subject folder titles as Analysis System Contract (not a contracting officer's file), Budget, Business Research Advisory Council, Average Prices, CPI Task Force, CPIR (Revision Management), GAO Security, Housetrailers, Housing, Home Ownership, HUD Variances, Quality Assurance, Quality Cost, Rental Equivalence, and Sample Design-CPIR. Some administrative documents are also contained in the files.

TRANSFER TO THE WNRC

Retention Period. Break files every 5 years and bring active materials forward. Destroy inactive material ~~5 years after breaking file~~ when 10 years old.

mcm 8/14/89

34. Division Administrative Subject Files. Administrative files of the Division of CPPI comprising correspondence, reports, forms, requisitions, computer listings, administrative manuals, and related materials arranged by subject on such administrative matters as budgeting, personnel, training, employee time and attendance, staff utilization, property management, space management, telephone services, travel, subscriptions to periodicals, and the like.

Retention Period.

a. Budget Records. Break file yearly. Destroy when latest record is 2 years old, except for end of Fiscal Year summary and unit cost data which shall be destroyed when no longer needed for current business.

b. Time and Attendance (including Flexitime) Records. Destroy after GAO audit or when [redacted] 3 years old, whichever is sooner.

MCM 8/14/89

c. Other Administrative Records. Destroy when 5 years old. TRANSFER TO THE WNRC WHEN 3 years old.

MCM 8/14/89

*35. Division Personnel Name Files. Consist of copies of personnel name files of current and former Division employees, containing such documents as notifications of personnel actions, resumes, performance evaluations, correspondence, and the like. Official files are maintained at a higher echelon. Such records are covered by the Privacy Act.

Retention Period. Destroy one year after transfer or separation of employee.

36. Word Processing Media Files. Diskettes used in preparing textual or tabular material such as correspondence, reports, press releases, or other presentations such as papers for meetings, seminars, etc.

Retention Period. Scratch when all essential information has been analyzed, tabulated, or presented in document form, as appropriate.

**OFFICE OF THE DEPUTY ASSISTANT COMMISSIONER**
**DIVISION OF CONSUMER PRICES AND PRICE INDEXES, (CPPI)**
**OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)**

37. 1978 Consumer Price Index Revision Numerical Documentation File. A numerical file of selected "working papers" has been maintained to document the development of the major revisions to procedures and methodology installed during the 1978 Revision to the Consumer Price Indexes Program. This file of numbered documents, from 1 through 1158, appears to have been maintained by the Manager of the 1978 CPI Revision Management Team, Richard Quanrud. Most of the correspondence and transmittals was either signed or addressed to him.

The file involves the detailed study reports prepared by members of the BLS or by Census Bureau personnel or other experts reflecting their work in examining all aspects of the detailed procedures involved in collecting pricing data and generating the various Indexes for the CPI-W and for beginning, in addition, the CPI-U Indexes program. Also included are other selected important documents such as minutes of meetings, etc.

Such topics as the following are included: CPI Market Basket Definitions, Augmentation of Rent Sample, Geographic Concordance for Linking New CPI to Present CPI, Option Paper on CPIR shelter component, Quarterly Item Sampling Frame, Technical Specification #65, Food Item Sampling Procedures, Collection Methodology Operating Instructions, Central Office Arrangements for CPI Programs, Initial Computer Systems Requirements, and the like.

Duplicated indexes or listing of file contents by author and by number were prepared on word processing equipment. The file is closed; and covers the period 1972-1978.

Also, the file includes a small numerical file of CPI Revision Policy Memorandums 1974-1976, Numbered 1-21, issued by the Manager of the CPI Revision Management Team.

Large or voluminous working papers, such as copies of manuals and the like were kept out of numerical order in a separate binder file.

6/14/89

The statistical methodology and information processing procedures in place at the time of this writing for the Consumer Price Indexes Program are based on the conclusions reached during this 1978 extensive review and revision of all aspects involved in generating these Indexes.

Retention-Period. PERMANENT. Retire to the WNRC when no longer needed for reference. Transfer to the National Archives in 2008 or sooner if mutually agreeable.

38. Weekly Chronological File of the 1978 CPI Revision Management Team. The CPI Revision Management Team maintained a weekly file containing copies of progress reports received from the many task forces or test

installations involved in this major revision to the CPI Index, as well as copies of minutes of meetings of the CPI Management Revision Team, copies of incoming and outgoing communications prepared by or received by the team, and copies of statements made to Congress regarding the revision and its implications, and the like.

This chronological file, in effect, serves to supplement the numerical "working paper" file in documenting the actions taken in this major revision to the CPI Indexes Program.

The file is closed and covers the period from October 1973 through April 1977.

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**Retention-Period. PERMANENT. Retire to the WNRC together with Item 40 (hard copy) when no longer needed for reference. Transfer to the National Archives in 2008 or sooner if mutually agreeable.**

39. 1987 Consumer Price Index Revision Documentation File. A special file has been established, similar to the documentation file for the 1978 CPI Revision (Item 37), for assembling, from within the Bureau or from Bureau of Census, or other appropriate sources, selected documents considered to be important and necessary to provide for an adequate documentation of this major Revision of the CPI Program. The file covers actions taken in reviewing the detailed operations involved in generating the CPI and in making any required revisions for improving the Indexes.

This serially numbered file is being assembled by the Deputy Assistant Commissioner for the Division of Consumer Prices and Prices Indexes serving as Program Manager for the 1987 CPI Revision. He has requested all officials of the Bureau or other agencies concerned to send in for inclusion in the file, copies of any important documents reflecting on this Revision.

These documents include reports of various officials on the results of their studies of various detailed procedures or operations in seeking improved methodology, as well as copies of explanatory articles, reports of system testing, and the like.

The file includes such topics as: Recommended Changes to Revision, CPI Housing Survey Data Collection Manual, New PSU's in the CPI Revision, Data Collection Workload Projections, Concordances for CPIR Special Indexes, Commodities and Services Process Audit Pretest Report, and the like.

Author and subject indexes are periodically generated for the file using word processing equipment capabilities. Upon completion of the 1987 Revision work, this file will be closed.

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**Retention-Period. PERMANENT. Retire to the WNRC when no longer needed for reference. Transfer to the National Archives in 2017 or sooner if mutually agreeable.**

40. 1960 CPI Revision Documentation File. The 1960 Revision to the Consumer Price Indexes Program was not as far-reaching or as well documented as the 1978 Revision. However, the revision, completed in 1964, introduced new expenditure weights based on the market basket of goods and services derived from the decennial Consumer Expenditure Survey of 1960-61 of single

persons as well as families. In addition, it introduced updated samples of cities, goods, and services, and retail stores and service establishments.

The file consists of selected documents assembled after the completion of the revision effort such as numerical month and quarterly status reports of the team responsible for the revision, covering the period 1959 through 1963, reporting on the various activities accomplished in such areas as: Program Analysis and Planning, Comprehensive Housing Unit Surveys (CHUS), Consumer Expenditure Surveys, Pricing and Price Analysis, Index Construction, and meetings of the Price Committees of the Labor Research Advisory Council and the Business Research Advisory Council.

In addition, a small file of numbered Technical Documents, numbers 1-7, covering report on survey methodology, such as "A City Sampling Plan for the CPI Revision "has been included in this closed file. The file covers the period 1959-1964.

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**Retention Period. PERMANENT. Retire to the WNRC when no longer needed for reference. Transfer to the National Archives in 1993 or sooner if mutually agreeable.**

41. Preliminary CPI 1975 Revision Files. It was originally planned to make a standard decennial revision to the CPI-W in 1975 following procedures relatively similar to those carried out during the 1960 Revision. Basically, this was planned to entail development of new expenditure weights based on the market basket of goods and services dervied from the 1972-1973 decennial Consumer Expenditure Survey. In addition, it was planned to update samples of cities, goods, and services and retail stores and services establishments as well as housing units, and to test such new samples, and the like.

However, after the revision work as underway, it was determined that a major revision of the CPI was in order, involving such new concepts as the issuance of the CPI-U Indexes with its expanded population sampling base as well as to provide for continuing rather than decennial Consumer Expenditure Surveys from which expenditure weights could be derived.

This preliminary file for a 1975 Revision was assembled reflecting the early revision work, but was closed after the major 1978 revision work got underway. Pertinent records usable for the 1978 revision were brought forward to that file (Item 37).

The file includes folders with such heading as: Comprehensive Housing Unit Survey (CHUS) Task Force, Index Family Definition, CPI General Memorandums, CHUS General memorandums, Point of Purchase, New Cars in CPI Revision, CES General Memorandums, CES Pilot Surveys, CES Research Notes, Research Committee Meetings, 1975, Revision-Quality, and a monthly chronological file covering the period July 1972 - December 1973, as well as a small amount of selected reference files on various aspects of the CPI.

Retention Period. Destroy in 1993.

42. Chronological File of the Deputy Assistant Commissioner and Program Manager of the 1987 CPI Revision. The file consists of monthly date folders containing copies of outgoing correspondence and related records prepared by

the Deputy Assistant Commissioner, copies of some incoming correspondence addressed to him, and also some copies of outgoing correspondence of other CPI staff offices that were typed by the Deputy Assistant Commissioner's Secretary. The file is in date order.

Retention Period. Destroy when 5 years old.

43. Working Files of the Deputy Assistant Commissioner and Program Manager of 1987 CPI Revision. The file consists of materials reflecting the responsibilities of the Deputy Assistant Commissioner covering such matters as development of continuing Consumer Expenditure Surveys programs for the period 1975-1979, 1978 Revision work involving the Census Bureau Point of Purchase Survey work, work on the preliminary 1975 and the major 1978 Revisions Programs, and work on the 1987 Revision Programs.

The file includes notes, drafts, incoming and outgoing correspondence, minutes of meetings, manual and computer-prepared tabulations, reference materials, and working papers of the Deputy Assistant Commissioner. In the case of the 1978 and 1987 revisions, it covers all aspects of the program.

To a major degree, the file duplicates the formally organized CPI revision files maintained in the Office of the Assistant Commissioner.

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

**CPI REVISION COST WEIGHTS STAFF**
**OFFICE OF THE DEPUTY ASSISTANT COMMISSIONER**
**DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)**
**OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)**

*44. Program-Administrative Subject Files of the Supervisor, Revision Cost Weights Staff. The Staff Supervisor maintains program and administrative subject files covering his responsibilities for coordinating the development of the revised cost weights for about 270 commodity groupings in some 42 market basket areas to be used in the 1987 Revision of the CPI. The Supervisor or staff members review materials, primarily in the form of machine printouts, generated by other BLS organizational units or the Census Bureau concerned with the CES or CPOPS surveys, although the staff may tap into CES or other data bases to obtain required information.

While much of the work involves development of 1987 Revised Cost weights, the staff also provides input into such activities as development of specifications for CES questionnaires, and development of specifications for revised ELI checklists, and working on composite estimation and weighting in developing samples for the CES, CPOPS, or the revised CPI.

The files consist of such records as reference copies of administrative records concerning personnel matters, employee evaluation, staff travel, computer billing and the like, as well as the more voluminous program records consisting of internal BLS correspondence, machine printouts, extra copies of instructional materials, copies of the results of studies by BLS 1987 Revision Project personnel concerning the development of cost weights, progress reports on activities of staff members, various working papers, and reference materials, and the like.

Record copies of studies involving the development of 1987 Revision cost weights will be included in the numerical revision documentation file maintained by the Deputy Assistant commissioner. (See Item 39).

Retention Period.

a. Administrative Records. Destroy when 5 years old.

TRANSFER TO THE WNRC WHEN 5 YEARS OLD.

NMM 8/14/89 b. Program Records. Destroy when 10 years old. ~~or when no longer needed for current business, whichever is sooner~~.

*45. Continuing Point of Purchase Survey (CPOPS) Microfilm Cartridge Reels of Annual Survey Schedules. Bureau of the Census annually surveys households in selected geographical areas to determine the outlets to be included in samples for collecting pricing data for the CPI. Each year, new outlets are added for about one-fifth of the total outlets sampled for the CPI as part of the sample rotation plan.

Census provides BLS with magnetic tapes and 16 mm reel cartridges of microfilm reflecting the microdata of the questionnaires completed by the Census personnel conducting the CPOPS Survey.

The microfilm cartridges are arranged by year and numerically by codes for the particular geographical areas covered.

Retention Period. Destroy when new outlet samples have replaced these in the CPI.

*46. CPOPS Survey-Magnetic Microdata Tapes. Census Bureau supplies BLS with one tape per year containing the microdata from questionnaires from the households of the sample in selected geographical areas for the annual CPOPS Surveys.

Retention Period. Scratch when 5 years old.

*47. CPOPS Survey Machine Printouts - Related Data Sets. The file consists of machine printouts as follows:

(1) Printouts reflecting by numerical outlet code a listing of the names and addresses of the outlets covered by the Census field personnel in the annual surveys. At the time of this writing the 1983 set appeared to be complete, but the 1984 set had not been completely assembled.

(2) Macrodata machine printouts generated from microdata furnished on annual CPOPS by Census Bureau reflecting tabular results or compilations of data. These tabulations include such listings as Item-Outlet Match Listings, listings of data on numerically coded commodity grouping, and the like.

(3) Printouts reflecting such other special runs of CPOPS data in developing cost weights as are required.

Also included are related machine-readable data sets including programs, selected source data, and compilations involved in using CPOPs data furnished by the Census Bureau.

Retention Period. Destroy when new outlet samples have replaced these in the CPI.

48. Machine Printouts for the 1977 Preliminary Weights for the CPI, and Current Weight Development. The file appears to be fragmentary and consists of three thick binders of printouts reflecting the development of cost weights for the 1978 CPI Revision. The following are the binder titles:

a. Preliminary Cost Weights Including Sales Tax 3/7/77 Total US, 4 Regions and 42 Market Baskets, by Market Basket.

b. Same, excluding Sales Tax.

c. Comparative Listing, Preliminary Component Listing and Raked, by Market Basket. Also included are such listings as required reflecting current cost weight revision development.

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

# BRANCH OF CONSUMER PRICES
# DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
# OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

## BRANCH OF CONSUMER PRICES

### Functions

(1) Conducts analysis and research in the measurement of prices and price trends of commodities and services used in compilation of the Consumer Price Index.

## NON-FOOD COMMODITIES SECTION

### Functions

(1) Conducts studies of retail market organization, price structures, pricing practices and price variances.

(2) Selects commodity items to be priced to represent price trends for consumers.

(3) Develops specifications for commodities, technical procedures and sampling information to be used in obtaining price data.

(4) Analyzes price data for representativeness and significance.

(5) Prepares reports of retail price trends for significant groups of consumer products; apparel; new and used cars; household durables; appliances; drugs and prescriptions; gasoline; automobile maintenance and repairs.

(6) Maintains the outlet sample for assigned Consumer Price Index commodities.

(7) Organizes, plans and directs special projects such as publication of average retail prices for commodity items.

(8) Develops materials and methodologies for assigned commodities for the Consumer Price Index Revision program.

## FOOD AND FARM PRODUCTS SECTION

Functions

(1) Conducts studies of retail food market organization, price structures, pricing practices, and price variances for food purchased for home consumption and for food consumed away from home.

(2) Conducts studies of marketing and pricing practices of farm and fishery products and processed foods at primary market levels.

(3) Develops specifications, technical procedures, and sampling techniques for use in obtaining price data.

(4) Reviews price data for the Consumer Price Index and the Producer Process Index (PPI) for accuracy and to assure consistency of quality for items being priced.

(5) Analyzes price data and prepares written reports explaining price movements for farm products and foods.

(6) Administers special retail price programs such as publication of average retail food prices and special food price collection programs for the Department of Agriculture in the United States, Guam, and the Virgin Islands.

(7) Establishes and maintains the outlet sample design for the food at home and food away from home component of the CPI.

(8) Establishes and maintains the item sample for farm products and processed foods and feeds for the PPI through field trips, telephone and mail contact.

(9) Provides technical assistance and advice on food pricing to other governmental agencies and non-governmental organizations.

(10) Conducts special studies and test pricing projects to develop improved pricing procedures for foods.

## SERVICES SECTION

Functions

(1) Conducts studies of retail market organization, price structure, pricing practices, and price variances.

(2) Selects service items to be priced to represent price trends for consumers.

(3) Develops pricing specifications, technical procedures, and sampling information to be used in obtaining price data.

(4) Analyzes price data for representativeness and significance.

(5) Prepares reports on average retail prices and price trends for a significant group of consumer products such as: medical costs, auto insurance, fire and homeowners insurance, property taxes, personal care services, recreation services, home maintenance and repair services; and public transportation.

(6) Provides technical assistance in special retail price programs such as the New York Operating Cost Study for Rented Housing Units.

(7) Maintains the sample for the services component of the Consumer Price Index.

(8) Organizes, plans, and directs special projects such as publication of average retail prices for service items.

(9) Conducts research to improve the services component of the Consumer Price Index.

## HOUSING SECTION

Functions

(1) Conducts studies of retail market organization, price structure, pricing practices, and price variances.

(2) Selects housing items to be priced to represent price trends for consumers.

(3) Develops pricing specifications for housing, technical procedures, and sampling information to be used in obtaining price data.

(4) Analyzes price data for representativeness and significance.

(5) Prepares reports on average retail prices and price trends for consumer products such as rent.

(6) Provides technical assistance in special retail pricing programs such as the New York Operating Cost Study for Rented Housing Units.

(7) Maintains the sample for the housing component of the Consumer Price Index.

(8) Organizes, plans, and directs special projects such as publication of average retail prices for housing items.

(9) Conducts research to improve the housing component of the Consumer Price Index.

## RECORDS OF THE BRANCH OF CONSUMER PRICES
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)

The Consumer Prices Branch of the CPPI Division is the largest of the Branches within the Division. It provides the detailed expertise or pricing of each of the some 382 Entry Level Items of the CPI.

In addition to the Office of the Branch Chief, it is comprised of four sections, the Non-Food Commodities Section, the Food and Farm Products Section, the Services Section, and the Housing Section. All told, some 50 Economist-Analysts are involved in these four sections, with each Analyst being made responsible for furnishing the pricing expertise for a small number of the total 382 Entry Level Items of the CPI. The Analysts are grouped under team leaders in the Food and Farm Products, Non-Food Commodities, and Services Sections as a first level of supervision and review of their work.

Analysts provide necessary technical guidance to data collectors in the Regions in the form of checklists and other detailed descriptive specifications of the commodities or services for which each Analyst is responsible; and review, analyze, and adjust as required price quotes obtained by field data collectors to ensure adequacy of resulting CPI indexes.

In the Food, Non-Food Commodities and Services Sections, the operations and the related records as well as the section organizations are quite similar. In organizing this Schedule, therefore, it was advisable to group together the records of these three sections, rather than listing them separately under a heading for each of the sections. To facilitate reference to the Schedule, separate subdivisions have been made for the combined records of the three sections at the Section Chief level, the Team Leader level, and the Economist-Analyst level. Within each of these organizational levels, the records common to all offices of the sections have been listed under one heading, while records unique to a particular Section have been listed under a separate heading.

The operational and related records of the Housing Section are somewhat different from those of the other three Sections of the Consumer Prices Branch. The Housing Section records have been listed on this Schedule as a separate segment, apart from the combined records listings of the other three Sections.

At the Branch level, records of the Office of the Branch Chief have been listed as a subdivision of the Division of CPPI records. Also, records common to all offices within the Branch, such as Technical Reference Files, Working Files, or Intermediate Machine Processing Files, have been listed on the Schedule at the Branch level.

Typical common types of records maintained by the many Analysts or the Team leaders of the Food, Non-Food Commodities, and Services Sections include: CPI component background subject files, data revision - communication forms files; check list files and related data sets; listing sheet-machine printout monitoring files for repricing, index estimation, and seasonal adjustment operations; reference and research machine listings; and test and improvement project files.

## BRANCH OF CONSUMER PRICES

## I. RECORDS OF THE OFFICE OF THE BRANCH CHIEF

49. Branch Program Subject File. This file reflects the interest of the Branch Chief in the direction of the program activities of the Branch of Consumer Prices. It consists of such materials as correspondence, work sheets, machine listings, longhand notes, progress reports, procedural recommendations, analytical statements prepared by Branch staff, reference copies of published materials (e.g., BLS news releases and numbered reports), and the like. The contents pertain to such topics as Certification of Field Representatives, Checklist Revisions, Data Collection System Redesign Requirements, Error Diagnosis, Pricing Procedures for CPCS, Price Notes, Quality Control, Types of Business Codes, POPS Worksheets, Repricing Task Force, Publication Plans, and the like.

MMM 8/14/89

Retention Period. Break file every 5 years and bring active materials forward. ~~Destroy inactive materials 5 years after breaking the file.~~ TRANSFER INACTIVE MATERIALS TO THE WNRC AND DESTROY WHEN 10 YEARS OLD.

*50. Branch Administrative Subject File. Administrative files of the Branch, comprised of correspondence and related materials, arranged by subject, containing Branch copies on such internal administrative matters as personnel, security, training, travel, time and attendance, supplies and property, correspondence (chron), subscriptions-publications, and the like.

MMM 8/14/89

Retention Period. Break file every 5 years and bring active materials forward from inactive files. ~~Destroy residual inactive files 5 years after breaking or when no longer needed for current business, whichever occurs sooner.~~ TRANSFER INACTIVE FILES TO WNRC AND DESTROY WHEN 10 YEARS OLD.

*51. Word Processing Media Files. Diskettes used in preparing textual or tabular materials such as correspondence, reports, news releases or other presentations such as papers for meetings, etc.

Retention Period. Scratch when all essential information has been analyzed, tabulated, or presented in document form, as appropriate.

52. CPI Commodities - Services Specifications Issuances Files. In order for field representatives to price commodities or services uniformly and precisely at many different outlets throughout the country the CPI managers issued guidance in the form of detailed, descriptive specifications for the many different commodities or services covered by the CPI. The early guidance was typically in manual format, such as being issued in looseleaf format as part of the Commodities Services Specifications Manual.

The Specifications in this rather extensive inactive collection date from 1935 to about 1977 but there are some gaps. As part of the 1978 Revision to the CPI, separate detailed commodities and services checklists were issued to replace these specifications manuals covering the some 380 entry level items of the CPI.

The bulk of this closed collection of detailed specifications issuances date from about 1945 to 1965. Most are in 3-ring binders. Some are arranged by commodities and by date thereunder, while others are by date and by commodity thereunder. There is some duplication as to date or commodity coverages.

Because of the many changes in the quality or make-up of the commodities or services being priced for the CPI over the years, these specifications manuals and continuing revisions are essential to understand the validity of the continuous time series CPI indexes covering this wide range of commodities and services.

Retention Period. Screen to eliminate duplication.

Historical Records through 1961. TRANSFER TO THE WNRC immediately

a. ~~Record copy set~~. Permanent. Offer for transfer to the Archives of the United States ~~when the latest record is 15 years old~~. in 1991.

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b. ~~All other copies. Destroy when no longer needed for current business.~~

Specification Issuances through the 1978 Revision. TRANSfer to the WNRC immediately. TRANSFER TO The ARCHIVES of the United States in 1998, if mutually agreeable.

c. Specification Issuances for the 1987 Revision and After. Break file prior to the following CPI revision. Print hard copy of all documents and transfer directly to the National ARchives.

## BRANCH OF CONSUMER PRICES

## II. RECORDS COMMON TO ALL LEVELS OF OFFICES WITHIN THE BRANCH, EXCEPT THE HOUSING SECTION

**(Branch, Section, Team Leader, Analyst-Economist Levels)**

53. Commodity - Services Technical References, Published Source - Background Data, and Work Files. In carrying out their duties, such as validating and analyzing price data, preparing market studies, designing CPI item checklists, or in other commodity price index activities, analysts and other Section personnel at all levels accumulate these background - source data files typically involving published materials covering their particular areas of responsibility. Some are maintained in office space, but the more voluminous industry - association periodicals and industry literature such as catalogs, sales brochures, and the like are maintained in cabinets outside of the offices. In many instances, paid subscriptions are involved in obtaining these reference background files. In addition such materials may concern computerized operations and systems, statistical methodology and procedures, and the like.

Typically these files consist of such materials as extra copies, copies of articles, drafts, published materials, periodicals, industry - association literature and catalogs and brochures, copies of instructional manuals, working papers, clippings, Federal government publications and the like.

This item does not cover those source data or background files that are listed as specific items on the Schedule.

Retention Period. Review files at least once a year to identify disposable materials. Destroy when superseded, obsolete, or no longer needed for current business.

*54. Commodities and Services Intermediate Printouts, Job Runs, or Work Sheets. In generating Consumer Price Indexes, Commodity Analysts, Team Leaders, Section Chiefs, or other program personnel of the Branch, obtain various intermediate printouts, job runs, or worksheets as part of the computer processing for the indexes and price data issued by the Division. Preliminary listings or worksheets, representing earlier phases of the index production cycle are replaced by later printouts. Error and edit review listings are included and in some cases, manual tabulations or worksheets may be involved.

These intermediate or manual listings can involve such activities as conducting market studies, calculating average prices, developing/revising CPI item checklists, review and revision of monthly reported repricing data from outlets, analyzing quality adjustments and seasonal factors, progress reports and other management uses, and the like.

Also involved are intermediate listings concerning responding to requests for information, processing special runs or runs relating to developing and testing various computer systems utilized, improving methods approaches and procedures, computer systems, etc.

This item does not cover intermediate machine or other listings or worksheets covered specifically in other items of this Schedule for the Branch of Consumer Prices.

Retention Period. Destroy when superseded or obsolete, when data entry has been verified, or when all essential information has been analyzed, tabulated, or issued, as appropriate.

*55. Commodities and Services Intermediate Machine Processing Files. Files consist of intermediate processing tape, disk, or mass storage files of the Consumer Price Index Program as defined by General Records Schedule (GRS) 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering machine readable records not specifically listed under the specific Schedule items for the Branch or Sections.

Retention Period. Apply the provisions of GRS 20 ITEMS 1 and 2 ~~Part II, Items 1-14~~, as appropriate.

MM 8/14/89

*56. Reference and Research Machine Listings. Commodity Analysts, Team Leaders, and Section Chiefs receive various machine listings which they use as reference and research sources in carrying out their responsibilities. Such machine listings as the following may be maintained by some of the analysts and supervisory personnel but others may also be produced. Some listings are confidential as their contents could identify data collection sources.

(1) Outlet Directory listing the commodity and service data collection units. (Approximately every 6 months)

(2) Periodic Plan Review Listing, comprising basically a work plan of CPI program tasks with target dates.

(3) Monthly Release Tables containing price and index data that are being released to the public.

(4) Index Time Series Tables, show cumulatively price indexes for CPI items. Tables are in LABSTAT. (Monthly)

Retention Period.

a. Listings Updated by Next Issue. Destroy when replacement listing is received.

b. Other Listings. Destroy when no longer needed for current business.

## BRANCH OF CONSUMER PRICES

## III. COMBINED SECTION FILES FOR THE FOOD AND FARM PRODUCTS, NON-FOOD COMMODITIES, AND SERVICES SECTION

### A. FILES COMMONLY MAINTAINED AT THE SECTION LEVEL

*57. Section Chief Program - Administrative Subject and Machine Printout Files. These files typically maintained personally by a Section Chief, reflect his personal interest in the various program functions of the Section as well as his concern in certain CPI inter-office task forces and other activities. The files pertain to such matters as developmental and implementation actions (including training) related to periodic general revisions of the CPI program; continuous efforts to maintain/improve the CPI system; computer support; revision or rotation of the samples of pricing outlets (data sources); Section activities in on-going CPI data collection and price and index data production operations including review, correction, adjustment, and analysis of periodic price data and price indexes involving preparing analytical price notes for use in BLS issuances; answering written and verbal requests for information; and providing background information regarding CPI components for which a Section is responsible. The amount of files maintained varies with the operating methods of the individual Section Chief concerned. In the Food and Farm Products Section, the files of the Section Chief cover both the CPI and PPI programs.

The files can contain such records as: extra copies of instructional or procedural materials such as manuals or procedural memorandums to Regions or Commodity Analysts; outgoing and incoming internal memorandums or correspondence mainly concerning methodological approaches; copies of price notes; temporary data sets pertaining to methodological studies for revisions to or improvements to statistical procedures; copies of checklists or background papers pertaining to the development or revision of checklists; copies of various public or nonpublic final tabular results covering the various assigned commodity or services indexes or average price data issued; progress reports; work scheduling documentation; copies of reports or studies and background materials pertaining to various work groups or committees on which Section Chiefs serve involving improvement of statistical methodology or system design; minutes or agendas pertaining to conferences or meetings attended; copies of market studies; various notes; drafts; working papers; reference materials, background papers and the like covering assigned areas of work, such machine printouts as those covering system design or development, index or average price tabulation production, revision of existing procedures, or copies of public tables used by Section Chiefs to answer requests, and the like, and copies of pertinent BLS publications.

In addition, Section Chiefs may maintain certain extra copies of administrative files as well as such program records described above relating to personnel, travel, supplies, etc., covering matters of personal interest to the Chief. In most Sections, secretaries also maintain separate administrative files for the Section.

Duplicate copies of certain of those records exist at Team Leader or Analyst Levels, or at DCPCS, the Statistical Methods Division, or at higher echelons with the Division. Files inherited from predecessors may be maintained.

Retention Period. Review files annually to identify disposable records.

a. Administrative Records. Destroy when 3 years old

b. Program Records. TRANSFER TO THE WNRC WHEN 5 years old, ✓ Destroy when 10 years old or when no longer needed for current business, as appropriate.

mm 8/14/89

c. Program Machine Printout Files. Destroy when superseded or when no longer needed for current business, as appropriate.

58. Inactive Section Files on Average Prices of Food and Energy-Fuels Issuances. For many years, BLS has issued separate press releases covering average prices at the U.S. and various Regional or local areas for food and for energy-fuels. These press releases were in addition to data on food and energy prices included in various BLS Bulletin Series and the Monthly Labor Review. As of January 1986, BLS discontinued issuing the separate press release covering average prices for food and energy, but maintained certain of these average price tables in the Detailed Monthly Price Report and in the Monthly Labor Review.

The separate average price press release file for food dates back to about 1931, and was entitled Retail Food Prices by Cities. It included a U.S. average price table and food prices by selected cities. As of 1979, the combined Food and Energy Average Price Release was started, but was discontinued in January 1986. The food average price separate issuance was maintained in the Food and Farm Products Section.

The separate Energy-Fuels press release began in 1937 and until 1978 covered only prices on average prices of fuels and energy products, such as gasoline, natural gas, coal, electricity, etc. In 1979 the Food and Energy releases were combined as a Press Release. The Energy prices release until the 1970's was issued jointly by both the Consumer and the Wholesale Price Programs, and the file is maintained in the Services Section.

These press releases were arranged chronologically, and in some cases both record and distribution copies were interfiled. About 6 cubic feet of record copy exist.

Retention Period.

a. Record Copy. Permanent. TRANSFER One Copy of each issuance ~~Offer for transfer~~ to the Archives of the United States ~~when the latest dated issuance is 15 years old~~ in the year 2000 or sooner, if mutually agreeable.

mm 8/14/89

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

*59. Section Price Notes Files. Consist of copies of analytical notes prepared by Section commodity (service) Analysts pertaining to price index changes in assigned commodity or service items of each Section. The analyses include data as to the price change (percent, plus or minus) and analytical statements discussing the factors related to the changes. The notes are referred to the Branch of Index Information and Analysis, Division of CPPI, for use in preparing the CPI news releases. They also serve as background source material for analyzing subsequent price changes or other research purposes.

The file at the Services Section appears to be the largest and the most complete of the three Sections as these documents are also kept at the analyst level and at team leaders level within the Branch.

The file maintained at the Food and Farm Products Section covers both the CPI and the PPI programs.

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

60. Section Chronological Correspondence Files. Consist of chronologically arranged extra copies of correspondence, mainly internal BLS memoranda or price notes prepared in the Sections, as well as certain copies of incoming correspondence or instructional materials received, filed in month-year folders. Some Sections maintain this file in binders. The Food and Farm Products Section file covers both the CPI and the PPI programs.

Retention Period. Destroy when 5 years old or when no longer needed for current business, as appropriate.

61. Section Correspondence Files. Section Secretaries typically maintain a correspondence file, in addition to the extra copy chronological, file, for correspondence addressed to persons outside of the Division, although some internal memoranda may be included. Such correspondence is prepared in the Section or routed to the Section for reply or filing. Some Secretaries maintain such program and administrative correspondence by subject while others maintain it by name of correspondent, and both incoming and copies of outgoing correspondence and attachments may be included.

Much of the correspondence in early years involved requests to serve as reporters although later correspondence appeared more to involve answering requests for information or explanations of methodology followed.

Correspondence addressed to persons outside the Bureau was signed at higher echelons than the Section level.

The Correspondence file at the Food and Farm Products Section covers both the CPI and the PPI programs.

Retention Period.

a. Routine requests for information or publications. Destroy when one year old or when no longer needed for current business, whichever is sooner.

b. Other correspondence. Destroy when 5 years old.

*62. Form SO 608, Information/Clarification Request, Section Files - Log. Maintained, typically, by Section Chiefs and Commodity Analysts, these files consist of copies of Form SO 608A originated by either the Commodity Analyst or received from a BLS field office. The Section-originated forms are forwarded to the field through the Division of Consumer Prices and Consumption Studies, Office of Survey Processing.

Some uses of Washington Office-originated forms are to guide or to obtain information from field representatives. Usually field-originated forms contain general information regarding a quote or data source (outlet), procedural questions, or explanation of action by the field.

While the Section Chief in the Food Section maintains PPI and CPI SO 608 forms for the Section, and a file of SO 608's is maintained in the Non Food Section, only analysts maintain SO 608's in the Services Section.

Each Section maintains a log to control the processing of SO 608's while being acted upon.

Retention Period. Destroy when 3 years old, or when no longer needed for current business, as appropriate.

*63. Section Administrative Files. The Secretaries to the Section Chiefs typically maintain a separate administrative file for the Section covering such matters as personnel, requisitions for supplies or services, background publication subscription requests, time and attendance, travel, training, performance standards, and the like.

Record copies of these files are maintained at the central Bureau Administrative Offices.

Retention Period. Destroy when 3 years old.

*64. Section Word Processing Media Files. Consist of word processing disks used in preparing hard copy correspondence, memos, internal reports, price notes, and other textual and tabular materials in the Sections. These files are maintained by Section Secretaries.

The Food and Farm Products Section file covers both the CPI and the PPI programs.

Retention Period. Destroy or scratch when all essential information has been issued.

## BRANCH OF CONSUMER PRICES

## III. COMBINED SECTION FILES FOR THE FOOD AND FARM PRODUCTS, NON-FOOD COMMODITIES, AND SERVICES SECTION

### B. FILES AT THE SECTION LEVEL UNIQUE TO ONE SECTION

65. "SO 50" Forms - Request for Statistical Services - File of the Services Section. This small closed file contains copies of SO 50 Forms, and earlier PB 18 Forms prepared by personnel of the former Branch of Housing and Services. The forms were used to instruct the supporting Statistical Services Section, Branch of Price Operations (also BLS), regarding changing or initiating methodology, or to instruct the computer support staff to enter or change data in the appropriate data base. Covers period 1951-79.

Retention Period. Destroy upon approval of this records disposition schedule.

66. Former Branch/Section Chief Files including files of former personnel of Non-Food Commodities Branch/Section. These collections of closed files were inherited by the present Section Chief. They consist of the following:

(1) Files of former Branch Chiefs, Paul Armknecht and William Berry. These files cover such program areas as used car index problems 1983 - 1984, listing of prescription drugs sent to the field, checklists development, 1987 CPI revision activities, field end-of-survey narrative reports concerning the 1978 CPOPS Survey; machine listings on U.S. City commodity prices 1963 - 1977 used for the 1978 Revision; market studies 1983 - 1984; and such machine listings as 1978-1980 CPI-U public tables for Commodities and Services, relative importance tables, 1980 rotation sample tables, 1979 CPOPS quote listings, Diary code tables, and price trend tables 1982 - 1984, and the like.

(2) Files of former Non-Food Commodities personnel Olga Larsgaard, James Dougherty, and Winifred Stone, 1961-1976, with gaps consisting of such files as: correspondence, publications, reference materials, instructional and methodological memorandums, training manuals, background folders on pricing various commodities, 1964 Outlet Sample listings, and related procedure folders, and the like.

Retention Period. ~~Upon approval of this schedule, screen to retain current value materials and destroy remainder~~.

MM 6/14/89

REVIEW ANNUALLY TO DETERMINE CURRENT VALUE. DESTROY RECORDS NO LONGER NEEDED FOR CURRENT BUSINESS

## BRANCH OF CONSUMER PRICES

## IV. COMBINED FILES MAINTAINED AT THE TEAM LEADER LEVEL WITHIN THE THREE SECTIONS (OTHER THAN HOUSING)

### A. FILES COMMONLY MAINTAINED BY TEAM LEADERS

*67. Team Leader Program - Administrative Subject and Machine Printout Files. Team Leaders may maintain Subject Program and Administrative files and related machine printouts as required to supervise the Economists - Analysts assigned to them, to review the various pricing statistics involved in the production cycle, to answer inquiries team leaders are given as Commodity Specialists, to review methodological or procedural problems in producing retail pricing indexes or average price published data, or to prepare study reports or other methodological or analytical statements in reviewing or revising procedures or operational processes during Revision cycles, and the like. The amount of files maintained varies with the operating methods of the individual Team Leaders.

The files can contain such records as: extra copies of instructional materials such as manuals or instructional memoranda to Regions or commodity analysts; extra copies of internal memoranda or correspondence prepared; various machine printouts reflecting samples, monthly index or average price production runs, analytical methodological procedures, reviews of reported data, methodology or runs in determining seasonal adjustments, development of improved data collection procedures, and relative importance of commodities; etc.

In addition such files may include such program records as price notes; temporary data sets pertaining to methodological studies; copies of background papers pertaining to the development or revision of checklists; copies of various public or non-public final CPI tabular results covering the various assigned commodity or services indexes or average price issued; progress reports; copies of reports or studies of various work groups on which team leaders serve involving improvement of statistical methodology or CPI revision work; and various notes, drafts, working papers, reference materials, and the like covering assigned areas of the CPI or computer methodology, minutes of meetings or conferences attended, and the like.

Also the files may contain such administrative records as materials on evaluation of employees, time and attendance reports, extra copies of supply requisitions, travel documentation, and training record; and in the case of the Food and Farm Products Section team leaders, the records can cover both the PPI and the CPI programs.

Other copies of certain of these files may be maintained at the Section level and the analyst level within the Branch, as well as in such other offices as CPCS or the Statistical Methods Division. In the case of Administrative records, these are extra copy convenience fields.

Retention Period. Review files annually to identify disposable records.

a. Administrative Records. Destroy when 3 years old.

b. Program Records. TRANSFER TO THE WNRC WHEN 5 years old. Destroy when 10 years old, ~~or when no longer needed for current business, as appropriate.~~

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c. Program Machine Printout File. Destroy when superseded, or when no longer needed for current business, as appropriate.

*68. Team Leader Central Checklist Files. Checklists reflect the detailed specifications of the many Commodities and Services at the ELI level covered by the CPI. They are used to guide the Field Representatives in uniformly pricing items throughout the country of a similar type and quality. They became part of the schedule sent to headquarters by field representatives to provide a detailed description of the exact specifications of the commodity or service being priced.

It is the responsibility of the commodity-service analysts to update checklists as required to reflect the latest changes to a particular commodity for which they have been made responsible, and to issue such revisions to Regional offices.

Team Leaders in the Sections generally maintain centralized files of both current and noncurrent checklists to be able to have these records readily available.

Analysts also maintain checklist files covering the commodities for which each is responsible.

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

*69. Team Leader Code 1 and Code 2 Listing Sheets. Code 1 and Code 2 Listings are received monthly to indicate for the particular ELI's concerned the sufficiency or nonsufficiency of outlet quotes received from those sampled.

Most team leaders maintain centralized files of these listing sheets, rather than have them at the analyst level, although some may be at the analyst level.

Retention Period. Destroy when 1 year old, or when no longer needed for current business, whichever is sooner, whether at team leader or analyst level.

## BRANCH OF CONSUMER PRICES

## IV. COMBINED FILES MAINTAINED AT THE TEAM LEADER LEVEL WITHIN THE THREE SECTIONS (OTHER THAN HOUSING)

### B. FILES WITHIN SECTIONS UNIQUE TO ONE TEAM LEADER

*70. Average Food Price Commodity Review Listings, CPI Food Team Leader. Monthly Commodity Review machine printouts are received by the CPI Food team leader covering average food price data reported by Regions and entered in the appropriate computer data base. Such files are received both in hard copy format and in microform. Earlier microform copies were on reels, but currently COM produced microfiche of the data are being received by the CPI Food Team Leader.

Retention Period.

a. Hard copy. Destroy when 4 months old, or when no longer needed for current business, whichever occurs sooner.

b. Microform copy. Destroy when all essential information has been analyzed, tabulated, or published.

*71. Statistical Reports Files on Food Prices made to U.S. Department of Agriculture, CPI Food Team Leader. Special reports on food price indexes are made by the Food Section (CPI), to the Food and Nutrition Service of the U.S. Department of Agriculture, for use in its various distribution programs. Theses files are maintained by the CPI Food Team Leader. These records involve various printouts reflecting Index Review Listings covering food prices (retail) for various cities of the U.S. which are being transmitted at the time of this writing, as well as records pertaining to special food price data furnished the Food and Nutrition Service covering special food price surveys made in Guam and the Virgin Islands 1983-1984.

The Guam-Virgin Island surveys involved such records as Procedural Manuals and instructions for the survey, machine printouts of retail outlets to be sampled, printout of source codes for the Food-Stamp program in the areas, 1984 Average Price Machine Printouts for the areas, SO 608 binders on this survey, and the like. This survey was discontinued in 1984.

Also involved are data sets used in producing the hard copy listings.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or issued, as appropriate.

*72. CPI Food Team Leader Nell Forms for Computer Revision Files. These transmittal forms of requests for statistical data changes or procedural changes are for inter-office communications between the Commodity Sections and the computer personnel in CPCS. These forms maintained typically in binders may be handwritten, and it is expected that they will be displaced in the near future by direct terminal keyboarding by Section personnel into computer data sets at the central computer facility.

These forms typically are maintained at the Analyst level, although the CPI Food Section Team Leader does maintain a set of them.

Retention Period. Destroy when discontinued by direct keyboarding, or when no longer needed for current business, whichever is sooner.

*73. SO 608 Problem - Revision Information Regional Forms, CPI Food Team Leader. Team Leaders of the Food Section may maintain copies of SO 608 Forms, involving requests from Regional offices concerning problems in collection methodology or requisition changes or revisions to reported data.

These field - headquarters transmittal forms may be maintained in chronological order or by PSU concerned. Typically, a log book covering SO 608 forms is maintained at the Section level, and the forms are usually maintained in binders by Team Leaders. SO 608 forms may also be maintained at the Section or Analyst levels.

Retention Period. Destroy when 5 years old or when no longer needed for current business as appropriate.

*74. Monthly Printout For BEA On New Car Average Prices, Non-Food Commodities, Durable Team Leader. Monthly, the Durables Team compiles average price statistics for new cars and transmits the printout to the Bureau of Economic Analysis of the Department of Commerce. The monthly printout releases are maintained by the team Leader (Durables) in binders, and the analyst for EC 45, New Cars, also maintains a set. No time series or annual summaries are prepared.

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

*75. Durable Team Inactive Price Notes Files. A collection of inactive price notes has been maintained by the Durable Team covering the period of about 1972-74. These notes cover ELI's for which the team was responsible.

Retention Period. Destroy upon approval of this Schedule.

## BRANCH OF CONSUMER PRICES

# V. COMBINED ANALYST LEVEL FILES WITHIN SECTIONS OTHER THAN HOUSING

## A. FILES AT THE ANALYST LEVEL WITHIN SECTIONS COMMON TO MOST ANALYSTS

*76. Economist - Analyst CPI Components Background Subject Files. Each Commodity or Services Analyst maintains in a locked drawer background subject files pertaining to the CPI components for which the analyst is responsible. These files serve as the nucleus to the records maintained by analysts. Newer analysts may maintain in them such records as price notes, Nell forms, SO 608 forms, public tables, seasonal adjustment listings, checklists, and the like. More experienced analysts who have more voluminous records may keep these types of records as separate items in binders or in other file housing.

Regardless as to whether these types of files are kept in the analyst background subject file or not, typically these files contain such records as: selected reference and background data on the particular commodities or services of interest to an analyst that are not too voluminous to maintain separately, extra copies of correspondence or other documents prepared by an analyst, copies of committee or task force records upon which an analyst may have served, extra copies of training materials which analysts may have accumulated, copies of market studies, copies of correspondence with the public, copies of memoranda addressed to higher level BLS officials regarding development or revision of price data or indexes, copies of instructional materials or procedural memoranda regarding the preparation of average prices or price indexes of interest to an analyst, materials pertaining to the decennial revision of the CPI, copies of various machine printouts concerning the revision or development of average prices or price indexes, copies of published or public tables of interest to an analyst, copies of checklists of interest to an analyst, materials pertaining to sampling of outlets, copies of market studies, and the like.

These files are the principal documentation used by analysts in validating and analyzing price data and explaining short term trends, and in providing the analysts with the expertise in their areas of interest to provide guidance to Regions in the form of checklists furnishing detailed specifications to data collectors in obtaining price quotes from outlets.

Older files of this type are maintained in cabinets outside of analyst offices for some of the commodities covered.

MM 6/19/89

Retention Period. Review files ~~at least~~ annually to dispose of obsolete materials. Destroy when 10 years old, or when superseded or no longer needed for current business, as appropriate.

*77. Analyst Data Revision - Communications (Nell - SO608) Files. Two types of communication forms are used by analysts in communicating with the Division of Consumer Prices and Consumption Studies (CPCS) and with Regional Offices. Many analysts maintain these documents as separate files in binders or other file housing. In communications for revising data between CPCS and the C and S Analysts, the Nell forms are used as well as daily change listings to show that proposed revisions have been made in the computer files. It is expected that within a year of the date of this writing, that Analysts will enter directly via terminals their proposed revisions to any data entered into computerized data sets or data bases rather than using these Nell forms for communications purposes.

In communications of any type between the analysts and the field representatives in the Regions, any type of question as to procedural change or data revision is recorded on SO 608 forms. In matters pertaining to methodological or procedural changes, analysts feel that the forms may have value for future similar questions.

In the Food and Non-Food Sections, centralized copies of the SO 608 forms are maintained, and in all Sections a Centralized log is maintained for SO 608 forms to insure prompt handling.

Retention Period.

a. Nell forms and related listings. - Destroy when 3 months old, or when no longer needed for current business, whichever is sooner.

b. SO 608 forms. - Destroy when 2 years old, or when no longer needed for current business, whichever is sooner.

*78. Analyst Checklist Data Set Files and Related Printouts. Checklists reflect the detailed specifications of the many Commodities and Services at the ELI Level covered by the CPI. They are used to guide the field representatives in uniformly throughout the country pricing items of a similar type and quality. They become part of the schedule sent to headquarters by field representatives to provide a detailed description of the exact specifications of the commodity or service being priced.

It is the responsibility of the commodity - service analysts to update checklists as required to reflect the latest changes to a particular commodity for which they have been made responsible, and to issue such revisions to Regional Offices.

Team Leaders in the Sections generally maintain centralized files of both current and noncurrent checklists to be able to have these records readily available.

Analysts also maintain checklists files covering the commodities for which each is responsible, some of which may be in separate files, while others may be included in the Analysts' component subject background files. Some Analysts also maintain data sets of their checklists to facilitate preparation of revisions as required.

Analysts also maintain a machine printout typically known as a checklist title file, which bi-monthly lists the detailed specifications of the current ELI checklists.

Retention-Period:

a. Checklist data files. Delete when no longer needed for current business.

8/14/89

b. Checklist title printouts. Destroy when superseded or no longer needed for current business.

*79. Analyst Price Notes Files. Price notes are prepared by the analysts to assist the Information and Analysis Branch personnel in preparing narrative statements for the News Releases and the Detailed Monthly Report on Consumer Prices, as well as to point out unusual circumstances. Some Analysts may maintain separate files for their copies of price notes and drafts, while others may maintain them in their Component Background Subject Files.

Typically Central Price Note Files are maintained at the Section Level.

Retention Period. Destroy when 2 years old, or when no longer needed for current business, whichever is sooner.

*80. Analyst Listing Sheet Monitoring Files, for Repricing or Index Estimation. On a periodic basis, usually monthly, commodity analysts receive various types of machine listings reflecting the status of commodity or services price and index data related to the CPI items for which the analysts are responsible. Such listing sheets are used in monitoring and analyzing the production of the CPI for their areas. They provide the analysts on-site access to the machine readable data maintained at the central BLS computer facility.

Analysts review the listings and, as required, make necessary revisions or updates by either remote terminal keyboard entry or by sending "Nell" revision-transmittal forms to the Division of Consumer Prices and Consumption Studies computer support-staff. Some listings may be received in both preliminary and final format. Some listings are considered confidential as their contents could lead to identification of data reporting sources.

The listings reflect computer data bases or data sets at the central BLS computer facility.

Such machine listings as the following are included, although other listings may be generated.

(1) Commodity Review Listings (CRL). A reproduction of the current and previous collection periods reporting outlets repricing schedules, containing data of price changes or other changes or problems. (Monthly)

(2) Commodities and Services Price Relative Computation Listings (CASPRC). Presents, by CPI item, previous collection period and current collection period, price data for individual quotes (and outlets), including price change data. (Monthly)

(3) Index Computation Listings (INXICO). Index and cost weight data and percent changes in cost weights by CPI item and area for the current

collection period and certain previous periods. Included are such listings as Review Listings by Item (RLI), or Area (RLA), and Index Screening Listings. (Monthly)

(4) Price Trend Listings (PTL). Provides 12 months (by month) of price data for every quote (and outlet) for specific CPI entry level items. (Bi-monthly)

Retention Period:

a. Listings containing analysis notes concerning the basis for revision. Screen annually and destroy materials no longer needed.
b. All other listings. Destroy when 6 months old or when no longer needed for current business, whichever is sooner.

81. Seasonal Adjustment Machine Listings. For CPI items subject to seasonal price fluctuation listings are received of data relating to monthly prices for such items over a period of several years. The listings are usually received once per year. The analysts review and analyze the data for purposes of identifying seasonal patterns and fluctuations to provide, as required, for new seasonally adjusted indexes.

Retention Period. Destroy previous year's listing after completion of current year's seasonal adjustment actions.

*82. Team Leader or Analyst Test - Improvement Project Files. Certain of the analysts or possibly team leaders may be concerned with projects aimed at improving methodological or procedural approaches in generating price data and price indexes involving their assigned areas of responsibility.

In carrying out such projects, analysts may develop computer programs maintained as computer printouts to manipulate the test or other data inputted into various computer data sets. They also may generate various analytical runs or machine listings in manipulating the inputted data as well as machine listings reflecting the contents of the data sets.

In most instances, machine processing is involved in developing end-product improvement or statistical methods derived from the projects, typically presented as internal memorandums or reports signed by higher authorities.

Background reference materials and working files may also be included in the file collections.

Retention Period.

a. Printouts and data sets reflecting preliminary runs. Destroy when superseded.

b. Background reference materials - working files. Destroy when obsoleted, or upon completion of the project.

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

## BRANCH OF CONSUMER PRICES

## V. COMBINED ANALYST LEVEL FILES WITHIN SECTIONS OTHER THAN HOUSING

### B. FILES AT THE ANALYST LEVEL UNIQUE TO THE NON-FOOD COMMODITIES SECTION

*83. Vehicle Quality Adjustment Reports From Manufacturers and Related Files on Vehicle Price Indexes. In order to maintain consistency in developing CPI Indexes for New Cars - Vehicles (EC45), BLS receives annually for new models or new types of cars, detailed data from car manufacturers descriptive of the various components of the particular cars in terms of changes or adjustments to the quality of the cars concerned. The files are arranged by year and by manufacturer, and consist of such records as: reports, correspondence, internal quality summaries or tabulations, clearances regarding quality adjustments, background data, and the like.

CPI analysts cooperate with PPI analysts in issuing the annual news release on quality adjustments involving new car price indexes, using data from these files.

The file is considered to be confidential as it involves business practices of individual companies.

Also included are the current subject files of the present commodity analyst responsible for new vehicles covering present procedures and methods of developing pricing data.

Retention Period.

a. Records Dated Prior to 1978. Transfer to WNRC. Destroy when latest dated record is 20 years old.

b. 1978 to Date Records. Break files after completion of a decennial revision. Offer for transfer to WNRC when the latest dated files in a collection are 10 years old. Destroy when latest dated records are 20 years old.

*84. Inactive Background Subject Files on New Car Prices. Because of the relative importance of new car prices in the CPI, and the complexities encountered in determining quality adjustments involved in annual model changes, and other pricing factors, commodity analysts concerned with new vehicle pricing over the years have maintained their handwritten notes, drafts, extra copies or procedural memoranda, extra copies of correspondence, various manual tabular data in handwritten format, and the like comprising the background subject files for new car pricing covering the period 1946-1977.

These analyst background files reflect the work of such Analysts as Elizabeth Minson, Olga Lagrsgard, Louise Mack, and Larry Blincoe. Until the early 1970's both the wholesale price data and the consumer price data for new cars were developed by these analysts.

These files reflect special areas of new car pricing such as manufacturers rebates, quality adjustments, higher level of authority clearances, special procedures and methods adopted, and the like.

Retention Period. Transfer to WNRC together with quality adjustment records. (See Item 83). Destroy when the latest record is 20 years old.

85. Source - Background Files on Vehicles - Cars - Trucks. Because of the complexity of the product, (new cars - vehicles) special background - source data published files are maintained to assist in developing best possible price index number and average price data reports for the Bureau of Economic Analysis.

These new car - vehicle files consist of such documents as the weekly and annual summary issues of Automotive News and copies of printed descriptive brochures of various car models obtained from car manufacturers, and the like. Some brochures go back as far as 1939 and were used to determine quality comparability of features of one year's model or new models as compared to another year's models.

Retention Period.

a. Weekly Automotive News. Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

b. Annual Summaries Automotive News. Review annually. Destroy when no longer needed for current business.

c. Car Manufacturer Brochures. Destroy 18 months after replacement by new model brochure.

*86. New Vehicle Average Price Calculations Listings - Data Sets. Average Price Data on new cars are furnished monthly to the Bureau of Economic Analysis, Department of Commerce, based on runs using the special vehicle price (CASCAR) programs. Copies of machine printouts developing the data, and the monthly printouts reflecting the average price data furnished to the BEA are maintained by the analyst responsible for the new vehicle price data and indexes.

This is unpublished data for Commerce Department only.

Retention Period:

a. Machine Printouts - Reflecting Development of Monthly Data and Related Data Sets. Destroy when all essential information has been analyzed and tabulated.

b. Copies of Monthly Data Furnished to BEA. Destroy when no longer needed for current business.

*87. Gasoline Average Price Calculations Listings, Data Sets, Tables. Average prices for gasoline are calculated monthly using a program (CASGAS), and monthly listing sheets are obtained by the Analyst responsible from data sets at the computer center. The final tables covering the average monthly prices for gasoline are developed in the Services Section by the Analyst responsible for fuel and energy average prices.

While no special publication for average prices of gasoline has been produced since January 1986, the Analyst responsible for gasoline prices maintains historical sets of average price tables for gasoline prices from 1973 to date.

Retention Period.

a. CASGAS Program Calculation Tables Data Sets. Destroy when 6 months old or when no longer needed for current business, whichever is sooner.

b. Historical Gasoline Price Tables. Destroy when no longer needed for current business.

88. NADA Source Document - Books for Used Car Prices. The National Association of Automobile Dealers bimonthly Blue Book, (NADA) "Used Car Trade-In Guide" serves as the source for establishing used car price CPI Indexes. In addition, the NADA monthly orange book, "Official Used Car Guide" is used as background check-data for the used car CPI indexes.

These small books are maintained chronologically.

TRANSFER TO THE WNRC WHEN 7 YEARS OLD.

MM 8/14/89 Retention Period. Destroy when 10 years old.

89. Manual Used Car Work Sheet Files. In CPCS, clerks enter manually, some 120 or so quotes on used cars prices from the NADA blue book onto a Used Car Work Sheet for each months pricing. This sheet, for each specific type of car entered, provides data for pricing a one-through-6-year old car.

This sheet serves as an input document for entering quotes into the Used Cars Prices Data Base at the Central Bureau Computer/Faciliity used for producing used car price index numbers.

These work sheets may be filed together with Monthly Used Car Program Listing Sheets.

TRANSFER TO THE WNRC WHEN 7 YEARS OLD

MM 8/14/89 Retention Period. Destroy when 10 years old.

90. Monthly Used Car Depreciated Machine Printout and Manual Relative Depreciation Override Listings Files. The used car production data base, after inputting of price data, automatically produces printouts for used car price quotes which include an adjustment for depreciation.

In developing these monthly machine used car price quotes, manual relative depreciation listing sheets are used to override the automatic depreciated prices that would have been created to adjust for the noncomparability of certain used cars.

Two types of manual depreciation override listing sheets are used in this monthly process. (1) A depreciation formula listing sheet describing the depreciation factors, which is created annually; and (2) a monthly override depreciation input sheet which is inputted monthly in creating the monthly used car depreciated price machine printout as revised by the overrides.

Retention Period.

a. Machine Depreciated Price Printouts and Monthly Manual Override Depreciation Input Listings. Destroy when 6 months old or when no longer needed for current business, whichever is sooner.

b. Annual Manual Depreciation Override Formula Listings. Destroy when 10 years old. TRANSFER TO WNRC WHEN 7 YEARS OLD.

8/16/89

91. Used Car CASPRC - INXICO Machine Listings. The Analyst responsible for used car price indexes receives a very large CASPRC listing of some 400 pages with certain Regional subdivisions, and also receives standard INXICO machine printouts. These are reviewed, and edits and revisions are made as required in the standard manner to permit the monthly entry of data into used car price indexes.

Retention Period. Destroy when 6 months old or when no longer needed for current business, whichever is sooner.

92. Experimental Data Set for Estimating Used Car Depreciation. To provide improved methodology in estimating depreciation and generating usable data for used car price indexes, an experimental data set has been developed providing additional raw data on selected used cars models, providing for each model for a collection period a quote code, outlet code, version code, age, and price. This data set integrates data from the monthly used car worksheets into the information included in the Used Car Prices Production Data Base and formats it in a way that facilitates data manipulation and analysis.

The file is maintained on a tape. A listing containing the program for this file is also maintained, as well as a tape data set containing the program.

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

93. Used Car Inactive Analyst Subject Background Files. As was the case with new vehicle pricing, used car pricing poses special problems and involves special procedures. The Analysts who have been responsible for developing used car price data have maintained their Component Background Subject files over the years from 1950-1978 to provide a record of the methodology adopted to estimate price indexes.

The file consists of analyst copies of internal procedural explanatory memorandum, copies of analyst handwritten tabulations, as well as machine printouts, records of various test or pilot projects involving used car pricing methodology, some background materials and materials on major revisions of the CPI and used car pricing.

Such folder headings as the following are included: Used Cars-General (by date) Test Pricing, Alaska Used Car Prices, CPI Revision-Used Car Prices, Hawaii, Used Car Methodology Revision, and the like.

Retention Period.

a. Inactive Analyst Subject Files. Upon approval of this Schedule, transfer to WNRC along with New Car subject background procedure files (Item No. 84). Destroy when the latest record is 20 years old.

b. Current Used Car Analyst Subject Files. Break file after Decennial Revision. Transfer to WNRC when the latest dated record is 10 years old. Destroy when the latest dated record is 20 years old.

## BRANCH OF CONSUMER PRICES

## V. COMBINED ANALYST LEVEL FILES WITHIN SECTIONS OTHER THAN HOUSING

### C. FILES AT THE ANALYST LEVEL UNIQUE TO THE SERVICES SECTION

*94. Fuel and Energy Average Price Listings. Captioned as "C and S Fuel Retail Price Program for Collection Period (applicable period)," this monthly machine listing is utilized and copies maintained by the commodity analyst responsible for CPI fuel and energy components. It contains such data as problems with monthly collection data (e.g., missing prices), average price calculations, preliminary computed data that will be used in preparing the publication tables, and item percentages. The listing is used for correcting and adjusting reported data and analyzing price changes.

The listings are received in both hard copy and microfilm format.

Retention Period.

a. Hard Copy. Destroy when 4 months old.

b. Microfilm Records. Destroy when all essential information has been tabulated, analyzed, or issued or when obsolete, as appropriate.

## BRANCH OF CONSUMER PRICES

## VI. FILES OF THE HOUSING SECTION

95. Housing Section Chief Program and Administrative Subject-Listings Files. This file, maintained personally by the Section Chief, reflects his personal interest in the various program functions of the Section as well as in inter-office task forces and other CPI related activities. The files pertain to such topics as justification to OMB of public use reports surveys (CPI housing data), Federal Home Loan Bank Board data, 1986 CPI Revision, developments in the housing market, rental equivalency (REQ), REQ weights, REQ augmentation, training conferences, Proposition 13, GAO Report on Home Ownership, House budget hearings, housing sample, progress reports, speaking engagements, personnel matters, new working plans, and the like. Included in the files are such materials as convenience copies of correspondence, machine listings, analytical papers prepared by members of the Division of CPPI and other BLS personnel, drafts of proposed procedures, reference copies of procedural instructions, publications from BLS and other Governmental and private sources, clippings, longhand notes, manual tabulations and the like.

Retention Period.

a. Administrative Records. Destroy when 5 years old, or no longer required for current business, whichever occurs sooner.

b. Program Records. Break files every 5 years and bring active materials forward from inactive files, as required. ~~Destroy residual inactive files 5 years after breaking.~~ TRANSFER INACTIVE FILES TO WNRC AND DESTROY WHEN MOST RECENT RECORD ~~WITH~~ IS 10 YEARS OLD

96. Section Chronological File. Copies of extra copies of communications, prepared in the Section for the signature or approval of Section personnel or BLS officials at higher levels as well as other documents such as price notes, arranged by date.

Retention Period. Destroy when 5 years old.

*97. Housing Section Time and Attendance Files. Consists of Section copies of time and attendance, leave and earnings, and related flexitime records pertaining to employees of the Section. Official records are maintained in the central BLS Office of Administration. Such records appear to be covered by the Privacy Act.

Retention Period. Destroy when 3 years old.

*98. Section Word Processing Media Files. Consist of word processing disks used in preparing correspondence, memoranda, SO 608 forms, draft procedures, draft articles for publications, price notes, or other textual or hard copy materials.

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

99. Log of Field Originated Forms SO 608, Information/Clarification Requests. Consists of a document control record, maintained in 3-ring binders, of SO 608 Forms received from BLS field offices. See Item 100 regarding files of Forms 608.

Retention Period. Destroy when 5 years old, or when no longer needed for current business, whichever occurs sooner.

100. Manual and Machine SO 608 Problem - Revision - Information Forms Files. The SO 608 Forms, Information/Clarification Request, are communications to and from Regional Offices concerning problems in collection methodology or changes or revisions to reported data. Recently installed computer files for these field-headquarters communications are maintained by a designated Section Analyst on disk at the central BLS computer facility.

Hard copy forms are being maintained, as of this writing, for rental, homeowners, and rental equivalence (REQ) housing indexes related data. After the full conversion to the rental-REQ indexes, planned for completion by January 1987, the retention period for hard copy can be reduced.

Retention Period.

a. Machine Readable Data Records. Destroy after next major revisions of CPI Housing Index Survey Program is completed, or whenever no longer needed for current business, as appropriate.

b. Machine Readable System Documentation. Destroy when obsoleted or when system is discontinued, whichever occurs sooner.

c. Hard Copy Records.

(1) Current Housing Program Forms. Destroy after completion of the program revision, scheduled for January 1987.

(2) Forms Generated After Completion of the 1987 Revision. Destroy 3 months after entry of data to computer files.

101. Housing Section Program Subject Reference Files. Consist of background reference material relating to the Housing Indexes Program on such topics as housing indexes revision, revised rent sample design, guide for renters, cost weight calculations, rent control, manual tabulations-rent, Hansen rent variance analysis, family adjustments screening-interim rent, renters tax, 1970 Census number and percent by PSU owner-occupant and renter-occupant, HUD and regional indexes, clerical processing manual-rent, 1943-46 period procedures, 1974 Housing survey, and the like. Includes such materials as: correspondence; manual tabulations; machine listings; printed materials; old procedures; analytical papers; drafts of articles for publication; 608 forms; new clippings; reports prepared by private sources and such Government Agencies as BLS, Census, and HUD; and the like.

The files appear to consist of residual files from former Housing Index employees over a number of years. These records are not used for current monthly Housing price and index production activities. They are a potential research resource for review of previous Housing Index Program activities.

Retention Period. Break file every 10 years and bring active materials forward. Retire inactive files to the WNRC and destroy when most recent record is 20 years old.

102. Housing Section System Design Files. Maintained by a senior economist, these files include copies of documents pertaining to the Section's involvement in design of the Housing Price and Index segment of the CPI Program, such as functional specifications, drafts of procedural instructions (including housing manuals), copies of data dictionaries, copies of machine listings reflecting results of test runs, inter-office correspondence, longhand notes, copies of news releases, and the like. Policy and procedural recommendations proposed by the Section and adopted by higher authority will be reflected in the files of such higher level officials or in BLS manuals or other issuances.

Retention Period. Destroy when no longer needed for current business. Review files at least annually and destroy disposable materials.

103. Housing Analyst Background Files. Maintained by individual commodity analysts of the CPPI Housing Section, the files consist of a variety of materials relating to the participation of the employee in the monthly housing prices and index production and estimation work and in systems design and system improvement activities. Included may be such materials as convenience copies of correspondence; SO 608 forms (see Item 100); Nell forms (primarily used for data revision communications to the Division of CPCS computer support staff that are not suitable for data entry via terminal); price notes; system methodology specifications or recommendations prepared by the analyst; other analytical papers, memoranda, and reports by the analyst or other persons; manual tabulations; cost weight machine listings; extra copies of other machine listings; and the like.

Retention Period. Destroy when all essential information has been tabulated, analyzed or issued, or when obsolete or no longer needed for current business, as appropriate. Files should be reviewed at least once a year and disposable material destroyed.

*104. Listing Sheet Monitoring Files for Pricing and Index Calculations. Various machine listings are received, periodically, which are used by the Housing analysts to analyze data and monitor the production of CPI housing survey data. These listings reflect the status of housing data and provide the analysts on-site access to the machine readable data maintained at the central BLS computer facility.

Analysts review the listings and, as needed, enter corrections, adjustments, or other changes to the data base using remote terminals. In a few instances, an analyst may send a Nell form to the computer support staff in the Division of CPCS instead of using the terminal.

Some listings may be received in both preliminary and final format, and final versions may be received on COM microfilm as well as hard copy.

The hard copy and microfilm listings are backed up by data sets in the CPI Housing Data Base at the central BLS computer facility.

Some listings are considered to be confidential as their contents could lead to identification of data reporting sources.

Such machine listings as the following are included, although others may be generated:

(1) Commodity Review Listings (CRL). A printout of current and back periods data for housing units which have data changes, inconsistencies, or other problems requiring an analyst's review. (Monthly) Preliminary and final CRL's are received in hard copy. Final CRL's are also on COM microfilm. For maintenance and repair items for which the Section is responsible, only one hard copy version of the CRL is received monthly.

(2) Price Relative Computation Listings (PRC). Provide current period reported shelter costs and previous data for each housing unit in the sample and reflects the results of complex calculations in adjusting, comparing, and aggregating data for selected geographic areas. (Monthly) Copies of the final PRC's are received in both hard copy and COM microfiche.

(3) Index Computation Listings (INXICO). The Housing INXICO listings provide data reflecting the results of calculations of new CPI housing indexes for selected geographic areas and the country as a whole. (Monthly). Listings are also received monthly pertaining to other CPI indexes for maintenance and repair services for which the Section is responsible.

(4) CPI Price Trend Listings (PTL). Provide 12 months (by month) of price data for every quote for specific CPI items. Housing Section receives only those portions pertaining to Housing Maintenance and Repair items. (Bi-Monthly)

Retention Period.

a. INXICO Summary Sheets PRC Composite Estimation Listings, and PTL Listings. Destroy when one year old or when no longer needed for current business, as appropriate.

b. Other Hard Copy Listings. Destroy when 7 months old or when no longer needed for current business, whichever is sooner.

c. Microfilm Files. Destroy after completion of next major CPI Program revision or when no longer needed for current business, whichever occurs sooner.

*105. Reference and Research Machine Listings. Housing Section receives various machine listings which the analysts use as reference and research sources in carrying out their responsibilities. Such machine listings as the following are included but other may be generated:

(1) Housing Cross Reference Directory. A register of all housing units in the housing repricing sample. (Produced as required)

(2) Housing Initiation Review Listings. List of housing units newly initiated into the repricing sample. (Monthly)

(3) Housing Index Time Series, Tables. Listings of the cumulative monthly and annual housing price indexes. (Updated monthly)

(4) Annual Plan Review Listing. Comprises basically, a work plan of CPI program tasks with target dates. (Annually)

Retention Plan.

a. Listings Updated by Next Issue. Destroy when replacement listing is received.

b. Other Listings. Destroy when no longer needed for current business.

*106. Housing Maintenance and Repair Components Program Maintenance Listings. The Housing Section receives copies of selected machine listings that also pertain to CPI Commodities and Services items and concern maintenance of the sample of data sources and instructions to field representatives. Normally, the Housing Section analysts are concerned primarily with and receive portions of those listings that pertain only to Housing Maintenance and Repair items of the CPI.

These small files may include the following listings although others may be received:

(1) Sample Revision - Rotation Listings. Pertains to changes of price data sources for CPI Commodities and Services items. Listings are produced monthly.

(2) Seasonal Adjustment Listings. An analysis tool for identifying seasonal patterns and fluctuations to provide, as required, for new seasonally adjusted indexes. (Annually)

(3) Entry Level Items (ELI) Specifications Title File Directory. Contains information regarding unique characteristics for each quote for CPI items. Reviewed to determine status of CPI checklists and to make connections or revisions as appropriate.

Retention Period.

a. Sample Revision - Rotation Listings. Destroy when one year old or when no longer needed for current business, as appropriate.

b. Seasonal Adjustment Listings. Destroy after completion of next seasonal adjustment actions.

c. ELI Specifications Title File Directory. Destroy when replaced by next listing.

107. Housing Technical Reference - Working Files. In carrying on their duties, such as validating and analyzing price data, preparing price notes, performing research, proposing statistical or system design improvements,

reviewing changes in the sample of housing units (data sources), or in other housing price index activities, housing analysts or other Section personnel accumulate extra copies, drafts, published materials, periodicals, industry literature and catalogs, copies of instructional manuals and memoranda, working papers, clippings, Government reports, and the like pertaining to their assigned areas of work. In addition, such materials may concern computerized operations and systems, and statistical procedures and methodology.

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

108. Housing Price Index Intermediate Printouts, Job Runs, Worksheets. In producing housing price indexes, analysts and other program personnel obtain various intermediate printouts, job runs, or worksheets as part of the computer processing for the indexes and price data issued by the Division. Preliminary listings or worksheets, representing earlier phases of the index production cycle, may be replaced by later printouts. In some instances, manual tabulations or worksheets may be involved.

Included may be listings for: progress evaluation and other management purposes; answering requests for information; developing/revising CPI item checklists; analyzing quality adjustments and seasonal factors; runs pertaining housing program system specifications and design (including computer processing); other research; and the like. Frequency may be daily to annually or as needed.

Such listings as covered in this item are not covered by any other CPI items of the Schedule listed above.

Retention Period. Destroy when all essential information has been analyzed, tabulated or published, or when superseded, or made obsolete, as appropriate.

109. Housing Price Index Intermediate Machine Processing Files. Consist of processing tape or disk files of the CPI Housing Program as defined by General Records Schedule (GRS) 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering machine-readable records not specifically under the Schedule items above for this Section.

**Retention Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.**

MMM 8/14/89

## BRANCH OF INDEX PRODUCTION AND CONTROL
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

Functions

(1) Develops, manages and coordinates all CPI production activities.

(2) Certifies to the Assistant Commissioner that the monthly CPI has been compiled in accordance with established procedures. Develops and monitors procedures to insure the prescribed procedures are followed by analysis and support offices.

(3) Directs technical development and implementation of all special program applications including average prices of food, fuels and utilities, and detailed item indexes.

(4) Directs a research program for developing, testing and evaluating statistical index estimation procedures and other methodological approaches used internally in the CPI Program.

(5) Provides materials required for preparation of monthly CPI press release to the Branch of Index Information and Current Analysis.

(6) Provides technical specification and estimation services to the Branch of Index Information and Current Analysis for the many special indexes requested by users both inside and outside the Bureau.

(7) Directs the program of annual updating of seasonal factors used to adjust the CPI.

(8) Establishes, monitors and modifies as required, the schedule for outlet sample replenishment based on the Continuing Point of Purchase Survey.

(9) Develops and maintains a program for the identification, correction and evaluation of errors in published CPI data.

## BRANCH OF INDEX PRODUCTION AND CONTROL (P AND C)
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

The Branch of Index Production and Control (P and C) has various responsibilities for coordination of CPI production activities and certain developmental activities as outlined in its preceding statement of functions.

It monitors and coordinates the Division activities involved in generating the Consumer Price Indexes, assuring that monthly production schedules are met. The P and C Branch serves in a liaison capacity for the Division of CPPI with the supporting offices of the Division of Price Statistical Methods (SMD), the Division of Consumer Prices and Consumption Studies (CPCS), and the Office of Field Operations (OFO-N). The Branch distributes to appropriate personnel of the Division numerous machine listings used in CPI production, and monitors, reviews, and participates in the Division's activities in analyzing and adjusting CPI data in the computer data bases. The P and C Branch may perform calculations and test runs, and enter adjustment or update data into the data bases via remote terminal or transmittal of written instructions to CPCS.

The P and C Branch is responsible for production of final CPI publication tables and other "PUBLIC" tables. The hard copy publication tables are transferred to the Information and Current Analysis Branch for inclusion in BLS news releases and publications.

End-of-year processing is another important area of activity for the Branch. Involved are such activities as updating seasonal adjustment factors and, as a result, revising time series indexes, and reviewing updated relative importance data for CPI components produced by CPCS. Review of annual and semiannual average indexes produced by CPCS is also performed, the results being published as supplementary tables in the January "CPI Detailed Report."

In addition, Branch personnel participate in developmental activities relating to both on-going CPI operations and CPI major (decennial) revision work. Such developmental work may involve data collection and processing procedures, computer system support, and statistical methodology. Record materials resulting from the development work are usually reflected in files at higher levels, or in procedural manuals and memoranda files and computer systems documentation maintained by the Division of CPCS.

Included in the records maintained by the P and C Branch are hard copy files (largely machine listings), computer output microfilm (COM) files of selected machine listings, some CPI data base parameter files (e.g., the State Tax data sets and Seasonal Adjustment disk and tape files), and some work/test machine readable records such as price relative overlay files.

## RECORDS OF THE BRANCH OF INDEX PRODUCTION AND CONTROL

110. Branch Chief Program - Administrative Subject Listing Files. The subject files of the Chief of the Branch of Production and Control cover both program and administrative matters. They concern the on-going Branch operations in connection with the monthly and annual production of Consumer Price Index data. Also, they pertain to the Chief's (and Branch staff) involvement in varied inter-office computer operations and statistical methodology and procedures development activities for maintaining on-going CPI production operations as well as the major (decennial) CPI program revisions.

Included in the files are such materials as copies of correspondence, copies of instructions sent to the computer systems support staff for changes in the on-going CPI systems, functional requirements statements, proposals for procedures, status reports of revision activities, drafts of procedures, articles for publication, copies of published articles, data dictionaries, flow diagrams, machine listings, longhand notes, reports of computer usage, and the like. These files concern such topics as System Change Control, Commodities and Services Price Relative Computation (CASPRC), STAX (State Taxes), System Replacement, Security, Average Prices, Publications, Personnel, Acceptance Testing, LIFO Revision Estimation Meeting, TPL Codebook, Migrate and Tape Reports, CPOPS Rotation Dates, Collection Meeting, Index Meeting, Variance, Quality Cost, Seasonal Adjustment, etc.

These files are used in the direction of the Branch and for background reference for development matters. Results of the CPI developmental activities will be, generally, reflected in CPI user manuals, operations memoranda and other issuances as well as in computer system documentation files of the Assistant Commissioner's (DCPPI) Office, or other record series of this Schedule.

Retention Period.

a. Administrative Records. Destroy when 5 years old or when no longer needed for current business, whichever occurs first.

6/14/89

b. Program Files and Listings. Break file every 5 years and bring active materials forward. Retire inactive files to the WNRC and destroy when most recent record is 10 years old.

111. Branch Chronological Files. Copies of communications, prepared in the Branch for the signature or approval of Branch personnel, or BLS officials at higher levels as well as other documents such as analytical papers and proposed procedures.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever occurs later.

*112. Branch Word Processing Media Files. Consist of word processing disks used in preparing correspondence, memoranda, draft procedures, or other textual or tabular hard copy materials.

Retention Period Destroy or scratch when all essential information has been analyzed, tabulated, or presented in hard copy.

*113. Branch Time and Attendance Files. Consists of Branch copies of time and attendance, leave and earnings and flexitime records, and leave related correspondence pertaining to employees of the Branch. Official records are maintained in the central BLS Office of Administration. Such records appear to be covered by the Privacy Act.

Retention Period. Destroy when 3 years old.

*114. CPI Data Revision Forms Files. One of the techniques employed by the analysts of the Division of CPPI to revise (correct, adjust, substitute, add, etc.) data in the CPI data bases involves sending instructional forms to the Division of Consumer Prices and Consumption Studies, OSP (CPCS). CPCS uses the forms as source documents for data entry.

Production and Control Branch may retain copies of these forms for selected categories of action such as those resulting from reviews of the monthly second CASPRC listings and pertaining to the sample rotation status listings. (See Item 118 of this Records Schedule). Typically such data revision documents are called "Nell forms" although others serving a similar purpose may be used. Ordinarily, error edit listings are received from CPCS for verification of correctness of data entry.

Retention Period. Destroy when 2 month old or after verification of data entry, whichever is later.

115. File of Receipts of Delivery of Machine Printouts. Copies of documents used as receipts acknowledging delivery of computer printouts, one copy retained in this file and one copy to computer support staff.

Retention Period. Destroy when 6 months old or when no longer needed for current business, whichever occurs sooner.

*116. Files for CPPI Division Control of Access to Computer Data. Copies of documents pertaining to authorizations, for Division of CPPI personnel, of access to CPI machine readable files and to CPI computer support facilities.

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

*117. COM Microfilm Files of CPI Machine Listings. The Production and Control Branch maintains files of Computer Output Microfilm (COM) 16 mm rolls containing copies of various CPI machine listings some of which are also received in paper medium. These machine listings are those used, primarily, for monitoring the CPI production and estimation activities. The paper copies are covered in other items in this Record Schedule.

The COM files include such listings as the following, although other listings may be received:

(1) Commodities and Services Price Relative Listings (CASPRC). Provides data pertaining to CPI items, for the previous and current collection periods, such as price data for individual quotes (and outlets) including price change data. The listings include data such as imputed prices, base prices, effective price detail, quote weight data, and the like. (Monthly)

(2) Price Relative Listings (PRC). Price relatives for CPI components. (Monthly). See Item 119 of this Record Schedule.

(3) Commodity and Services Special Relative Listings. Provide data pertaining to selected CPI items such as gasoline.

(4) Price Trend Listings. Provides 12 months (by month) of price data for every quote for specific CPI entry level items. (Bi-monthly)

(5) Index Computation Listings (INXICO). Contains calculation data such as index and weight data and percent changes by CPI item and area for the current collection period and certain previous collection periods. Included are such listings as Review Listing by Item (RLI), Review Listing by Area (RLA), Seasonal Analysis Listing (SAL), and Area Analysis Computations (AAC). (Monthly)

(6) Commodities and Services Outlet Directory. Listing the outlet (Commodities and Services data source units) from which pricing data are collected. The microfilm version lists outlets sequenced by outlet code while the hard copy version sequences them by CPI entry level item.

The COM medium listings are received, usually, about one month following the completion of the monthly CPI production cycle. They are used by the personnel of all Offices of the Division of CPPI for reference and research in carrying out their assigned responsibilities. The contents of the microfilm files are also stored in machine readable format at the central BLS computer facility.

Various listing are considered confidential as their contents could lead to identification of data sources.

Retention Period.

a. ~~Commodities and Services Outlet Directory~~. Destroy as updated versions are available.

b. ~~All other records~~. Destroy after compeltion of next major (decennial) CPI program revision or when no longer needed for current business, whichever is later.

*118. Machine Listing Files for Monitoring Pricing and Index Estimation. Typically on a monthly basis, the Index Production and Control staff receive various machine listing sheets reflecting the status of consumer price and index data. Such sheets are used in monitoring the production of the consumer price indexes. They provide on-site access to the staff of the machine readable data maintained at the central BLS computer facility.

Production and Control personnel review the listings and, as required, contact other CPI personnel such as commodity analysts and make or obtain appropriate data revisions. The listings may be received in preliminary and final format. Usually, only final listings are retained as preliminary listings are replaced and destroyed.

The following are examples of such listings although others may be generated. Unless otherwise indicated, these hard copy printouts are received monthly.

(1) Commodities and Services Price Relative Computation (CASPRC) Listings. Present price data for individual quotes (and outlets) including prices change data by CPI item, for the previous collection period and the current collection period.

(2) Sample Rotation Listings. Show selected CPI stratum (4-digit classification level) items with data as to the number of price quotes, that are being used to monitor the initiation (rotation) of new items (per outlets) into the C and S Data Base.

(3) Index Computation Listings (INXICO). Index and cost weight data and percent changes in cost weights by area and by CPI item for the current and certain previous collection periods. Included are such listings as Review Listing by Area (RLA), and Index Screening Lists.

(4) Price Trend Listings (PTL). Provides 12 months (by month) of price data for every quote (and outlet) for specific CPI entry level items. (Bi-monthly).

(5) Tax Jurisdiction Edit (AJ) Listings. Listings of CPI pricing data outlets by index areas, used as a review and analysis tool for updating the State Tax (STAX) parameter files of the Commodities and Services Data Base including linking in new outlets.

(6) LIFO Listings. Listings of data pertaining to price indexes related to adjusting the valuations of department store inventories under the LIFO (last in, first out) method of accounting. Copies are referred to the Information and Analysis Branch.

Other listings are received and distributed to other organizations of the Division of CPPI but no copies are retained in the Branch of Production and Control; e.g., the monthly Collection Review Listings.

Retention Period. Destroy when 6 months old, or when superseded, or when no longer needed for current business, whichever occurs sooner.

119. Price Relative Computation (PRC) Listings. Using data from the CPI Commodities and Services Data Base, the Commodities and Services Price Relative Computation Program produces listings of price relatives. A price relative is the ratio of the weighted sum of prices in one period to the weighted sum of prices in a previous period for a specific CPI 4-digit (stratum) item within an index area.

The Production and Control Branch receives these listings monthly and uses them in evaluating the results of CPI data processing and calculations. As required, data adjustments will be entered to the data base, usually, by remote terminal. Documentation of these adjustments/corrections is recorded by manual annotations on the retained hard copy listings. The retained listings also serve as research sources for such purposes as review of previously computed indexes for possible correction, and for CPI program/system development and revision work.

Retention Period. Destroy upon notification from Price Statistical Methods Division that related on-going CPI variance studies, for which the documents are used, have been completed.

120. PUBLIC Tables Machine Listings. Consist of files of hard copy machine listing sheets produced under a "PUBLIC" computer program. These tables contain CPI index data that are available in BLS issuances or in LABSTAT machine readable files available to the public. Included are the following listings, although others may be generated:

(1) Basic PUBLIC Listings. Contain indexes for the CPI-U and the CPI-W (composite indexes - all items; and for various CPI components). Monthly listings are produced which contain updated data by month, for the preceding 3 years. Annual runs provide updated listings with index data dating from the beginning of the respective components in the CPI.

(2) Federal Reserve Bank Listing. Contains selected CPI indexes, by month, that are not available in other CPI tables and issuances, (Monthly)

(3) New York City Area Selected CPI Items Data Listing. A copy of a listing of index data pertaining to the New York City area that is transmitted to the New York Regional Office for use in preparing news releases and answering public requests for information. (Monthly)

Retention Period. Destroy when updated listings are received.

121. CPI PUBLIC Tables Disk and Tape Files. The Production and Control Branch maintains disk and tape data files, at the central BLS computer facility, for producing the PUBLIC Table Machine Listings covered in Item 120. These machine readable files include PUBLIC Tables data sets for the composite CPI-U and CPI-W (for all items, nation-wide) and for various CPI Components. Monthly and annual runs are performed, using the PUBLIC Program to do calculations and to produce updated listings. The PUBLIC Program (system) documentation is also maintained on disk at the central BLS computer facility.

Retention Period.

a. Data Files. Scratch when all essential information has been analyzed, tabulated, or issued as appropriate.

b. Program Documentation. Destroy or scratch when superseded or one year after the data files have been discontinued.

122. Copies of CPI Tables Issued in BLS Publications. Because of time factors in printing and mailing machine listings, copies of CPI index tables contained in the monthly "Detailed Report" are made available to the Production and Control Branch staff for reference and research. Included may be copies of CPI tables contained in other BLS issuances such as the annual BLS Bulletin, "Relative Importance of Components in the Consumer Price Index."

Retention Period. Destroy when the next periodic tables are received.

123. Historical CPI Time Series Listings. Consist of reference copies of machine listings of Time Series Tables, containing CPI indexes dating from

1913 to date. Many indexes have later beginning dates. The listings contain consumer price indexes for various CPI components, both nation-wide and by areas and selected major cities. Updated listings are received monthly and the replaced copies are destroyed. Time series index data are also maintained in LABSTAT machine readable files, and are available to the public from that source.

Retention Period. Destroy when updated replacement listing is received.

124. Annual Seasonal Adjustment Machine Listings. As the result of the actions taken annually to review and adjust seasonal factors as applicable to CPI components (see Item 125), preliminary and work calculation listings as well as final listings are produces. Preliminary listings are used for analysis and adjustment purposes and final listings include the resulting seasonal adjustment factors and seasonally adjusted CPI indexes which are used by the CPI staff.

Selected listings are retained for reference and research purposes in the next set of seasonal adjustment activities and in CPI systems and statistical methodology revision work.

Retention Period.

a. Final Listings. Destroy when 5 years old, or completion of next decennial CPI Program revision, whichever occurs sooner.

b. Other Listings. Destroy when 2 years old or when no longer needed for current business, whichever occurs sooner.

125. CPI Seasonal Adjustment X-11 ARIMA Program Tapes and Related Disk Files. Annual runs of the Seasonal Adjustment X-11 ARIMA Program are made to calculate new seasonally adjusted time series indexes and factors for selected CPI components.

The X-11 Program produces machine readable data which are initially stored on disk and later transferred to tape storage. The data are used to update the CPI Index Data Base and produce hard copy listings of the results of the machine processing calculations.

Retention Period.

a. Data Files. Destroy when essential information has been analyzed, tabulated, or issued, as appropriate.

b. System Documentation. Destroy when superseded or one year after the data files are destroyed.

126. Production and Control Reference and Research Listings. Various hard copy machine listings, not covered elsewhere, are received and used for reference and research purposes in connection with CPI production, CPI system maintenance, CPI Program revision, and internal management of the Branch. These listings may be received at recurring frequencies, or may be one-time, or as required. Included are such listings as the following, although others may be received: Periodic CPI Production Plan Review Listings, Monthly

Computer Services Budget and Cost Listings, final CPI Revision Listings of detailed relative importance data (more detailed than the publication tables listed in Item 122), old listings from discontinued runs for indexes involving housing prices and other pre-major CPI revision indexes, and the like.

Retention Period.

a. Annual Computer Budget and costs Listings. Destroy the monthly (usually September) containing annual data when 3 years old.

b. Other Monthly Computer Budget and Costs Listing. Destroy when one year old or when no longer needed for current business, whichever occurs sooner.

c. Final CPI Revision Listings of Relative Importance Detailed Data. Destroy after completion of next major CPI Program revision or when no longer needed for current business, whichever occurs sooner.

d. Other Reference and Research Listings. Destroy when obsolete, or superseded, or no longer needed for current business, as appropriate. Review at least annually and destroy disposable material.

127. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files of the analysts, economists, or other program personnel of the Branch covering their particular assigned program areas as well as statistical procedures and methodology and computer technology, and the like.

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

128. Production and Control Branch Intermediate Printouts, Job Runs, Worksheets. In carrying out their CPI Program responsibilities, economists, analysts, or other program personnel may obtain various printouts, job runs, or worksheets, as part of the computer data processing and other support. Typically of a preliminary or intermediate nature, these machine produced listings can involve such production and control and analysis operations as reviewing listings of manually entered data update transactions, analyzing reported survey data, evaluating the validity of survey results, and producing periodic or one-time publication results. Also, involved are worksheet listings concerning answering requests for information; special runs; runs related to developing the computer systems involved or improving processing methodology; or to internal administrative or housekeeping matters. Manually prepared listings or worksheets may also be involved.

Listings included in this item are not covered by any other items in the CPI listed above.

Retention Period. Destroy when essential information has been analyzed, tabulated, or issued or when superseded or made obsolete, as appropriate.

129. Production and Control Intermediate Machine Processing Files. Consist of processing tape or disk files of the CPI Program and defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like,

covering machine rendable records not specifically listed under the Schedule items above for the Branch of Production and Control.

**Retention Period**. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

## BRANCH OF INFORMATION AND CURRENT ANALYSIS
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

Functions

(1) Develops, maintains, and directs the Division's publication program including the CPI Press Release, monthly CPI Detailed Report, bulletins and articles for the Monthly Labor Review.

(2) Provides expert advice and counsel on current developments in price behavior for Assistant and Associate Commissioner.

(3) Develops and conducts research studies for special index data and analyses for requests from inside and outside the Bureau including Executive Branch requests for the evaluation of potential impacts on the CPI of specified economic policy measures.

(4) Maintains a comprehensive information and correspondence program to ensure the accurate and timely response to nonroutine queries for CPI data.

(5) Provides technical assistance to index users in addition to responding to questions in the construction, use and limitations of the CPI involving the concepts and performance of the CPI.

(6) Maintains information on the scope of both private and public uses of CPI data.

(7) Represents the Division at meetings of user groups both inside and outside government.

## INFORMATION AND CURRENT ANALYSIS BRANCH
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES (CPPI)
## OFFICE OF PRICES AND LIVING CONDITIONS (OPLC)

The Branch of Information and Current Analysis is responsible for analyzing and interpreting the various Consumer Price Indexes and for publishing CPI data. These publication media include but are not limited to BLS national office new releases; the monthly publication, "CPI Detailed Report;" CPI-related BLS bulletins such as the annual issuance, "Relative Importance of Components in the Consumer Price Indexes;" and articles for the Monthly Labor Review (MLR). The Branch is responsible for preparation of drafts of issuances; performing coordination functions, obtaining approvals, and making necessary arrangements (except for the MLR) with the BLS Office of Publications for printing and distribution.

In addition, Branch staff participate with the Branch of Index Production and Control personnel in monitoring Division of CPPI activities involved in reviewing and analyzing data being processed to produce the Consumer Price Indexes.

The Branch is also responsible for responding to queries regarding various aspects of the CPI Program such as the construction, use, and limitations of CPI, as well as to requests for CPI data.

Branch records include correspondence files, administrative files, machine listings, CPI publications record files, machine readable data sets, reference files, and the like. The Branch staff also utilize the microfilm and hard copy machine listing reference files of the Branch of Index Production and Control.

## RECORDS OF BRANCH OF INFORMATION AND CURRENT ANALYSIS

130. Branch Program and Administrative Files. Consist of a mixture of hard copy materials pertaining to program and administrative matters that involve the direction of the Branch Chief. In addition to such program matters as those relating to review of CPI output data publication of CPI price and index data, the files involved such internal Branch administrative topics as printing requisitions, personnel, updating mailing lists for CPI issuances maintained by the central BLS Office of Publications, and time and attendance (including flexitime).

Retention Period.

a. Adminstrative Records Except Time and Attendance. Destroy when 5 years old or when no longer needed for current business, whichever occurs sooner.

b. Time and Attendance (Including Flexitime) Records. Destroy when 3 years old.

c. Program Records. Destroy when 5 years old or when no longer needed for current business, whichever occurs sooner. Files should be reviewed at least annually and disposable material destroyed.

131. Branch Correspondence - Subject Closed File. This closed file contains material dated from 1963 - 1981 pertaining predominately to program matters, although some administrative topics are involved. It consists, primarily, of Branch copies of correspondence but also included are such documents as reference copies of publications, minutes of meetings, Federal Statistics Users Newsletters, work sheets and long hand notes. It is arranged, generally, by date and by a combination of subject and type or name of addressee.

Retention Period. Destroy upon approval of this Records Schedule.

132. Information and Analysis Branch Correspondence Files. Consists of copies of correspondence prepared in the Branch for signature of Branch officials or higher level officials, arranged by date. In some instances a copy of an incoming communication or other related materials may be included.

Retention Period.

a. Routine Requests for Information. Destroy when 3 months old.

b. Other Material. Destroy when 5 years old or no longer needed for current business, whichever occurs sooner.

133. Branch Chronological File. Consists of extra copies of communications prepared in the Branch for the signature of Branch personnel or higher level officials arranged by date.

Retention Period. Destroy when 5 year old.

134. Word Processing Media Files. Consist of word processing disks used in preparing hard copy textual and tabular materials, such as correspondence, reports drafts of news releases and the like.

Retention Period. Destroy or scratch when essential information has been analyzed, tabulated, or presented in hard copy, as appropriate.

135. Division Publication Files. There are several collections of older CPI publication files covering both consumer and wholesale price data maintained at various organizational components of the Consumer Prices and Price Indexes Division (CPPI). The current CPI publication files are centralized, however, in the Branch of Information and Current Analysis of the Division.

The largest of the collections of older CPI publication is also maintained by the Branch of Information and Current Analysis. Both the Food and Farm Products and the Non-Food Commodities Sections of the Consumer Prices Branch of the Division also maintain collections of CPI older publication. None of the three older collections of CPI publications appears to be complete by itself.

In addition, the Food and Farm Products and the Services Sections of the Consumer Prices Branch of the Division maintain the record copy collections of the separate News Releases issued on average prices of food in certain cities (1931 to January 1986), and on average prices of fuels-energy (1937 to January 1986), when these average price news releases were discontinued. (See Schedule Item 58.)

BLS began publishing continuous data on retail prices of food articles in 1904, when a report was issued covering all years from 1890-1903. From that date on the degree of detail describing consumer prices for commodities and services as well as the number of titles of different BLS publication series involved has greatly increased over the years.

The earliest dated publication on consumer prices in the collections of older publications of the CPPI Division is a 1907 bimonthly Bulletin of the Bureau of Labor of the Department of Commerce and Labor. There are three of these early Bimonthly Bulletins in the collection. They cover average prices of food, coal, and gas in certain cities for the period 1890-1910 in one section of these overall BLS publications. They also provided data on Wages, published State Bureau of Labor Statistics, Digests of Foreign Country Labor Statistics, Decisions of Courts Affecting Labor, and Listings of State Labor Laws.

As of 1912, BLS reorganized its publication patterns, and subdivided its publications on a subject matter basis. A new series of BLS Bulletins, "Retail Prices and Cost of Living" was established for issuing consumer prices statistics. In numbered BLS Bulletins of this series, typically published annually, entitled "Retail Prices," consumer prices and cost of living statistics were issued on a monthly, annual, and cumulative over-the-years basis.

In the various collections of the CPPI Division of these "Retail Prices" Bulletins annual issues provided consumer price data for the period of 1890 through 1928, starting with a 2-volume issue in 1912 covering average prices of food, coal, and gas for the years 1890 - 1912. In the later Bulletins of the series, greater degrees of detail in commodity coverage were included as well as greater coverage of cities reporting. Also in later issues, index numbers as well as average price data were included.

The latest issue of these annual numbered "Retail Prices" Bulletins in the CPPI collections covers the time period 1890-1928.

A similar series of numbered BLS annual Bulletins entitled "Wholesale Prices" providing wholesale commodity price statistics on a cumulative basis for the period 1890-1928 is also included in one of the collection of the CPPI Division of early price statistics publications.

Published statistics on both retail and wholesale prices were also included in the Bureau's "Monthly Labor Review" periodical as early as 1915. These duplicated to some extent the data contained in the "Retail Prices" and "Wholesale Prices" Bulletins described above. A series of bound volumes of monthly reprints of wholesale and retail price statistics covering the period 1917-1931, is also available in one of the collections of early price publications of the CPPI Division. These monthly reprints included average price statistics for food, clothing, coal, gas, and electricity as well as index numbers for both wholesale and retail prices.

For the period 1929-1932, separate monthly issues of combined Wholesale and Retail monthly price releases were issued apart from the Monthly Labor Review reprints, and are included in one of the CPPI Division collections. They provide average price statistics for food, coal, and gas, and index numbers for both wholesale and retail levels. As of 1932, separate monthly issues for retail prices and wholesale prices as a continuation of this series are included in one of the older CPPI Division publication collections. The Retail Price series covers the period 1932-1941 and provides average price statistics for food, coal, gas, and electricity, as well as related index numbers. Also, included in the older CPPI Division collection during this time period are a separate monthly series of issuances covering changes in the cost of living for purchases of various commodities, as well as some separate monthly wholesale price monthly releases.

For the period 1942-1950, except for some wartime special BLS Bulletins on changes in the cost of living and other special one-time BLS publications providing price statistics, the only continuous issuances for this time period in any of the older CPPI Division collections are the monthly average price releases for food, and the monthly average price releases for fuel-energy mentioned in Schedule Item 58.

The current series of publications for consumer price statistics providing published data in the series issued as of the time of this writing are largely centralized in the collections of the Information and Current Analysis Branch of the CPPI Division. These continuing series of the current collection include:

(1) The Monthly Press Release entitled "The Consumer Price Index," which dates from 1951 to the present time.

(2) The Monthly "CPI Detailed Report" which dates from 1963 to the present time. However, from 1963 through 1977, these separate publications contained all published detail statistics available.

As of the revision to the CPI in 1978, much greater detailed consumer price statistics have been included in this monthly publication series.

(3) The Annual Publication "Relative Importance of Components in the Consumer price Indexes." This publication has been issued annually as a separate publication from 1965 to the present time with some gaps. There are earlier publications available in the Branch collection for this publication, but they were issued as reprints from the Monthly Labor Review.

(4) The monthly press release on consumer prices for the Washington D.C. area. At present on odd months, this is entitled "Consumer Price Index-Washington D.C. Area" and on even months "Retail Price Food Index, Washington D.C.-Area." The Branch collection is comprised of issues from 1977 to date.

(5) The monthly release entitled "Department Store Inventory Price Indexes" which provides index numbers and percent index changes for some 23 categories of Department store goods. The Index publications in this Branch collection date from 1941 to the present time. Prior to 1984, the release was on a semi-annual basis only.

While not included in the CPPI Division collections, there are other Bureau media used in currently disseminating continuing Consumer Price Index Statistics. Certain average price and consumer price index statistics are released monthly in the Monthly Labor Review. Consumer Price Index time-series statistics covering the period 1913 to the present time are available to the public in machine readable format from the central BLS LABSTAT Files. Also certain time-series Consumer Price Index statistics are among those published in the Bureau's Annual "Handbook of Labor Statistics."

The various publication series of the CPPI Division are chronologically arranged, and all told cover the period 1907 to the present time. It is estimated that the older collections of the Division comprise about 14 cubic feet, while the current publication collections occupy about 7 cubic feet and have an accretion of about 1 cubic foot per year.

Retention Period.

a. Older CPI Publications Dating from 1907 through 1941.

(1) Record Copy. Permanent. Review the three separate Division collections to ensure that as complete as possible record copy set is available. ~~Offer for~~ Transfer to the Archives of the United States ~~when the latest record is 30 years old~~. in 1990.

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(2) All other copies. Destroy when no longer needed for current business.

b. Current CPI Publications.

(1) Record Set of Publications Dated 1975 or Earlier: Transfer to the National Archives in 1990.

(2) Record Set of Publications Dated After 1975. Transfer to the National Archives in 15 year blocks when the most recent record is 15 years old.

(3) All other copies. Destroy when no longer needed for current business.

*136. Branch Price Notes File. This file is maintained by the Chief of the Information and Current Analysis Branch and serves as his back-up to his preparation of the narrative statements and final review of tabular data included in the monthly CPI publications.

The file consists of monthly folders one for each CPI monthly news release and detailed report issued. The folders contain such materials as the originals of the price notes prepared by the individual analysts of the Consumer Prices Branch relating to price changes and other pertinent factors affecting the price of the various commodities or services for which they are responsible.

Also included in the monthly folders are the handwritten tabular and other notes of the Branch Chief, and such pertinent summary machine printouts as the Retail Foods Forecast, Price Trend listings, Index Review listings by item and by area, and seasonal adjustment listings, and the like.

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

*137. LIFO (Department Stores Inventory Prices) Background and Reference Files. Consist of reference and background materials, and working files, related to the CPI Department Stores Inventory Price Indexes. They are sometimes referred to as the LIFO Indexes (last in, first out) as some department stores use them in applying the LIFO method of costing their inventories of goods. The files consist of such materials as correspondence, internal procedures, manual tabulations,, worksheets, descriptive notes, IRS decisions, private source publications, drafts, longhand notes, and the like.

Because its contents could lead to identification of data sources, the file is considered to be confidential.

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

138. Files of Machine Listings for Monitoring CPI Pricing and Index Estimation. The Branch of Information and Current Analysis staff receive various machine listings reflecting the status of consumer price and price index data. Such sheets are used in monitoring the production of the consumer price indexes, including the LIFO indexes (see Item 135). The listings provide on-site access to the staff of machine readable data maintained in the central BLS computer facility.

Branch personnel review the listings and, as required, contact other CPI personnel such as commodity analysts and make or obtain appropriate data revisions. The listings may be received in preliminary or final format.

The following are examples of such listings although others may be generated. Unless otherwise indicated, these hard copy printouts are received monthly.

(1) Commodities and Services Price Relative Computation (CASPRC) Listings. Present price data for individual quotes and outlets including price change data by CPPI item, for the previous collection period and the current collection period. Final listing transferred to Index Production and Control Branch.

(2) Price Relative Computation (PRC) Listing. Listings of ratios of weighted sum of prices in one period to the weighted sum of prices in a previous period for specific CPI items.

(3) Index Computation Listings (INXICO). Index and cost weight data and percent changes in cost weights by area and by CPI items for the current and certain previous collection periods. Included are such listings as Review Listing by Area (RLA), Index Screening Lists, and Index-LIFO Listings.

(4) Price Trend Listings (PTL). Provides 12 months (by months) of price data for every quote (and outlet) for specific CPI entry level items. (Bi-monthly).

Retention Period.

a. Index Listings for Washington, D.C. Area. Destroy when 4 years old or no longer needed for current business.

b. Others. Destroy when 3 months old or when no longer needed for current business, whichever is sooner.

139. Information and Analysis Reference and Research Listings. Several hard copy machine listings, not covered elsewhere, are received and used for reference and research purposes in connection with CPI production, CPI program revision, responding to requests for information, or internal management of the Branch. These listings may be received at recurring frequencies (monthly, annually, etc.), or may be one time, or as required. Included are such listings as the following, although others may be generated: Periodic CPI Production Plan Review Listings, Basic PUBLIC Listings (Index data for the preceding 3 years, by month), Relative Importance Tables, Seasonal Adjustment Listings, and copies of publication tables in the Monthly Detailed Report.

Retention Period. Destroy when obsolete or superseded, or no longer needed for current business, whichever occurs sooner.

140. CPI Time Series Index Listing - 1977 Base. Consists of a machine listing showing the composite national Consumer Price Index - Urban Consumers, by month from 1913 to date, calculated on a 1977 price base. This listing is update and produced monthly. The present listing consists of two pages; one line is added each year. It is the only source of this data aside from the related CPI computer data sets. (Data bases are covered in the records for the Division of Consumer Prices and Consumption Studies.)

Retention Period.

a. Final Listing. Permanent. When this series of listings is discontinued, the final cumulative listing should be designated as permanent and a copy offered to the National Archives of the United States one year thereafter.

b. Other Monthly Listings. Destroy when updated replacement listing is received.

141. CPI News Release and Publications Textual and Tabular Disk and Tape Files. In the processes of preparing news releases and other issuances of CPI data, such as the monthly "CPI Detailed Report," textual and tabular data sets are generated at the central BLS computer facility. These machine readable files are used by the Branch of Information and Current Analysis in producing camera-ready copy of news releases which are delivered to the BLS Office of Publications for printing. The Office of Publications also directly accesses these computer files in producing the monthly "Detailed Report." Their contents are also accessed by BLS Regional Offices for use in preparing their releases and answering queries.

mm 8/14/89

Retention Period.

a. System Documentation. Scratch when superseded or after the text/data files have been scratched, as applicable.

b. All Other. Scratch when 6 months old or when no longer needed for current business, whichever occurs sooner.

142. Technical Reference - Working Files. These are extra copies, printed materials, and working paper files of the economists - analysts, or other program personnel of the Branch covering their assigned program areas as well as statistical procedures and methodology and computer technology, and the like. Included may be reference copies of BLS publications, publications of other Government agencies (e.g., the Department of Commerce's "Survey of Current Business"), and publications of private sources such as the National Association of Automobile Dealers.

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

143. Information and Analysis Intermediate Printouts, Job Runs, Worksheets. In carrying out their CPI program responsibilities, program personnel may obtain various printouts, job runs, or worksheets, as part of the computer data processing and other support. Typically of a preliminary or intermediate nature, these machine produced listings can involve such operations as reviewing listings of manually entered data update transactions, analyzing reported survey data, evaluating the validity of survey results, and producing periodic or one-time survey results. Also involved may be worksheet listings concerning answering requests for information; special runs; runs related to developing the computer systems involved or improving processing methodology; or to internal administrative matters. Manually prepared listings or worksheets may also be involved.

Listings included in this item are not covered by any other items in the CPI listed above.

Retention Period. Destroy when essential information has been analyzed, tabulated, or issued, or when superseded or made obsolete, as appropriate.

144. Information and Analysis Intermediate Machine Processing Files. Consist of processing tape or disk files of the CPI Program as defined by General Records Schedule (GRS) 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like, covering machine readable records not specifically listed under the Schedule items above for the Branch of Information and Current Analysis.

Retention Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

8/14/89

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## DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES
## OFFICE OF SURVEY PROCESSING

a. Mission. To design, develop, implement, and operate new or revised survey systems, to carry out processing of data, and to provide a focal point for survey work performed in the Office of Survey Processing.

b. Functions.

1. Performs the design, development and implementation of survey systems assigned to the Project Offices in cooperation with all other offices of the Office of Survey Processing and the Program Offices.

2. Writes, tests, and implements computer programs during the development of a survey system.

3. Directs the preparation of material necessary to collect all data gathered by the Bureau, including forms, manuals of procedures, and technical directions to the Regional Offices.

4. Directs the processing of all data collected by the Bureau by mail, personal visit, or through Federal-State cooperative programs.

5. Maintains data bank to ensure data files are complete, updated, and conform to standards.

## OFFICE OF THE PROJECT MANAGER
## DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES (CPCS)
## OFFICE OF SURVEY PROCESSING

*145. Project Manager Program Subject Files. Consist of materials reflecting the interests of the Project Manager in the direction of the program activities of the Division of Consumer Prices and Consumption Studies (CPCS). Included are documents, arranged primarily by subject, pertaining to such topics as Continuing Point of Purchase Survey (CPOPS), Consumer Expenditure Survey, Family Budgets, Food, Point of Purchase Survey (POPS), Quality Assurance, Federal Home Loan Bank Board, FHA, Computer Budgets, Staff Utilization System, CPI Correction Policy, Seasonal Items, Mini-Computer, Teleprocessing, Electronic Mail, Staff Meetings, Progress Reports, and the like.

The contents of the files include such items as correspondence, machine listings, copies of proposed procedures, monthly progress reports of the Division and its subordinate organizational units, convenience copies of papers related to services to BLS by contractors, background papers related to budget formulation, and the like. Record copy of contract records and budget formulation and execution are maintained by the central BLS Office of Administration.

Since 1980, an automated index system has been maintained for these files with the capability of finding records by originator, addressee, subject or date for documents received or generated since the index system was established. The index data sets, using a SAS program, are maintained on disk at the central BLS computer facility, with automatic twice-a-week tape back-up. The data sets can be accessed via terminal for updating or retrieval. Update machine listings of indexed documents are produced as required.

TRANSFER TO WNRC

Retention Period.

a. Hard Copy Document Records. Break files ~~every 5 years~~ ANNUALLY and bring active materials forward to the new files as required. Destroy inactive materials when the latest record is 5 years old or when no longer needed for current business, whichever is sooner.

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b. Machine Index Listings. Destroy when replaced by updated listing.

c. Machine Readable Records. Scratch when updated or no longer needed for current business, as appropriate.

146. Project Manager Administrative Subject File. Administrative files of the Office of the Project Manager for the Division of CPCS comprised of correspondence, reports, travel vouchers, forms, personnel documents, requisitions, machine listings, and the like. These are convenience copies as the record copy of such administrative records are maintained by the central BLS Office of Administration.

The files are split physically. Parts are in three-ring binders and parts are maintained in file cabinets.

The files cover such internal housekeeping subject matters as personnel, time and attendance (including flexitime), employee leave, local transportation, travel, security, record holdings, training, requisition for facilities services, and the like.

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Retention Period. Break file every 5 years and bring active materials forward to the new files as required. Destroy inactive materials when the latest record is 5 years old or when no longer needed for current business, whichever occurs sooner.

Except:

(1) Time and Attendance (including flexitime) Records. Destroy when 3 years old.

(2) Personnel Name Files and Performance Appraisals. Destroy 1 year after transfer or separation of employee.

147. Project Manager's Reading File. Consists of extra copies of communications signed by the Project Manager or by the CPI Revision Manager of the Division, filed by date, pertaining to both program and administrative matters.

Retention Period. Destroy when 5 years old.

148. Computer Accounts Machine Listings. Monthly machine printouts of summary data of computer services and related costs of such services.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

149. Word Processing Media Files. Word processing diskettes and computer data sets used in preparing textual and tabular hard copy materials such as correspondence, reports, administrative documents, draft procedures, speeches, or other papers for presentations at meetings, seminars, and the like.

Retention Period. Scratch when all essential information has been analyzed, tabulated, or presented in hard copy form, as appropriate.

150. Bureau SAS Software Development Contracting Officer Technical Representative File. The CPI Revision Manager for CPCS also serves as BLS COTR in monitoring certain contracts let for the development of software involved in various Bureau computer systems development projects. While much of the work involved the development of software for the 1987 Revision to the systems concerned in generating C and S Indexes for the CPI as well as for

developing the continuing CES Program, software for other Bureau system development work, such as for the Division of Administrative Services, could also be involved.

As Bureau COTR, this official must evaluate the technical performance of the contractors and authorize the required payments to the contractors, if the work is satisfactory.

The record copy file of the Contracting Officer is maintained by the Department of Labor OASAM Central Financial Office. The Contracting Officer of BLS in the Administrative Services Division also maintains files on these software development contracts, as well as special files that are maintained by specific task monitors within BLS. However, this file of the BLS COTR is considered to be the most complete within the Bureau covering the work of these software development contractors.

The file consists of such records as copies of the contracts, correspondence with contractors, time reports and work progress reports of contractors, bills of the contractors sent to the COTR for authorization of payments, copies of deliverables received from the contractor, and the like.

Retention Period. Destroy 7 years after completion of the contract involved.

## RECORDS OF THE PROCEDURES AND PLANNING BRANCH DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES OFFICE OF SURVEY PROCESSING

The Procedures and Planning Branch of the Division of Consumer Prices and Consumption Studies (CPCS), of the Office of Survey Processing at the time of this writing comprises three groups/teams of personnel. One group is concerned with the preparation and maintenance of procedure manuals, other issuances, checklists, and related forms involving the collection or internal processing of data relating to the Commodities and Services (C and S) indexes of the CPI; one group is concerned with the preparation and maintenance of procedure manuals, other issuances, and related forms and records involving the collection or internal processing of data relating to the Housing Survey of the CPI; and one group is concerned with the utilization and maintenance of the UNIPLAN Automated Planning and Reporting System for CPI projects and major tasks related to the production of the monthly CPI.

One segment of this Schedule for the Branch lists the records of the groups concerned with the preparation and maintenance of procedure manuals concerned with the C and S and Housing portion of the CPI. A separate schedule segment lists the records of the group concerned with the planning function of the Branch.

The BLS matrix organizational structure results in the involvement of many different organizational entities within BLS in the generation of the CPI. For example, such BLS organizational units as the following are involved: the Divisions of the Consumer Prices and Price Indexes and of Price Statistical Methods of the Office of Prices and Living Conditions, the various organizational entities constituting the support office of the Division of Consumer Prices and Consumption Studies of the Office of Survey Processing, the Office of Field Operations-National, and the Regional and Area Offices of the Bureau which collect the data for the CPI.

Because of the BLS matrix organizational structure, task forces are often involved in the preparation of major procedure manuals, but the Procedures and Planning Branch has the primary responsibility for the preparation and updating of all CPI manuals.

151. Branch Program Subject File. Consists of a decimal numerically arranged file covering all areas involved in the CPI program to provide at Branch level background in the preparation of manuals, instructions, forms, and checklists. The file covers such subject matter areas of the CPI program as sampling of outlets, CES surveys, family budgets, food prices, LIFO, Housing Surveys and housing pricing systems, quality assurances, CPI Revision work, CPOPS surveys, Census Bureau, and OMB clearance of public use forms.

The file consists of drafts, machine printouts, internal Bureau correspondence, task force materials such as agendas and reports, copies of specifications, progress reports, background materials, and the like covering all aspects of the CPI Indexes, with much of the file covering the development of the Rental Equivalency System for pricing of housing.

Retention Period. Break files at least every 5 years and bring forward active materials to the current files. Destroy when the latest record is 5 years old or when no longer needed for current business, whichever is sooner.

*152. Branch Administrative Files. Consist of form records, instructional materials, internal correspondence, and employee name folders covering such administrative matters as employee travel, personnel matters including employee evaluation, time and attendance, flexitime, budget, and work scheduling; and the like.

Retention Period.

a. Personnel Name Folders. Destroy 1 year after separation or transfer of employee.

b. All Other Records. Destroy when 3 years old.

153. Record Copy of CPI Methodological Detailed Manuals - Issuances File. The file consists of the record copy set of the various types of procedural issuances governing the generation of CPI Indexes as well as duplicate copies of some of the issuances. Included also in the file are the machine readable data sets used to generate these issuances, as well as hard copies of these issuances.

Such issuances consist of printed or reproduced copies of the detailed CPI procedure manuals as well as computer printed original hard copies of electronic notebooks for certain of the detailed procedure manuals. Manuals contain copies of various form records used in collecting data at regions, and for processing data to generate CPI Indexes at headquarters offices, as well as text.

Also included in the files are record copies of non-manualized memoranda issued covering various aspects of the generation of CPI Indexes, including memoranda transmitting updates to the manuals as required. Such manuals as the following are included in the collection: Various versions throughout the years of the CPI commodities and Services Data Collection Manual issued to Regional Offices, the CPI Housing Survey Data Collection Manual, CES Survey Data collection manuals, various manuals covering testing of Survey Procedures, copies of manuals covering internal CPCS processing of data, copies of obsolete Regional Operations manuals, copies of obsolete Property Tax Survey Procedural Issuances, and such other manuals as may be issued or may have been issued covering the generation of CPI Indexes.

Manuals are primarily arranged by date, and the collection covers only the period 1960 to date.

Retention Period. Review the various collections to ensure availability of complete as possible record copy set.

a. Record Copy Set of Hard Copies of CPI Manuals and other Issuances. Permanent. Offer for transfer to the Archives of the United States in 15-year blocks when the most recent record is 15 years old.

b. All other hard copies of manuals - Issuances. Destroy when no longer needed for current business.

c. Manual - Issuances Machine readable data sets. Scratch when no longer needed for current business, except that upon cessation of issuance of any manual, a hard copy shall be printed of the latest revised updated manual for inclusion in the record copy hard copy set.

154. OMB Public Use Forms Clearance Files. Consist of copies of transmittals, clearance forms, and related papers sent to higher Bureau echelons requesting OMB clearance for public use forms used in collecting CPI data.

Retention Period. Destroy ~~when the related form~~ 2 YEARS AFTER FORM is superseded, discontinued, or cancelled - (GRS 16~~5~~6). MM 8/14/89

*155. Summary CPI Machine Printout Files. Consist of copies of various machine printouts involved in such matters as maintenance of checklists of sampling and the like, such as ELI Title listings, CPI Batch Transactions Listings, ELI Assignment Listings, C and S Specifications Element Title Listings, and the like.

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

156. Record Copy of CPI Checklists Files. Detailed CPI Checklists descriptive of the specifications of the some 380 Entry Level Commodities and Services for which data are collected at the Regional Level were introduced with the 1978 Revision. The Procedures and Planning Branch is responsible for coordinating the issuance of the checklists. It maintains hard copy files and has access to machine readable files covering the checklists and revision thereto, for both the 1978 to date checklists and also the 1987 Revision checklists.

Two separate data sets (libraries) are involved. One covers the currently used checklists and one covers the 1987 Revision checklists and updates. The latter library at the time of this writing has been developed for BLS by a contractor, and is now being tested.

The checklist machine readable Libraries are currently maintained by the Current Systems Branch of CPCS, and periodic dumps are made to tape for back-up purposes, in accordance with computer facility procedures.

The hard copy file is arranged numerically by checklist code number.

Retention Period.

a. Hard Copy Record Copy. Permanent. ~~Offer to the Archives of the United States~~ Transfer to the WNRC in blocks of 10 years, when the latest record is 10 years old. TRANSFER TO THE NATIONAL ARCHIVES WHEN MOST RECENT RECORD IS 20 YEARS OLD. MM 8/14/89

b. All other hard copies. Destroy when no longer needed for current business.

c. Machine Readable CPI Checklist Libraries.

(1) 1978 - 1986 CPI Checklist Library. Scratch when no longer needed for current business. Hard copy gaps in the current checklist files should be filled prior to destruction.

(2) 1987 Revision Checklist Library. Scratch when no longer needed for current business, except that, as required, hard copies of revisions to checklists shall be made and sent for inclusion in the hard copy file.

*157. Internal BLS CPI Forms - Materials Reproduction Clearance Files. Procedures and Planning Branch is responsible for coordinating and clearing among the various organization units concerned, the reproduction of many of the machine printouts, forms, and other documents involved in collecting data or processing CPI indexes or in reflecting results of the various steps in the process.

This file consists of copies of the Branch clearance for reproduction forms to which are attached the copies of particular documents to be reproduced. After sign-off by interested officials such as in OSP, OFO, OPLC, or SMD, the documents are reproduced and distributed.

Retention Period. Destroy 6 months after document reproduction, or when no longer needed for current business, whichever is sooner.

158. Branch Intermediate Machine Readable Processing Media Files. Branch personnel use personal computer keyboards in composing their assigned procedure manual - issuance text and related materials. Data are edited, revised, and stored, as appropriate on internal fixed disks of PCs, on floppy disks used with PCs, or on the large fixed disk of the 3-COM Ethernet file servers of the Bureau's LAN system available to the personnel.

Ease of composing, revision, and updating of manuals-issuances as well as rapid production of required hard copy is achieved in this manner.

This item does not authorize the disposition of the machine-readable record copy data sets of complete manuals and approved updates, which are covered by Item No. 153 of this Schedule.

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

## PLANNING TEAM

The Planning Team, presently consisting of a team leader and two other employees, is responsible for the utilization and maintenance of the UNIPLAN Automated Planning and Reporting system for CPI projects and major tasks related to production of the monthly CPI. This system uses BLS-developed UNIPLAN software together with off-the-shelf program (SAS and PAC II) for

planning/scheduling tasks and projects and reporting progress with respect to established milestones.

Using computer simulation techniques, alternative approaches may be explored during planning phases of scheduling to develop the most feasible approach as well as setting milestones and completion dates. Machine listings are produced, periodically or as required, for use as management tools by managers in the Division of Consumer Prices and Consumption Studies and the Office of Prices and Living Conditions (OPLC).

159. UNIPLAN System Data Base File. The UNIPLAN Automated Planning and Reporting System, for CPI projects and monthly CPI production tasks, maintains data files on private disk at the central BLS computer facility. These machine readable files contain project or major index production tasks descriptive data, project planning data, and data on the status of planned completion of such CPI project and production activities. Data on activities and inactive activities are included in the data files as well as the computer programs (UNIPLAN, SAS, PAC II) which are used to administer the system.

Data entry is accomplished via terminals located in the Division of Consumer Prices and Consumption Studies (CPCS).

Retention Period.

a. Data Files. Scratch inactive data 3 years after completion of the calendar year index production cycle to which the data apply; or 3 years after a project becomes inactive; or in either case when no longer needed for current business, whichever is sooner.

b. Program Files. Scratch program files when no longer needed for current business.

160. UNIPLAN System Management Report Listings. The UNIPLAN System produces several planning reports, CPI index production status reports, CPI Program Revision status reports, other project status reports, and the like. They may be provided annually, monthly, weekly, or as required. Ad hoc reports may also be produced as needed.

These machine listings may include data as to the status of projects with respect to milestones that serve as management review tools for managers at various levels of the CPI program in the OPLC and the Division of CPCS, to whom copies are distributed. In addition, listings may provide data that managers use for analysis in developing schedules for their operations. Data may be presented in tabular or graphic formats.

Examples of such listings are the following:

(1) Annual CPI Production Plan Review Listings. Contains milestones and identification of responsible organizations for major tasks related

to producing the monthly CPI indexes. Separate listings for the Commodities and Services Survey and the Housing Survey.

(2) Key Date Reports. Various specialized reports of critical milestones, with target dates, for selected CPI activities. Annually, or as required.

(3) CPI Revision Plans. Weekly listings of the status of tasks involved in the major CPI Program Revision activities.

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

# RECORDS OF THE INTERACTIVE SYSTEMS BRANCH
# DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES
# OFFICE OF SURVEY PROCESSING

The Interactive Systems Branch is involved in developing, testing, and installing software for the interactive computer systems to support the CPI Program. The Branch is responsible for maintaining the Housing Survey Data Capture Data Base System and the Commodities and Services (C and S) Survey Data Capture Data Base System.

As an element of the major CPI Revision activities, access to the developmental Index Analysis Data Bases (see Item 194) will be provided via a Data Capture Data Base to which data will be temporarily down loaded from the former.

Hard copy printouts of C and S and Housing data are normally obtained from the Main Frame data bases for those Surveys, not from the Data Capture Data Bases.

The Housing and C and S Main Frame Data Bases are covered in the records of the Current Systems Branch, CPCS.

The products resulting from the activities of the Interactive Systems Branch are reflected, primarily, in the program (software) and other system documentation.

161. Interactive Systems Branch Administrative and Program Subject Files. Consist of copies of correspondence, internal reports, administrative documents, (e.g., requisitions, training requests, personnel documents, etc.), machine machine printouts, and the like. The materials pertain to such topics as staff meetings, progress reporting, equipment and supplies, personnel administration, costs of computer services, jury duty, software testing, and the like.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever occurs later.

*162. Time and Attendance Files. Consist of Branch copies of time and attendance, leave and earnings, and related flexitime records pertaining to Branch employees. Official records are maintained in the central BLS Office of Administration. [redacted]

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Retention Period. Destroy when 3 years old.

*163. Branch Personnel Name Files. Consist of personnel name files of employees of the Branch. The folders contain such documents as copies of notifications of personnel actions, address change forms, training authorizations, position descriptions, performance evaluation, and incidental

correspondence. Official records are maintained at higher echelon. Such records are covered by the Privacy Act.

Retention Period. Destroy 1 year after transfer or separation of employee.

164. Fix Request Files. Consist of Fix Request Report forms received from the Data Production Systems Branch or other offices involved in the CPI Program. The requests concern possible computer system problems. After action is taken on the request, the form is returned to the originating office with information as to the results and a copy retained in this file.

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

165. Word Processing media Files. Consist of diskettes used in preparing correspondence, reports, or other textual or tabular hard copy materials.

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

*166. Housing Survey Data Capture Data Base Files. Maintained on disk files in the on-site CPCS computer (called the "Britton-Lee"), the Data Capture System captures and stores microdata in the Housing Survey Data Capture Data Base. Input data are normally initially entered via terminals by personnel of the Data Production Systems Branch (DPS).

Also, an interactive automatic data processing system is provided for on-line access by users (such as economists, mathematical statisticians, DPS statistical assistants, etc.) to the Housing Data Capture Data Base as well as to the Housing Interim Data Base (Item 177 of this Record Schedule) and the Housing Revision Initiation Data Base (Item 178).

The Data Capture Data Base stores temporary files of data captured from Housing initiation (of reporting units) schedules and from Housing repricing schedules related to a particular processing period. It also includes correction and adjustment data entered by the BLS staff during edit, review, and analysis processes. Control fields are also included. During and/or after completion of the periodic processing, the Housing microdata are copied to the Housing data bases mentioned above. For the next processing period, new microdata for the new period will be entered through the Data Capture System and the periodic processing will be repeated.

The data base is maintained under the Britton Lee Data Base Management System. For Security and back-up purposes its contents are dumped periodically to tape. The back-up tape files are maintained by DPS (Item 256).

The data base files are considered to be confidential as their contents could identify data sources.

Retention Period. Scratch disk data files when no longer needed for current business, provided processing period data have been copied to the appropriate main frame data base(s).

*167. Commodities and Services Data Capture Data Base Files. The Commodities and Services (C and S) Data Capture System, to support the CPI Program, was being installed as of this writing. It captures and stores C and S microdata in temporary disk files in the CPCS (Britton Lee) computer under the Britton Lee Data Base Management System.

The Data Capture System and Data Base supporting the C and S Survey are, generally, similar in methodology of operation and arrangement to the system and data base for the Housing Survey (Item 166), but, of course, the C and S microdata and Data Bases are involved. (See item 176 regarding the C and S Data Bases.) An interactive system is also provided to CPI program personnel for on-line access, via terminals to the C and S Data Capture Data Base.

As with the Housing Data Capture System, the C and S processing period microdata will be copied to the C and S repricing and C and S (Main Frame) Revision Data Bases and new data entered each processing period. A similar back-up procedure applies (see Item 166).

The data files are considered to be confidential as their contents could identify data sources.

Retention Period. Scratch disk data files when no longer needed for current business, provided processing period data have been copied to appropriate data base(s).

168. Data Capture Program Library and Other System Documentation Files. Data Capture System documentation (for both the Housing and C and S Systems) include programs, data dictionaries, production run books, and user manuals.

The programs are maintained on the disk files of the CPCS computer facility and for security and back-up purposes they are dumped periodically to tape files. In addition to the programs, there are disk files for the data dictionaries and the production run books. For users, production run books are maintained also in hard copy. Hard copy listings of the programs and data dictionaries are generated as needed.

An initial Housing user's manual has been developed by the Data Production Systems Branch for its staff and others are planned for the future.

Retention Period.

a. Back-up Tapes. Scratch when no longer needed for current business.

b. Other System Documentation. Scratch or otherwise destroy when superseded or obsolete or when the related data files have been discontinued and scratched, as appropriate.

# RECORDS OF THE CURRENT SYSTEMS BRANCH
# DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES
# OFFICE OF SURVEY PROCESSING

The Current Systems Branch of the Division of Consumer Prices and Consumption Studies (CPCS), OSP, designs and maintains computer system software which is used to input and process data from which the CPI indexes are produced.

The Branch maintains CPI main frame data bases and provides system design and maintenance support to the BLS offices involved in the CPI program. More specifically such support involves writing computer programs to meet specific needs; testing programs developed by the Branch or by other organizations; making correction/revisions to the ongoing system on receipt of system problem reports; advising on the use of computer systems in various applications; maintaining main frame data bases for the Commodities and Services (C and S), Housing, and CPI Index Systems; providing data processing and systems support for the Continuing Point of Purchase - C and S Sample Rotation activities; monitoring computer center operations; and other consulting or programming services as required.

In addition, the Branch staff cooperates with other Branches of the Division of CPCS in developing computer systems for supporting the 1987 CPI Revision. The Current Systems Branch is also involved in testing and installing the newly developed systems and will be responsible for maintaining the software and the Revision data bases, once they are installed.

*169. Branch Chief Program and Administrative Subject Files. These files reflect the interests of the Chief of the Branch of Current Systems in managing the Branch activities supporting the CPI Program. They consist of such materials as copies of interoffice communications (including items prepared within the Branch), progress reports, drafts of procedures developed by the Branch or other sources with related documents (e.g., flow diagrams), system requirements statements including functional specifications, documents concerning personnel and other administrative matters, fix reports pertaining to possible system problems, machine printouts, long hand notes, vendor brochures, and the like.

Although primarily program subject files, the contents include a small portion of materials concerning administrative matters. Arranged by subject, the files concern such topics as CPIR Variance, CPIR CASPRC (old functions), CPIR Index Aggregation, Commodities and Services Average Prices, LIFO (related to Department Stores Inventory Prices), Sample Rotation, Functional Specifications, Rent, Rental Equivalency Activity Network, ORI Systems Software Engineering Report, Computer Budget, Leave and Work Rules, Staff Meetings, Training, and the like.

The file is considered to be confidential as its contents could lead to identification of data sources.

Retention Period. Break files every 5 years and bring active materials forward to the new files as required. Destroy inactive materials when the latest record if 5 years old or when no longer required for current business, whichever is sooner.

170. File of Reference Copies of CPI Checklist Forms. Consists of Branch reference file of computer generated hard copies of current CPI checklists. The checklists are descriptive of the specifications of the some 380 Commodities and Services Entry Level Items for which data are collected by field representatives. The documents in this reference file contain no reporting outlet microdata. Record copies are maintained by the Procedures and Planning Branch, Division of CPCS. (See Item 156 of this Record Schedule.)

Retention Period. Destroy when replaced by an updated version, or when no longer needed for system design or system maintenance work, as appropriate.

*171. Branch Personnel Name Files. Consist of personnel name files of employees of the Branch. The folders contain such documents as copies of notifications of personnel actions; performance standards and evaluations; position descriptions; correspondence relating to the employee's status, leave, etc.; employee address data; biographical data; annual forms containing daily record of leave (transferred from time and attendance record, yearly); and the like. Official files are maintained at a higher echelon. Such records, appear to be covered by the Privacy Act.

Retention Period. Destroy 1 year after employee's transfer or separation.

*172. Time and Attendance Files. Consist of Branch copies of time and attendance, leave and earnings, and related flexitime records pertaining to employees of the Branch. Official records are maintained at the central BLS Office of Administration. Such records appear to be covered by the Privacy Act.

Retention Period. Destroy when 3 years old.

*173. Word Processing Media Files. Word processing storage media, such as diskettes and processor central memory, used in preparing hard copy documents such as correspondence, requisitions, or textual material for reports or other presentations like papers for meetings, etc.

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

*174. Sample Rotation Census CPOPS Data Input Tapes. Since 1977, BLS has sponsored a Continuing Point of Purchase Survey (CPOPS) of households by the Bureau of the Census. The purpose is to acquire data on outlets (point of purchase) as potential sources of Commodities and Services pricing data. Typically, each year Census provides to BLS magnetic tapes containing data (on expenditures, name and location of the place of purchase, etc.) that have been

acquired from the CPOPS Survey. Stored at the central BLS computer facility, the tapes provide input data for use in constructing the sampling frame of outlets for food and most commodities and services. A system documentation tape is included with those received from Census.

Retention Period. Scratch when 10 years old.

*175. Commodities and Services (C and S) Sample Rotation Data Files. Each year, the BLS uses data obtained from the Census CPOPS Survey (see preceding Item 174) and from other sources to revise approximately 20% of its price data outlets. The Current Systems Branch performs computer runs and constructs data files for formatting, reviewing, editing, and adjusting the input data. Machine runs also produce tabulations of data which are used by the Division of Price Statistical Methods (SMD) for analysis in developing the C and S sample rotation (20%) for the year.

Computer runs, subsequently, produce probability samples of outlets. These runs have matched commodity and service item data from the Consumer Expenditure Survey Data Base with the Sample Rotation outlet data.

Such final computer tape files as the following are created for each sample rotation cycle:

(1) Data Files of Records for Consumer Units/Outlets by CPOPS Category. Files are created for input data before editing and for data after editing.

(2) Master Sample Outlet Records. Contain outlet identification and address data, expenditure data, and other related data.

(3) Quote File. Contains C and S Entry Level Item data related to each outlet listed, including certain weight data.

(4) Basic Weight Data Files. Contains basic weight data relating to expenditures and the commodities/services items.

(5) Sample Control Files. Contain data for each Entry Level Item as to the number of quotes per outlet, as well as related data.

Computer runs produce various outputs for use by the Washington Headquarters Staff and by field offices in initiating new outlets and/or commodity and service items into the C and S Sample of Outlets for collecting CPI data. No hard copy files of the outputs are maintained by the Current Systems Branch, all copies being distributed to other BLS offices and their disposition is covered in other record series.

System documentation is maintained on disk at the BLS central computer facility as well as on hard copy listings.

Retention Period. Scratch when 10 years old.

*176. Commodities and Services (C and S) System Repricing Data Base and Related System Component Files. The C and S Repricing System is an automated data processing system for supporting the input and processing of Commodities and Services pricing microdata collected periodically (usually monthly or bi-monthly). Maintained on disk at the central BLS computer facility, its data are stored in Outlet Master Files, Department Files, Quotation Master Files, and parameter files such as State Tax Files, and Variance Estimation Files.

The Outlet Master Files contain scalar data regarding the business (or other source) from which price quotations are collected for the CPI, such as name, location, collection date, administrative data and the like. Department Files contain limited data to identify departments within outlets. And the Quotation Master stores data related to the identity of the C and S item being priced, the applicable entry level item (ELI) and sub-ELI, basic weights, pricing outlets, prices reported by field representatives, other data from field representatives, etc. Outlet-related data from the Sample Rotation Tapes (Item 175) are copied to this data base and are used for generating outlet initiation schedules for field representatives to use in contacting and reporting on potential outlets (data sources).

This data base is used to generate monthly/bi-monthly repricing schedules for mailing to the field for collecting repricing data and then to store the reported data. The inputted data are validated, corrected, and adjusted and numerous machine listings are produced in hard copy and microfilm format for use by the Division of Consumer Prices and Price Indexes and the Division of Price Statistical Methods. File copies of such listings are not normally maintained by the Current Systems Branch.

Price relative computations are produced from the data base and copied to the CPI Index Data Base for use in estimation of CPI indexes. A price relative is a ratio which indicates the price change for an item or items for one period compared to another.

For security or back-up purposes, the contents of the data base are dumped twice weekly to tape.

Archived Tape Files are produced monthly, a month's archived tapes containing data for the last 18 months. The accumulated archived tape files date from May 1977. The disk files represent the latest 6 months' data.

The ongoing data base is maintained under a BLS updating system and uses various languages such as BESTOP, PL1, and TPL.

As an element of the 1987 CPI Program Revision, C and S computer support is being revised and will result in a new C and S Revision Data Base. The types of data maintained in its machine readable files will be similar to data stored in the ongoing data base, but the files may be organized differently (see Item 192). The relationship to the Revision CPI Index Estimation Data Base will be similar to that with the ongoing CPI Index System Data Base. Periodic disk-to-tape back-up procedures will be utilized. Also, the creation of archived tapes will be continued under a system being developed. The Revision C and S Data Base will be used in combination with the ongoing C and S Data Base.

Since their contents could identify data sources, the files of each of the C and S data bases are considered to be confidential.

Retention Period.

a. Disk Data Files. Scratch when essential information has been analyzed, tabulated, superseded, or transferred to archived tape files, as appropriate.

b. Back-up Tape Files. Scratch when 4 months old or when no longer needed for current business, as appropriate.

MM 8/14/89

c. Archived Tape Files. Transfer annually to the Washington National Records Center when 5 years old and scratch when 30 years old. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENCE. REPEAT EVERY 5 YEARS THEREAFTER.

*177. Housing Survey System Data Base and Related System Component Files. As of this writing, the Housing Interim System Data Base provides the ongoing system data base supporting the CPI Housing Survey. This data base stores microdata pertaining to housing units in the Housing Survey sample representing urban housing in the United States. It is used to generate the Housing repricing schedules and related documents which are mailed to BLS field organizations periodically for collecting housing unit data such as: occupant's name; address, unit's physical characteristics; accommodations furnished (heating, parking, etc.); rent paid; and the like.

Data reported by field representatives are inputted to the data base, validated, corrected, and adjusted. Various machine listings are produced for the Division of Consumer Prices and Prices Indexes and the Division of Price Statistical Methods. Price relative computations are performed and the results copied to the CPI Index Data Base for use in calculating the CPI indexes. A price relative is a ratio which indicates the price change for an item or items for one period as compared to another period.

The Housing Interim System (Repricing) Data Base is maintained on disk at the central BLS computer facility. It uses such programs as SUPER WYLBUR and the Production Control System (PCS).

Data are copied to archived tapes about every 6 months, with approximately 2 years' data being maintained in the disk files. Archived tapes contain such Housing unit initiation and repricing data as data collected by field representatives, statistical data (e.g., weights), and calculated data (e.g., imputations and price relatives) dating from 1980.

For security or back-up purposes, the contents of the data base are dumped weekly to tape files. Data capture for input is performed by the Data Production Systems (DPS) Branch (using the interactive Data Capture System), with a daily and weekly back-up procedure for input data (see item for DPS).

As an element of the 1987 CPI Program Revision, a Housing Survey Revision Data Base that is being installed will support functions similar to those described above for the ongoing Interim System. This new data base will have similar types of data on housing units based on 1980 Census sampling maps. The Revision Data Base in under a RAPID Data Base Management System. A new series of programs (such as SASRAP, RAPSAS, and EDICT) have been developed for

use in connection with the ongoing data base and the 1987 Housing Revision Data Base. Data from both systems will be accessible, as required. It is expected that the Housing Revision Initiation Data Base (Item 178) will be combined with the Housing Revision System Data Base and they will be used in combination with the ongoing Housing Interim System Data Base.

The relationship of the housing Revision Data Base to the developmental CPI Index Estimation System will be generally similar to that existing with the ongoing CPI Index System Data Base (see item 179). Periodic disk-to-tape back-up procedures will be utilized and the creation of archived tapes will be continued.

The files of each of the above mentioned housing Survey Data Bases are considered to be confidential as their contents would identify data sources.

Retention Period.

a. Disk Data Files. Scratch when essential information has been analyzed, tabulated, superseded or transferred to archived tape files, as appropriate.

b. Back-up Tape Files. Scratch when 5 weeks old or when no longer needed for current business, whichever is later.

8/14/89

c. Archived Tape Files. Transfer annually to the Washington National Records Center when 5 years old and scratch when 30 years old. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER.

*178. Housing Survey Revision Initiation Data Base. The Housing Survey Revision initiation Data Base provides computerized processing capabilities for revising the Survey's sample of housing units throughout the United States. It stores detailed data for housing units considered for initiation into the sample of units for which pricing (shelter cost) data are collected, such as identification of the unit and its location, occupant and family data, landlord identification and address, unit physical characteristics, base period costs, and the like. Reports (initiation schedules and related documents) of contacts by field representatives serve as source documents for data entry to this data base. Also, the data base contains data from which the documents were prepared for the field representatives' use in reporting the results of the contacts.

This is an ad hoc data base in that after a unit is accepted (initiated) into the Survey sample, data for the initiated unit are transferred, monthly, to the Housing Survey System Repricing Data Base Files. Under the CPI program Revision being installed as of this writing, the Housing Survey sample of pricing data sources (units) is being completely revised with completion expected in late 1986. There will, however, be continuous changes to the sample because of such reasons as new construction. Furthermore, future sample revisions may be expected as the result of Census housing and population surveys.

In connection with the installation the "Main Frame" Housing Revision System Data Base (see preceding Item 177), this Revision Initiation Data Base will be combined with the former.

This data base is maintained under the RAPID Data Base Management System in disk files at a central BLS computer facility. For security or back-up purposes, its contents are dumped to tape weekly.

These files are considered confidential as their contents could identify data sources.

Retention Period.

a. Disk Data Files. Scratch after essential information has been analyzed, tabulated, superseded, or transferred to the main Housing Revision System Data Base.

b. Back-up Tape File. Scratch when no longer needed for current business.

179. CPI Index System Data Base and Related System Components Files. The CPI Index System Data Base contains up to 20 months of macrodata relating to the periodic CPI indexes for items and market basket areas for both the CPI-U and the CPI-W Indexes. It also includes macrodata used to compute the indexes such as cost weights for base periods (e.g., 1967), cost price relatives, and seasonal adjustment factors. Price relative is a ratio which indicates the price change for an item or items for one period as compared to another. Price relatives and average prices are derived from the Commodities and Services Repricing Data Base and the Housing Repricing Data Base (see Items 176 and 177 of this Records Schedule).

Maintained on disk at the central BLS computer facility, the Index Data Base uses the RAPID (Relational Access Processor for Integrated Data Bases) Data Management System. It also uses SAS Language. For security or back-up purposes, disk-to-tape back-up is performed monthly before loading the data base for monthly processing and after completion of the monthly processing cycle. Archived tapes are created periodically.

Related system files contain CPI average price data for food, gasoline, and energy. Also, temporary data sets are created monthly containing consumer price indexes time series and average prices time series data; these temporary data sets are accessed by the BLS Office of Technology and Operations Review to update the LABSTAT File (Item 184).

As an element of the 1986 CPI Program Revision, an Index Estimation (Revision) System Data Base (see item 192 of this Records Schedule) is being developed. This new data base stores macrodata leading to the monthly calculation and generation of the many index tables which together constitute the CPI-U and CPI-W Indexes. The types of data in the new data base files will be generally similar to the types of data in the ongoing Index System Data Base although the files may be organized differently.

The new data base will also be maintained under the RAPID Data Base Management System. Its (the new data base's) relationships to the C and S and Housing repricing data bases will be similar to the relationships for the on-going Index Data Base. It is expected that the developmental Index Estimation Data Base and the on-going Index Data Base will be used in combination. Periodic disk-to-tape back-up procedures will be used and the creation of archived tapes will be continued.

Retention Period.

a. Disk Data Files. Scratch when essential information has been analyzed, tabulated, superseded, or copied to archived tapes, as appropriate.

b. Back-up Tape Files.

(1) Before Loading Tape Files. Scratch when the next collection period processing is completed.

(2) After Processing Tape Files. Scratch when essential information has been analyzed, tabulated, or issued, or when no longer needed for current business, as appropriate.

180. CPI Index System Archived Data Tape Files. Consist of computer tape files produced every 6 months by copying data from the CPI Index System Data Base (preceding Item 179). They contain published and unpublished CPI indexes macrodata for items and market basket areas computed during a 6-month period such as cost weights, price relatives, seasonal factors the price indexes. Unpublished data do not meet BLS publication standards and their release could possibly violate BLS pledges of confidentiality regarding identify of data sources. Releasable time series data on these tapes are available through LABSTAT (Item 184).

MM/8/14/89 Retention Period. Transfer annually to the Washington National Records Center when 10 years old and destroy when 30 years old. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER.

181. CPI Published Average Prices Data Tapes Files. Consist of computer tape files produced annually containing monthly average price data for the following components of the CPI: food, gasoline, and household fuel. Average price data for these components are published in the Monthly CPI Detailed Report and the Monthly Labor Review and are also available through LABSTAT. See Items 58 and 135 of this Records Schedule pertaining to publication of average price data date and Item 184 for LABSTAT.

MM 8/14/89 Retention Period. Transfer annually to Washington National Records Center when 10 years old, and scratch when 30 years old. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER

182. CPI Index Mailgram Tapes. As the monthly CPI index tables are produced, two tape reels containing data being issued in the monthly press release are furnished to Western Union for transmission of data to subscribers. One tape is a duplicate. The two tape reels are returned from Western Union and their contents scratched or written over.

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

183. COM Microfilm File of CPI Index System Listings. Consists of COM (computer output microfilm) 16mm roll microfilm copies of final machine listings related to CPI index estimation cycles. These listings are also provided to the Division of Consumer Prices and Price Indexes (CPPI) OPLC, in COM roll format, which are considered to be the record copy. See Item 117 of this Records Schedule.

Included are such listings as Review Listing by Item (RLI), Review Listing by Area (RLA), Area Analysis Computation Listings, and Monthly Seasonal Analysis Listings.

Retention Period. Maintain current and previous year's records on hand. Once a year, send 2-year old microfilm to CPPI for inclusion in any gaps in that Division's file. Destroy any microfilm returned by CPPI to CPCS upon such return from CPPI.

184. Consumer Price Indexes and Average Prices LABSTAT Files. On a monthly basis, the CPI LABSTAT Update Files are accessed directly by the BLS Office of Technology and Operations Review to update (1) the LABSTAT CPI Index Files which are comprised of some 11,000 time series, and (2) the LABSTAT CPI Average Prices Files of about 1,000 time series.

Consumer Price Indexes are available on a monthly basis with beginning dates as indicated in the following paragraphs. Index data are available for two population groups as: (1) Indexes for all Urban Consumer Consumers (CPI-U); and (2) Indexes for Wage Earners and Clerical Workers (CPI-W).

U.S. (i.e., nationwide, city) average indexes for both populations are available for some 360 consumer items and groups of items. In addition, over 100 of the indexes have been adjusted for seasonality. The indexes are monthly with some beginning in 1913.

Area indexes for both populations are available for 28 urban places. For each area, indexes are published for 64 items and groups. The indexes are monthly for five areas and bimonthly for the other 23. Some indexes begin as early as 1914.

Regional indexes for both populations are available for four regions with about 96 items and groups per region. These indexes are bimonthly in most cases, with some beginning as early as 1966.

City-size indexes for both populations are available for five size classes with 89 items and groups per class. These indexes are bimonthly in most cases, most begin in 1977.

Region/City size indexes for both populations are available cross-classified by four regions and four city-size classes. For each cross-classification, 55 items and groups are available. These indexes are bimonthly in most cases; most begin in 1977.

Average consumer prices are calculated monthly for household fuel, motor fuel, and food items from prices collected for the Consumer Price Index (CPI) program. Average prices are best used to measure price change over time. It is more appropriate to use the CPI and its individual item indexes to measure price change. Some average prices begin in 1978, although some begin later.

Average consumer prices for household fuel and motor fuel are available for the U.S. (nationwide) city average, 28 urban places, 4 regions, and 16 region/size class groupings. Average consumer prices for food are available

for the U.S. city average and four regions. Monthly data are available for up to 6 household fuel categories, 6 motor fuel categories, and 104 food categories.

System documentation consists of the LABSTAT Users Guide, the LABSTAT Series Directory, and other related program guides.

Retention Period. Permanent. Offer to the Archives of the United States as listed below.

a. Immediate transfer of any remaining data bases prior to 1967.
b. Transfer of all series based in 1967 no later than 1997 or when deleted from LABSTAT, whichever is sooner.
c. All other CPI series to be transferred at 5 year intervals.

185. Quality Control Change Request Initiation Machine and Document Files. For the CPI Program, there is a continuing procedure for submitting and controlling recommendations for system modifications to the ongoing systems. Some such recommendation may also affect the 1987 Revision Systems under development at the time of this writing. These files contain hard copies of requests together with information as to actions taken.

A computerized system is maintained, with disk files at the central BLS computer facility, into which are entered data on each recommendation such as a description of the proposal, justification, and milestone dates (planned and actual) for actions taken. The disk files contain data for both pending and completed proposals. For management review purposes, machine listings are produced, usually every 2 weeks.

These files serve as a management tool and reference source.

Retention Period.

a. Hard Copy Recommendation Documents. Destroy when no longer needed for current business.

b. Machine Listings. Destroy when update replacement is received or when no longer needed for current business, as appropriate.

c. Machine-Readable Data Files. Scratch when no longer needed for current business.

d. Computer System Documentation. Scratch or destroy when superseded or when system is discontinued, as appropriate.

186. Current System Branch Files of CPI Main Frame Computer Systems Documentation Files. In performing its functions for maintaining software for the ongoing main frame systems to support the CPI Program, the Current Systems Branch assigns responsibility to separate groups--i.e., a Commodities and Services (C and S) Group, a Housing Group, and a CPI Index Group. For the on-going systems, system documentation files may consist of such instructional guidance documentation as data dictionaries, production run books, flow charts (computer or manually prepared), and the C and S SAS Procedures Users Guide. Data dictionaries and production run books are maintained on disk files with tape back-up, hard copy printouts being generated as required.

As a result of the 1987 CPI Main Frame Computer Systems and related components development work, comprehensive hard copy and machine readable documentation files will be turned over to the Current Systems Branch. This should occur after the developmental projects concerned with the 1987 CPI Revision are completed and the 1987 CPI Revision methodology becomes fully operational. Such transferred documentation will include final versions of the main frame systems files, related software data sets, and associated printout files. These will pertain to the CPI Commodities and Services Survey System, the CPI Housing Survey System, the CPI Index Estimation System, and the CPI Index Publication System. See Item 195 for description. The Current Systems Branch will become responsible for software maintenance for the new systems.

Temporary data sets may be maintained at the central BLS computer facility for testing and generating listings. As required, revisions are entered to the appropriate documentation files.

Retention Period.

a. Documentary Materials. TRANSFER TO THE WNRC WHEN 5 YEARS OLD [redacted]. DESTROY WHEN 15 YEARS OLD.

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b. Temporary Data Sets. Scratch when no longer needed for current business.

c. Tape Back-up Files. Scratch when no longer needed for current business.

187. Current Systems Branch CPI Computer Program (Software) Library and Related Files. Program (software) library files are maintained on disk or tape at the central BLS computer facility for the various main frame systems which support the CPI's Commodities and Services Survey, Housing Survey, and Index System. These files include such computer programs as source, load, object, index calculations, library, and the like. As required, hard copy printout listings of the programs may be generated. Disk-to-tape back-up procedures are utilized periodically.

After the 1987 CPI Program Revision Main Frame Computer Systems developmental projects are completed and the 1987 CPI Revision methodology becomes fully operational, final versions of the related software data sets (programs) and associated printout files will be turned over to the Current Systems Branch. (See Item 196 for description.) These programs will pertain to the Revision Systems for the C and S Survey, the Housing Survey, the CPI Index Estimation System, and the CPI Publication System. The Current Systems Branch will become responsible for software maintenance for the new systems.

Retention Period.

a. Documentary Materials and Machine Readable Files. Destroy or scratch when superseded or no longer needed for current business, as appropriate.

b. Tape Back-up Files. Scratch when no longer needed for current business.

188. Fix Request Files. Consist of copies of Fix Request Forms received from other BLS offices involved in the CPI Program such the Data Production Systems (DPS) Branch, of the Office of Prices and Living Conditions. The requests concern possible problems with operations of the ongoing computer systems that support the Commodities and Services Survey and the Housing Survey. As action is completed on a request, the form is returned to the originating office with information as to that action and a copy of the form retained by the Branch.

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

*189. Files of Machine Listing for System Analysis and Management, or for Production Control. As the Current Systems Branch is concerned with software design and maintenance, it does not customarily keep files of hard copies of machine listings generated for use of CPPI economists and other CPI program office personnel in the monthly production processes.

Periodically or as required, however, Branch personnel may obtain such printouts as computer services cost reports, management planning and progress status reports, system control listings, batch management reports, or copies of regular CPI production listings. These listings are used for reviewing system compliance with requirements, management review of results, and for identifying software problems or needs. They may be one-time, special, or periodic.

Also for such ad hoc activities as monitoring input of data to the Housing Survey Revision Initiation Data Base (Item 178), it may receive (for review and correction) printouts like: (1) Initiation Review Listings (IRL) of data reported by field representatives and inputted to the Data Bases; and (2) Initiation Control System Listings (ICL) with respect to revised contents of the Data Base and remaining errors detected by machine processing.

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

# DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES, OSP 1987 CPI REVISION MAIN FRAME DEVELOPMENT FILES

There are two branches or groups of BLS and contractor personnel in the Division of Consumer Prices and Consumption Studies (CPCS), OSP, concerned with the development of main frame computer Systems and related software support for the 1987 CPI Revision. These are (1) the CPI Revision Development Branch, which is concerned with development of main frame systems and related software for the CPI Commodities and Services (C&S) Survey System and for the CPI Housing Survey Systems; and (2) the Consumer Expenditure Survey Branch, which in its CPI Revision developmental activities, is concerned with the development of main frame systems and related software for the 1987 CPI Revision Index Estimation System and the Index Publication System.

Both of these branches of the CPCS Division report the Division's CPI Revision Manager, who also serves as the Departmental Contracting Officer's Technical Representative (COTR) for the major contracting efforts involved in this CPI Revision Development Work.

The 1987 CPI Revision C&S Survey and Housing Survey developmental activities focus on the design of the computer main frame systems, system data bases, related system component files, accompanying software, and system documentation files involved in obtaining and maintaining the monthly reported microdata price quotes from the sampled C&S outlets and Housing units of the Surveys.

The 1987 CPI Revision developmental work for the Index Estimation System and the Index Publication System focuses on the design of the computer main frame systems, the system data base, and related system component files, accompanying software, and system documentation files involved in aggregating the reported microdata price quotes and calculating the CPI Indexes, in developing required cost weights for the Index Estimation System, and in formatting the unpublished and published aggregated tabular macrodata involved in publishing or disseminating the finalized CPI Indexes.

When the developmental projects concerned with the 1987 CPI Revision are completed, and the 1987 CPI Revision methodology becomes fully operational, the final versions of the main frame systems files, related software data sets, and associated hard copy printout files will be turned over to the Current Systems Branch of the CPCS Division for monthly production of CPI Indexes under CPI Revision methodology.

Although the Revision developmental activities will have been completed at that time, further revisions to these CPI main frame Revision systems and related software may continue to be made in the future.

In general, the key recorded information reflecting the CPI Revision developmental activities are the main frame computer data bases related system component files and accompanying software data sets maintained on disks at the Bureau central computer facility, with periodic disk-to-tape backup for

security purposes. Hard copy machine printouts are available as required for system, process, or program testing, or documentation, and the like, but the primary files are the main frame machine readable files on disk or related archived tapes.

The matrix organizational structure of the BLS results in the participation of many different organizational units of the Bureau in the 1987 CPI Revision effort, as well as these two branches of the Consumer Prices and Consumption Studies Division (CPCS) of the Office of Survey Processing. Because of this type of organizational structure there are various task forces or teams involved in developing the CPI Revision Systems, with the CPCS representatives from these two branches being primarily concerned with development of the main frame computer support systems.

The major documentation of the 1987 CPI Revision for all BLS organizations concerned, including the CPCS Division, is in the Office of the Assistant Commissioner for Consumer Prices and Price Indexes, Office of Prices and Living Conditions. The Deputy Assistant Commissioner for Consumer Prices and Price Indexes has been designated as the Bureau's 1987 CPI Revision Manager. As such, he maintains the principal documentation involving the 1987 CPI Revision, regardless of the subject matter concerned. The various task forces or teams involved from such BLS organizational units as the Office of Prices and Living Conditions and its many suborganizational units concerned, the Office of Survey Processing and its various suborganizational units concerned, and the Office of Field Operations - National, all have representatives on the teams involved in this major CPI system revision effort. All send the documentation reflecting their particular subject matter areas to the BLS 1987 CPI Revision Manager for his numerical documentation file. See Item 39 of this schedule. However, the main frame computer systems support development work of the 1987 CPI Revision Branch and the CES Branch of the Division of Consumer Prices and Consumption Studies represent key areas in this overall revision effort.

*190. CPI Revision Development Branch Administrative Subject Files. The secretary to the Branch Chief maintains administrative files for the Branch involving such areas as flexitime, time and attendance, training, employee name files, computer management, monthly computer billings, applicable PAS codes, dissemination of results of activities and the like. Also included are main frame data sets and hard copy involved in preparing correspondence, copies of run books, user guides for various computer programs developed, copies of administrative progress reports or weekly agendas, and the like.

Retention-Period.

a. Personnel-Name-Folders. Destroy 1 year after separation or transfer of employee.

b. All-Other-Records. Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

8/17/89

191. CPI Revision Development Branch Program Subject Files. Consist of copies of such documents as progress reports, agendas, change request forms, internal explanatory memoranda prepared in the branch on various developmental activities, copies of production schedules, copies of functional or design

specifications prepared in the Branch, hard copies of guides to programs prepared, copies of versions of developmental data dictionaries prepared, and other program files.

Also included are fix request forms, production trouble report forms, quality assurance run book, and the like. All necessary documentation is maintained by the Current Systems Branch.

Retention Period. Destroy when superseded, or when 5 years old, as appropriate.

*192. 1987 CPI Revision Monthly Processing Systems Main Frame Development Files. The development work for the 1987 CPI Revision for the main frame (1) Commodities and Services (C&S) Survey System and related components, (2) the Housing Survey System and related components, (3) the CPI Index Estimation System and related components, (4) the CPI Index Publication System and related components, and (5) the Average Price System and related components, involves many projects assigned to both BLS and contract employees. When the revision development projects are completed, and the final versions of the many components and subsystems constituting these four major CPI Revision Systems are tested and pass BLS acceptance tests, these major main frame computer systems will be considered ready for production of the CPI.

While further revisions or improvements to the systems may still be made after final acceptance of the results of these main frame developmental projects, at that point those Systems will be ready to be turned over to the Current Systems Branch of the CPCS Division for current monthly production under 1987 Revision methodology.

Key files involved in this system development work are the machine readable System Data Bases for the C&S and Housing Survey Systems, and the Index Estimation Systems with related system component (parameter) files and program software data sets, as well as hard copy documentation of the final versions of these main frame computer files and related software. A data base storage and retrieval system is not involved with the Index Production System.

Under Revision methodology, the main frame C&S Data Base, the Housing Survey Data Base, and the CPI Index Estimation System Data Base will be maintained under the RAPID data base management system programs.

The C&S Survey and the Housing Survey data bases and related system component (parameter) files and accompanying software data sets are designed to provide for the maintenance of the collected microdata obtained monthly by BLS field offices from the many C&S outlets and Housing units that have been initiated into the sample for these surveys and that regularly return schedules that are furnished to them. In addition, these data bases provide for such other tasks as computer generation of schedules and other computer generated forms used in the C&S and Housing Surveys, and for generating price relative computations involved in computing CPI Indexes using the main frame CPI Index Estimation System Data Base and related system component files and accompanying software.

Specifically, among the computer files of the Revision C&S data base are such files as the Sample File, the Key File, the Outlet File, the Quote File, the Version File, the ELI Cluster File, and the Title File. Among the computer files of the Revision Housing Survey Data Base are such files as the Unit File, the Rent File, the Comm. File, and the Own File.

When these two data bases and related system component files being developed are to be placed in current monthly production, they are designed to accommodate the monthly repricing of quotes from sampled C&S outlets or Housing units that report prices throughout the year. However, as part of the start-up plans when these revised survey Systems will be put into production, there is a need to revise C&S survey samples to reflect the new 1987 Revision PSUs and for revising the Housing Survey sample to be based on 1980 rather than 1970 Census data.

Temporary start-up initiation data bases for both the C&S and the Housing Surveys have been developed to accommodate the receipt of data from newly initiated C&S outlets or Housing units of the samples, until such new reporters have been proven to be willing to report prices on a regular basis throughout the year, and their quotes can be inputted into the main C&S and Housing data bases.

Also, in developing the overall revised Systems for the C&S Survey and the Housing Survey, for use after they are installed for monthly CPI Index production, certain system component files and related software have been developed to accommodate on a continuous basis initiating the newly sampled C&S outlets obtained from CPOPS surveys under the 5-year sample rotation plan, and to initiate newly sampled housing units involved in new construction.

The other major main frame data base being developed for the 1987 Revision of the CPI, the data base for the Index Estimation System, contains aggregated macrodata leading to the monthly calculation and generation of the many published and unpublished index tables, which together constitute the CPI-W and CPI-U Indexes.

In the 1987 Revised CPI Monthly Production processing being developed, some intermediate processing steps are to be involved before the data can be inputted into the Revised Index Estimation System. In summary, this involves extracting the reported microdata from the C&S and the Housing data bases and applying the Price Relative Calculation (PRC) subsystem software for the C&S Survey and of the Housing Survey to generate price relative aggregates for the current and previous months. It is this aggregated data that the revised Index Estimation System and Programs will use to calculate and generate the required CPI Indexes to be stored in the Index Estimation System Data Base.

The Index Estimation System Data Base contains up to 20 months of aggregated macrodata involved in the monthly CPI Indexes for items and market basket areas for both the CPI-U and CPI-W Indexes. It also includes data used in calculating and generating the Indexes such as aggregation weights, price relatives, relative importance weights, seasonal adjustment factors, LIFO data, and the like.

The fourth major main frame CPI system being developed as part of the 1987 Revision work involves the computer component files and the related software data sets such as TPL and PCL, of the Index Publication System. No data base for storage or retrieval of data is involved with this System. It is designed to accomplish such tasks as: to extract the computed CPI Indexes from the Index Estimation data base, to accomplish certain computations, to produce in eye-readable format the many tables either published or unpublished constituting the CPI-W or the CPI-U, to format the machine readable CPI Index time series or other data made available to the public through LABSTAT or other BLS sources, and to produce photocomposed hard copy tables to facilitate the printing of the monthly CPI news releases and bulletins and annual publications of CPI data.

These main frame major systems data bases and related system component files and accompanying software being developed for the 1987 CPI Revision are maintained on various disk packs at the Central Bureau Computer Facility, with periodic disk-to-tape backup for security purposes. Hard copy printouts of the various computer runs in the developmental progress are also maintained in the offices of personnel concerned.

Certain of the revision project development files may be subject to transfer from disk data sets to archived tape for storage purposes.

One major 1987 CPI Revision System being developed, which follows a different production cycle than that described above is the Average Price System. This system extracts appropriate reported price microdata from the C&S data base, onto disk data sets and calculates the monthly-annual average prices for such special commodities as certain foods, farm products, and heating fuels and for gasoline, and issues the monthly-annual average price publications for these commodities. Periodic disk-to-tape backup of the disk data sets is performed for security purposes.

Also a CPI Revision subsystem being developed of particular interest to records managers is the disk-to-archived tape subsystem to provide for long time machine readable tape storage of valuable microdata from the C&S and Housing data bases, and appropriate historical CPI Indexes data from the Index Estimation data base, or the average price data sets, and the like, after the Revision methodology has been installed for monthly production.

Retention Period.

a. Development System Data Bases and other related computer system component files and accompanying program data sets maintained on disks or archived tapes and related hard copy printouts.

[redacted] Superseded versions of developed system products. Destroy when replaced by next version, or when no longer needed for current business, as appropriate.

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[redacted]

b. Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

*193. 1987 CPI Revision Cost Weight Development Files. The development of the 1987 CPI Revision Cost Weights is a key element in this overall revision effort. As part of revised Index Estimation System, the cost weights provide a major tool in producing CPI Indexes representing the population of the CPI-W and the CPI-U from price quotes obtained from the various establishments included in the samples for the CPI Commodities and Services Survey and the Housing Survey. As such, the main frame computer files and related software concerned in developing these new 1987 CPI Revision Cost Weights can serve as an example of the complexity involved in the various projects pertaining to this effort of developing the revised main frame computer support Systems for the CPI carried out by both BLS and contract employees in CPCS Division.

The source data for the revised cost weights are 1982, 1983, 1984 expenditure data extracted from the Expenditure Files and the Family Files of Consumer Expenditure Survey Interview and Diary Data Bases. The software (programs) and main frame files of four computer subsystems are involved in generating the required 1987 CPI Revision Cost Weights.

These are: (1) The Preprocessor subsystem, which extracts the appropriate reported consumer unit expenditure data from the Expenditure Files of the two data bases and loads these data onto disk data sets for further processing; (2) The Replicate Subsystem which extracts data from the Family files of the CES Data Bases, loads data onto the disk, and performs the necessary calculations to derive the initial CPI cost weights and some 40 replicates; (3) The VER Subsystem which uses data from the Replicate Subsystem to calculate variances and adjusted cost weights; and (4) the Update-Link-Pivot Subsystem which manipulates data from the VER Subsystem to produce final 1987 CPI Revision Cost Weights which are suitable for use in the overall 1987 CPI Revision Index Estimation System.

These subsystems involve data sets on main frame computer disks with periodic disk-to-tape backup for security purposes. Also after completion of the development work, it is planned to transfer the disk data sets of each subsystem onto archived tapes for storage.

In addition, hard copy printouts are obtained of various runs involved in the development and testing of the revised cost weights. Microfiche copies are planned to be made of the final cost weights for submission to the Cost Weights Staff, Division of Consumer Prices and Price Indexes, OPLC.

See Item 197 (Test), for details on CPI Revision development test records.

Retention Period.

a. [redacted] Cost Weight Subsystem Data Sets and Related Program Data Sets on Disk or Tape and Related Hard Copy Printouts and Microfiche. Turn over to Current Systems Branch, CPCS after completion of development work or to the Cost Weights Staff, OPLC, as appropriate.

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Superseded Versions of Developed Cost Weight Products. Destroy when replaced by next version, or when no longer needed for current business, as appropriate.

b. Disk-to-Tape Backup Files. Destroy when no longer needed for current business.

194. 1987 CPI Revision Index Analysis System Main Frame Development Files. A special Index Analysis System that is not to be part of the Monthly CPI Production System is being developed primarily for use of the economists of the CPPI Division or the PINR Division of OPLC in carrying out various analysis of CPI Indexes or research into the CPI Indexes. It is, therefore, being described separately from the monthly CPI Production System development files in Item 192.

This separate system and its data base and related system component files, and accompanying software is being developed by contract personnel.

The system data base is planned to contain various selected indexes macrodata to be extracted from the Index Estimation System data base, and which is considered to be of value for the particular research or analysis projects which may be carried out.

The development files for this system will be maintained on disk packs at the central Bureau computer facility with periodic disk-to-tape backup as required.

Typical system development files will be involved such as a data base and the standard data base management system programs, various systems component files and accompanying software, and the like. Testing will take place as outlined in Item 197 (tests). After acceptance of the machine readable files and hard copy printout files constituting the system and its documentation, the system is planned to be turned over to the CPPI Division for use by such BLS personnel as are planned.

Retention Period.

a. Development System Data Bases and Other Related System Component Files and Accompanying Software Data Sets Maintained on Disk or Tape, and Related Hard Copy Printouts.

mm 8/14/89

(1) Superseded Versions of Developed System Products. Destroy when replaced by next version, or when no longer needed for current business, as appropriate.

(2) Final Versions of Accepted System Products. Turn over to CPPI Division, OPLC, WHERE THEY ARE COVERED BY ITEM 192a.

b. Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

195. 1987 CPI Revision Systems and Related Components Main Frame Computer Documentation Development Files. As part of the 1987 CPI main frame computer systems and related components development work, standard BLS system design documentation is being prepared, with plans for future updating of documentation and manualization of procedures and methodology involved as the 1987 CPI Revision Systems and related components become fully operational.

Under standard BLS system design methodology, two types of data dictionaries and related system specifications, flow charts, and other documentary materials (system documentation packages) are being developed to serve as the principal documentation of the work of BLS and contract employees in designing the overall Systems and related system components and software involved in the 1987 CPI Revision, such as the C&S Survey, the Housing Survey, the Index Estimation and the Index Publication Systems and related components. Developmental work primarily focuses on designing the Systems and related software for various interrelated segments or processes constituting these overall Systems.

The two types of overall system computer-prepared data dictionaries and related documentary materials constituting such system documentation packages are the logical or analysis of requirements data dictionaries and the physical or detail design data dictionaries.

The system analysis data dictionaries and related flow charts, and other documentary materials constituting a system analysis documentary package, describe primarily the processes involved in the proposed operations of CPI Revision computer main frame systems. Such a package, in addition to the data dictionary machine listing and data sets, could include such documentary materials as data flow, data structure, or data production diagrams and charts as well as record layout statements, and the like.

The system design data dictionaries and related documentary materials constituting a system design package provide detailed specifics as to the programs, files, and data elements involved in the overall system and related components. In addition to the physical dictionary listing, such a design package could include such supplemental statements as system flow charts at the program level, data base design charts, machine test diagrams and the like.

In addition to overall system and related component data dictionaries, data sets and related hard copy data dictionaries are being developed for each of the major RAPID data bases involved in the 1987 CPI Revision main frame systems and related component files, such as the C&S Data Base, the Housing Survey Data Base, and the Index Estimation System Data Base. These data base data dictionaries typically consist of two segments. The first segment is a description of each data element by Relation (Field Name, Attributes, Codes, Element Name, Code Values, Source). The second segment is an alphabetical EDICT cross reference to the first segment by Field Name, listing the page number of the data element description as well as the Field Name, Relation, Attributes, Element, Name, Source, and Page.

Other system documentation, typically not on the overall system level, but rather documenting particular segments or processes which are interrelated to form an overall system, can include such contractor prepared documents as functional or detailed design specifications statements covering the particular portions of a major system under development. These computer-generated specification statements provide such headings as process overview, problems yet to be resolved, process name, process assumptions, process descriptions, inputs, outputs, data flow name, and process composition.

Additional documentation prepared for the development of the 1987 CPI Revision can include various user guides for the many programs and software packages involved in using the RAPID data base management system for the major data bases to be used to store and retrieve micro- and macrodata under the Revision CPI Systems, (See Item 196 Computer Library) as well as computer program production run books and the like.

Different versions of these documentary materials may be generated as developmental work proceeds. Typically, various portions or segments of overall Systems and related components are developed as projects are tested on a project or unit test basis. After sufficient testing leads to final versions of the component parts of a system, the interrelated segments of an overall CPI Revision System, such as the C&S Survey System Data Base and related system component files and software, can be tested on a system-wide basis, and acceptance test results can be signed off for BLS by appropriate BLS personnel.

Most of the documentary materials described herein are maintained as data sets on disks at the central BLS computer facility, with periodic disk-to-tape backup for security purposes. In addition, hard copy printout files of these documentary materials are maintained as required. Certain of the supplemental system documentation files, however, such as certain flow diagrams, may be manually prepared and exist in hard copy only.

Retention Period.

a. Superseded Versions of System and Related Components Documentary Materials. Destroy when superseded or when no longer needed for current business, as appropriate.

b. Record Copy of Final Versions of System and Related Component Documentary Materials. Turn over final versions of such system documentation data sets and related hard copy materials to the Current Systems Branch after completion of CPI Revision development projects. (See Items 192, 193, and 194.) and include in Item 186.

MM 8/17/89

c. All Other Copies of CPI Revision Systems Documentary Materials. Destroy hard copy and machine readable data sets when no longer needed for current business.

d. Periodic Disk-to-Tape Backup Files. Destroy when no longer needed for current business.

196. CPI Revision Computer Program (Software) Library and Related Files. A library maintained of computer programs (software) for use with all

CPI surveys which use the RAPID data base management system. The acronym, RAPID, stands for Relational Access Processor for Integrated Data Bases. Such data bases as the 1987 Revision C and S Data Base, Housing Survey Data Base, and Index System Data Base are involved.

Many of the programs are interrelated and are used in various combinations to perform such computer processing tasks as: to format data sets, to be compatible with the RAPID system or the SAS system, to load data into a RAPID data base, to retrieve data from a RAPID data base, to modify or change data in a RAPID data base, to printout or place on a screen the results of runs involved, or to perform such other tasks as are required to generate CPI Indexes under the 1987 Revision methodology.

Such programs as the following are maintained in the library on data sets on disk or on tape back-up in the central Bureau computer facility or in hard copy printout in headquarters offices: MADRAS, METARAP, EDICT, RAPUP, CREXIT, RAPSAS, SASRAP, the many utility and other programs, directly associated with the RAPID data base system, and such other programs as are required for processing CPI data under 1987 Revision methodology.

During the development of certain of these programs, various versions of improvements to the programs have been generated. Once a month, the analyst in charge prints out the latest hard copy version of the programs. By the time the 1987 CPI Revision system becomes fully operational, it is expected that such modifications will be less frequent.

Also included in the library are data sets and machine listings maintained for job control language and procedures concerned with processing data involved with the CPI RAPID data bases.

Periodic disk-to-tape backup files are generated for security purposes.

Retention Period.

a. Final Versions of Data Sets and Hard Copy Printouts, if any. Make available to Current Systems Branch when 1987 Revision development is completed. (See Schedule Item 192.) and include in Item 18 7.

8/14/89

b. Preliminary Versions of Data Sets and Hard Copy Printout, if any. Scratch or destroy when superseded.

c. Periodic Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

*197. CPI Revision Development Systems Test Files. In developing various programs and other system components and software involved in the development of the RAPID Data Bases for the 1987 CPI Revision, such as the C&S Survey Data Base, the Housing Survey Data Base, or the combined Index Estimation System Data Base for both surveys and related parameter computer files, various tests are run of the individual components of the systems (programs) and of the overall Systems themselves involving the interaction of the various programs constituting the overall system.

Test records can include such materials as data sets of inputted test data and programs involved and related printouts. Case results reflecting the end products of the testing of the programs and the resulting decisions made in the form of data sets and printouts and related records; and, if acceptance testing is involved, comments of the COTR and other BLS personnel concerned as well as data sets and printouts.

Various versions of tests of the same programs or systems may be involved until final acceptance is obtained.

Much of the testing is accomplished by contract employees in developing the programs system components and resulting systems and files.

Retention Period.

a. Unit Individual Process-Component Testing Hard Copy Printouts, Data Sets, and Related Records. Destroy upon acceptance by BLS, or if superseded by further tests, as appropriate.

b. System (Interrelated Component) Testing.

(1) Noncritical Case Hard Copy Printouts, Data Sets, and Related Records. Destroy upon acceptance by BLS, or if superseded by further tests, as appropriate.

(2) Critical Case Hard Copy Printouts, Data Sets, and Related Records. Combine with acceptance test records, as required.

(3) Acceptance (Final) Testing.

(1) Noncritical Case Printouts, Data Sets, and Related Records. Destroy upon acceptance, or if superseded by further tests, as appropriate.

(2) Critical Case, Printouts, Data Sets, and Related Records. Destroy when 7 years old, or when on longer needed for current business, whichever is later.

*198. Inactive 1982 - 1983 REQ Housing Survey Revision Development Subject File. The Group Leader for the 1987 Housing Revision Development work was active in the development of the 1982-1983 Revision of the CPI Housing Survey when the survey was changed to reflect rental equivalency (REQ). This inactive collection represents the Group Leader's program subject development work file, and is not considered to document this project. Included in this work file are extra copies of internal memoranda and instructional materials and copies of project papers such as machine printouts of test runs and other computer runs, as well as subject folders. The folders cover such subjects as Front End Processing, Homeowners, Production Control System, Dictionaries, Coding in Process, and the like.

Retention Period. Destroy when the latest record is 5 years old, or when no longer needed for current business, whichever is sooner.

# RECORDS OF THE CONSUMER EXPENDITURE SURVEYS BRANCH
# DIVISION OF CONSUMER PRICES AND
# CONSUMPTION STUDIES, (CPCS)
# OFFICE OF SURVEY PROCESSING (OSP)

The Consumer Expenditure Surveys Branch, CPCS Division is primarily concerned with providing the required main frame computer systems support to the Division of Consumer Expenditure Surveys (CES), OPLC. This support covers the quarterly and annual processing of the reported microdata received from the Census Bureau for the Interview and Diary Surveys of the CES Division, and the publication of the results of those surveys. The branch is responsible for developing revisions to the ongoing CES system as required.

In addition, in connection with the 1987 Revision to the Consumer Price Index, the Branch is responsible for developing the revised Index Estimation System and its related data base and component system files and accompanying software, the revised Index publication system and the revised 1987 cost weights for the CPI.

In providing computer support for all aspects of the Consumer Expenditure Interview and Diary Surveys, the branch maintains CES data bases, related subsystem component files, and accompanying software (programs) on the disks and tapes of the main frame computer at the central Bureau computer facility.

Hard copy machine printout listings in connection with the quarterly processing of CES data are maintained by the Data Production Systems Branch of the CPCS Division, which actually carries out the detailed computer operations concerned, rather than the CES Branch.

In its 1987 CPI Revision System Development work, the Branch maintains temporary computer system disk and tape files and related program files, on the main frame computer at the central Bureau computer facility, as well as required hard copy printouts and related hard copy files in its Bicentennial Building offices.

When the 1987 CPI Revision Development work is completed, the Branch will turn over the final versions of the appropriate data files and related hard copy machine printouts to the Current Systems Branch of the CPCS Division for monthly production of the CPI under 1987 CPI Revision Methodology. As this development work is similar to that carried out by the CPI 1987 Revision Development Branch, CPCS, the listings of the record series of the CES Branch concerned with the 1987 CPI Revision are included on this schedule with the records of the 1987 CPI Revision Development Branch.

*199. CES Branch Administrative Subject File. The secretary to the Branch Chief maintains an administrative subject file of correspondence, instructional materials, form records and machine printouts, and the like pertaining to such matters as the monthly billing or status reports on computer operations received from the central Bureau computer facility, various personnel matters including employee evaluation and name folders on each employee, training materials, and records pertaining to flexitime and employee time and attendance, and related administrative matters.

Retention Period.

a. Time and Attendance Records. Desroy when 3 years old.
b. Personnel Name Folders. Destroy 1 year after separation or transfer of employee.
c. All Other Records. Destroy when 3 years old or when no longer neded for current business, whichever is sooner.

200. CES Branch Program Subject Files. Consist largely of correspondence, memoranda, and instructional materials received from the Census Bureau, and various client BLS offices, or contractors and related printouts concerning system design and development work involving the development of the 1987 CPI Index Estimation System, the 1987 CPI Index Publication System, and the 1987 CPI Cost Weights for index estimation. In addition, the file concerns the system support activities provided to the Consumer Expenditure Surveys Division of OPLC relating to computer operations involving the quarterly and annual processing and publication of the CES Interview and Diary Surveys, as well as proposed revisions to the ongoing CES systems.

Both active and inactive segments of the file are on hand.

Retention Period. Destroy when 5 years old, or when no longer needed for current business, whichever is sooner.

*201. Census Bureau - BLS Interview - Diary Microtapes. Monthly, the BLS receives tapes from the Census Bureau containing edited data obtained by interviewers on the 5,000 sampled Interview Survey and Diary Survey respondents. These original Census microdata tapes are copied onto BLS quarterly tapes, and are returned to Census. These quarterly tapes are then read into the appropriate CES data base disks for the beginning of the quarterly CES Diary or Interview processing cycle.

Microfilms of the microdata are also made available to CES Division, OPLC, by Census Bureau, but are not maintained in this Branch of the CPCS Division.

Retention Period. Transfer annually to WNRC when 5 years old. Scratch when 30 years old. RETRIEVE TAPES FROM WNRC WHEN 10 YEARS OLD FOR MAINTENANCE AND EVERY 5 YEARS THEREAFTER

*202. CES Data Bases Main Frame Files and Related Printouts. Both the Interview and Diary Surveys of the Consumer Expenditure Survey (CES) have main frame data bases maintained under the RAPID data base management system and related programs for input, storage, retrieval and manipulation of microdata obtained by the Census Bureau from sampled consumer units (families). These data bases have such files as (1) the Family File, which contains data on the family characteristics and other identifying information on household members and their expenditures, (2) the Member File, which contains data on each family member, (3) the Expenditure File, which contains data on types of goods or services for which expenditures were made, and (4) a sequential Response File, which contains data for each group of related persons in the household, if the Census interviewer found it necessary during the consumer unit identification process to obtain such data.

These data bases are expanded quarterly as newly received microdata from the Census Bureau are put through the adjustment and revision cycle for each survey. After revision, the microdata became ready for extraction for aggregation and publication on a quarterly basis.

The data bases are maintained on disk files at the Central Bureau computer facility with periodic disk-to-tape backup for security purposes as required.

In addition, after all corrections and revisions of the reported microdata for the two surveys have been completed during the quarterly CES Survey processing cycle, the data base microdata are transferred to archived tapes for storage.

Printouts of computer runs may be made as required reflecting the status of these data bases.

Retention Period.

a. Data Base Disk Files. Scratch when all essential information has been analyzed, tabulated, or published, as appropriate.

b. Disk-to-Tape Backup Security Files. Scratch when no longer needed for current business.

c. Data Base Disk-to-Archived Tape Files. Transfer annually to the WNRC when 5 years old, and scratch when 30 years old. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER.

d. Printouts of Runs Involving Data Bases. Destroy when superseded or when no longer needed for current business, as appropriate.

203. CES Interview Survey ITAB-MTAB Files and Diary Survey DTAB Files and Related Printouts. The ITAB disk data set files for the Interview survey and the similar DTAB file for the Diary Surveys are created during the quarterly processing cycle for the surveys for aggregating data on family income and other family-related microdata obtained from Census tapes.

At present, only the Interview Survey requires a disk data set MTAB file, which is used in the quarterly CES processing cycle for classifying under Universal Commodity Codes (UCC) microdata obtained from interviewed consumer units (families) on goods and services purchased.

These disk data set files have periodic disk-to-tape backup for security purposes.

As required, various printouts may be obtained reflecting the status of these files.

Retention Period.

a. Disk Data Set Files. Scratch when all essential information has been analyzed, tabulated, or published, as appropriate.

b. Disk-to-Tape Backup Security Files. Scratch when no longer needed for current business.

c. Printouts of Runs Involving ITAB, MTAB, or DTAB files. Destroy when superseded, or when no longer needed for current business as appropriate.

*204. CES Quarterly Processing Subsystem Files. Three major processing steps are involved in the quarterly processing of CES Interview or Diary microdata after the data have been received from the Census Bureau on sampled consumer unit (family) expenditures, and has been loaded by BLS.

The first process involves running data screens made to the reported data resulting in generation of certain management reports and data files for screening. These include outlier/extreme value reports, pre-family characteristics and income (FCI) tabulations and edit, Diary Meals checks, and various measurements of sample means. The purpose of the data screens is to review and correct, where necessary, suspect data uncovered through this screening process. Such data screens involve disk data sets at the central computer facility, and updating the data bases.

The next process involves running the Family Characteristics and Income Subsystem to the corrected data. This subsystem edits and corrects any remaining inconsistencies in the data and derives family characteristics and income variables from existing variables in the CES data bases. The various reports produced by the FCI Subsystem are used to review the data. After completing the processing, the corrected data are inputted into the appropriate files of the data base.

The last processing step involves running the Data Adjustment Subsystem, quarterly for the Interview Survey and annually for the Diary Survey. Data adjustment is the process where missing or invalid variables are automatically or manually imputed. It also includes the allocation process used when a unique UCC assignment cannot be made for a particular type of expenditure. In addition, this subsystem involves updating the CES data base and mapping to the UCC codes, and in the case of the Interview Survey, time adjusting data to put expenses in a monthly time frame. COM microfiche are prepared of the final adjustment runs. The updated CES Data Base is ready for users.

As required, annual tabulation and review of quarterly data are performed for both the Interview and Diary Surveys.

While the CES Branch maintains the various disk data bases and subsystem data sets at the central Bureau computer facility, it does not regularly maintain the various machine printouts resulting from these processing runs. These are maintained by the Data Production Systems Branch which actually carries out these detailed processing steps.

Periodic disk-to-tape backup for security purposes is performed on the disk data sets.

Retention Period.

a. Disk Subsystem Processing Data Set. Scratch after annual publication is achieved of the microdata involved in the Survey.

b. Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

205. CES Processing System Main Frame Documentation Files. The standard BLS system documentation methodology has been applied to the main frame computer system files for the Interview and the Diary Surveys of the CES System. As revisions to the CES System or its related component subsystems are made, the documentation files will be updated as required.

For the system level documentation, two types of data dictionaries and related records of the documentation package comprise the major documentation of the CES system. These are the logical or analysis of requirements data dictionaries and the physical or detail design data dictionaries.

The system analysis data dictionary and related flowcharts, and other documentary materials constituting a systems analysis documentary package describe, primarily, the processes involved in the CES System. The system design data dictionary and related documentary materials constituting a system design package provide detailed specifics as to the programs, files, and data elements involved in the system. (See Item 195 for a more detailed description of these two types of system data dictionaries and related documentary materials.)

In addition to the Diary and the Interview Survey Systems Data Dictionaries, data dictionaries are also available to document the data bases for the Interview and Diary Surveys.

Most of the data dictionaries and related documentary materials constituting a system documentary package are maintained as data sets on disks at the central Bureau computer facility with periodic disk-to-tape backup for security purposes. Necessary updating of these documentary packages can be facilitated by use of the main frame data sets when system revisions are made.

In addition to machine-readable records, hard copy printout files of these documentary materials are maintained as required. Certain of the supplemental system documentation files, however, such as certain flow diagrams or other diagrams or charts, may be manually prepared, and exist in hard copy only.

Retention Period.

a. Record Copy of Latest Version of Machine-Readable and Hard Copy System Documentation Files. [redacted] DESTROY WHEN SUPERCEDED.

MM 8/14/89

b. All other copies. Destroy when no longer needed for current business.

c. Tape Back-up Files. Destroy when no longer needed for current business.

*206. CES Interview Data and Time Adjustment Machine Printouts. Consist of machine printouts reflecting the Interview quarterly data adjustment and time adjustment runs for the first and second quarters of 1984. Data adjustment is the process where missing or invalid variables are automatically or manually inputted. Time adjustment involves putting expenses into a monthly time frame. This is known as Phase 3 CES processing.

These printouts were run in the CES Branch of CPCS rather than in the Data Production Systems Branch, which normally performs such processing tasks.

Retention Period. Destroy upon approval of this schedule.

207. CES Systems Computer Program (Software) Library. Program (software) library files are maintained on disk or tape at the central BLS computer facility for the various main frame systems which support the CES Interview and Diary Surveys. These files include such computer programs as source, load, object, aggregate calculations, library, and the like including the various software related to the RAPID Data Base Management System.

As required, hard copy printout listings may be generated.

The CES Program Library files cover not only the present CES systems software programs, but also programs involved in such system revisions as the sample redesign project, data base format redesign project, MTAB format project, and the like.

Also included in the Library are data sets and hard copy listings maintained for job control language and procedures concerned with processing data involved with CES RAPID data bases.

Retention Period.

a. Disk Data Sets and Hard Copy Files. Destroy or scratch when superseded, or when no longer needed for current business, as appropriate.

b. Tape Back-up Files. Scratch when no longer needed for current business.

208. CES Main Frame System Revision Project - Test Record Files. Continuous reviews are made of the ongoing CES Main Frame System and Related Component Files to seek system improvements. Various revision projects are carried out by the BLS and contract employees of the branch. Such projects as the following could be involved: designing improved questionnaires for the Interview and Diary Surveys, improving the present MTAB file and related system, redesigning the samples for CES surveys, revising the format of the Diary or Interview Data Bases, improving the Load Program now in use, revising, as required, the FCI and adjustment subsystems, and the like.

As part of any of these CES System Revision projects, testing of proposed changes prior to their installation will be involved. Formal acceptance tests of revised procedures, particularly if contractor produced, may be involved. For a more detailed description of test records, see Item 197.

CES System Revision project and test records can include such materials as disk or tape data sets and hard copy printouts and related records concerning proposed revised software programs, various system processes or overall system design concepts, system documentation, testing and acceptance activities, disk-to-tape backup runs, disk-to-archived tape runs, and the like.

Disk-to-archived tapes runs may be made to store the programs and system component files of any projects, the results of which may have been accepted for installation.

Retention Period.

a. Disk Data Sets. Scratch when superseded, when no longer needed after completion of a revision project, or after cessation of work on uncompleted projects.

b. Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

c. Disk-to-Archived Tape Files. Scratch when no longer needed after completion of a revision project.

d. Printouts and Other Hard Copy Files. Destroy when superseded, or when no longer needed after completion or cessation of work on a project.

e. Contractor Final Test Acceptance Data Sets and Related Final Version Hard Copy. Scratch or destroy when 7 years old.

209. CES Quarterly - Annual Publication Data Extract Tapes and Related Printouts. On a quarterly or annual basis, as required, to achieve publication of CES data, various weights, family characteristics, and reported expense data are extracted from the Interview or Diary Data Bases, or from ITAB or MTAB subsystem files, and TPL programs are applied to the extracted data. The output, stored on annual CES Interview or Diary Survey extract tapes, is involved in the calculation and formatting of the tabular pre-publication Survey data, as well as the tabular data included in the news releases or bulletins published on these CES Surveys. Printouts are generated reflecting the extraction runs.

Retention Period. Scratch tapes or destroy hard copy after final publication of the data involved in the particular survey.

210. TPL Disk-Tape CES Tabular Data Production Files and Related Printouts. When TPL programs are applied to the CES data on the extract tapes (previous Item), the required CES publication tabular data are calculated and formatted on an access disk at the central Bureau computer facility. These TPL data sets on disk include the greater detail pre-publication data on

expenditures, as well as the tabular data included in the news releases or bulletins published for the Interview or Diary Surveys on a quarterly or annual basis. To conserve access disk space, after completion of publication, certain of the resulting quarterly or annual CES variable tabular aggregated data are transferred to off-line disks or to archived tapes as appropriate.

Periodic disk-to-tape backups are made for security purposes, as well as hard copy printouts reflecting the computer runs involved in such tabular production.

Retention Period.

a. Disk Data Set Files, and Related Hard Copy Printouts. Scratch data sets and destroy related hard copy printouts after final publication of the data involved in a particular survey.

b. Transferred Archived TPL Data Sets. Scratch when all essential information has been analyzed, tabulated, or published.

c. Disk-to-Tape Backup Files. Scratch when no longer needed for current business.

211. CES Master Public Use Tape Files. On an annual or multi-annual basis, sanitized public use tapes are generated covering the microdata obtained from Sample Consumer Units of the Interview and Diary Surveys. These microdata files contain data on family expenditures extracted from the appropriate files of the Diary or Interview Survey data bases, to which necessary data manipulation has been applied to protect the confidentiality of the consumer units (families) sampled.

At present, tapes for both the Interview and the Diary Surveys are available for the years 1980-1981 and 1982-1983, and 1984 tapes are currently being generated. It is planned to make similar tapes for future annual CES surveys available to the public.

Distribution copies of these tapes are sold by another BLS office. Three high density tapes are typically involved per issuance (biennial or annual tapes).

[redacted]

**Retention Period.**

**a. Master Tapes. Offer for transfer t the WNRC biennially when the latest data are 5 years old. Retrieve tapes 5 years after transfer and every 5 years thereafter for maintenance. Scratch when 30 years old.**

mm 4/14/89

**b. Archival Copy. Permanent. Transfer copies of the CES files for 1960-61, 1972-73, 1980-81, 1982-83, 1984, and 1985 together with all pertinent documentation to the National Archives upon approval of this schedule. Transfer a copy of each futgr file and all pertinent documentation to the National Archives when it is made available to the public.**

**c. All Other Copies. Scratch when no longer needed for current business.**

212. CES Branch Fix Request File. This hard copy file, maintained by the branch in binders, consists of computer-prepared system "fix" forms sent to the branch by the DPS branch covering minor program or hardware problems discovered during quarterly production runs. After correction of the problem, the DPS Branch is authorized to redo the particular run involved.

Retention Period. Destroy when 2 years old, or when no longer needed for current business, whichever is sooner.

# RECORDS OF THE DATA PRODUCTION SYSTEMS BRANCH
# DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES
# OFFICE OF SURVEY PROCESSING (OSP)

The Data Production Systems (DPS) Branch of the Division of Consumer Prices and Consumption Studies, OSP, is responsible for supporting both the Consumer Price Index (CPI) Program and the Consumer Expenditure Surveys (CES) Program. In discharging its responsibilities, the Branch provides numerous support services which include, but are not limited to: reviewing and correcting input data reported by field representatives or other sources; capture of data from source documents such as Housing Survey and Commodities and Services schedules for entry to data base files; mail-out to the field of initiation or monthly repricing schedules; initiating and controlling computer processing services to load input data, perform computations, and generate machine listings for the CPI and CES Programs production activities; controlling the distribution of CPI and CES production machine listings; collecting and entering data to the appropriate data base for selected CPI items such as periodicals, transportation, etc.; and maintaining the official copy of pricing schedules and related documents.

The Branch is divided into five main Groups or Units: (1) Commodities and Services Survey Group; (2) Housing Survey Group; (3) Mail and Control, Continuing Point of Purchase Survey Group (CPOPS); (4) Production Control Unit (PCU); and (5) Consumer Expenditures-Planning-Quality Assurance Group. The PCU serves as the Branch's focal point for managing computer runs, using both Main Frame Systems and Data Capture Systems (Britton Lee). The titles of the other groups are self-explanatory.

At the time of this writing, the Branch had the greatest volume of records on hand of any organizational unit involved with the CPI or CES Programs because of its responsibility for maintaining the voluminous CPI initiation and repricing schedules.

## OFFICE OF THE BRANCH CHIEF
## DATA PRODUCTION SYSTEMS BRANCH
## DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES

213. Branch Chief Program Subject File. This file reflects the interests of the Chief, Branch of Data Production Systems, in managing the activities of the Branch in support of the CPI and CES Programs. It consists of such items as copies of intra-office communications, public correspondence, system specifications received from other CPI and CES Programs related offices, processing requirements from the Division of Consumer Prices and Price Indexs (CPPI), staff meeting notes, progress reports, data revision instruction (Nell) forms from CPPI, record holding lists, reference copies of selected machine listings, and the like.

Contents are arranged under such topic headings as: staff meeting, UNIPLAN (scheduling), production planning, Commodities and Services (C and S) Management, C and S Data Capture, Mail and Control-Continuing Point of Purchase Survey, Mail Out and Receipt, Housing, Housing Data Base Validation, Consumer Expenditure Survey, Quality Assurance, Sample Refinement, Rental Equivalence, OSI, and NIH.

This program file, arranged under a numerically coded subject classification scheme, is supported by an automated indexing system with the capability of finding indexed records by subject, data, or name of persons or organizations. As required, letter-sized computer printouts may be generated for indexes.

Established in 1982, the automated index file and program (SUPBRWYLBUR is used) for operating the system are maintained on disk at the central BLS computer facility with automatic twice-a-week tape backup.

Retention Period. TRANSFER INACTIVE MATERIAL TO THE WNRC.

a. Hard Copy Document Records. Break file every 5 years and bring active materials forward to the new files as required. Destroy inactive materials when the latest inactive record is 5 years old. ~~When no longer needed for current business, whichever is sooner.~~

MM 6/14/89

b. Machine Index Listings. Destroy when replaced by updated listing.

c. Machine Rendable Index Records. Scratch when no longer needed for current business.

*214. Branch Administrative Files. Consist of materials pertaining to administrative activities of the Branch of Data Production Systems such as requisitions for equipment and services, copies of box labels for stored records, reference copies of computer services billings, time distribution (of employees) forms and printouts, time and attendance (including flexitime) records, etc. Most materials are filed in three-ring binders. Record copy of such administrative files are maintained at a higher echelon.

Retention Period.

a. Time and Attendance, Including Flexitime, Records. Destroy when 3 years old.

b. Stored Records Labels and Lists. Destroy when related records are destroyed.

c. Other Administrative Records. Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

*215. Branch Personnel Name Files. Consist of personnel name files of current, and some former, employees of the Branch. The folders contain such documents as copies of requests for personnel actions; notifications of personnel actions; performance standards and evaluations; correspondence regarding employee leave, status, etc; recognition; acknowledgment of guidelines for sensitive data; employee address form; and the like. Official files are maintained at a higher echelon. Such records are covered by the Privacy Act.

Retention Period. Destroy 1 year after employee's transfer or separation.

216. Branch MIS Machine Readable Files. Consist of data files maintained, at the time of this writing, in the central memory of a Branch of DPS personal computer. Included are administrative and management control data pertaining to such matters as: overtime worked and activities charged to; quality control (assurance); daily receipts of CPI initiation or repricing schedules due and received and other workload data; employee training; control of access to data files; and the like.

Data entry is usually based on feeder information collected informally from Branch supervisors or other administrative sources.

The system uses "Metaphor" software programs stored in the personal computer memory.

Retention Period.

a. Data Files. Scratch when no longer needed for current business.

b. Program Files. Scratch when obsolete, replaced, or when data files are discontinued, as appropriate.

217. Word Processing Media Files. Consist of disks used in preparing correspondence, personnel and other administrative documents, or other textual or tabular hard copy materials.

Retention Period. Scratch when all essential information has been analyzed, tabulated, or produced in hard copy, as appropriate.

## RECORDS COMMON TO ALL DPS BRANCH OFFICES

*218. Confidential Schedules of the Consumer Price Indexes Program. See NARA Schedule N1-257-86-1.

Retention Period.

a. C&S Schedules. Destroy after 4 months including the collection month.

b. Housing Schedules. Destroy after 7 months including the collection month.

*219. Final Run COM Prepared Microfilm Records of Selected Listings. Monthly, the Mail-Control Group obtains an extra copy set of COM produced final runs of selected listings generated during a collection period (month). These include such listing as: Price Relative Computation Listing, Commodity Analyst Review Listing, Effective Price Detail Listings, Quote Weight Detail Listing, Usable Quote Listings, Inputted Price Listings, Base Period Price Listings, Price Trend Listings, Index Review Listings by Item and By Area, Area Analysis Listings, Seasonal Analysis Listings, Commodities and Services Outlet Directory (listing price data sources) and others as required.

Certain obsoleted listings such as property tax listings are included in the Group's earlier collections.

The record copy of such listings is maintained by the CPPI Division. (See Schedule Item 117).

Retention Period.

a. Property Tax Listings. Destroy upon approval of this Records Schedule.

b. Commodities and Services Outlet Directory. Destroy when 5 years old.

c. Other Listings. Maintain current and previous years records on hand. Once a year, send 2-year old microfilms to CPPI for inclusion into any gaps in that Division's file. Destroy any microfilms returned by CPPI to CPCS upon return from CPPI.

*220. Branch Mail, Machine Runs, or Batch Control - Transmittal Forms. Various internal controls are maintained by the subordinate units of the Data Production Systems Branch to keep track of the movement of Commodities and Services (C&S), Housing, and special Entry Level Item (ELI) schedules and related documents and certain machine printouts that are being sent to Regional Offices; received from Regional-Area Offices; processed internally; sent to key punching facilities; or being sent to other organizational units within BLS. In addition, internal control records are maintained with regard

to machine processing runs which may or may not generate machine listings for distribution. Controls are also maintained for processing Consumer Expenditure Surveys data.

These logs, transmittal or other system controls may involve both initiation and repricing schedules. Certain of these control records involve machine printouts and related data sets, while others may be maintained manually.

Among the many different internal control systems maintained by the Branch are the six monthly log books covering the three collection periods for both monthly and bimonthly C&S schedules received from the field, the printout reflecting the entry of each schedule into the data base providing (among other things) control over non-receipt of mailed-out schedules, batch control logs covering various processing steps in the monthly production cycle, schedule generation logs, transmittal forms, computer run logs and related forms, and other internal logs, batch controls, or transmittal forms that are maintained.

Retention Period.

a. LIFO (Department Stores Inventory Pricing) Logs and Control Forms. Destroy when 2 years old or when no longer needed for current business, whichever is sooner.

b. Commodities and Services Control Records. Destroy after 4 months including the collection month or when no longer needed for current business, whichever is sooner.

c. Housing Surveys Control Records. Destroy after 7 months including the collection month or when no longer needed for current business, whichever is sooner.

d. Consumer Expenditure Surveys Control Records. Destroy after information is received from the Division of CES, OPLC, that the CES data related to the collection period have been produced and released to the public. (See Item 13 of this Records Schedule.)

*221. Central SO608 Information Request Files. The Mail and Control-CPOPS Group maintains a centralized file of copies of incoming SO608s from the Regions and outgoing SO608s from Headquarters offices. This form is used instead of correspondence stationery to obtain information regarding various questions concerning such matters as quotes from individual outlets or questions of a broader nature concerning procedural matters. Most of the SO608s involve questions concerning individual quotes.

The group maintains a data set to control the receipt and answering of SO608s, and receives printouts reflecting the processing of SO608s on hand in the Headquarters offices or in field offices. One printout covers field originated SO608s and one covers Headquarters originated SO608s.

Retention Period.

a. Hard Copy SO608 Files. Destroy, when 2 years old, or when no longer needed for current business, whichever is later.

b. Printouts of SO-608s in process. Destroy when superseded or no longer needed for current business, as appropriate.

c. Data Sets. Destroy when no longer needed for current business.

*222. Industry Source Data Tariff and Rate Publications. Copies of industry-supplied tariff schedules or other rate setting schedules are maintained by the Commodities and Services Group and the Mail and Control-CPOPS Group. These rate setting source data publications cover such industries as airline transportation and rail transportation rate, insurance rates, paperback book prices, used car prices, and the like.

Retention Period. Destroy when 2 years old.

*223. Data Revision Forms Files. Referred to by various names such as Nell Forms or Fix/Request Forms. These are inter-office communications between the Data Production Systems Branch and other BLS offices involved in the CPI and CES Programs; e.g., the Division of Consumer expenditure Surveys, OPLC: the Division of Consumer Prices and Price indexes of OPLC; the Division of Price Statistical Methods of OPLC; and the other Branches of the Division of Consumer Prices and Consumption Studies. Used to transmit requests for statistical data or procedural changes or report an action completed, they are ordinarily handwritten.

Retention Period.

a. Forms Involving Only Data Changes. Destroy when 3 months old or when no longer needed for current business, whichever occurs sooner.

b. Other Revision Forms.

1. Consumer Expenditure Surveys (CES) Forms. Destroy after information is received from the Division of CES, OPLC, that the CES data related to the collection period have been released to the public. (See item 13 of this Records Schedule.)

2. Others. Destroy when 1 year old or when no longer needed for current business, whichever is later.

*224. Group Supervisor Program and Administrative Files. The Branch of Data Production Systems (DPS) is divided into several Groups. The small program direction and administrative files maintained by Group Supervisor vary depending on the individual's management techniques and program requirements.

These files are oriented, primarily, to housekeeping matters (e.g., extra copies of inter-office communications, employee evaluations, other personnel matters, and workload control), and to program reference items such as extra copies of internal instructions, publications, and machine listings.

Retention Period. Destroy when 3 years old or when no longer needed for current business, whichever occurs sooner. Review at least annually and destroy disposable material.

*225. DPS Management and Reference Copies of Machine Listings. The DPS Branch receives hard copies of several machine listings related to the Consumer Price Index and the Consumer Expenditure Surveys Programs. These listings are use by the DPS Branch staff for various reference purposes such as reviewing progress in the production of machine listings for the CPI and CES Programs, for responding to questions and problems and for information in reviewing and correcting data being processed for the Programs, and by Branch officials for other management purposes.

Included may be such listings as the preliminary and final versions of the monthly Commodities and Services (C and S) Price Relative Computation Listings, the monthly Housing Survey Price Relative Computation Listings, the C and S Outlets Directory (of data collection sources), C & S Checklist Title Files, the CES Production Run Books UNIPLAN (a weekly work plan schedule with target dates and progress report), and data dictionaries. In addition, included are copies of monthly management reports of the costs of computer support services. Other offices maintain record copies of such listings, the contents of which are also in the CPI and CES data bases.

Retention Period. Destroy when replaced by an updated listing or when no longer needed for current business, as appropriate.

## RECORDS UNIQUE TO MAIL AND CONTROL-CPOPS GROUP

*226. CPI Shuttle Schedule Manual Mail Control Card Files. During the 1960s yearly shuttle CPI schedules were sent to outlets, and manual control cards were maintained reflecting the sending of the schedules to these outlets. The cards were arranged by year and geographic location.

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Retention Period. Destroy UPON APPROVAL OF THIS SCHEDULE. [redacted]

*227. C&S Sample Refinement Files. After printouts are received listing the Outlets covered by the Census Bureau CPOPS Surveys, they are sent to the field for visits and correction. The Field Listing Files maintained by the Group reflect the annual sample rotation listings by PSU sent back from the field with handwritten corrections or revisions indicated.

The Transaction Listing Files involved in C & S sample refinement reflect the entry of the various corrections into the data base after the field listings have been received and reviewed.The files are arranged by year and by PSU thereunder.

Retention Period. Destroy when 1 year old.

*228. SO 637 Pricing Period Assignment Listing File. During the annual sample rotation process, copies of the listing of assigned outlets for initiation arranged by outlet are sent to the field. They are returned with notations made by the field representatives indicating initiation status.

Retention Period. Destroy when 1 year old.

*229. Sample Rotation Notification - 741 Listing Sheet Files. Consist of notification sheets as to the satisfactory or unsatisfactory coverage within PSUs of various ELIs at outlets covered during sample rotation. Also included are monthly 741 listing sheets reflecting the status of the data base involved during rotation.

Retention Period. Destroy when 1 year old.

RESERVED. WITHDRAWN

*230. [redacted]

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*231. CPOPS Schedule Review and General Review Listing Sheet Files. The Group performs review and edit of data entry listing sheets (SRL) and final General Review listings (GRL) to eliminate errors in the inputting of CPOPS and related schedule information (3400C) and the like. These involved preliminary and final reviews of corrections by the Group.

Retention Period. Destroy when 1 year old.

*232. Special ELI Controls - Printouts Reflecting Review and Correction - Adjustment of Data Input. Consist of various preliminary and intermediate processing machine listing used for control and review and edit of special ELI commodities and services price data being entered into the appropriate data base. These controls and listings can cover such special ELIs as used cars, transportation services, insurance, gasoline, and such other ELIs that are not involved in the standard C&S schedule control and data entry system.

Retention Period.

a. Controls, Transmittals, and Transaction Review Listings or Equivalent. Destroy after verification of entry of correction data.

b. SRLs, GRLs, or equivalent, or other listings in the periodic CPI Data Production Cycle. Destroy when 1 year old, or when no longer needed for current business, whichever is later.

*233. Title File-Correction Listing Sheet Files. Consist of a copy of the listing sheets Title File of checklist data as well as listing sheets showing the corrections that have been keyed in to reflect proposed changes to the various checklists.

Retention Period. Destroy when superseded or when satisfactorily entered into the data base as appropriate.

*234. C&S Schedule Count Files. Consist of printouts prepared four times a month accounting for the generation of C&S schedules showing by PSU such data as outlets and quotes involved.

Retention Period. Destroy when 1 year old.

*235. Guam and Virgin Island Food Prices Listing Sheet - Data Set File. These machine listings and related data sets pertain to a project discontinued in 1983 undertaken for the Department of Agriculture. It covered food price data for these U.S. possessions. One listing sheet listed coded outlets while the pricing books contained full address and identification of outlets as well as price quotes.

Retention Period. Destroy upon approval of this Records schedule.

*236. Tax Jurisdiction GRL Listing Sheet File. Edit and review operations are undertaken by the Mail-Control Group on listing sheets received reflecting primarily Sales Taxes levied by various governmental jurisdictions. The file consists of the GRL final listing of changes made during review of the tax listings.

Retention Period. Destroy when 6 months olds.

237. Pre-1978 Revision Manual and Machine CPI Index Summary Data Files. Consist of a series, primarily maintained manually, of summary CPI Index data, most of which date from 1967-1978, which became operationally obsoleted with the 1978 Revision to the CPI. Much of this summary data was known as the subfile, and much of it was entered into the LABSTAT system. Not all the detail, however, was included.

1. The files include such summaries as: the annual CPI index data consisting of a collection, from 1914-1973 of handwritten tabulations, by city (PSU), showing the CPI Index for all items, certain grouping of items and detailed commodities and services with columns for each year, showing the CPI Index for each city and commodity and service covered.

2. "The Green Book" showing by city (PSU) all items covered by the CPI index, groupings of items covered by the CPI and certain individual commodities of services providing quarterly index entries for the period 1976, 1977, through June 1978. (Unpublished.)

3. A series of hanging books, U.S. Summary and a book for some 31 PSUs (City), providing published pasted data (1953-1963) and 1963 - June 1978) handwritten data, CPI Indexes for all items and some 24 aggregated commodities and services. (3 cu ft.)

4. The U.S. Index Listing from December 1967 through June 1978, in machine printout, one book per year, providing at the ELI unpublished level of commodities and services showing item codes, title of ELI, adjusted and unadjusted index numbers, cost weights, and changes. (3 cu ft.)

mm 8/14/89 Destroy in 1998.

Retention Period. [redacted]

238. Pre-1978 Intermediate Manual Tabulation Files of CPI. Consist of such items as: (1) a series of binders, arranged primarily by commodities and services, showing monthly for 1967-1968 the manual computation of cost weights for the commodities-services; (2) binders containing quarterly cost weight computations, arranged by commodity, and showing for the cities covered, the cost weight computation for 1967-1968 (manual); (3) binders covering the Department Store index population weight computation (manual) covering the periods, 1965-67, and 1977-78, monthly; (4) sales tax computation binders showing by city, and commodity thereunder, the computation of sale tax data for the CPI 1965-66 (manual).

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

## RECORDS UNIQUE TO THE COMMODITIES AND SERVICES GROUP

Reserved.

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*239. [redacted]

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*240. Machine Printouts Reflecting Review and Correction or Adjustment of C&S Data Input. Consist of various preliminary and intermediate processing machine listings used for control and for review and edit of CPI Commodities and Services (C and S) price data being entered into the C and S Data Base.

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[redacted]

(2) [redacted] ion [redacted] iew List[redacted] Data Base for the collection [redacted] processed.

(3) [redacted] t and [redacted] ese [redacted] ential as their conten[redacted] to identification of data sources.

mm 8/14/89 Retention Period. Destroy when 1 year old

a [redacted]

b [redacted] eeded [redacted]

RESERVED.

241. C and S Index Review Listing Sheets. The Mail, Control and [redacted] Group maintains copies of machine printouts of C and S item [redacted] Index Review Listing Sheets for final runs for collection [redacted] reflecting aggregated macrodata generated by the INXICO comput[redacted] program system used in developing final publication tables cover[redacted] range of commodities and services indexes included in the CPI. [redacted] film copies are available, listed elsewhere in this Record Sched[redacted]

WITH DRAWN mm

Retention Pe[redacted] Destroy when 6 months old or when no longer needed for current [redacted] ess, whichever is sooner.

## RECORDS UNIQUE TO THE HOUSING GROUP

242. 1970 Census Block Statistics Maps Used for Current CPI Housing Survey Sample. Copies of 1970 Block Statistics Bureau of the Census maps returned to BLS from a contractor who worked on the development of current CPI Housing sample.

Retention Period. Destroy after the next replacement Housing Survey sample has been developed and installed.

243. Census Bureau 1970 Update New Construction Block Statistics Maps. During the 10-year period between censuses, BLS obtains copies of update block statistics census maps to account for new construction in the areas covered by the current CPI Housing Survey Sample based on 1970 census maps.

Retention Period. Destroy when the next replacement Housing Survey sample has been developed and installed.

*244. 1970 - Based CPI Housing Survey Block Sample Refinement Assignment Folders - Current Sample. Under the guidance of the Price Statistics Methods Division, OPLC, block sample refinement - assignment folders were developed reflecting the various housing units available at the blocks or tracks selected for sampling, using the 1970 census tract maps. Approximately 9,000 sample location folders are included in this 1970-based Housing sample being gradually phased out at the time of this writing.

The folders, arranged by locational area, contain such documents as a copy of the appropriate 1970 Census Block statistics map, a sketch map of the area, listing of the addresses of the Housing units covered by the map, a copy of report of the field representative who visited the location, and certain worksheets of the headquarters personnel in developing the sample.

Retention Period. Transfer to WNRC after phase-out by 1980 Census-based CPI Revision sample. Destroy in January 1997.

*245. 1970 - 1979 Update Housing Survey New Construction Sample Refinement/Assignment Folders. Similar to the previously described file (see Item 244), Block Sample Refinement/Assignment folders were developed as updates to the original sample to reflect new construction reported in the blocks or tracks selected for CPI Housing Survey Sampling.

Retention Period. Destroy after the next replacement Housing Survey sample has been developed and installed.

246. 1980 Bureau of the Census Block Statistics Maps for CPI Housing Sample. Two sets of 1980 Bureau of the Census Block Statistics maps have been obtained by BLS for use in developing the revised CPI Housing Survey Sample. These maps include census track maps and also large census enumeration district maps. They are arranged by geographic code.

Retention Period: Destroy unused copies after the next replacement Housing Survey sample has been developed and installed.

247. Census Bureau 1980 Update New Construction Block Statistics Maps. As was the case with the 1970 census update maps, BLS will obtain 1980 census update maps covering the period through 1980 to account for new construction in the areas covered by the 1986 CPI Revision Housing Survey Sample, based on 1980 census maps.

Retention Period. Destroy after the next replacement Housing Survey sample has been developed and installed.

*248. 1980 Based CPI Housing Survey Revision Block Sample Refinement/Assignment Folders. As part of the major 1987 CPI Revision, a new CPI Housing Survey Sample based on 1980 Census Block Statistics maps is, at the time of this writing, being assembled for use. Certain locations involved in this sampling are already receiving schedules, but it will be some time before the 1970-based sample will be phased out.

Approximately 10,900 sample locations are involved in the revised sample, and folders for each location are being assembled.

About one third of the completed sample folders are reusable for future sample refinement as needed. These folders contain much the same type of records as those of the 1970 census based sample, but more detailed data are included. (See Item 244.)

Retention Period. Destroy after the next replacement Housing Survey sample has been developed and installed.

*249. Future Update CPI Housing Survey New Construction Sample Refinement - Assignment Folders. Similar to the 1970 census based update new construction sample refinement assignment folders, update sample refinement - assignment folders will be set up to account for new construction in the areas selected for sampling for each of the major CPI Revision samples based on decimal census block statistics maps. (See Item 245.)

Retention Period. Destroy after the next replacement housing survey sample has been developed and installed.

*250. City Block Level Sampling Ratio Machine Printouts - 1987 Revised Housing Sample. Consist of large binders of machine printouts reflecting the housing units of the 1980 census city block level maps, used in determining the sampling ratio of the total block housing units targeted to be included in the 1987 Revised Housing Survey Sample.

Retention Period. Destroy after the next replacement housing survey sample has been developed and installed or when no longer needed for current business whichever occurs sooner.

*251. Intermediate Machine Printouts Individual Development of Sampling Ratio Units for the 1987 Revised Housing Survey Sample. Consist of large binders of intermediate machine printouts used in generating the 1987 Revised Housing Survey Sample and determine the sampling ratio units at the city block level to be targeted for this revised sample.

See Item 250 previous.

Retention Period. Destroy upon approval of this Schedule.

252. Housing Survey Processing and Control Machine Listings. The DPS Branch utilizes various machine listings pertaining to the Housing Survey. Some may contain workload control data such as the volume of data collection schedules mailed to each Regional office or its respective areas and types of schedules assigned, as well as lists identifying the schedules transmitted to each Region and area. In addition, preliminary listing may be received for review and edit of data being inputted to the Housing Data Base. Such listings are not covered by another item in this records schedule.

Retention Period

a. Transmittal Listings. Destroy when 18 months olds.

b. Other Listings. Destroy when 6 months old or when no longer needed for current business, whichever occurs sooner.

253. Automated Housing Data Processing Management Files and Listings. In the files of a DPS Branch personal computer, the Branch staff maintains records of workload status data pertaining to batches of housing schedules processed or in process. Printout listings provide daily, or as required, workload data for Branch officials and for the Housing Group Supervisor.

Retention Period

a. Hard Copy Listings. Destroy when updated or when no longer needed for current business, as appropriate.

b. Machine Data Files and Programs. Scratch when obsolete or no longer needed for current business, as appropriate.

## RECORDS UNIQUE TO PRODUCTION CONTROL UNIT

*254. Hard Copy Machine Listings Involving Monitoring Processing of C&S Data. Consist of hard copy listings related to monitoring the input and processing of CPI Commodities and Services (C&S) Survey data. Examples include: Transmittal Review Listings (TRLs) which contain data that have been entered into the C&S System and are used for review, verification and correction of errors or omissions. Also included may be LIFO Index Computation Listings relating to Department Stores Inventory Pricing (see Item 137 or this Records Schedule).

Retention Period

a. LIFO Index Computation Listings. Destroy when 2 years old.

b. Other Listings. Destroy after 4 months including the collection month.

*255. Hard Copy Machine Listings Involving Monitoring Processing of Housing Survey Data. Various hard copy machine listings involving the processing of CPI Housing Survey data are received by the Data Production Systems Branch. Some listings are distributed to other BLS offices and only the related Job Control Log (JCL) printout for both preliminary and final runs are retained by the Branch Production Control Unit (PCU) for reference purposes should there be a need to examine the computer activities that produced the machine listing. In some instances, a copy of the substantive data portion of the printout may also be retained for use of the DPS staff or by other BLS offices. Furthermore, in some instances the JCL may be the only listing produced and may be retained by the Branch.

Examples include but are not limited to the following:

a. JCLs. Commodity Review Listings, Price Relative Computation Listings, Index Computation Listings, and Quality Assurance Analysis Reports.

b. Substantive Data Listings. Transaction Review Listings and Edit and Carry Forward Listings.

Retention Period. Destroy after 7 months including collection month.

*256. CPI Input Data Back-up Tapes. Maintained in the office, these back-up tapes of data being inputted to the CPI Data Bases are produced daily and weekly for security. The weekly back-up tapes contain cumulative data for the collection period concerned and the final weekly back-up tapes for a collection period contain cumulative data for that period.

Retention Period.

a. Weekly Back-up Tapes.

(1) Final Collection Period Weekly Back-up Tapes. Scratch (or write over) Housing Tapes after 7 months including the collection month, and C and S Tapes 4 months including the collection month.

(2) Other Weekly Back-up Tape. Scratch (or write over) after completion of the collection period processing.

b. Daily Back-up Tapes. Scratch (or write over) after the first work day of the succeeding week.

*257. CPI Production and Control Runs Results and Problems Reports. Consist of records of CPI computer runs containing such information as the identity of the run (job), the DPS employee involved (usually from the Production Control Unit), date and times of the run, number of record units involved, results, problems and solutions, etc. A variety of formats are used for recording the runs, depending on the type of run concerned. Examples include: Housing Upload Revision, Housing Upload Production, Housing Backup Production, Housing Cleanup Production, Commodities and Services Scheduler, etc.

Retention Period.

a. Housing Survey Runs. Destroy after 7 months including the collection month.

b. Commodities and Services Runs. Destroy after 4 months including the collection month.

## RECORDS UNIQUE TO THE CES-PLANNING QUALITY ASSURANCE GROUP

*258. CES Questionnaires Microfilm Files. Consist of source document microfilm reels (16 mm) received from the Division of Consumer Expenditure Surveys, OPLC, who originally received them from the Bureau of the Census.

The microfilm reels contain copies of the Consumer Expenditure Interview and Diary Surveys questionnaires, the hard copy originals thereof having been retained by Census. The microfilm files are retained, primarily for the use of the Division of CES. Although family names have been deleted by Census, the contents of these records could still lead to identification of data sources and, therefore, the files and considered to be confidential. Related microfilm files are held by the Division of CES (see Item 9 of this schedule).

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever occurs first.

*259. CES Data Production Machine Listing. After the monthly Consumer Expenditure Surveys (CES) data collection tapes are received from the Bureau of the Census, a quarterly BLS tape is created for input to the CES data base and the Census tapes returned to that organization. See Items 201 and 202 of this Records Schedule for the Branch of CES Systems, regarding the CES tapes and data base files.

To provide data for correction and adjustment and for analysis in preparing CES data for publication by the Division of CES, OPLC, various computer printout listings are generated and received by the Branch of Data Production Systems (DPS). Such printouts may be categorized as: (a) Listings for Monitoring and Correcting input to the CES Data Base; and (b) Adjustment Listings. In connection with their review activities, DPS may enter revision data by terminal to the CES Data Base to correct errors or omissions or to enter data to satisfy requests for revision received from the Division of CES.

In addition, the DPS branch maintains copies of printouts of Job Control Logs (JCL) for all CES computer runs. JCLs are kept as a central reference source for use in considering possible system defects or other processing deficiencies related to problems with computer services.

The following are examples of these listings although other may be received:

a. Listings Involving Monitoring and Correction Data for the CES Data Base.

(1) Error Review Listings of errors detected by computer processing and lists of manual updates to the quarterly data.

(2) Outlier Review Worksheet. Contains consumer unit data that exceed normal tolerance criteria.

(3) Table 1. All Consumer Units Variables by Region Unweighted for Diary (or Interview) Family Characteristic and Income.

b. Adjustment Listings.

(1) Interview Quarterly Processing Output-Imputations an Allocations.

(2) Interview Time Adjustments.

(3) Means Before and After Data Adjustment.

The CES listings maintained by the DPS Branch are used as reference sources by personnel of other BLS offices involved in the CES program as well as DPS employees.

Retention Period. Destroy after information is received from the Division of CES, OPLC, that the CES data related to the collection period have been produced and released to the public. (See Item 13 of this Records Schedule).

260. CES Data Adjustment Listings on COM Microfiche. Consist of copies of Computer Output Microfilm (COM) microfiche containing Consumer Expenditure Surveys Data Adjustment Listings. Hard copy listings are also received (see preceding item 259 of this Records Schedule), and the data are stored in the CES Data Bases.

Retention Period. Destroy when notification is received from the Division of CES, OPLC, that essential information has been analyzed, tabulated, or issued, as appropriate.

## RECORDS COMMON TO ALL CPCS OFFICES SUPPORTING THE CPI AND CES PROGRAMS

261. Technical Reference, Background, and Working Files. These are extra copies, drafts, published materials, periodical, extra copies of instructional manuals or issuances, clippings, various working paper and tabulation and the like maintained by Branch Chiefs, Group or Team Leaders, System Analysts, Programmers, Technicians, Statistical Assistants, or other program personnel concerned with the Consumer Price Index Program (CPI) and the Consumer Expenditure Survey Program (CES) pertaining to their assigned areas of responsibility.

Also such reference materials may concern computerized operations and systems, and statistical procedures and methodology.

This item does not cover any reference or background material or work files listed above for the Division as specific items of the Schedule.

Retention Period. Review files at least once a year to identify disposable material. Destroy when superseded, obsoleted, or no longer needed for current business, as appropriate.

*262. Intermediate Printouts, Job Run, Worksheets. In carrying out the CPI and CES Programs, Branch Chiefs, Group or Team Leaders, System Analysts, Programmers, Statistical Assistants, or other personnel obtain various intermediate printouts, job run, or worksheets as part of the computer support of the production of the CPI and CES data. Frequently, preliminary listings or worksheets representing phases of the operations are replaced by later printouts.

These machine-produced listings can involve such sample initiation, repricing, or estimation operations as: developing or recycling the sample registers of data sources (outlets, housing units, households, etc.) and the related information on items and expenditures to be priced; obtaining, entering, reviewing/correcting, analyzing, and tabulating the pricing and expenditure data on a periodic basis; and calculating preliminary or final indexes, average prices and expenditures. Also involved are runs and listings pertaining to developing the various computer system or improving processing methodology, monitoring system activity, utility runs, answering requests for information, developing or maintaining various planning or progress reporting systems, other special runs, and the like. Such listings as are in this Record Item are not covered by any other Items of the CPI and CES Programs listed above.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or published, or when superseded or obsolete, as appropriate.

*263. CPI and CES Intermediate Machine Processing Files. Consist of intermediate processing tape or disk files of the CPI and CES Programs as defined by General Records Schedule (GRS) 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering machine-readable records not specifically listed above under items of this Records Schedule for the OSP offices concerned with the CPI and CES Programs.

Retention Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

6/14/89

## PRICE STATISTICAL METHODS DIVISION
## OFFICE OF PRICES AND LIVING CONDITIONS

a. Mission. To plan, develop, manage, and evaluate all statistical aspects of the programs within the Office of Prices & Living Conditions.

b. Functions.

(1) Consults with program managers and analysts within the office on the program conceptual framework and program objectives. Develops statistical framework and statistical requirements consistent with the conceptual framework and program objectives. Integrates and coordinates all statistical activities with the office.

(2) Designs and directs implementation of: statistical frames and samples; statistical models; survey estimators and methodologies for measuring sampling error; procedures to identify sources of non-sampling error and techniques to control their impact on survey estimates; and quality measurement and control procedures.

(3) Reviews operational procedures of new and existing programs to ensure the statistical quality of the survey procedures.

(4) Reviews and evaluates existing survey designs and statistical outputs to ensure that the outputs are statistically valid and conform to program specifications.

(5) Determines statistical requirements for survey pretests and works with program managers and analysts to develop pilot surveys to test measurability and operational feasibility of concepts and methodologies.

(6) Prepares Technical Notes and Sampling Statements describing the survey scope, methodology, and reliability of estimates for publications with survey data.

(7) Documents statistical methodology and statistical policies employed in survey programs, and justifies methodology in response to request or reviews by the Office of the Chief Mathematical Statistician, GAO, and other outside reviewers.

(8) Conducts applied and evaluative research in the design and analysis of surveys. Develops new approaches to sample design and estimation procedures for office surveys.

(9) Consults with the Office of Mathematical Statistics (OMS) to keep abreast of scientific developments in survey design and estimation. Keeps OMS informed of technical developments in survey designs in the office that might have implications for other BLS surveys.

(10) Develops official statistical policy and statements for the office. Provides expert advice and counsel in statistical aspects of Office programs, representing the Office and the Bureau.

(11) Develops statistical standards of quality, measurement of adherence to the standards, and application of statistical quality control methods for all programs. Develops short and long range goals for management review on the upgrading of the overall survey design or individual survey activities.

(12) Provides assistance in the official statistical policy and statements for the office. Provides expert advice and counsel in statistical aspects of Office programs, representing the Office and the Bureau.

(13) Develops statistical standards of quality, measurement of adherence to the standards, and application of statistical quality control methods for all programs. Develops short and long range goals for management review on the upgrading of the overall survey design or individual survey activities.

(12) Provides assistance in the clearance of survey forms for office surveys and other surveys as requested by the BLS Clearance Officer.

# PRICE STATISTICAL METHODS DIVISION
# OFFICE OF PRICES AND LIVING CONDITIONS
# CONSUMER PRICE INDEXES AND CONSUMER EXPENDITURE SURVEYS PROGRAMS FILES

The Division Chief of the Price Statistical Methods Division maintains a central program subject file at the Division level to house the record copies of documents prepared in or accumulated in the Division involving both the Consumer Price Indexes and the Consumer Expenditure Surveys Programs. A computerized indexing system has been developed for this central Division file.

Three groups of mathematical statisticians, each under a Group Supervisor, report to the Division Chief, and send record copies of documentation pertaining to the CPI and CES programs to the Divisional central file. One Group is responsible for the Commodities and Services Survey of the CPI, one Group is responsible for the Housing Survey of the CPI, and one Group is responsible for the Consumer Expenditure Surveys Program.

At the time of this writing, much of the work of the Groups concerned with the CPI Program involved the development of the new 1987 Revision samples and statistical methodological procedures for the C&S and the Housing Surveys of the CPI. Also, all three Groups were carrying out statistical methodological projects to improve the procedures and results obtained from the C&S, Housing, and CES Surveys.

Copies of documents reflecting the results of the developmental work of the Division involving the 1987 CPI Revision are being sent to the Office of the Deputy Assistant Commissioner for Prices and Price Indexes for inclusion in the 1987 CPI Revision record copy documentation file maintained in that Office.

## PRICE STATISTICAL METHODS DIVISION
## OFFICE OF PRICE AND LIVING CONDITIONS

### OFFICE OF THE DIVISION CHIEF

264. Price SMD Central Administrative and CPI/CE Program Subject Files. Consist, primarily, of program files pertaining to sample development and maintenance, other survey design activities and statistical methodology matters relating to the CPI Commodities and Services Surveys, the CPI Housing Surveys, and the Consumer Expenditure Surveys. A small portion of the records concern Division internal administration matters.

The files contain such materials as intra-BLS office communications, general correspondence, progress reports, machine listings, copies of reprints and clippings from publications, seminar and other meeting papers, sample design specifications, minutes of meetings, copies of internal BLS instructions, and other reference papers.

The records pertain to the 1973-78 Program Revision activities as well as later-to-date survey design and maintenance involvement. A very few documents relate to the 1960 CPI Revision with a smattering of earlier papers. As such, these program files duplicate to a great extent the CPI Program Revision files of the Deputy Assistant Commissioner for Consumer Prices and Price Indexes (Items 37-42 of this Records Schedule), but the latter files do not duplicate present CE Program files.

Arranged by a mixed subject-sequential filing scheme, these records are maintained under an automated indexing system with the capability of locating records by topic, date, names of persons or organizations, or assigned index number. As required, printouts are generated as finding aids, listing documents by topic or sequential number related to the date of the item. The automated index files are maintained on disk at the central BLS computer facility, using the WYLBUR software and are accessed via terminal in the office.

Retention Period.

a. **All Records dated prior to 1972. PERMANENT. Transfer to the WNRC immediately. Transfer to the National Archives in 1992.**

b. **Records dated 1972 and later. Destroy when 5 years old or when no longer needed for current business, whichever is sooner. Scratch machine readable records when related hard copy records have been destroyed.**

[redacted]

*265. Division Administrative Transaction Files. Maintained by the Secretary to the Chief, Price Statistical Methods Division, these files consist of materials pertaining to certain internal housekeeping matters such as travel, requisitions for equipment and services, time and attendance, including flexitime, and the like, relating primarily to recurring transactions. Additional administrative records are maintained in the Price SMD Central Administrative and Program Files. Official administrative records are maintained at higher echelons.

Retention Period.

a. ~~Time and Attendance (including Flexitime) Records.~~ Desroy when 3 years old.

b. ~~All Other Records.~~ Destroy when 5 years old or when no longer neded for current business, whichever is SOONER.

*266. Name Personnel Files. Consist of personnel name files of employees of the Price Statistical Methods Division. The folders contain such documents as copies of notifications of personnel action, performance standards and appraisals, awards, training authorizations, incidental correspondence, employee address forms, and the like. Official records are maintained in the Bureau Office of Administration. Such records appear to be covered by the Privacy Act.

Retention Period. Destroy one year after employee's transfer or separation.

*267. Recruitment of Mathematicians Document and Machine Readable Files. These files relate to the program office activities, in collaboration with the central BLS Division of Personnel Organization and Management, for recruiting statisticians for employment with the Bureau. Official recruiting and appointment records are maintained by the Division of Personnel Organization and Management.

The hard copy files contain such materials as copies of correspondence with colleges and prospects, copies of BLS position data sheets for display at professional conventions/meetings, machine listings of applicants with status of applications, copies of applications, and the like.

Supplementing the document records are machine readable files maintained on in-office personal computer disks, with disk back-up files. Providing a management tool, these files contain data as to the actions taken or status of applications for employment in statistician positions. Machine listings of application status data are produced as required.

[redacted]

Retention Period. Destroy or scratch when 7 years old or when no longer required for current business, whichever is sooner.

268. Word Processing Media Files. Consist of disks used in preparing correspondence, inter-office memoranda, reports, papers for presentation at meetings, or other textual or tabular hard copy materials.

Retention Period. Scratch when essential information has been analyzed, tabulated, or issued in hard copy format, or when no longer needed for current business, as appropriate.

269. Computer Service Accounts Data Files. Consist of data files, maintained on tape at the central Bureau computer facility, containing budget and cost data pertaining to computer services for the Price Statistical Methods Division. Hard copy printout reports are produced monthly, or as required, for the Division Chief or other management personnel. Any record copies are placed in the PMSD Central Administrative and CPI/CE Program Subject Files (Item 264 of this Records Schedule).

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

270. PMSD Central Microfilm Reference Files. Consist of COM microfilm copies, from private-commercial sources such as the University Microfilm International, of printed publications produced by such organizations as the American Statistical Association.

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

## PRICE STATISTICAL METHODS DIVISION
## C & S, HOUSING AND COMMON RECORDS

*271. 1987 CPI Revision, Post Revision, CE Program, and Sample Design Analytical Statistical Project Files. The Mathematical Statisticians of the Price Statistical Methods Division concerned with the Commodities and Services and the Housing Surveys of the CPI and with the Consumer Expenditure Surveys (CES) are carrying out various analytical statistical projects involving the 1987 CPI Revision procedures, post-revision CPI procedures and methods, and CES Interview and Diary Survey procedures and methods.

These projects can concern such matters as: performing sample design work, improving sampling techniques, improving data collection methodology, studying known problems or difficulties reported with existing procedures to develop solutions, improving statistical quality, preparing methodological procedure manuals, studying field travel and time costs in collecting survey data, testing the outputs of various survey systems to determine the validity of system design and future operations under the systems, studying index estimation procedures, improving cost weight estimation techniques, estimating variances, investigating the feasibility of computer-assisted telephone interview technology in collecting survey data, and the like.

The staff members may work alone on such system-oriented analytical statistical projects, or they may serve as part of a team effort, particularly for those projects concerned with the 1987 CPI Revision sample development and procedural changes.

Typically, these projects involve the generation of main frame computer data sets on disks of the central Bureau computer facility for the inputting of source or test data obtained, and for the development of various computer programs as required for loading, storing, manipulating, tabulating, analyzing updating, or accessing the stored data sets.

Based on the tabulated data developed, typically the end product of these projects are reports and recommendations for suggested improvements or revisions to existing procedures. Such reports can include detailed explanations of the methodology followed and statistical validity achieved.

The machine readable data sets for projects are typically maintained on Disk SMD001 with both periodic daily disk-to-tape security backup and monthly or as-needed disk-to-tape data storage migration to aid in controlling space allocation on the disk. In addition to the main frame disk and tape data sets, project records could include such files as: project statements authorizing projects and expected results, hard copy questionnaires or other source data used, various machine printouts reflecting the machine runs in the computer generation of the data sets upon which the report of results will be based, internal Bureau memoranda and clearance documents leading to the acceptance of project recommendations, various drafts of project reports and recommendations, and reference or background material collected that are pertinent to the project.

The reports and recommendations reflecting the results of these projects, together with any necessary documentation, are included in the central PSMD Divisional CPI/CES Program Subject File (See Item 264). If the projects pertain to the 1987 CPI Revision or related CE activities, the project reports and recommendations will also be included in the CPPI Division's 1987 CPI Revision Documentation File maintained by the Deputy Assistant Commissioner for Consumer Prices and Price Indexes. (See Item 39.)

Retention Period.

a. Project Documentation Hard Copy and Data Set Files such as statements authorizing a project and expected goals, reports providing final project results and recommendations, machine printouts and data sets reflecting computer programming for the project, final tabulated data sets and related printouts involved in preparation of the project report, project report clearance documentation, and the like.

   Destroy when all essential information has been analyzed and tabulated, as appropriate.

b. Project Working Files such as intermediate processing data sets and related machine printouts, test questionnaires or other source materials and related data sets, preliminary drafts and superseded or obsoleted machine readable or hard copy data compilations, collected reference and background materials. Destroy upon supersession, or upon successful completion of a project, or upon cessation of work on projects that cannot be completed, as appropriate.

*272. PMSD COM Microfilm Files of CPI/CE Production Processing and Estimation Machine Listings. A Division central file of COM (computer output microfilm) containing copies of final machine listings relating to the CPI and CE Programs. Most file items consist of micofiche although a few microfilm rolls of older listings (1976 and 1978) are included. For both the CPI and CE Programs, the listings are related to price data production activities. The files are used by the Division staff as reference sources in monitoring the statistical methodology in survey production, in sample design functions, and in other statistical methodology activities.

CPI materials include such listings as: Price Relative Computation (PRC) Listings, Quote Weight Detail Listings, CPI Calculation Listings, Imputed Price Listings, Base Period Price Listings, Price Trend Listings, Base Period Price Listings, Price Trend Listings, Commodities and Services Outlet Listings, Rent Seasonal Analysis Listings, and Property Tax PRC Listings. Most are produced monthly but some may be generated at other times.

The CE materials include such listings as: CE Quarter-to-Quarter Variances, 1982; Diary Imputation Review Files; Diary Allocation Review Files; Gas and Electric Proportion Review Files; CE Quarterly Weight Counts; Diary Weights, Monthly; and CE Data Adjustment Listings. Most CE listings reflect quarterly production but some may be produced at other times.

Retention Period. Review annually and destroy materials no longer needed for current business.

*273. SD 608 Information Request Files. SD 608 Forms, Information/Clarification Request, are communications to and from Regional Offices concerning problems in outlet initiation, data collection methodology or changes to reported data. Hard copies may be maintained of those pertinent to Price SMD interests.

Retention Period. Destroy when 1 year old or when no longer needed for current business, whichever occurs sooner.

274. PSMD 001 Disk-to-Tape Security Back-up and Data Storage Migration Tape Files. In order to provide necessary data security and control the space allocation on the mounted SMD001 Disk at the central Bureau computer facility, periodic disk-to-tape back-ups for security purposes, as well as periodic disk-to tape storage migrations of disk data, are made.

As of the time of this writing, security back-up of disk contents to tape are made daily, while disk-to-tape storage migration of the selected contents of the disk not used for specified periods are being made monthly through February 1987, at which time the selected disk contents will be migrated to tape on an as-needed basis.

At present the mainframe computer data involved with any of the various programs of PMSD concerning Prices Statistics are maintained on the mounted Disk SMD001.

Files included in this item are not covered elsewhere in the PMSD records.

Retention Period.

a. Security disk-to-tape-backup tape files. Scratch after 5 back-ups have been completed.

b. Disk-to-tape periodic disk data migration to tape files. Scratch when 4 years old, or when no longer needed for current business, which ever occurs later.

275. CPI and CE Statistical Methodology Program Library Files. Program (software) library files are maintained as data sets on Disk SMD001 at the central Bureau computer facility as well as in hard copy machine printouts in the headquarters offices. These files include source, load, calculation, and other programs as well as Job Control Language logs involved in the systems for such functions as developing the 1987 Revision Housing Sample, and computer support for other CPI and CE statistical methodology activities. Also included are data sets for sample simulation testing as well as related machine printouts.

The disk-to-tape back-up system for security and data storage migration purposes described in Item 274 applies to these program data set on mounted Disk SMD001.

Retention Period.

a. 1987 Revision Housing Sample Records. Scratch or destroy after replacement of this Revision Housing Sample by the next Revision Sample, except that sample simulation program printouts shall be destroyed upon approval of this Records Schedule.

b. Other CPI and CE Programs Data Sets and Printouts. Scratch or destroy when obsolete or replaced or when no longer required for current business, as appropriate.

*276. CPI and CE Intermediate Printouts, Job Runs, Worksheets. In carrying out sample development and other survey design and statistical methodology activities for the Consumer Price Index and Consumer Expenditure Surveys Programs, the statisticians and other program personnel of PSMD obtain various intermediate printouts, job runs, or worksheets involved in their work.

These temporary machine listings are used for such purposes as verifications, analysis, background/reference, testing, and monitoring application of sampling techniques and statistical methodology involved in sample initiation/rotation, and in price and index data production. In addition, the listings may be used for monitoring the development and maintenance of computer software to support PSMD operations.

Such listings as are in this Item are not covered by the other items of this Records Schedule listed above for this Division.

Retention Period. Destroy when essential information has been analyzed, tabulated, or published, or when superseded or obsolete, as appropriate.

277. Technical Reference, Background, Working Files. These are extra copies, printed materials, copies of instructional manuals and memoranda, periodicals, working papers and notes, and the like maintained by the statisticians and other program personnel of the PSMD covering their assigned areas of work including computerized operations and statistical procedures and sampling methodology.

Retention Period. Review files at least once a year to identify obsolete materials. Destroy when superseded or when no longer needed for current business as appropriate.

*278. CPI and CE Intermediate Machine processing Files.. Consist of intermediate processing tape or disk files pertaining to the Division activities involved in supporting the CPI and CE Programs, as defined by General Records Schedule 20, such as work files, test files, debugging files, input source files, intermediate input/output files, valid transaction files, and the like covering machine readable files not specifically listed under other items of this Schedule for the Division.

Retention Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

8/14/89

## PRICE STATISTICAL METHODS DIVISION
## RECORDS UNIQUE TO THE C&S GROUP

*279. PSMD Central File of Machine Listings Related to CPI Survey Design and Other Statistical Methodology Activities. A central file consisting of hard copies of machine listings used by the PSMD staff in performing their duties involving: developing CPI samples of PSUs, items, and outlets; initiating and maintaining such samples; developing estimation methodology; and in carrying out various other analytical statistical functions.

These files include a variety of listings containing analytical material such as tabulations reflecting the results of Census CPOPS Surveys, Consumer Expenditure Surveys data, CPI items selected for inclusion in a sample or considered for inclusion, selected CPI PSUs and outlets, workload data related to field representatives' data collection efforts, results of item-outlet match by PSU half-sample; listings of outlets with certain characteristics; variances; cost weights; price relative computations, and the like.

Typically, the listings are related to particular periods of Division activities such as the major decennial CPI Revision, annual CPOPS Surveys, and C&S Sample Rotation, or other statistical analysis and development activities.

As their contents could lead to identification of data sources, the records are considered to be confidential.

Retention Period. Destroy after completion and installation of two subsequent major (decennial) CPI Revisions, or when no longer required for current business, whichever occurs sooner.

*280. CPI Sample Design Disk and Tape Data Files. These files, stored on disk and tape at the central BLS computer facility, are used in selecting and maintaining the sample of Primary Sampling Units (PSUs) for the 1987 Revised CPI Program and will be used in future sample design and maintenance. A PSU is, generally speaking, a metropolitan area consisting of a city or county or group of city and/or contiguous county areas with similar demographic and economic characteristics. Sample design, very simplified, involves the analysis, stratification, and selection of a representative sample of PSUs, commodity and service items, and pricing data sources to reflect the makeup and shift of population and changes in consumption practices to make the CPI representative of the average changes in prices paid by urban consumers.

Included in these files are such PSU-related macrodata as population, numbers of consumer units, counties covered, PSU status (e.g., size classification and when initiated or planned for initiation into the CPI sample), and the like.

WYLBUR system software is used.

Retention Period. Scratch after completion and installation of two subsequent major (decennial) CPI Revisions, or when no longer needed for current business, whichever occurs sooner.

*281. Non-POPS Outlet Sample Frame Disk and Tape Files. Consist of outlet sample frame data files used in selecting outlets (pricing data sources) from which CPI data will be collected for Non-POPS items (Commodities and Services items not covered by the CPOPS Survey). Non-POPS categories include electricity, natural gas, telephone, transportation, insurance, and the like.

The files include such outlet related data as the PSU, outlet identification, outlet address, entry level item(s), revenue data, and the like. Data for outlets selected for visit by field representatives for initiation into the C&S sample of outlets will be copied to the C&S Repricing Data Base (Item 176 of this Records Schedule).

SAS and PL1 software are used.

These files are considered to be confidential as their contents could identify data sources.

Retention Period. Destroy after completion and installation of two subsequent sample rotations, or when no longer required for current business, whichever occurs sooner.

282. Commodities and Services Base Date Data Files. These data files, maintained at the central Bureau computer facility, include such macrodata by Primary Sampling Unit (PSU) as the PSU half-sample identification, entry level item, Point-of-Purchase Category (for the item), base weights, and date of reference for base weights. Annually, computer processes are used to manipulate data to review and set or adjust, as appropriate, base weights for Commodities and Services (C&S) items being priced in every PSU. The resulting data are used to update the C&S Repricing Data Base (Item 176 of this Records Schedule).

After completion of the calculation activities, data are copied from disk-to-tape. See Item 274 of this Schedule for disk-to-tape back-up and migration storage procedures.

SAS and PL1 software are used.

Item 193 of this Schedule covers the production of the 1987 CPI Revision Cost Weights which are obtained by using the Update-Link-Pivot Subsystem.

Retention Period. Scratch after completion and installation of two subsequent major (decennial) CPI Revisions, or when no longer required for current business, whichever occurs sooner.

283. CPI Index Variances Data Files. CPI Variance Data Tape Files were being created, as of the time of this writing, for use in measuring variances in CPI index data. The file contents will include the methodology to be applied, CPI indexes by replicate (half-sample), raw variance estimates, and the final calculated variance estimates for price changes.

Other CPI data files such as the C&S, Housing and Index Data Bases (Item 176, 177 and 179, respectively, of this Records Schedule) will be accessed for source data to use in the calculation processes.

Retention Period. Destroy when essential information has been analyzed, tabulated, or issued, as appropriate.

## PRICE STATISTICAL METHODS DIVISION
## RECORDS UNIQUE TO THE HOUSING GROUP

*284. 1980 Census of Housing Tape Files. Bureau of the Census furnishes the Housing Group a set of the 1980 Housing Census data files down to the block level. This file, consisting of 109 tapes, is maintained in 7 boxes in the headquarters offices. It was copied onto 112 tapes at the central Bureau computer facility, from which the some 10,930 area segments data providing the beginning of the development of the 1980 Census-based 1987 Revision CPI Housing Survey Sample were extracted covering the appropriate PSUs of the sample.

Retention Period. Scratch when the next revision based on the next decennial Census becomes operational. If volume warrants, offer 1980 Census Housing tapes for transfer to the WNRC after the 1987 Revision sample development has been completed, and dispose of stored tapes as of January 2000. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER

WWM 8/14/89

*285. Disk Data Sets and Related Archived Tape Files of the 1987 Revision Housing Survey System - Sample Development Files. Sample development beginning files involve the extraction from 1980 Census of Housing tapes of data to be maintained on disk descriptive of the boundaries and other demographic information of some 10,930 Census area segments reflecting the 94 PSUs (cities) covered by the 1987 Housing sample.

After completion of sample development, these Census area segment disk data sets will be transferred to archived tapes.

Development of the total 1987 Revision Housing sample is being carried out in 13 separate segments or monthly time periods, known as survey panels. Each panel represents about 12 to 70 cities (PSUs) to be covered by the sample.

The following descriptions represent the totals of housing units to be considered for the sample after all 13 segments or panels have been developed and completed, although work is actually done on a panel-by-panel basis.

The 10,930 Census area segments data are printed out and sent to the appropriate BLS Regional Offices. The field representatives are expected to list addresses of housing units included in these geographical areas, and a total of 480,000 housing units will be considered for listing. The 480,000 unit listings of data received will be entered onto a disk data set, and the data will be edited for correctness in meeting sample specifications and will be sent back to Regions.

After applying sampling rates, the Regions will obtain descriptive data in a process known as screening on some 250,000 housing units and will send back Initiation Schedules for a total of some 60,000 housing units, (40,000 renters, and 20,000 property owners). The 250,000 screened units will provide enough units for the actual sample of 60,000 units and such augmentation as may be needed.

When data are received back from the Regions on the full 250,000 screened housing units, they are to be edited and reviewed. Limited amounts of information will be entered into disk data sets on the 195,000 units that do not meet all standards, while all descriptive data needed for the Housing Survey will be entered into disk data sets for all 60,000 housing units to be included in the 1987 Revision Housing Sample.

As a panel is completed, the data are entered into transaction disk data sets, arranged by PSU and by the 6 monthly segments covering each of the 94 PSUs. Thus, a total of some 564 transaction files will constitute the completed CPI Revision Housing Survey Sample. Archived tape files will be obtained of these disk data set transaction files after sample development is completed.

When the sample for the survey becomes fully operational, (it is approximately one-half completed at the time of this writing), the data on the 60,000 units included in the sample will have been entered into the temporary 1987 Revision Housing Data Base on disk, and will have been entered from this temporary data base into the 1987 Revision Repricing Housing Data Base as future schedules are received either on a continuing 6-months or annual basis from the 60,000 units of the sample.

The sample data sets for the 564 (94 PSU-6 monthly panels) PSU-month files constituting the total 1987 Revised Sample will be updated at 6-month intervals as new construction data are received from the CPCS Division of BLS reflecting Census Bureau data on new construction reported.

At the time of this writing, some 56 archived tapes are on hand for the 6 city-month panels completed for the sample. A total of some 130 Archived tapes are expected to be on hand when all 13 panels constituting the some 564 segments of the total sample are fully developed.

(See the following Item 286 for a description of the machine printouts involved in the sample development system processing cycle.)

Retention Period.

a. Sample development disk data sets. Scratch when no longer needed for current business.

b. Sample development archived tapes. Scratch when sample is replaced by next CPI Revision Sample. If volume warrants, after completion of the 1987 Revision sample, offer for transfer to WNRC. Scratch ~~as of~~ in January 2000. RETRIEVE TAPES FROM WNRC 5 YEARS AFTER TRANSFER FOR MAINTENANCE. REPEAT EVERY 5 YEARS THEREAFTER.

8/14/89 JWM

*286. 1987 Revision Housing Sample Development System Machine Printout. For each of the major segments (panels) involved in the development system for generating the 1987 Revision Housing Sample, the Housing Group carries out a standard data processing cycle. (See Item 285, Disk Data Sets and Related Archived Tape Files, for a detailed description of this sample development process.) Machine printouts are obtained of various runs during the data generation processing and edit and review processing of data returned from the field offices covering the listing, screening, and actual sample selection processing.

When the sample generation cycle has been completed, it is estimated that about 100 cubic feet of machine printouts for all 13 segments or panels of the 1987 Revision sample will have been produced.

Retention Period. Destroy upon approval of this Schedule.

## PRICE STATISTICAL METHODS DEVISION
## RECORDS UNIQUE TO THE CE GROUP

*287. CE Surveys Sampling-Production Specification Development and Review Files. The CE Group of PSMD prepares specifications, mainly for the CPCS Division of OSP, regarding certain of the computer operations involved in the quarterly and annual production of CE data from the Interview and Diary Surveys. While sample development and other steps in CE Surveys processing cycle could be covered, the emphasis of this group of mathematical statisticians is on the Phase 3, Automated Data Adjustment Allocation, Imputation, and Time Adjustment routines covered in the CE Surveys processing cycle.

After receiving the system design specifications of the CE Group, CPCS personnel develop functional specifications and required programs to implement the main frame computer processing involved in the CE Surveys data processing cycle, and send back copies of the functional specifications to the CE Group for analysis and review.

In addition, the reference specification file maintained by the mathematical statisticians of the CE group contain copies of specifications and procedural statements prepared by the Census Bureau covering the processing steps of the Census Bureau for the sampling operations and data collection operations for the CE Surveys. A central PSMD Divisional file of these Census materials is maintained, as well as copies maintained by the individual mathematical statisticians.

Record copies of any specifications prepared by the CE Group will be maintained in the Division Chief's Central Divisional file. (See Item 264.) In effect, the specification files maintained by individual mathematical statisticians are for convenience of reference.

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

288. CE Survey Quarterly-Annual Production Machine Printout Files. The CE Group of PSMD maintain copies of machine printouts reflecting certain of the quarterly and annual computer processing operations pertaining to CE Interview and Diary Surveys.

The production processing activities of PSMD are focused primarily on Phase 3 of the CE surveys production cycle--Automated Data Adjustment processing, but the CE Group also is concerned with certain of the Phase 1 processing operations--processing involving receipt and load of Census tapes.

In carrying out these quarterly and annual production processing review and edit activities for CE Surveys, the CE Group maintains copies of certain of the machine printouts such as: Phase 3 output imputation printouts, output allocation printouts, time adjustment printouts, and Means Before and After Data Adjustment printouts. In addition, such Phase 1 printouts may be maintained as those involving the audit to verify that Census tapes meet BLS format requirements and post audit printouts reflecting the evaluation of the

weighting structure, as well as such other CE Surveys Production Processing printouts as may be required to meet PSMD responsibilities.

Copies of these printouts are maintained also in the CES Division of OPLC.

Microfiche of the printouts involving automated Phase 3 data adjustment processing are also maintained. (See Item 272 for more details).

Retention Period for PSMD copies of CE Surveys Production Processing Machine Printouts. Destroy when 2 years old.

289. CE Surveys Weight Development and Review Files. The CE Group of PSMD is involved in the development and review of the weights used by Census Bureau in the continuing Consumer Expenditure Interview and Diary Surveys.

Machine printouts are on hand reflecting the development of quarterly and other weights used by the Census Bureau in 1980-1981 when the original weighting system was developed, as well as printouts reflecting the reweighting system development in 1980-1981, as a revision to the original weights.

Copies of machine printouts are also on hand reflecting the 1986 activities of the CPCS Division regarding the development of new weights for the CE Surveys.

Retention Period. Destroy 1 year after development and installation of weighting systems superseding existing weighting systems.

## OFFICE OF FIELD OPERATIONS - NATIONAL (OFON)
## DIVISION OF FIELD COLLECTION ACTIVITIES

a. Mission. Plans, schedules, and directs all directly-collected surveys with the Regional Offices in accordance with national office priorities.

b. Functions.

(1) Directs and coordinates activities with the Regional Offices regarding survey programs, survey scheduling, and survey progress.

(2) Participates with the Program and Project Offices in the planning of all collection programs, and sets priorities in connection with program/project offices for field collection and processing activities. Represents the field position on all aspects of directly collected surveys.

(3) Schedules all directly collected survey activities with the Regional Offices.

(4) Develops estimates of work load and resources required for data collection and related activities, and recommends resource allocation.

(5) Evaluates Regional Office performance by analyzing and evaluating production records, cost data, and other information regarding the quality and quantity of the collection programs.

(6) Implements quality-control procedures for personal visit collections, in consultation with the appropriate BLS control offices.

(7) Participates with the Division of Training in identifying training needs and in planning national training programs.

(8) Conducts activities necessary for long-range planning for improving operations and for making major policy decisions with respect to Regional Office operations.

(9) Participates with Program and Project offices in the design and implementation of pilot surveys and the development of new collection methodologies.

## BRANCH OF CONSUMER PRICE INDEX PROGRAMS
## DIVISION OF FIELD COLLECTION ACTIVITIES
## OFFICE OF FIELD OPERATIONS - NATIONAL (OFON)

The records of the Branch of Consumer Price Index Programs reflect its mission of planning for, scheduling, coordinating, monitoring, and directing Regional Office actions primarily involved in the direct collection of consumer price data from housing units and commodities and services outlets.

Overall, the Branch serves as a bridge between BLS Headquarters Program and Project (Support) offices concerned with the CPI Program and the eight BLS Regional offices. Regional representatives visit the various data sources for the CPI's Housing Survey and the Commodities and Services Survey. These on-site direct data collection activities may include surveying segments (neighborhoods) to list and report prospective housing units for the Housing Survey Sample; to interview occupants and landlords to obtain their participation as units (data sources) in the Housing Survey; visiting outlets (commercial establishments, public utilities, etc.) to initiate (rotate) them into the Commodities and Services Survey; and visiting participating Housing Survey units and participating Commodities and Services outlets for completing monthly repricing schedules to transmit to BLS headquarters offices. The Branch prints, stocks, and distributes to Regional offices the instructional materials and survey supplies needed for field direct data collection work.

Various machine readable files as well as hard copy files are maintained for performing the monitoring and liaison functions. OFON also monitors the qualifications of field employees to perform CPI data collection duties, maintaining machine readable "cert" data files.

Since 1965, BLS has also performed data collection services for the Office of Personnel Management (OPM) and its predecessor, the Civil Service Commission, pertaining to cost-of-living differentials in various cities. The CPI Branch plans, directs and coordinates BLS participation. Using schedules designed by OPM, designated Regional offices perform the direct collection work, usually in Washington, D.C., Alaska, Hawaii, Guam and the Virgin Islands--quarterly in D.C. and annually in the other areas. The data are analyzed and used by OPM in determining local cost-of-living allowances for certain Federal employees.

## RECORDS OF THE BRANCH OF CONSUMER PRICE INDEX PROGRAMS

*290. Branch Program - Administrative Correspondence (Reading) Files. This file is covered by Item 292, similar title, of the Records Schedule for the Production Prices Index (PPI) Program. The Secretary to the Chief, CPI Branch, OFON, previously maintained a consolidated file for the CPI Branch and the Branch of Industrial Prices Programs and CPI Process Audits. The latter Branch had been newly established when the PPI Records Schedule was prepared.

Retention Period. a. Break file annually by fiscal year and bring forward current material to the new file. Destroy inactive material when five years old or when no longer needed for current business, whichever occurs sooner, except: Flexitime and attendance records. b. Destroy when three years old.

MM 8/14/89

291. Word Processing Media Files. Word processing diskettes and computer data sets used in preparing textual and hard copy materials such as correspondence, reports, manuals, and operating instructions. The contents of manuals and some other materials are maintained on disk and/or tape files at the central BLS computer facility, being accessed via in-office terminal, correspondence and some operating instructions on in-office word processing diskettes.

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

292. Record Copy of CPI Operating Instructions and OFON Developed Manuals. Detailed instructions are prepared and issued by OFON to the Regional Offices to supplement standing instructions contained in the manuals. These instructions are included in various series of issuances such as CPI Operating Memoranda, CPIR Housing Operations Memoranda, CPI Sample Rotation Memoranda, or other special instructions. The Operating Memoranda are usually issued monthly, the Sample Rotation Memoranda annually, and others as required. Some short-term series have been issued pertaining to activities covering a limited period such as the HR series during the 1987 Revision Housing frame and sample development and initiation (1984-1986).

These instructions pertain, primarily, to the administrative details involved in describing the data collection materials issued; when schedules, SO 608s, and narrative reports should be transmitted to Washington offices; training calendar; time reporting; and the like. They concern both the C&S and Housing Surveys.

Also included are record copies of manuals prepared by OFON such as the Central Office Arrangements Manual.

Overall, the files of Operating Instructions and OFON prepared manuals date from 1974 to date, comprising less than two cubic feet in volume and annual accretion is negligible. Arrangement is by series and, then, by date. At the time of this writing, the files were not fully centralized, although the majority were maintained by the employee responsible for printing control.

Retention Period. TRANSFER TO THE WNRC WHEN 5 YEARS OLD

a. Record copies. Permanent. Offer to the Archives of the United States in 5-year blocks when the latest record is 20 years old.

b. All other copies. Destroy when no longer needed for current business.

293. CPI Regional Office Printing Control Files. As part of its Headquarters-Regional offices liaison functions, the Branch of Consumer Prices Programs is responsible for the printing and distribution of CPI instructions and explanatory materials sent from Headquarters offices to Regional offices. The Regional Office Printing Control Files contain original paper manuscript copies returned after printing/reproduction of such instructional materials as Data Collection Manuals, Operations Memoranda, Technical Memoranda, Sample Rotation Memoranda, and special instructional items, as well as addenda/changes to such issuances.

Except for the Operational Instructions and Manuals drafted by OFON which are covered by Item 292, the record copy of these issuances is maintained, by the Procedures and Planning Branch, CPCS, which serves as the primary preparing organization for the CPI Program issuances.

Retention Period Destroy when no longer needed for current business, except that before destruction the Procedures and Planning Branch, CPCS, should be contacted and furnished copies needed to fill any gaps in its Record Copy File of CPI Methodological Detailed Manuals Issuances. Also, see Item 292 regarding Record Copies of Operating Instructions and Manuals developed by OFON.

294. CPI Regional Office Instructions Printing Negatives Files. Consist of negatives returned from printing services after printing of CPI Program instructional materials for issuance to Regional offices. Included are copies of such materials as manuals, operating memoranda, ELI checklist forms, Percent of POPS forms, CPOPS forms, SO forms, and the like.

In some instances, but not all, paper copies of the documents are filed with the negatives. Copies of most such documents may also be found in the CPI Regional Office Printing Control Files (Item 293) as well.

The negatives are used, as a matter of economy, when reprints are required.

Retention Period. Destroy when replaced by an updated version, or when obsolete, as appropriate.

295. Reference Copies of ELI Checklists. Consist of reference copies of both printed and computer generated hard copies of CPI Entry Level Item (CPI) Checklists, dating from 1975-date. Record copy files are maintained by the Procedures and Planning Branch (Item 156 of this Records Schedule). The checklist forms are descriptive of the specifications of some 380 C&S ELI's for which data are collected.

Retention Period. Destroy when no longer needed for current business. Before destruction, the Procedures and Planning Branch, CPCS, should be offered copies needed to fill any missing item gaps in that office's files.

296. Current ELI Checklists Manuscript Copy File. Consists of original copy of latest (current) ELI checklist returned after printing/reproduction. Record copy files are maintained by the Procedures and Planning Branch, CPCS (Item 156 of this Record Schedule).

Retention Period. Destroy when replaced by updated checklist.

297. ELI Checklist Status Data Files. Data sets are maintained at the central BLS computer facility as to the status of CPI Entry Level Item (ELI) Checklists. Included are such data as whether a checklist is current, out-of-date, or latest revision date. Data entry to the files is performed by the Branch staff via in-house terminal. WYLBUR software is used.

Printout listings are produced, as required, and distributed to Regional offices and other BLS Headquarters offices.

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

298. CPI Regional/Area Offices Mailing Address Document and Data Files. The Branch of CPI Programs maintains computer data files of mailing addresses of Regional/Area Office CPI activities and certain CPI field personnel. The computer files are used for producing mailing labels as well as providing information for other management or administrative purposes. These machine readable files are maintained on disk and tape at the central BLS computer facility. WYLBUR software is used and disk-to-tape back-up procedures are performed twice weekly. Data entry is performed by the Branch staff via in-office terminal.

Hard copy files include printout listings of addresses and address changes; notifications from the field of change of address, organization or employee name; copies of change notifications sent to other BLS offices by the CPI Branch; and log of notifications received from the field.

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

299. Printing and Supply Requisitions Files. Branch copies of printing requisitions, and distribution lists, for the CPI instructional material printed/reproduced for distribution to the Regional offices and Headquarters offices. (See Item 293 and 296.) Also included are copies of requisitions for administrative-type supplies.

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

*300. Files of Narrative Reports from BLS Field Organizations. Consist of reports received from CPI Program personnel at field locations. Sometimes called "PSU Narratives," these documents provide background information regarding business and economic developments, in the geographic areas involved, of likely interest to Headquarters personnel concerned with the CPI Program. Also included may be information concerning C&S and Housing Surveys data collection activities.

A log is maintained to record receipt of the reports.

Copies of the reports are distributed to other BLS offices involved in the CPI Program such as OPLC, PSMD, and CPCS.

Since contents of the files could identify data sources, they are considered to be confidential.

TRANSFER TO THE WNRC WHEN 3 YEARS OLD.

MM 6/14/89

Retention Period. Destroy when 10 years old, [redacted]

*301. CPI Problem Information/Clarification (608 forms) Files. Consist of copies of communications, usually Form SO 608, requesting information or clarification of an instruction or addressing a problem pertaining to the CPI Program. Such communications may be originated by either a BLS Headquarters office organization or by an office in the field. The files consist of copies of responses by other BLS Washington offices which are referred to OFON for its review and information. As a result of the review, OFON may initiate additional action.

Retention Period. Destroy when 1 year old or when no longer needed for current business, whichever occurs sooner.

302. Discontinued SO 608 Control Log. The Branch of CPI Programs previously maintained a log of Forms SO 608, Problem Information/Clarification Request, received from the field, and referred to other BLS offices such as OPLC, CPCS, and PSMD. The Branch is no longer charged with distributing the SO 608's as the routing procedure has been changed (see Item 301) and maintenance of the log was discontinued in February 1984.

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

*303. CPI Error Diagnosis Forms Files. Consist of copies of the computer printed form, "CPI Error Diagnosis, Individual Case." The forms are originated by commodity analysts in the Division of Consumer Prices and Price Indexes (CPPI), OPLC, requesting specified information regarding apparent errors in pricing data reported for a particular collection period and a particular outlet. An OFON staff member obtains information from the appropriate Regional office by telephone or mail and returns the original form to the CPPI. The files are maintained by a Branch employee in three-ring binders.

Retention Period. Destroy when 2 years old or no longer needed for current business, whichever occurs sooner.

304. CPI Workload Projection Data Base. To provide data for such planning and management purposes as staffing and budgeting, OFON maintains a CPI Workload Projections Data Base on disk at the central BLS computer facility. The files provide projections of such data by PSU (city) as number of schedules to be assigned and staff days required, estimated by time periods such as fiscal year and month, for various CPI data collection activities of the Region.

SAS and WYLBUR software are used. Disk-to-tape back-up procedures are performed as necessary.

Retention Period. Scratch when essential information has been analyzed and tabulated, as appropriate.

*305. Field Employee "Cert" Data Base. OFON maintains a system for tracking the status, qualifications, and certification ("cert") of field employees with respect to their performing data collection for the CPI Program Surveys, such as Housing and C&S repricing, sample frame development and initiating. The data base contains various data files such as the Employee Master Files, Training Data Files, Housing Repricing Data Files, Revision Housing Data Files, and C&S Repricing Data Files.

The data files are maintained on disk at the central BLS computer facility. Regional offices enter data via remote terminal. SAS software is used and disk-to-tape back-up procedures are applied twice weekly.

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

306. Regional Data Collection Travel and Time Data Files. These machine readable files contain data relating to travel time and costs and time spent in C&S outlet and Housing unit contacts by field representatives. The CPI Branch uses the Division Regional Travel System Data Files as one data input source copying data from those files which are covered in Items 206 and 207 of the Record Schedule for the OWIR Program.

These files of management data are maintained on disk and tape at the central BLS computer facility. SAS software is used and disk-to-tape back-up procedures are performed twice weekly.

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

307. CPI Field Data Collection Status Data Files. Consist of machine readable files which provide data for reviewing the status and progress of field data collection for such CPI activities as the 1987 Revision Housing Sample and the annual Commodities and Services (C&S) Outlet Sample Rotation. For the different surveys, the files may contain such macrodata by PSU (city) as the number of: Housing units or C&S outlets assigned for data collection, adjustments (units/outlets gained or lost to the PSU sample), schedules transmitted to Washington offices, remaining units/outlets to be reported on, etc. The Regions use the Regional Terminal Network to enter data to the computer files. Data may also be entered by the OFON CPI Branch staff using in-office terminal. Utility files may also be maintained such as lists of PSUs by code and title.

WYLBUR and SAS software are used with these data files, and software programs developed by the Branch Staff may also be used. The files are maintained on disk at the central BLS computer facility. Disk-to-tape security back-up procedures are performed twice weekly.

Printout listings are produced weekly or as required.

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

308. Budgeting, Scheduling, Planning Background/Working Files. Consist of background and supporting materials utilized in developing budget-workload data related to field activities supporting the CPI Program, such as spread sheets, machine listings, long hand notes, manual tabulations, extra copies of communications, and the like. Budget estimates and staffing data are submitted to the Assistant Commissioner, Division of Consumer Prices and Price Indexes, and other higher echelon officials, with file copy placed in the Branch Program - Administrative Subject Files. Bureau budget estimation and budget operations and documentation are responsibilities of the Division of Financial Planning and Management, Office of Administration.

Retention Period. Destroy one year after the close of the fiscal year covered by the budget or when no longer needed for current business, as appropriate.

309. Planning, Budgeting, and Other Program Management Related Machine Listings. In discharging the CPI Programs Branch's responsibilities for planning, directing, and coordinating activities with the Regional Offices, the Branch staff utilizes various machine listings providing management type data such as: (1) Regional Workload Projections Listings showing by fiscal year and month estimated data collection schedules workload and estimated staffing requirements; and (2) various printouts of data related to the status of field representatives with respect to the qualifications of such individuals to be certified as for CPI data collection work.

Printouts may be produced periodically or as required for budget estimation, staffing, or other management purposes.

Retention Period. Destroy when replaced by updated listings, or when no longer needed for current business, as appropriate.

*310. Microfilm Files of C&S Sample Rotation Listings. Consist of computer output microfiche (COM) copies of machine listings produced from the CPCS Commodities and Services Data Base (Item 176 of this Records Schedule). The COM listings are used by the CPI Programs Branch staff in their liaison and monitoring activities.

The files include copies of such machine listings as:

- SO 610, PSU Assignment Control Register, containing data on outlets assigned for field representative contact for possible initiation into the C&S Outlet Sample.

- SO 611, ELI Assignment List of C&S entry level items assigned to a PSU (city), with assigned outlets and number of quotes per outlet per ELI.

- SO 637, Pricing Period Assignment List of assigned outlets per PSU. Used by field officials to report to Washington offices planned pricing period assignments of field representatives.

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

*311. CPI Data Collection Progress Reports and Other CPI Programs Monitoring/Liaison Listings. In performing liaison functions with respect to relations between Regional Offices and Headquarters offices and in monitoring Regional data collection activities, the Branch receives several machine listings pertaining to the C&S Surveys and the Housing Surveys. These may involve repricing data collection, sample frame development, sample initiation, data collection reinterviewing of respondents for quality assurance, and the like.

The listings may be produced from machine readable files maintained by OFON or from the CPI data bases maintained by CPCS, OSP. They may be generated weekly, or at other frequencies, or as required.

Examples of such listings include, but are not limited to: CPIR Housing Listing Report, Housing Regional Initiation Report, CPI Outlet Sample Rotation Listing, Outlet and Item Status Report, C&S Respondent Reference Directory, Process Audit Sample, Quality Assurance of Housing Data Collection, and the like.

Files of some listings are maintained centrally by the Branch Secretary, while copies of others are maintained on a decentralized basis by individual staff members.

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

*312. OPM Prices and Living Conditions (COLA) Data Collection Program Subject Files. Since 1985, BLS has performed data collection services for the Office of Personnel Management (and its predecessor, the Civil Service Commission) for OPM's use in preparing local cost of living indexes. The OPM indexes show the relationship of living costs in Washington, D.C., to living costs in a number of nonforeign localities outside the contiguous 48 states. The indexes are required for the OPM's annual review of nonforeign area COLA for statutory salaried Federal employees. Wage Board employees are not included.

BLS performs price data collection surveys using instructions and forms provided by OPM. After completion by BLS field representatives and return to OFON, the data collection schedules are transmitted to OPM. OPM, with State Department participation, handles the data analysis and uses the results in setting such cost of living allowances for Federal employees.

Data collection is performed quarterly in the Washington, D.C., area and annually in the other areas such as localities in Hawaii, Alaska, Guam, and the Virgin Islands.

These files include such materials as copies of correspondence with OPM and the State Department, copies of collection forms and procedures, copies of schedules transmitted to OPM, annual narrative end-of-survey reports from field representatives, reference copies of OPM issued Federal Personnel Manual Letters, some background notes and supporting analytical materials on cost estimates of COLA data collection, and the like.

Retention Period. Destroy 5 years after the BLS-OPM COLA Data Collection program is discontinued. The files should be reviewed at least annually and obsolete or other materials no longer needed for current business should be destroyed.

*313. Prices and Living Conditions - OPM COLA Surveys Memos. Consist of reproduced copies of memorandums issued by OFON to the few Regional offices participating in the Survey, conveying procedural instructions for performing data collection services for the Office of Personnel Management (OPM). Instructions are issued only to the Regional office responsible for performing a survey and distribution is limited to that Regional office and a few officials in the Washington Headquarters.

Field completed and returned data collection schedules are transmitted to OPM which handles the data analysis. For further explanation of the Survey Program, see preceding Item 312, OPM Prices and Living Conditions (COLA) Data Collection Program Subject Files.

Copies of OPM COLA Survey Memos dating from 1969 are maintained chronologically in a 3-ring binder by the OFON staff member responsible for coordinating the Surveys. Later copies are intermingled with the materials in the preceding Item 312.

Retention Period. Destroy 5 years after the BLS-OPM COLA Data Collection Program is discontinued. Review files at least annually and destroy unneeded duplicate copies, if any.

## RECORDS COMMON TO ALL OFFICES
## BRANCH OF CONSUMER PRICE INDEX PROGRAMS

314. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files of Branch personnel covering their particular assigned program areas, as well as statistical procedures and methodology and computer technology and the like. Included are extra copies of correspondence pertaining to assigned surveys.

Retention Period. Destroy when superseded, obsoleted, or no longer required for current business.

315. Intermediate Printouts, Job Runs, Worksheets. In carrying out the program of planning, scheduling, and directing directly collected surveys with Regional Offices, Branch personnel obtain printouts or various other job run listings from off-premise data processing facilities, typically of an intermediate nature. These listings cover the planning, scheduling, and monitoring of survey data collection and other survey related operations at Regional Offices. The worksheets or listings, pertaining to surveys, can be either machine processed or manually prepared and related primarily to the progress of survey operations, the scheduling of Regional manpower to particular surveys, the planning or projection of Regional personnel to surveys throughout a year, accounting for actual survey data collection Regional activities, and the like.

The machine listings or manual tabulations of this item include only those not covered by other specific items of this Schedule.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or published, or when obsoleted and revised, as appropriate.

316. Computerized Reporting Systems Intermediate Machine Processing Files. Processing tape or disk files as defined by GRS Schedule 20 pertaining to the various computerized reporting systems used by the Branch such as work files, test files, intermediate input/output files, input source files, valid transaction files, special request files, and the like not covered by other specific items of the schedule.

MM 8/14/89

Retention Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

## OFFICE OF FIELD OPERATIONS - NATIONAL (OFON)
## DIVISION OF FIELD COLLECTION ACTIVITIES
## BRANCH OF INDUSTRIAL PRICES
## AND CPI PROCESS AUDITS

The Branch of Industrial Prices and CPI Process Audits carries out continuing audits of the data collection activities of CPI field representatives to ensure quality performance in CPI data collection. These audits involve actual reinterviews of respondents contacted by field representatives, and analysis of differences or problems encountered.

The records relating to the activities of the Branch of Industrial Prices and CPI Process Audits covering the regular data collection work of the Regional Offices for the International and Producer Prices Programs are covered as Items 292-319 of the Schedule for the International Prices and Producer Prices Programs. The records relating to the activities of the Branch covering the CPI Process Audits are covered herewith as Items 317-321 of this schedule for the CPI Program.

### CPI PROCESS AUDIT RECORDS

*317. Central CPI Process Audit Group Administrative Subject File. At the time of this writing, the Group Leader maintains an administrative subject file covering the activities of the Audit Group. The file consists of such materials as copies of auditor progress reports, time and attendance documentation, auditors travel files, copies of budget estimation and execution records, auditor performance evaluation files, copies of minutes of meetings and other materials involving committees and teams concerned with the CPI process audit projects, and the like.

Retention Period. Destroy when 3 years old.

318. CPI Process Audit Project Final Report Files. The end product of a CPI Process Audit Project is a final report reflecting the findings and recommendations of the CPI Process Audit Group and other members of the project team as appropriate. Various drafts of these audit reports, such as those involving the audits of the 1987 CPI Revision Housing Sample Listings, the 1987 CPI Revision Housing Initiation Schedules, or the current C&S Repricing Schedules, and the like, are prepared and reviewed for presentation to the CPI Quality Management Committee. After Committee acceptance and report revision, the final audit report is sent to such clients as the Assistant Commissioner for Consumer Prices and Price Indexes, the Chief of the Price Statistical Methods Division, and the Chief of the Quality Assurance Staff.

In addition copies are sent to appropriate top echelon managers of OFON and to project team members.

The record copy of final audit reports is maintained in the Central file of the CPI Process Audit Group.

Retention Period.

PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES

a. Record Copy File of Final Report. Destroy after a subsequent CPI Methodological Revision, such as that replacing the 1987 CPI Revision, becomes operational.

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

c. Preliminary Report Drafts. Destroy when replaced by subsequent version.

*319. CPI Process Audit Project Files. The CPI Process Audit Group maintains a Central Group hard copy file for the audit schedules, reconciliation sheets, copies of field representative schedules, sample listings or other machine listings, project correspondence and instructional materials, background materials, auditor progress reports, and the like pertaining to the audit projects on CPI data collection operations carried out by field representatives for the CPI C&S and Housing Surveys.

In addition, data sets are maintained at the Central Bureau computer facility reflecting the information from the audit schedules on pricing at the outlets or housing units visited by the auditors.

Also included could be copies of minutes of team or committee member meetings, and the like, as well as data sets reflecting data manipulation for analysis purposes. Intermediate machine processing printouts and data sets may be maintained also. (See also Item 318 for records pertaining to reports of audit projects findings and recommendations).

Retention Period.

a. Individual Project Administrative Records such as, internal correspondence, instructional procedural materials, team meeting records, auditor progress reports, and the like. Destroy upon completion of project or when no longer needed for current business, as appropriate.

b. Project Source Documents and Tabular and Analytical Records and Machine Data Sets. Destroy or scratch upon completion of a project and acceptance of final report.

c. Intermediate Processing Machine Printouts and Data Sets. Destroy or scratch as superseded or upon completion of a project.

320. CPI Checklist Files and Travel Information Materials. A central Group file is maintained for convenience of reference by auditors of the current checklists for the some 380 or so Entry Level Commodities and Services covered by the CPI. These guide the auditors in filling out schedules.

Also central travel data and locational guides are maintained for reference in planning trips by auditors who must complete the audit schedules in the field.

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

321. Auditor Working - Reference Files. Each auditor working on a project, as well as the Group Leader, maintains individual working files and references or background materials on the particular audit project involved. The working files consist of such materials as: convenience copies of internal project correspondence or progress reports, drafts, intermediate tabular materials, copies of CPI collection manuals, and other CPI instructional materials, computer manuals, copies of C&S checklists, copies of training materials obtained when taking courses in data collection for the CPI, extra copies of preliminary and final CPI Process Audit Reports prepared by the Group, and the like.

Retention Period. Review files once a year to destroy obsolete materials or materials no longer needed for current business.

## DIVISION OF PRICE AND INDEX NUMBER RESEARCH
## OFFICE OF PRICES AND LIVING CONDITIONS
## BUREAU OF LABOR STATISTICS

a. Mission. To direct a program concentrating on improving existing price measures, providing new measures, and explaining the behavior of prices.

b. Functions.

(1) Conducts comprehensive analyses of price behavior as a basis for predicting price movements and for studying the structure of price determination.

(2) Conducts applied research to improve the existing measures of prices in terms of obtaining transaction prices, quality of price measures, etc.

(3) Develops measures of prices in areas in which these measures do not currently exist, but are needed.

## DIVISION OF PRICE AND INDEX NUMBER RESEARCH (DPINR) RECORDS

322. Division Chief Program Subject Files. Consist of such materials as correspondence; intraoffice memos; copies of analytical papers by Division and other BLS personnel; papers presented at seminars and conferences; convenience copies of minutes of meetings; planning materials; convenience copies of research contracts and invoices that were forwarded to higher levels recommending payment; reference copies of proposals for internal procedural changes and the like.

The files comprise a mixture of materials pertaining to the Division's program functions and reference papers on such topics as BLS Research Activities, Research Proposals, Index Rebasing System (1972), American Statistical Association meetings, Inflationary Impact Statements, Land Price Indexes, Census Single Family Housing Index, Industrial Price Revision, CPI Seasonal Adjustments, and Consumer Expenditure Survey Support.

Record copies of research contract award and administration documents are maintained by higher echelon officers such as the BLS contracting office in the Division of Administrative Services.

TRANSFER INACTIVE MATERIAL TO THE WNRC.

Retention Period. Break file every 5 years and bring current materials forward to the new files. Destroy when 10 years old or when no longer needed for current business, whichever is later.

MM 8/14/89

*323. Division Administrative Subject Files. Consist of administrative files maintained by the Secretary to the Division Chief pertaining to such Division internal management matters as budgeting, employee travel, personnel management, time and attendance (including flexitime), printing, training, monthly progress reporting, property management, employee time distribution reporting, computer support, space management, and the like. Included are such materials as copies of correspondence, intraoffice memos, progress reports, name personnel folders, machine listings, reference documents, printing requisitions, personnel documents, and the like.

Retention Period. Break file every 5 years and bring current materials forward to the new files. Destroy when 5 years old or no longer needed for current business, whichever occurs first, except:

a. Personnel Name Folders. Destroy 1 year after separation or transfer of employee.

b. Time and Attendance - Flexitime Files. Destroy when 3 years old.

324. Division Correspondence - Chronological Files. Consist of copies of correspondence with the public and other Government agencies, as well as BLS intraoffice communications, together with copies of some incoming communications, prepared for the signature of Division economists, the Division Chief, and other higher level officials such as the Associate

Commissioner, the Commissioner for Labor Statistics, and the Secretary of Labor. Arranged by date.

Retention Period. Destroy when 5 years old.

325. Division Word Processing Media Files. Consist of word processing disks used in preparing correspondence, reports, "Working Paper" drafts, articles, administrative forms, or other textual hard copy materials. A hard copy finding aid index (author and subject) to the disks' contents is maintained.

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

326. Routine Requests for Information - Public Files. Consist of form letters, responding to requests for information from the public or other Government agencies, or request to be placed on mailing lists.

Retention Period. Destroy when 6 months old.

327. Division Central Working Paper Series File. The Bureau of Labor Statistics maintains a special series (Working Papers) for disseminating preliminary research results to selected professionals in or out of Government, and to make available in convenient form technical research documents too fragmentary or limited in interest to warrant publication by BLS or by a professional journal. In some instances, however, Working Paper publication is attained in some outside scholarly journal, such as "Econometrica," "Annals of Economic and Social Measurement," or "American Economic Review." If so, these Working Papers have a disclaimer that the views expressed are those of the author and do not reflect an official Bureau viewpoint.

The Working Paper Series was established in 1973, and is coordinated by the Office of Research and Evaluation, BLS. However, many of the research results, carried out by the Division of Price and Index Number Research to improve the measurement of price index statistics are disseminated through this Series. From 1971 to 1973, the Research Division of the Office of Prices and Living Conditions issued its own series of similar type papers, known as "Research Discussion Papers," and some 11 were issued. This Series appears to have been incorporated after 1973 into the Bureau Working Paper Series.

This numerical Division file of single copies of Working Papers and earlier Research Discussion Papers has some gaps in it. Also, it would seem that the Bureau record copy for the file would be the set maintained in the coordinating Office of Research and Evaluation, BLS.

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

328. Distribution Copy File, Working Papers Series. Consist of extra copies of numerical Working Papers for dissemination purposes.

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

329. Divisional Author Economic and Statistical Research Publication File. Arranged alphabetically by name of author, the file consists of copies of technical and statistical articles and papers on various matters relating to improvement of price index statistics of interest to the Division. In addition to serving as an author file for BLS Working Papers, the file contains similar types of economic or methodological articles and papers of other Government agencies such as of the Bureau of Economic Analyses or the Census Bureau of the Department of Commerce, and of many different University Economics or Statistics Departments obtained on an exchange basis.

The file, in effect, serves as a central Division reference file on social and economic matters, and on statistical methodology in measuring prices and cost of living expenditures, and the like, as well as an author index to the numerically arranged Working Paper Series File (Item No. 38).

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

*330. Price and Index Number Research Project Files. Each of the Economists or other professionals in the Division of Price and Index Number Research is assigned responsibility for one or more research projects, either singly, or with other Division staff members, or possibly as a Division representative on an OPLC or Bureau task force.

These research projects can cover a wide variety of areas involving price statistics and statistical methodology in the issuance of price indexes. Such projects as the following have been undertaken: studying methodology for possibly developing interarea price indexes for food, all other commodities and services, and rent; comparing health insurance payment statistics obtained from differing sources; reviewing alternative methodologies for use in the CPI to improve seasonal adjustment procedures; measuring inflation by household type and location; studying various aspects of statistical methods in issuing generalized real cost of living indexes; studying grouped data, correlated errors, and the precision of regression estimates; investigating possible age bias corrections in the CPI shelter indexes; evaluating GLS control/composition weighting adjustment in the Consumer Expenditure Surveys; developing concordances and analyzing data for various years of consumer expenditure surveys; and other such similar types of economic or statistical research projects.

Many of the projects result in the preparation of internal Working Papers to be issued in the numerical BLS Working Paper series, although certain projects may result in the publication of articles in outside economic or statistical professional journals or possibly in the Monthly Labor Review. Such dissemination, except for the Monthly Labor Review, carries a disclaimer to the effect that the views expressed are those of the author and do not necessarily represent official BLS viewpoints.

If the goal of the research project involves possible improvements in the procedures for issuing OPLC price or consumer expenditure statistics or indexes, and the improvements are cleared for adoption, project results, in addition to issuance as a Working Paper or article, or explanatory report, could include listings of the computer programs involved, instructional guidance as to installation and maintenance of proposed system changes, and

the like required to install proposed improvements to existing automated computerized systems, or to install new types of statistical series or indexes.

In carrying out research projects, such records as the following may be generated:

(1) Project administrative records such as formal project statements; internal memoranda reporting on project progress or involving comments on or reviews of the status of projects by supervisors; records pertaining to possible issuance or publication of project results; periodic progress reports; budgetary matters; and other records relating to the administration of projects, including drafts as well as final copies of such documents.

(2) Background - reference materials pertaining to a project such as outside articles and publications, pertinent Government publications, statements of statistical methodology, previous studies of a similar nature, and other related background materials.

(3) Project source materials providing needed data to be input for manipulation for a project, such as input of selected segments of the various CPI or CES data bases, or inputting of secondary source materials as required for manipulation either manually or normally in machine-readable format such as disk or tape files.

(4) Machine-readable data sets or data bases for a project, consisting of such tape or disk files as input source materials, whether formatted into a data base or as temporary data sets; analysis files involving manipulation of input data to derive various estimates, illustrate statistical hypothesis, or provide alternate approaches to deriving data in existing CPI indexes or CES survey results and the like. Also included may be data sets containing programs or other computer documentation, and final tabular results or other end-products from a project; as well as temporary data sets involving preliminary runs, error runs, test runs, or other intermediate processing runs.

(5) Machine printouts or manual tabulation files reflecting the various operations of a project as listed in (4) above involved in inputting data, analyzing data and calculating results or making estimations and preparing final tabulations or other end-products obtained from manual calculations or computer runs pertaining to a research project. Such printouts may reflect temporary or intermediate processing runs as well as final tabulations.

(6) Project results files such as manuscripts or other copies of articles issued in the BLS Working Paper series or published in outside professional journals or the Monthly Labor Review; copies of internal explanatory reports on the findings of projects made to supervisors; comments and reviews of various BLS or other personnel relating to project findings. If improvements to existing BLS price statistics or surveys or indexes are adopted, or if new indexes or statistical series are involved, files may include copies of computer programs, guides, or procedural instructions for revising existing systems or installing new systems, and the like.

Such project result files may include various drafts and preliminary materials and handwritten notes, as well as final copies of project findings.

Retention Periods.

a. Records pertaining to projects that could not be completed. Destroy when no longer needed for current busines.

b. Records pertaining to completed projects.

(1) Project Administrative Files. Destroy 3 years after completion or when no longer needed for current business, whichever is sooner.

(2) Background - Reference Files. Destroy when obsolete or no longer needed for current business, as appropriate.

(3) Project Source Materials. Destroy 5 years after completion or when all essential information has been analyzed, tabulated, or published, whichever is sooner.

(4) Machine Readable Data Sets or Data Bases and Related Machine Printouts.

(a) Preliminary - Intermediate Processing Data Sets - printouts. Destroy when superseded or obsoleted.

(b) Other Machine Readable Records and Printouts. Destroy 5 years after completion or when all essential information has been analyzed, tabulated, or published, whichever is sooner.

(c) Disk to Tape Dump Security Files. Destroy after 3 periodic dumps.

(5) Manual Tabulations and Other Project Analysis Records.

(a) Preliminary Tabular - Analysis Records. Destroy when superseded or obsoleted.

(b) Other Project Analysis Records Not Covered By Other Retention Statements. Destroy 5 years after completion or when all essential information has been analyzed, tabulated, or published, whichever is sooner.

(6) Project Results.

(a) Preliminary Drafts - Tabular Results. Destroy when superseded or obsoleted.

(b) Final Project Findings. Place file copy of Working Papers or Published Findings in appropriate Divisional findings files. (See Items 38 and 40.) If system Procedural Guidance and programs are involved, place file copies in appropriate Bureau files for such documentation. Destroy all other copies when no longer needed for current business.

*331. Service Industry Program Development Files. In 1983, the Office of Prices and Living Conditions (OPLC) established an interdivisional Management Group of senior officials to direct certain research and development activities related to the Service Sector Initiative in OPLC. The Deputy Associate Commissioner, OPLC, was the initial leader of the Group. Other members included the Chiefs of the Division of Price and Index Number Research (DPINR), Division of Industrial Prices and Price Indexes, Division of International Price Indexes, and the Division of Price Statistical Methods.

Also, an interdivisional Task Force was formed, under the direction of the Management Group, to investigate various issues connected with expansion of the Services Program. A senior economist of DPINR was designated as Coordinator of the Task Force, which is involved in day-to-day research and development. As required, other DPINR personnel may participate in the project.

As of this writing, price indexes are prepared for a relatively small number of service industries, including rail freight, telephone, and postal services. Task Force studies are underway to expand service sector coverage to include such industries as financial institutions, computer services, oil pipelines, retail trade, import electricity, export airline passenger services, among others. Over the longer term (6 to 8 years), the plan is to expand the Program to provide price indexes for the entire service sector, which comprises some 70 percent of the domestic economic activity of the United States as well as 60 percent of U.S. imports and 70 percent of U.S. exports.

The files concern such matters as project objectives, strategy, resources, budgeting, organization, phasing, methodology, operations, progress, and results. Included are such materials as communications to the BLS Commissioner, other correspondence, Congressional briefing notes, analyses of resource requirements, status reports, guidance to project subgroups, Task Force products (e.g., three comprehensive reports in 1984-1985) and the like.

Source and background reference materials for the project are also collected. As this developmental project expands, the files should be organized to separate background and reference materials, as well as employee working files, from the project program records that document key development activities and results. Presently, such program documentation files are maintained by the Task Force Coordinator and the Division Headquarters Research Assistant.

Retention Period.

[redacted] Archives [redacted] year blocks when the most recent record [redacted]

mm 8/14/85

Source and Background-Reference Materials. Screen at least annually, and destroy when all essential information has been analyzed, tabulated, or issued, as appropriate.

332. Bureau-Division Computer Billing Analysis Files. Periodic analyses are made of the detailed voluminous monthly Bureau and PINR division machine printouts reflecting the billings for data processing operations, rental and storage of tape files, and disk usage charges at the central Bureau computer facility. Based on the analyses, changes in disk usage patterns, storage and rental procedures, and the like are proposed to provide for more efficient or economical computer operations.

The file consists primarily of machine printouts and related materials.

Retention Period. Offer billing printouts for transfer to the WNRC when 3 years old. Destroy when 7 years old.

333. Divisional Comment File on Reviews of Outside Articles. Alphabetically arranged by the name of Division employee who is commenting on an outside article, the file consists of copies of the draft articles and of the comments made by Division personnel about articles covering measurement of social and economic trends, research into improvement of such measurements, and the like.

Retention Period. Destroy when 5 years old.

*334. Division Project Background Files. Consist of various publications, correspondence, Bureau and outside issuances, and the like pertaining to various projects involving improvements in price measurements involving the CPI, the CES, and PPIR work of the Office of Prices and Living Conditions in which the Division has had input. These closed collections, apparently maintained by a former Division Chief, cover such matters as: the GAO study involving the possible need for a separate CPI for the elderly; the background materials involving BLS and other studies concerning the measurement of housing costs and the Bureau's shift from measuring homeowners costs to rental costs; measurement of energy costs for the CPI; studies involving the methodology and procedures for continuing Consumer Expenditure Surveys; studies involving the 1978 revision to the Producer Price Indexes; and the like.

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

335. DPINR Technical Reference - Working Files. These are extra copies, printed materials, individual working papers and notes, copies of instructional memos and manuals, periodicals, and the like, maintained by the economists and other program personnel of the division of PINR covering their assigned areas of work as well as related research in economic theory and methodology, computerized operations, and statistical procedures and methodology.

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

*336. PINR Research Intermediate Machine Processing Files. Consist of intermediate processing tape or disk files pertaining to Price and Index Number Research and Development activities such as work files, test files, debugging files, input source files, intermediate input/output files, valid transaction files, and the like covering machine-readable files not specifically listed under other items of this Schedule for the Division of Price and Index Number Research.

Retention-Period. Apply the provisions of GRS 20 Items 1 and 2 as appropriate.

## EXCERPT FROM NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) 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, input source files, intermediate input/output files, valid transaction files, and the like that have not been specifically listed in this Schedule as separate items in the segments covering machine-readable records.

These disposition authorities of General Records Schedule 20 have been referred to in several items of this Schedule.

## PART II: PROCESSING FILES

| Item | File function/ designation | Consisting of | Which are | Then |
|---|---|---|---|---|
| 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 master file and not required to reconstruct a master file | Submit SF 115, Request for Records Disposition Authority |

## PART II: PROCESSING FILES

| Item | File function/ designation | Consisting of | Which are | Then |
|---|---|---|---|---|
| 6 | | | retained by ADP operational elements as backup to magnetic media | Dispose of when no longer needed |
| 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 hard copy |
| 8 | | data created by another agency[1] | 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 |

[1] 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 |
|---|---|---|---|---|
| 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 |
| 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 updated 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 |

August 1986

BUREAU OF LABOR STATISTICS
PROPOSED SCHEDULE

**Cross Reference to the Disposition Authorities of this Proposed Schedule to Existing October 1, 1971 Schedule NN170-100**

**OFFICE OF PRICES AND LIVING CONDITIONS**

**DIVISION OF CONSUMER EXPENDITURE SURVEYS**

The proposed Schedule covers these records under Items 1 through 32, as follows:

- Office of Division Chief (1-5)
- Branch of Production and Control (6-11)
- Branch of Information and Analysis (12-17)
- Family Budget Program (18-27)
- Records Common to All Offices (28-32)

Item 1 of the NN170-100 Schedule seems to be somewhat applicable to Items 1 and 5 of the Proposed Schedule, but applies to other offices as well.

Only the following items appear to be obsoleted by the Proposed Schedule.

| Schedule NN170-100 Items | Proposed Schedule Items |
|---|---|
| 46 | 9 |
| 47 | 11, 14 |

No other items covering the records of the Division of Consumer Expenditure Surveys appear to be directly related to items of Schedule NN170-100.

## OFFICE OF PRICES AND LIVING CONDITIONS
## DIVISION OF CONSUMER PRICES AND PRICES INDEXES

### Office of the Deputy Assistant Commissioner

Item 37. 1978 Consumer Price Index Revision Numerical Documentation File.

Arranged numerically by assigned number. Listing of contents available. 1972-1978

Volume: 16 cubic feet Accretion: None

Item 38. Weekly Chronological File of the 1978 CPI Revision Management Team.

Arranged by date. 1973-1977

Volume: 6 cubic feet Accretion: None

Item 39: 1987 Consumer Price Index Revision Documentation File.

Arranged numerically by assigned number. 1979 - Date

Volume: 12 cubic feet Accretion: 3 cubic feet per year

Item 40. 1960 CPI Revision Documentation File.

Arranged numerically by assigned number. 1959-1964

Volume: 2 cubic feet Accretion: None

## OFFICE OF PRICES AND LIVING CONDITIONS
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES

### BRANCH OF CONSUMER PRICES

Item 52. CPI Commodities-Services Specifications Issuances Files.

Arranged by Commodity and date thereunder; some by date and commodity. 1935-1977

Volume: 11 cubic feet Accretion: None

Item 58. Inactive Section Files on Average Prices of Food and Energy-Fuels.

Arranged by date. 1931-1986

Volume: 6 cubic feet Accretion: None

### BRANCH OF INFORMATION AND CURRENT ANALYSIS

Item 135. Division Publication Files.

Arranged by issuance series and date thereunder. 1907 - date

Volume: 21 cubic feet Accretion: 1 cubic foot per year

Item 140. CPI Time Series Index Listing-1977 Base.

Arranged by date. 1913 - date

Volume: 2-page machine listing Accretion: 1 line added per year

## OFFICE OF SURVEY PROCESSING
## DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES

### PROCEDURES AND PLANNING BRANCH

Item 153. Record Copy of CPI Methodological Detailed Manual-Issuances File.

Arranged primarily by date. 1960 - date

Volume: 12 cubic feet Accretion: 1 cubic foot per year

Item 156. Record Copy of CPI Checklists Files.

Arranged numerically by checklist code number. 1976 - date

Volume: 2 cubic feet Accretion: Negligible

### CURRENT SYSTEMS BRANCH

Item 184. Consumer Price Indexes and Average Prices LABSTAT Files.

Arranged by area or commodity code. 1913 - date

Volume: 2 magnetic tapes. Accretion: Negligible

Item 186. Current System Branch files of CPI Main Frame Computer Systems Documentation Files.

Arranged by data base involved. 1985 - date

Volume: 10 cubic feet Accretion: Negligible

### CONSUMER EXPENDITURE SURVEYS BRANCH

Item 205. CES Processing System Main Frame Documentation Files.

Arranged primarily by date. 1979 - Date

Volume: 1 cubic foot Accretion: Negligible

## DATA PRODUCTION SYSTEM BRANCH

Item 237. Pre-1978 Revision Manual and Machine CPI Index Summary Data Files.

Arranged by item. 1914-1978.

Volume: 7 cubic feet Accretion: None

## OFFICE OF FIELD OPERATIONS NATIONAL
## DIVISION OF FIELD COLLECTION ACTIVITIES

### BRANCH OF CONSUMER PRICE INDEX PROGRAMS

Item 292. Record Copy of CPI Operating Instructions and OFON Developed Manuals.

Arranged by series and date thereunder. 1974 - date

Volume: 2 cubic feet. Accretion: Negligible

August 1986

**BUREAU OF LABOR STATISTICS**
**PROPOSED SCHEDULE**

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

**OFFICE OF PRICES AND LIVING CONDITIONS**
**DIVISION OF CONSUMER EXPENDITURE SURVEYS**

Item 13. Published-Duplicated Issuances Related to Consumer Expenditure Surveys.

Arranged by date and type of survey. 1960-date

Volume: 3 cubic feet Accretion: 1 cubic foot per year

Item 18. Family Budget News Releases, Bulletins, and Articles or Publications.

Arranged by date. 1935-date

Volume: 3 cubic feet Accretion: None

Item 19. Former Branch Program Subject Files on Family Budgets.

Arranged alphabetically by subject. 1945-1978

Volume: 3 cubic feet Accretion: None

## OFFICE OF PRICES AND LIVING CONDITIONS
## DIVISION OF CONSUMER PRICES AND PRICE INDEXES

The proposed Schedule covers the records of this Division under Items 33-144. They are listed under the following organizations:

- Office of the Assistant Commissioner (33-36)
- Office of the Deputy Assistant Commissioner (37-43)
- CPI Revision Cost Weights Staff (44-48)
- Branch of Consumer Prices (49-109)
- Branch of Index Production and Control (110-129)
- Branch of Information and Current Analysis (130-144)

Since the Schedule NN170-100 was developed in 1970-71, the Consumer Price Index Program has experienced major program scope, content, and system changes. Extensive computerization system changes have been continually installed since that Records Schedule was developed and are still continuing. In addition, some data collection practices have been modified. The old Records Schedule, generally, reflected records pertaining to a different system and very few of the records on hand are covered by that Schedule. Possibly, some CPI Program records under Schedule NN170-100 may be stored at the WNRC.

The following items of Schedule NN170-100 appear to be obsoleted by the Proposed Schedule:

| Schedule NN170-100 Items | Proposed Schedule Items |
|---|---|
| 49 | 54, 80, 87, 90, 104 |
| 50 | 117, 118, 138 |
| 53 | 37, 38, 39, 40, 44, 48 |

Item 1 of Schedule NN170-100 seems to be somewhat applicable to Proposed Schedule Items 33, 49, 110, and 130, but applies to other offices as well.

It does not appear that other items of the Proposed Schedule for the Division of Consumer Prices and Price Indexes are directly covered by Schedule NN170-100.

## OFFICE OF SURVEY PROCESSING
## DIVISION OF CONSUMER PRICES AND CONSUMPTION STUDIES

The records of this Division are covered under Items 145-263 of the Proposed Schedule, listed under the following:

- Office of the Project Manager (145-150)
- Procedures and Planning Branch (151-160)
- Interactive Systems Branch (161-168)
- Current Systems Branch (169-189)
- 1987 CPI Revision Main Frame Development Files (190-198)
- Consumer Expenditure Surveys Branch (199-212)
- Data Production Systems Branch (213-263)

Item 1 of Schedule NN170-100 appears to be somewhat applicable to Items 145, 151, 161, 169, 191, 199, and 213, but applies to other offices as well.

The following Items of Schedule NN170-100 seem to be obsoleted by the Proposed Schedule:

| Schedule NN170-100 Items | Proposed Schedule Items |
|---|---|
| 46 | 258 (also related to Item 9-Division of Consumer Expenditure Surveys (DCES)) |
| 47 | 259, 260 (also related to Items 11, 14-DCES) |
| 48 | 218 |
| 52a | 218 |
| 54b | 242, 246 |

No other items of the Proposed Schedule for the Division of Consumer Prices and Consumption Studies appear to be directly covered by Schedule NN170-100.

## OFFICE OF PRICES AND LIVING CONDITIONS
## PRICE STATISTICAL METHODS DIVISION

The Proposed Schedule covers this Division's records under Items 264-289.

Item 1 of the NN170-100 Schedule seems to be somewhat applicable to Item 264 of the Proposed Schedule but applies to other offices as well.

No other items of the Proposed Schedule for the Price Statistical Methods Division appear to be covered by Schedule NN170-100.

## OFFICE OF FIELD OPERATIONS - NATIONAL
## DIVISION OF FIELD COLLECTION ACTIVITIES

### Branch of Consumer Price Index Programs

The records of this Branch are covered by Items 290-316 of the Proposed Schedule.

None of the records of this Branch appear to be directly covered under old Schedule NN170-100.

### Branch of Industrial Prices and CPI Process Audits

The Proposed Schedule covers this Branch's CPI Process Audit records under Items 317-321. Other records of the Branch were covered under the Proposed Records Schedule for the Producer Prices Program.

None of the Branch's records for the CPI Process Audits seem to be covered by Schedule NN170-100.

## OFFICE OF PRICES AND LIVING CONDITIONS
## DIVISION OF PRICE AND INDEX NUMBER RESEARCH

The Proposed Schedule covers the records of this Division under Items 322-336.

Items 1 and 7 of Schedule NN170-100 seem to be somewhat applicable to Items 322 and 326, respectively, of the Proposed Schedule, but are also applicable to other offices.

Item 44 of Schedule NN170-100 appears to be obsoleted by Items 327, 329, and 330 of the Proposed Schedule.

## OFFICE OF PRICES AND LIVING CONDITIONS
## DIVISION OF PRICE AND INDEX NUMBER RESEARCH

Item 331. Service Industry Program Development Files.

Arranged by subject. 1983 - date

Volume: 1 cubic foot Accretion: 1/2 cubic foot per year