

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-257-90-3*

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

DATE RECEIVED

*11/7/90*

1. FROM (Agency or establishment)

**DEPARTMENT OF LABOR**

2. MAJOR SUBDIVISION

**BUREAU OF LABOR STATISTICS**

3. MINOR SUBDIVISION

**DIVISION OF ADMINISTRATIVE SERVICES**

4. NAME OF PERSON WITH WHOM TO CONFER

**ALBERT D. JILLSON**

5. TELEPHONE EXT.

**523-9764**

DATE

*1/16/91*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>9-5-90</i>	<i>Karen H. Mumby</i>	<i>BLS Records Manager</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><b>MISCELLANEOUS RECORDS OF THE BUREAU OF LABOR STATISTICS, 1934-72</b></p> <p>This schedule provides disposition authorities for miscellaneous Bureau records currently stored in the Washington National Records Center, and not covered by existing authorities.</p>		

*Copies sent to agency, NNA, NN-W, NNW-S, NNT 1/22/91*

DEPARTMENT OF LABOR  
BUREAU OF LABOR STATISTICS  
Record Group 257

Described below are all remaining unscheduled records assigned to RG 257 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Bureau of Labor Statistics records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Office of the Commissioner

1. Subject Files, 1934-1955. Arranged by subject.

Correspondence, memoranda, informal and formal reports, minutes of meetings and alpha-subject files of the commissioners office, from associate commissioners, program offices and other agencies.

WNRC Accessions: 63G5030 Boxes 401-456  
64A71 Boxes 22-29 (partial);  
32-40 (partial)

PERMANENT. Transfer to the National Archives in 1990.

2. Interindustry studies, 1935-1960. Arranged by subject.

Correspondence, memoranda, statistical data, project and methods reports relating to the development and conduct of studies to measure inter-industry effects on productivity. Including historical information of the "emergency model" as a major application of input-output methods of economic analysis to problems of industrial mobilization.

WNRC Accessions: 67A47 Boxes 1-19  
68A6449 Boxes 1-8

PERMANENT. Transfer to the National Archives in 1991.

Office of the Associate Commissioner for Statistics and Standards

3. Correspondence of the Associate Commissioner for Statistics and Standards, 1950-1953. Arranged by subject.

Memoranda, project proposals, program and policy reports, staff papers, and background materials relating to major data collection policies and programs in BLS.

WNRC Accession 69A160                      Boxes 1-14

PERMANENT. Transfer to National Archives in 1991.

Office of Statistics and Standards

4. Historical Files for the Development of the Standard Industrial Code (SIC), 1951-1958. Arranged by subject.

- a. Correspondence, memoranda, interagency committee meeting minutes, reviews of past methods on establishment of industry codes and, and approval and justifications for changes in coding methods.

WNRC Accession 64A329                      Boxes 1-2

PERMANENT. Transfer to National Archives in 1991.

- b. Intermediate records and working papers.

WNRC Accession 64A71                      Boxes 41-42 (partial)

Destroy in 1991.

Office of the Associate Commissioner for Statistics and Standards

5. Records from the Interdepartmental Aviation Manpower Commission, 1952-1958. Arranged by subject and record type.

BLS publications, correspondence, memoranda and working group reports regarding the work of the commission.

WNRC Accession 64A331                      Box 1

Destroy immediately.

6. Records from the President's Task Force Committee on Occupational Training, 1967-1968. Arranged by record type and subject.

Chronological office files, correspondence, drafts of reports and recommendations, black and white photos, staff papers, and

other background materials related to the mission of the task force.

WNRC Accession 71A1118            Boxes 1-3

PERMANENT. Transfer to National Archives in 1991.

Office of Survey Operations and Processing

7. Correspondence of the Deputy Commissioner for Statistical Operations and Processing, 1970-1972. Arranged by subject.

Letters, memoranda, reports, and related materials from the files of deputy commissioner gavett, concerning various survey programs and methodological procedures carried out by the BLS program offices.

WNRC Accession 75-19            Boxes 1-2

PERMANENT. Transfer to National Archives in 1991.

Office of Employment and Unemployment Statistics

8. Records of the Urban Unemployment Study (UES), 1969. Data arranged by city; correspondence arranged chronologically.

- a. Data printouts, instructions for tables analyses, correspondence, memoranda and unpublished reports for a six-city study of attitudes toward work by race (black, white, hispanic), excluding records covered by subitem b. The use program was developed to improve data-gathering ability of BLS in areas relating to urban employment.

WNRC Accession 74-20            Boxes: 1-2 (partial)

PERMANENT. Transfer to the National Archives in 1991.

- b. Printouts and tables information for which the data was rendered inadequate and invalid.

WNRC Accession 74-20            Box 2 (partial)

Destroy immediately (during archival processing).

Office of Prices and Living Conditions

9. Neighborhood Characteristics Forms (Form PB-22), 1960-1964. Arranged alphabetically by city.

A Form PB-22 is filled out for each block at the time the Comprehensive Housing Unit Survey is conducted, providing information on specific neighborhood characteristics: access

to schools, presence of industry or other hazards, available parks and playgrounds, etc. The data is collected in order to determine if units in blocks meet standards for budget specifications.

WNRC Accession 69A6893

Boxes 78-83

Destroy immediately.

10. CPI Commodities and Services Survey Forms - Family Budgets, 1969. Arranged by city.

Pre-printed forms for BLS agents to collect information on commodities and services that are included in the index, except for food and rent. Provide item prices and descriptions.

WNRC Accession 72A3231

Boxes 1-30

Destroy immediately.

11. Department Store Inventory Price Index (LIFO Index) Tabulations, 1968-1983. Arranged by series identification number.

Yearly consolidated data calculated under contract with the American Retail Federation, and used to adjust the valuation of inventories for tax purposes by department store using the LIFO (last in, first out) method of accounting.

WNRC Accessions: 73-20

Boxes 1-469

74-31

Boxes 1-258

84-1

Boxes 1-8

Destroy when 20 years old.

Office of Wages and Industrial Relations

12. Work Projects Administration (WPA) Records 1938-1941. Arranged by subject and city.

Consist of standard project proposal forms (city, state, date, name of applicant and amount) and correspondence relating to expenses incurred by BLS employees at project sites. Also contains records of wage studies for certain jobs in different cities, to be able to set standard wages in accordance with legislation.

WNRC Accessions: 63E5030

Boxes 341-341a (partial)

64A71

Boxes 30-31

PERMANENT. Transfer to the National Archives in 1991.

13. War Labor Board Records, 1940-1953. Arranged by subject.

Unpublished reports, wage statistics, correspondence, etc., On various industrial labor disputes in the WW II and postwar period affecting war production.

WNRC Accessions: 62A30 Boxes 9-17  
70A3431 Boxes 1-4

Destroy immediately.

14. Strike Index Cards, 1945-1964. Arranged by case number.

5x8" cards with information about individual work stoppages, including state, city, SIC code, employer, dates and numbers of workers involved in the stoppages.

WNRC Accessions: 65A625 Boxes 1-18  
73-21 Boxes 1-29

Destroy immediately.

15. Wage Study Records, 1949-1963. Arranged by industry type.

Data, worksheets, tabulations, survey instructions and correspondence from studies conducted in various cities to determine prevailing minimum wage levels in various industries across the U.S.

Destroy immediately.

WNRC Accessions: 63F5030 Boxes 303-307  
67A155 Boxes 1-6

Office of Productivity, Technology and Economic Growth

16. Trade and Tariff Conference Records, 1941-1964. Arranged by chronologically and by conference.

Records include position papers, recommendations, reports, minutes of meetings, testimony, correspondence, etc., relating to U.S. Participation in international conferences on trade and tariffs (i.e., Gatt, ILO, Dillon rounds, etc.).

WNRC Accessions: 64A0133 Boxes 1-2  
67A1968 Boxes 1-7  
70A5445 Boxes 1-2  
70A5446 Boxes 1-2  
73-0056 Box 1

Destroy immediately.