

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	Ni-257-98-1
1. FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED	8-1-98
2. MAJOR SUBDIVISION Bureau of Labor Statistics		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Employment and Unemployment Services		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Michael Horrigan	606-5905	1-6-99	<i>J. W. Paul</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/29/98	<i>Karen H. Nunley</i> Karen H. Nunley	Chief, Branch of Records Management and General Services

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

115-109  
JAN 15 1999  
*MAN*

NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE  
Copy to: Agency, NWME  
NWMDA NWMA

Time Use Diary Survey Records were used to study the feasibility of conducting a time-use survey to collect estimates of the amount of non-market work performed in the United States. The field test involved administering the standard time-use instrument and the "enhanced" instrument to randomly selected respondents, using a telephone survey mode of administration. The data was collected from February through August of 1997. The sample size was 827 completed interviews.

Inclusive Dates: 2/97 - 8/97

Volume: 12 cubic feet

Arrangement: By ID numbers sorted by standard version (green) and enhanced version (yellow).

\* 1. Survey Instruments

A. Questionnaires - textual copy of completed questionnaires filled out by respondent.  
Disposition - **Temporary**. Transfer immediately to the WNRC. Destroy January 2001.

B. *Call Sheets - textual forms noting names and phone numbers of individuals called.*  
C. Electronic Records - created by electronic mail and word processing applications.  
Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating, *whichever is later.\**

2. Time-Use Survey Final Report - entitled "Using a Time-Use Approach to Measure the Frequency and Duration of Non-Market Work" dated January 1998.

A. Record copy of the report.  
Disposition - **Permanent**. Transfer immediately to NARA.

B. All other copies.  
Disposition - **Temporary**. Destroy when no longer needed for reference.

C. Electronic Records - created by electronic mail and word processing applications.  
Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating, *whichever is later.\**

\* 3. Time-Use Survey Data Files. Includes an electronic records system maintained at the BLS Computer Center and used to tabulate the data. Includes data gathered using questionnaires described in item 1A.

Disposition - **Temporary**. Delete after essential information has been tabulated and published.

\* These records are restricted under 36 CFR Ch. XI Sec. 1256.40  
(per agency e-mail of 9/9/98)

\* Approved by APO...

*Disposition  
TEMPORARY.  
Transfer  
immediately  
to WNRC.  
Destroy  
Jan. 2001.  
(Approved  
by agency,  
9/8/98)*

4. Program records. Includes correspondence, draft reports and questionnaires, and survey procedures.

A. Textual records.

Disposition - **Temporary**. Destroy when final report is published.

B. Electronic Records - created by electronic mail and word processing applications.

Disposition - **Temporary**. Delete when file copy is generated or when no longer needed for reference or updating, *whichever is later.* \*