

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0029-2013-0006**

Schedule Status                **Approved**

  

Agency or Establishment       **Bureau of the Census**

Record Group / Scheduling Group   **Records of the Bureau of the Census**

Records Schedule applies to       **Major Subdivision**

Major Subdivision                **Company Statistics Division**

Schedule Subject                 **Record Schedule for the Company Statistics Division (CSD)**

Internal agency concurrences will be provided      **No**

### Background Information

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
30	5	25	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0029-2013-0006

Sequence Number	
1	CENSUS / SSEL / SURVEY PROCEDURES MEMORANDA Disposition Authority Number DAA-0029-2013-0006-0001
2	Completed Questionnaires
2 1	Completed Quinquennial Economic Census Questionnaires Hard Copy Disposition Authority Number DAA-0029-2013-0006-0002
2 2	Completed Quinquennial Economic Census Questionnaires Electronic Copy Disposition Authority Number DAA-0029-2013-0006-0003
2 3	Completed Quinquennial Economic Census Questionnaires Other Copies Disposition Authority Number DAA-0029-2013-0006-0004
2 4	Completed Sample Survey Questionnaires Hard Copy Disposition Authority Number DAA-0029-2013-0006-0005
2 5	Completed Sample Survey Questionnaires Electronic Copy Disposition Authority Number DAA-0029-2013-0006-0006
2 6	Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above Economic Census Questionnaires Disposition Authority Number DAA-0029-2013-0006-0007
2 7	Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above Sample Survey Questionnaires Disposition Authority Number DAA-0029-2013-0006-0008
3	CONGRESSIONAL CORRESPONDENCE
3 1	Letters Disposition Authority Number DAA-0029-2013-0006-0009
4	DATA PROCESSING RECORDS
4 1	Documents Disposition Authority Number DAA-0029-2013-0006-0010
5	DATA TABULATIONS
5 1	Economic Census - Intermediate & Preliminary data Disposition Authority Number DAA-0029-2013-0006-0011
5 2	Economic Census - Final data tabulations and listings Disposition Authority Number DAA-0029-2013-0006-0012
5 3	Other Intermediate and Preliminary data tabulations and listings Disposition Authority Number DAA-0029-2013-0006-0013
5 4	Other Final data tabulations and listings

	Disposition Authority Number DAA-0029-2013-0006-0014
6	SPECIAL TABULATIONS
6 1	Special tabulations Disposition Authority Number DAA-0029-2013-0006-0015
7	ECONOMIC CENSUS SUGGESTION FILES
7 1	Unsolicited letters Disposition Authority Number DAA-0029-2013-0006-0016
8	FILE DOCUMENTATION FOR ELECTRONIC FILES
8 1	File Documentation for Permanent Electronic Files. Disposition Authority Number DAA-0029-2013-0006-0017
8 2	File Documentation for Temporary Electronic Files Disposition Authority Number DAA-0029-2013-0006-0018
9	INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES Disposition Authority Number DAA-0029-2013-0006-0019
10	OMB CLEARANCE/FORMS DEVELOPMENT FILES Disposition Authority Number DAA-0029-2013-0006-0020
11	OPERATIONS FILES Disposition Authority Number DAA-0029-2013-0006-0021
12	PERIODIC DIVISION REPORTS
12 1	Monthly Reports prepared and retained at Division level Disposition Authority Number DAA-0029-2013-0006-0022
12 2	All other copies of Monthly Reports Disposition Authority Number DAA-0029-2013-0006-0023
13	SURVEY/PROJECT FILES
13 1	Rejected Survey/Project Files. Disposition Authority Number DAA-0029-2013-0006-0024
13 2	Approved Survey/Project Files Disposition Authority Number DAA-0029-2013-0006-0025
14	QUINQUENNIAL ECONOMIC CENSUS PLANNING AND MANAGEMENT FILES Disposition Authority Number DAA-0029-2013-0006-0026
15	RESPONDENT CORRESPONDENCE Disposition Authority Number. DAA-0029-2013-0006-0027
16	CELL EDIT FILES Disposition Authority Number DAA-0029-2013-0006-0028
17	CORRECTION DISPOSITION LISTINGS TO ABOVE Disposition Authority Number DAA-0029-2013-0006-0029
18	"ROUGH AND DIRTY" EMPLOYMENT DATA SUMMARIES

Disposition Authority Number DAA-0029-2013-0006-0030

## Records Schedule Items

Sequence Number	
1	<p><b>CENSUS / SSEL / SURVEY PROCEDURES MEMORANDA</b></p> <p>Disposition Authority Number      DAA-0029-2013-0006-0001</p> <p>Numbered series of memoranda describing the activities and procedures to be followed in the conduct of the various economic censuses and surveys. These memoranda are distributed by the division of origin to all divisions, branches, and units involved in the census or survey. There is a separate series for each survey or census. Arranged numerically by chapter, subchapter, and document number. Record copy retained by office of origin.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      Transfer to NARA along with related Census / Survey Planning and Management Records when at least 15 years old</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Unknown</p>
2	<p><b>Completed Questionnaires</b></p>
2 1	<p><b>Completed Quinquennial Economic Census Questionnaires - Hard Copy</b></p> <p>Disposition Authority Number      DAA-0029-2013-0006-0002</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p>

2 2	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy after questionnaires have been captured electronically and validated.
	Additional Information	
	GAO Approval	Not Required
	<b>Completed Quinquennial Economic Census Questionnaires Electronic Copy</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0003
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic Record
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
2 3	Retention Period	Destroy when no longer of value to Census for business purposes.
	Additional Information	
	GAO Approval	Not Required
	<b>Completed Quinquennial Economic Census Questionnaires Other Copies</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0004
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

2 4	Disposition Instruction	
	Retention Period	Destroy when 7 years old
	Additional Information	
	GAO Approval	Not Required
	Completed Sample Survey Questionnaires Hard Copy	
	Disposition Authority Number	DAA-0029-2013-0006-0005
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
2 5	Disposition Instruction	
	Retention Period	Destroy after questionnaires have been captured electronically and validated If the questionnaires are not captured electronically, destroy when 5 years old
	Additional Information	
	GAO Approval	Not Required
	Completed Sample Survey Questionnaires Electronic Copy	
	Disposition Authority Number	DAA-0029-2013-0006-0006
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic Records
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 2 years old

26	Additional Information	
	GAO Approval	Not Required
	<b>Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above. Economic Census Questionnaires</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0007
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy when 3 year old
27	Additional Information	
	GAO Approval	Not Required
	<b>Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above Sample Survey Questionnaires</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0008
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy when 18 months old
3	Additional Information	
	GAO Approval	Not Required
	<b>CONGRESSIONAL CORRESPONDENCE</b>	



3 1

### Letters

Disposition Authority Number **DAA-0029-2013-0006-0009**

**Letters from members of Congress together with attached copies of constituents' letters and Census replies thereto Note This series does not include letters forwarding constituent request for information, publications, data tabulations, or constituent complaints at having to fill out forms or answer certain questions**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

### Disposition Instruction

Retention Period **Destroy when 7 year old**

### Additional Information

GAO Approval **Not Required**

4

## DATA PROCESSING RECORDS

4 1

### Documents

Disposition Authority Number **DAA-0029-2013-0006-0010**

**Documents describing each file run, matrix and table layouts, diary printouts, instructions to coders, processors, and clerical personnel, cost charges for data processing and computer use, and routine systems and applications software (as distinct from file documentation and file output)**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

### Disposition Instruction

Retention Period **Destroy when 3 years old, or sooner, if no longer needed**

	<p>Additional Information</p> <p>GAO Approval Not Required</p>
5	<p><b>DATA TABULATIONS</b></p>
5 1	<p><b>Economic Census - Intermediate &amp; Preliminary data</b></p> <p>Disposition Authority Number DAA-0029-2013-0006-0011</p> <p>Unpublished aggregated data tabulations and listings Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources of surveys Textual Quinquennial Economic Census Tabulation and Listings</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy after final data is determined to be acceptable</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5 2	<p><b>Economic Census - Final data tabulations and listings.</b></p> <p>Disposition Authority Number DAA-0029-2013-0006-0012</p> <p>Unpublished aggregated data tabulations and listings Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources of surveys Textual Quinquennial</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

5 3	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 11 years old
	Additional Information	
	GAO Approval	Not Required
	Other Intermediate and Preliminary data tabulations and listings	
	Disposition Authority Number	DAA-0029-2013-0006-0013
	Unpublished aggregated data tabulations and listings	Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources of surveys
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
5 4	Disposition Instruction	
	Retention Period	Destroy after final data is determined to be acceptable
	Additional Information	
	GAO Approval	Not Required
	Other Final data tabulations and listings	
	Disposition Authority Number	DAA-0029-2013-0006-0014
	Unpublished aggregated data tabulations and listings	Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources of surveys
	Final Disposition	Temporary

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 5 years old.
	Additional Information	
	GAO Approval	Not Required
6	<b>SPECIAL TABULATIONS</b>	
6 1	<b>Special tabulations</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0015
	<b>Time series tabulations and non-routine tabulations created for special reports or external customers. This includes customer requests, payment details, and statements of work.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 5 years old, or sooner, if no longer needed
	Additional Information	
	GAO Approval	Not Required
7	<b>ECONOMIC CENSUS SUGGESTION FILES</b>	
7 1	<b>Unsolicited letters</b>	

Disposition Authority Number DAA-0029-2013-0006-0016

Unsolicited letters with accompanying attachments that propose questions to be included in the next economic census, suggest that certain printed or public use summary data tape tabulations be made, challenge the accuracy or validity of certain enumeration category concepts, or protest the proposed inclusion of certain questions in the census, together with copies of replies thereto.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy 1 year after the next census.

Additional Information

GAO Approval Not Required

## FILE DOCUMENTATION FOR ELECTRONIC FILES

### File Documentation for Permanent Electronic Files.

Disposition Authority Number DAA-0029-2013-0006-0017

Records layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, and any background information that would be useful or necessary to a researcher using the file.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Record.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

8

8 1

8 2	<b>Disposition Instruction</b>	
	Transfer to the National Archives for Accessioning	Transfer to the Center for Economic Studies The preservation of these records is governed by a February 28, 2008, Memorandum of Understanding (MOU) establishing an affiliated relationship between the Census Bureau and NARA Once NARA has legal authority to maintain the records, the agencies will update the MOU and establish arrangements for the transfer of the records to NARA for preservation.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
	<b>File Documentation for Temporary Electronic Files.</b>	
	Disposition Authority Number	DAA-0029-2013-0006-0018
	Records layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, and any background information that would be useful or necessary to a researcher using the file.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	No	
Explanation of limitation	Electronic Record.	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
<b>Disposition Instruction</b>		
Retention Period	Retain while the electronic files are retained; dispose of with the related file.	
<b>Additional Information</b>		

9	<p>GAO Approval Not Required</p> <p><b>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</b></p> <p>Disposition Authority Number DAA-0029-2013-0006-0019</p> <p>Incoming requests and replies thereto.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 years after transmittal, reply, or completion of request.</p> <p>Additional Information</p>
10	<p>GAO Approval Not Required</p> <p><b>OMB CLEARANCE/FORMS DEVELOPMENT FILES</b></p> <p>Disposition Authority Number DAA-0029-2013-0006-0020</p> <p>Background material relating to the development of each public use form. The file consists of correspondence with industry associations and the public concerning form content, copies of OMB clearance request, internal Bureau memorandums, draft copies of forms, and instructions.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p>

11	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p><b>OPERATIONS FILES</b></p> <p>Disposition Authority Number DAA-0029-2013-0006-0021</p> <p>Procedures, specifications, and instructions; progress and production reports, cost and time estimates; work schedule, edit and review records; work chart; computer utilization reports; periodic summaries of computer costs charges, and other records of a facilitative nature not described elsewhere.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 10 years old and no longer needed for agency business.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
12 12 1	<p><b>PERIODIC DIVISION REPORTS</b></p> <p>Monthly Reports prepared and retained at Division level.</p> <p>Disposition Authority Number DAA-0029-2013-0006-0022</p> <p>Monthly reports summarizing in narrative and statistical form the accomplishments and activities of the Division to include Business Plans, Activity Reports and Strategic Plans.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>



	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Apply Job No. N1-029-12-4/1A, which governs disposition and transfer of content and metadata managed by the EDMS
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
12 2	All other copies of Monthly Reports.	
	Disposition Authority Number	DAA-0029-2013-0006-0023
	Monthly reports summarizing in narrative and statistical form the accomplishments and activities of the Division to include Business Plans, Activity Reports and Strategic Plans.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 5 years old, or sooner, if no longer needed for current agency business.
	Additional Information	
	GAO Approval	Not Required
13	<b>SURVEY/PROJECT FILES</b>	
13 1	Rejected Survey/Project Files.	

13 2

Disposition Authority Number **DAA-0029-2013-0006-0024**

**Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data? **Yes**

**Disposition Instruction**

Retention Period **Destroy 5 years after rejection of project**

**Additional Information**

GAO Approval **Not Required**

**Approved Survey/Project Files.**

Disposition Authority Number **DAA-0029-2013-0006-0025**

**Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data? **Yes**

**Disposition Instruction**

Transfer to the National Archives  
for Accessioning **Transfer to the National Archives when 15 years old.**

**Additional Information**

14

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Unknown.**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown.**

## **QUINQUENNIAL ECONOMIC CENSUS PLANNING AND MANAGEMENT FILES**

Disposition Authority Number **DAA-0029-2013-0006-0026**

Records which document the origin, planning, content, procedures, processing, costs, results, and effects of the Quinquennial Economic Census. Such records include the following. post-mortems on the proceeding census; reports on census pretests; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meetings relating to the census; manuals, issuances, and directives relating to policies and procedures; correspondence, memoranda, reports, and other records relating to questionnaire content, sampling framework, enumeration problems, data output, publications, and findings; summary budget and cost data; and post-census evaluations and reports. Arranged chronologically by quinquennial census year and thereafter, alphabetically by subject.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

### **Disposition Instruction**

Transfer to the National Archives for Accessioning **Consolidate the files from the various units on a division level, eliminate duplicate material, and transfer to NARA when 15 years old.**

### **Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Unknown.**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown.**

15	<p><b>RESPONDENT CORRESPONDENCE</b></p> <p>Disposition Authority Number      <b>DAA-0029-2013-0006-0027</b></p> <p>Incoming letters either requesting information, seeking clarification on certain questions, discussing reporting problems, or expressing complaints (including Congressional letter forwarding such correspondence) together with copies of Bureau replies hereto.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?          <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 3 months after transmittal or reply.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
16	<p><b>CELL EDIT FILES</b></p> <p>Disposition Authority Number      <b>DAA-0029-2013-0006-0028</b></p> <p><b>Printout summaries of employment data for year to year company comparisons.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?          <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy when superseded or obsolete.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
17	<p><b>CORRECTION DISPOSITION LISTINGS TO ABOVE</b></p> <p>Disposition Authority Number      <b>DAA-0029-2013-0006-0029</b></p>

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**Printout list of what was done to each failed edit cell.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? No

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

**"ROUGH AND DIRTY" EMPLOYMENT DATA SUMMARIES**

Disposition Authority Number DAA-0029-2013-0006-0030

**Printout summaries of employment data for year to year company comparisons.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? No

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
06/27/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/02/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/05/2013	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/05/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/08/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/10/2013	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/10/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/16/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services

09/18/2013	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/24/2013	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist