

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

General Information

Agency or Establishment	Bureau of Economic Analysis
Record/Scheduling Group	0375 - Records of the Bureau of Economic Analysis
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Communications Division
Schedule Subject	Records Schedule of the Communications Division
Additional Schedule Information	<p>The Communications Division (CD) provides leadership, support and continuity for the full scope of the Bureau of Economic Analysis (BEA)'s Communications needs. CD operates across three branches and the Office of the Chief.</p> <p>Within CD you'll find the Web Services Branch, which manages internal and external Web sites as well as other online services. The Publication Services Branch which coordinates the monthly publication of the Survey of Current Business (SCB) as well as BEA's many other publications. The Public Affairs and Outreach Branch coordinates BEA's public face, including media affairs, outreach, meeting and conference services, and internal Communications.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

Item Count

Total number of disposition items: 6

Number of Temporary disposition items: 1

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

Outline of Records Schedule Items for DAA-0375-2023-0003

Item #	Title	Disposition
0001	Survey of Current Business (SCB)	Permanent
0002	Publications and Infographics	Permanent
0003	News and Statistical Releases	Permanent
0004	Papers	Permanent
0005	Social Media Posts	Temporary
0006	Digital Audio visual	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

Records Schedule Items

DAA-0375-2023-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Survey of Current Business (SCB)	
Item Description	The SCB is a monthly online journal of record that offers a variety of economic content, including detailed presentations of recent data releases, explanations of annual and benchmark updates, summaries of key methodologies, updates about in-development data sets, research by BEA economists, briefings on key issues, and ongoing statistical and related innovations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-375-10-002/200-004	No	
N1-375-11-001/3B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year when the survey is published	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 2 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:3MB	
Approximate first year of records covered by this authority	2019	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2019 To: 12/31/2023	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

DAA-0375-2023-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Publications and Infographics	
Item Description	Final Product of Office of Personnel Management (OPM), logo designs, art calendar, We've Got Your Number brochure, researcher posters, data wheels. Logo designs as well as printed products promoting BEA statistics. In addition to original artwork presented in New Releases, Intranet, satellite accounts, and other BEA products and online resources.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-375-10-002/ 200-002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Born Digital - Textual Data:3 MB	
Approximate first year of records covered by this authority	2022	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2022 To: 12/31/2022	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0375-2023-0003-0003	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

ITEM GENERAL INFORMATION	
Item Title	News and Statistical Releases
Item Description	BEA News Releases and Statistical Releases posted externally on BEA's website.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-375-10-002/ 200-006	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 1 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:3MB
Approximate first year of records covered by this authority	2022
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2022 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0375-2023-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Papers

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

Item Description	Substantive papers with Journal of Economic Literature (JEL) codes that may include research exploring the measurement and value of emerging or expanding economic accounts. This includes satellite accounts (U.S. territories, the space economy, etc.) These papers support statistical methodologies and areas of BEA research contributing to more accurately measuring economic activity. Journal of Economic Literature is a standard method of classifying scholarly economic literature. Reference the American Economic Association for further details, including online search function.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-375-81-1, item L3A	Yes	Speeches, manuscripts, unpublished authored reports are covered under DAA-0375-2022-0001
N1-375-81-1, item L20	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:3MB	
Approximate first year of records covered by this authority	2000	
Date span of the initial transfer	From: 01/01/2000 To: 12/31/2000	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0375-2023-0003-0005	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

ITEM GENERAL INFORMATION	
Item Title	Social Media Posts
Item Description	Social Media Records include the following types of records: Social Media Postings: Information posted by agency staff via agency accounts on social media sites/platforms. The types of content posted to BEA's social media sites may include but are not limited to: announcements promoting BEA events or policies; links to BEA press releases; articles; historical information; and photos and videos from BEA related events. Social Media Videos: Postings to agency accounts on video sharing sites (i.e. YouTube) of videos regarding BEA operations and programs intended for public distribution. Blogs: Blog entries by agency staff via agency accounts promoting BEA's mission critical activities for both internal and external audiences.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0375-2023-0003-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Digital Audio visual
Item Description	Original digital AV on BEA.gov, BEAnet, YouTube, Facebook, Instagram, etc. Also included are photos and bios of BEA senior leaders located on BEA.gov. Also includes related indices and finding aids.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital moving pictures:3MB ; Digital still images:3MB
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2016 To: 12/31/2016
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2023-0003

Status: APPROVED
Date Approved: 05/05/2026

Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.