

Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
U.S. Department of Commerce

2 Major Subdivision
Bureau of Economic Analysis

3 Minor Subdivision
Administrative Services Division

4 Name of Person with whom to confer
James Murphy

5 Telephone (include area code)
202-606-2787

Leave Blank (NARA Use Only)

Job Number

Date Received

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

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 has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

James Murphy

Records Manager

2/17/10

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>200-001 replaces I1</p> <p>200-002 replaces I2</p> <p>See the attached list of record descriptions and requested Disposition Authorities.</p> <p style="text-align: center;">WITHDRAWN <i>DC 4/27/10</i></p>		

Bureau of Economic Analysis

200 – Administrative Services Division

The Administrative Services Division is responsible for coordinating and providing the full range of administrative and financial services to BEA, including accounting, budgeting, building management, human resources, procurement, property management, security and safety and health

See the Attached List of Record Descriptions
And Requested Disposition Authorities

WITHDRAWN

DC 4/27/10

200 ADMINISTRATIVE SERVICES DIVISION
200-001: RECORDS DISPOSITION FILE

DESCRIPTION

Descriptive inventories, disposal authorizations, schedules, reports, and related correspondence and memorandum. This record series was previously scheduled under the Communication's Program Area.

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1-2

DISPOSITION INSTRUCTIONS

Destroy when the related records are destroyed or transferred to the National Archives, or when no longer needed for reference or administrative purposes, whichever is later.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

James Murphy

WITHDRAWN

DC 4/27/10

280-002: RECORDS MANAGEMENT FILES

DESCRIPTION

Correspondence authorizations, reports, and other records relating to records management surveys, files management, files management, and other records management functions. This record series was previously scheduled under the Communication's Program Area

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

- NCI-375-81-1-2

DISPOSITION INSTRUCTIONS

Destroy when six years old or earlier if superseded, obsolete or no longer needed for reference

PREVIOUS NARA DISPOSAL AUTHORITY

- n/a

CUSTODIAN

James Murphy

WITHDRAWN

4/27/10