

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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

Job Number

*NI-375-10-4*

1 From (Agency or establishment)

**U.S. Department of Commerce**

Date Received

*1/14/2011*

2 Major Subdivision

**Bureau of Economic Analysis**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 Minor Subdivision

**NEA-National Income & Wealth Division**

4 Name of Person with whom to confer

**James Murphy**

5 Telephone (include area code)

**202-606-2787**

Date

*14 Jan 2011*

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 1 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

*James Murphy*

Title

**Records Manager**

Date (mm/dd/yyyy)

**01/12/2011**

7  
Item  
Number

8 Description of Item and Proposed Disposition

9 GRS or  
Superseded  
Job Citation

10 Action  
taken (NARA  
Use Only)

See attached list.

## **Bureau of Economic Analysis**

### **301 – National Economic Accounts-National Income & Wealth Division**

The National Income & Wealth Division (NIWD) is part of the National Economic Accounts Directorate at the Bureau of Economic Analysis. NIWD provides an aggregated view of the final uses of the Nation's output and the income derived from its production, some of its most widely known measures are gross domestic product (GDP), gross domestic income (GDI), personal income, and corporate profits. NIWD also prepares estimates of the Nation's stock of fixed assets and consumer durable goods for BEA.

See the Attached List of Record Descriptions  
And Requested Disposition Authorities

## OFFICE OF THE CHIEF

### 301-001· ALPHABETICAL AND GENERAL CORRESPONDENCE FILE

#### DESCRIPTION

This file consists of incoming and outgoing correspondence including request for information from federal agencies (Council of Economic Advisors), intra and inter-Departmental communication, and foreign correspondence (Organization for Economic Co-Operation and Development) which are case-filed within the alphabetical arrangement. Although primarily a correspondence file that contains BEA's response to individual questions regarding release information or data table questions it also contains information on various facets of the Division's functions and activities, and occasionally includes papers on NIPA concepts and principles (Arranged alphabetically by correspondent)

#### 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/Q4

#### DISPOSITION INSTRUCTIONS

**TEMPORARY:** Cutoff at the end of fiscal year. Transfer to the WNRC 5 years after cutoff. Destroy 10 years after cutoff.

#### CUSTODIAN

Esther Carter

301-002: DATA FILES AND PROGRAMS MAINTAINED BY  
INDIVIDUAL ESTIMATORS

DESCRIPTION

This file includes source data files from federal agencies such as the Internal Revenue Service, Bureau of Labor Statistics, and the Census Bureau and are maintained by individual estimators to develop estimates for inclusion in the NIPA tables. The National Income and Product Accounts (NIPA) are BEA's economic accounts that display the value and composition of national output and the distribution of incomes generated in its production. NIPA tables allow customers to access detail of GDP, Personal Income and similar measures. Examples of estimates include Consumer Spending and Fixed Investment Inventory.

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/Q15

DISPOSITION INSTRUCTIONS

**TEMPORARY:** Cut off at the end of calendar year. Dispose of 3 years after cut off.

CUSTODIAN

Carol Moylan

## 301-003: FIXED ASSETS ESTIMATES

### DESCRIPTION

Fixed assets are produced assets that are used repeatedly, or continuously, in the processes of production for more than 1 year. BEA's fixed assets estimates consist of net stocks, depreciation, fixed investment, other changes in volume of assets and the average age of net stocks for both private and publicly owned fixed assets, and consumer durable goods. For the vast majority of assets, the perpetual inventory method is used to indirectly derive estimates of net stock and depreciation, using fixed investment estimates from the National Income and Product Accounts.

**a. Secondary Source Material File** The files consist of printed and processed material produced by other government organizations and the private sector. Examples of which are source data files from the Internal Revenue Service, Bureau of Labor Statistics, and the Census Bureau. They contain raw data (source data from the Internal Revenue) which are used to derive estimates of tangible wealth in the United States.

**b. Spreadsheets File** Spreadsheets with tabulations and other supporting information developed in the process of estimating fixed tangible wealth in the United States.

### 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 / Q8

### DISPOSITION INSTRUCTIONS

**TEMPORARY:** Secondary Source Material File. Cutoff at the end of fiscal year. Destroy 20 years after cutoff or when no longer needed.

**TEMPORARY:** Spreadsheet File. Cutoff at the end of fiscal year. Destroy 20 years after cutoff or when no longer needed.

### CUSTODIAN

Dave Wasshausen

## 301-004. GDP MONTHLY REVIEW PACKAGE

### DESCRIPTION

Packages consist of chronologically arranged files of estimates, analytical tables, spreadsheets, printouts, review notes, and other working papers. These files are used to review the accuracy and construction in each work step involved in preparing the national income and product account tables as published in the *Survey of Current Business*. They document executive action to maintain quality control of data.

### 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 / Q6

### DISPOSITION INSTRUCTIONS

- 1 **TEMPORARY:** Quarterly Estimate Files. Cutoff at the end of fiscal year. Transfer to the WNRC 5 years after cutoff. Destroy 10 years after cutoff.
- 2 **TEMPORARY:** Annual Estimate Files. Cutoff at the end of fiscal year. Transfer to the WNRC 10 years after cutoff. Destroy 20 years after cutoff.
- 3 **TEMPORARY:** Benchmark Estimate Files. Cutoff at the end of fiscal year. Transfer to WNRC after second benchmark has been completed. Destroy 20 years after cutoff.

### CUSTODIAN

Eugene Seskin

## 301-005      METHODOLOGY/SUBJECT FILE

### DESCRIPTION

File consists of documentation of the concepts, principles, techniques, and procedures for selecting, adjusting, and analyzing data to derive economic measures such as the NIPA Handbook, GDP as a Measure of U S Production, and MP-1 An Introduction to NIPA's of the U S Files may include memoranda, technical notes, spread sheets, statement of procedures, data system documentation, printouts, copies of articles and other working papers

### 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 /Q17

### DISPOSITON

**TEMPORARY:** **Cutoff** at end of fiscal year Destroy when no longer needed for agency business Any changes to a methodology are published in the *Survey of Current Business* (N1-375-10-2 / 200-005)

### CUSTODIAN

Deborah Blagburn

## 301-006 REVISION STUDIES

### DESCRIPTION

This file contains triennial studies produced at the request of another government agency or by direction of Departmental or bureau authority. Examples of studies are Corporate Profits Study and Personal Income Study. Data files that are produced to support a special study or report are included in the submission to the National Archives.

### 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 / Q7

### DISPOSITION INSTRUCTIONS

- 1 **PERMANENT** Final Reports and Data Files. Cutoff each fiscal year and transfer to the National Archives 1 year after completion.
- 2 **TEMPORARY:** Survey Forms and Supporting Papers. Cutoff each fiscal year. Destroy 5 years after the cutoff date.

### CUSTODIAN

Carol Moylan

## 301-007: SOURCE DATA FILE

### DESCRIPTION

File contains copies of printed or processed materials, computer printouts, and CD's collected from other government agencies (Internal Revenue Service, Census Bureau, Bureau of Labor Statistics, and Department of Agriculture) and the private sector (R L Polk ) Selected data are compiled or extracted for analyses to support official publications An example is R L Polk total number of car registrations broken out by business, government, and individual The analysts use these numbers as a proxy to determine sales of certain car components All data sets and files are proprietary BEA uses one data set as a proxy to determine sales in multiple categories

### 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 / Q19

### DISPOSITION INSTRUCTIONS

**TEMPORARY:** Cutoff at the end of calendar year Destroy 5 years after cutoff

### CUSTODIANS

Individual Analysts

301-008 SYSTEM OF NATIONAL ACCOUNTS (SNA)  
DATA PROVIDED TO INTERNATIONAL  
AGENCIES

DESCRIPTION

Aggregated data of private and government investment provided to agencies like the Organization for Economic Co-Operation and Development (OECD) in electronic format, with a printout retained at the Agency for reference. The data provided is current National Accounts data that is reformatted to meet international reporting standards. For example, Consumer Spending and Government Spending are combined into Total Spending.

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 / Q34

DISPOSITION INSTRUCTIONS

**PERMANENT:** Electronic data. Cutoff at the end of fiscal year. Transfer to the National Archives annually.

**TEMPORARY:** Printout. Destroy when no longer needed for reference.

CUSTODIAN

Kurt Kunze