

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

NI-375-10-10

Date Received

2/26/2010

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

**WITHDRAWN**

Archivist of the United States

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  
Regional Economic Accounts-Regional Income Division

4 Name of Person with whom to confer  
James Murphy

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

### 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)

2/17/10

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	601-001 replaces 02 601-002 replaces 03 601-003 replaces 01 601-101 replaces 09 601-102 replaces 07 601-103 replaces 08 601-104 replaces 05 601-201 replaces 010 601-202 replaces 012 601-203 replaces 015 601-204 replaces P2 601-205 replaces 016 601-206 NEW SERIES		
	See the attached list of record descriptions and requested Disposition Authorities.		
	<b>WITHDRAWN</b>		
	<i>Withdrawn Per Agency Request 12/13/2011</i>		

## Bureau of Economic Analysis

### 601 – Regional Economic Accounts-Regional Income Division

The Regional Income Division (RID) is part of the Regional Economic Accounts Directorate at the Bureau of Economic Analysis. RID produces estimates of personal income and employment for states and local areas. These estimates tell us about the geographic distribution of U.S. economic activity and growth, and provide a consistent framework for analyzing and comparing individual state and local area economies.

See the Attached List of Record Descriptions  
And Requested Disposition Authorities

WITHDRAWN

Withdrawn  
Agency Request  
12/13/2011  


# Bureau of Economic Analysis

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And Requested Disposition Authorities

WITHDRAWN

Withdrawn  
for Agency/  
Request  
12/13/2011  


# 601 REGIONAL INCOME DIVISION – OFFICE OF THE CHIEF

## 601-001: ADMINISTRATIVE SUBJECT FILE

### DESCRIPTION

Consists of incoming and outgoing materials pertaining to housekeeping affairs such as requests for information, technical reference material, tax vouchers, travel, personnel, and a copy of each outgoing item arranged alphabetically by addressee Also included are intra-department and intra-bureau correspondence

### 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-375-81-1-3, 4

### DISPOSITION INSTRUCTIONS

- Housekeeping Papers Destroy when two years old
- All Other Records Destroy when five years old

### PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-101, 102

CUSTODIAN  
Monique Tyes

WITHDRAWN

Withdrawn For  
Agency Request  
12/13/2011  


**601-002: PUBLICATIONS FILE**

**DESCRIPTION**

Contains copies of BEA/Commerce publications including reports, handbooks, bulletins, and similar publications prepared by RID for publication, typically GPO

**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-375-81-1-5

**DISPOSITION INSTRUCTIONS**

- Record Copy **PERMANENT**. Transfer one copy of each publication to the Industry Applications Division to be included in the BEA publications, Near-Print and Issuance File (300-003).
- All Other Copies Destroy when superseded or no longer needed for reference

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-103

**CUSTODIAN**  
Kathy Albetski

**WITHDRAWN**

*Withdrawn  
Per Agency  
Request  
12/13/2011*  


**601-003: SUBJECT FILE**

**DESCRIPTION**

Documentation collected or generated by the Chief in the process of implementing the programs of the Division and directing its operations. The papers pertain to all facets of the program.

**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-375-81-1-1

**DISPOSITION INSTRUCTIONS**

1. Historical File consisting of basic documents on branch functions and organizations, important policy statements, and similar items of historical interest. **PERMANENT.** Transfer copy of current file to the National Archives when schedule is signed. Transfer copies of amendments and changes as they occur.
2. Housekeeping Papers: Destroy when two years old.
3. All Other Correspondence and Documents: Destroy when five years old.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-98

**WITHDRAWN**

**CUSTODIAN**

Monique Tyes

*Withdrawn Per  
Agency Request  
12/13/2011*  


## ESTIMATING BRANCHES

### 601-101: FINAL ESTIMATES FILE

#### DESCRIPTION

Contains the data from the various input files, after being processed through a series of estimating techniques, are converted into estimates of personal income and employment. After the estimates have been made, these files are edited and printed after the check process. These files become the data base for the Regional Economic Information System.

#### 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-375-81-1-21

#### DISPOSITION INSTRUCTIONS

Copy of data transferred to the Information System Branch: Destroy when superseded by new data. Printouts made from the final estimate files: Destroy when superseded or no longer needed for reference.

#### PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-119

#### CUSTODIANS

Individual Economist

~~WITHDRAWN~~

Withdrawn Per  
Agency Request  
12/13/2011  


**601-102: INPUT DATA AND SECONDARY SOURCE MATERIALS FILES**

**DESCRIPTION**

Data received and compiled by other government agencies and organizations in the private sector. These data are collected in such form as donor agency makes them available, including CDs, printouts, and processed and printed material.

**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-375-81-1-12, 15

**DISPOSITION INSTRUCTIONS**

Destroy or scratch source materials when necessary data have been entered into the Final Estimate Files and verified as correct.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-112, 113

**CUSTODIANS**

Individual Economist

**WITHDRAWN**

Withdrawn Per  
Agency Request  
12/13/2011  


**601-103: INTERMEDIATE PRINTOUTS OF INPUT DATA**

**DESCRIPTION**

Contains Printouts (listings) created during the processing of the input files to create the Final Estimates File

**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-375-81-1-18

**DISPOSITION INSTRUCTIONS**

Destroy after Final Estimate Files and/or Master Detail CDs have been created and verified

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-116

**CUSTODIANS**

Individual Economist

**WITHDRAWN**

*Withdrawn Per  
Agency Request  
12/13/2011*  


**601-104: METHODOLOGY FILES**

**DESCRIPTION**

Consist of method flow charts and written methodology documenting the work of the branches. These files are updated annually to reflect the most current estimating methodology.

**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.

n/a

**DISPOSITION INSTRUCTIONS**

**PERMANENT.** Transfer copy of the method flow charts and written methodology to the National Archives once every five years following the completion of each benchmark cycle.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

Individual Economist

**WITHDRAWN**

*Withdrawn for  
Agency Request  
12/13/2011  
[Signature]*

**REGIONAL ECONOMIC INFORMATION SYSTEM BRANCH**

**601-201: BEA USER FILE**

DESCRIPTION

Incoming and outgoing correspondence, including transmittal memos to the State distributors, called the BEA User Group, concerning RPD personal income and employment estimates. The correspondence includes request for information, publications, and professional advice on methodology and economic measurement techniques. The transmittal memos accompany and describe the estimates the REIS Branch mailed to the BEA User Group.

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 correspondence and documents when five years old.

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-100

CUSTODIAN

Kathy Albetski

**WITHDRAWN**

*Withdrawn for  
Agency Request  
12/13/2011  
[Signature]*

**601-202: MASTER DETAIL FILE**

**DESCRIPTION**

Contains data from the final estimate files are processed through a series of editing techniques and converted into estimates of personal income and employment. The data is reformatted and written on Master Detail CDs reflecting personal income by type and industrial source, by states, regions and countries. Per capita income estimates for the nation's standard metropolitan statistical areas are also derived from the data bank.

**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-375-81-1-16, 21

**DISPOSITION INSTRUCTIONS**

1. Master Output History CDs: **PERMANENT**. Transfer a copy together with the appropriate documentation to the National Archives once every five years, following the completion of each benchmark cycle.
2. History CDs Containing Only Releasable Data: Permanent. Transfer a copy together with the appropriate documentation to the National Archives once every five years, following the completion of each benchmark cycle. Input data for the REIS data base: Retain most current data. Delete data when superseded by revised estimates.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-114, 119

**CUSTODIAN**  
Kathy Albetski

**WITHDRAWN**

*Withdrawn Per  
Agency Request  
12/13/2011  
[Signature]*

**601-203: PRINTOUTS**

**DESCRIPTION**

Created while processing and reviewing the annual update of the Master Detail Data CDs, the public release tables, or other files created from REIS. Included are printouts of standard tabulations used for publication in the Survey of Current Business and for distribution to REIS users

**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-375-81-1-19, 20

**DISPOSITION INSTRUCTIONS**

Destroy when essential information has been analyzed, tabulated, or published, or when superseded, obsolete, or revised, as appropriate.

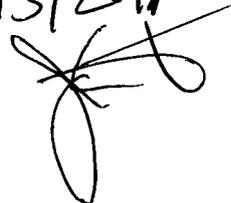
**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-118

**CUSTODIAN**

Kathy Albetski

**WITHDRAWN**

Withdrawn Per  
Agency Request  
12/13/2011  


**601-204: PROJECTS FILE**

**DESCRIPTION**

Background materials documenting the development, execution, methodology and final results of ongoing, completed and abandoned projects. Files will typically contain correspondence, memorandum, copies of reports, reference items, drafts, computer printouts and graphs, and other materials. Arranged by project name.

**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.

n/a

**DISPOSITION INSTRUCTIONS**

**PERMANENT.** Close file when project or portion thereof is completed or abandoned. Transfer to inactive status: retain in office no more than five years, and then transfer to WNRC 10 years and offer to the National Archives in 10 year blocks when the most recent record is 10 years old.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**  
Kathy Albetski

**WITHDRAWN**

withdrawn for  
Agency Request  
02/13/2011  


**601-205: REIS SYSTEM PROGRAMS**

**DESCRIPTION**

Personal income and employment data in machine language on the computer provide the proper program instructions for processing stored data; suppress confidential data when necessary for public release, and produce tables for publication and reference.

**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-375-81-1-22

**DISPOSITION INSTRUCTIONS**

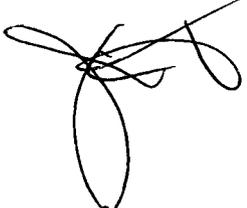
Delete individual programs when revised or no longer needed.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-120

**CUSTODIAN**  
Zoe Ambargis

**WITHDRAWN**

*Withdrawn for  
Agency Request  
12/13/2011*  


**601-206: REQUESTS AND ELECTRONIC REQUEST LOG FILES**

**DESCRIPTION**

This file is a log of user requests in electronic format.

**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.

n/a

**DISPOSITION INSTRUCTIONS**

Destroy when superseded or no longer needed for reference.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**  
Kathy Albetski

**WITHDRAWN**

Withdrawn Per  
Agency Request  
12/12/2011  
