

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

*NI-375-10-11*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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**WITHDRAWN**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

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>602-001 replaces P1 602-002 replaces P3 602-003 replaces P4, disposition cross references with L22 602-004 replaces P2 602-101 replaces P8 602-102 replaces P7 602-103 replaces P6 602-201 replaces P30 602-202 replaces P24 602-203 replaces O15 602-204 replaces P27 602-205 replaces P29 602-206 replaces P21 602-207 replaces P26</p> <p>See the attached list of record descriptions and requested Disposition Authorities.</p> <p style="text-align: center;"><b>WITHDRAWN</b></p>		<p><i>Withdrawn per Agency Request 2/11/2011</i></p>

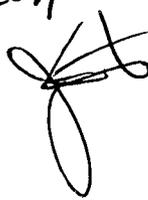
## Bureau of Economic Analysis

### 602 – Regional Economic Accounts-Regional Product Division

The Regional Product Division (RPD), as part of the Regional Economic Accounts Directorate at the Bureau of Economic Analysis, provides the essential economic information necessary for improving the prosperity and well-being of states and communities throughout our Nation. This critical information includes estimates of gross domestic product (GDP) by state and metropolitan area, regional economic multipliers, and research on improving the Nation's regional economic accounts.

See the Attached List of Record Descriptions  
And Requested Disposition Authorities

WITHDRAWN

Withdrawn Per  
Agency Request  
12/13/2011  


# ~~602 REGIONAL PRODUCT DIVISION – OFFICE OF THE CHIEF~~

## ~~602-001: ADMINISTRATIVE SUBJECT FILE~~

### ~~DESCRIPTION~~

~~Formally maintained in separate administrative subject file and subject files, this file is composed of six separate sub-files maintained at the Division level. It combines records formerly kept in the Administrative Subject file and Subject 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-375-81-1-1, 2

### ~~DISPOSITION INSTRUCTIONS~~

- ~~1 Publications File **PERMANENT** Transfer individual publications to inactive file when five years old. Transfer to WNRC when inactive file accumulates to one foot. Transfer to the National Archives five years later.~~
- ~~2 Fiscal Records Destroy when five years old.~~
- ~~3 Contract File Destroy five years after completion of the contract.~~
- ~~4 Administrative Files Destroy when two years old.~~
- ~~5 Reference File Destroy when superseded or when no longer needed for reference whichever is later.~~
- ~~6 Chronological File Destroy when seven years old.~~

### ~~PREVIOUS NARA DISPOSAL AUTHORITY~~

- NN173-10-98, 121

### ~~CUSTODIAN~~

~~Wendy Graves~~

**WITHDRAWN**

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

**602-002: BUREAU OF ECONOMIC ANALYSIS ECONOMIC  
AREA MAP FILE**

**DESCRIPTION**

This file contains documentation that reflects the economic regions and areas of the United States as used in BEA publications. BEA Economic Areas are drawn on a base map, scale 1:5,000,000 and color coded. The detail includes the names of counties in each area. A listing is provided identifying the area which MSA's are located.

**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-375-81-1-4

**DISPOSITION INSTRUCTIONS**

- 1 Record Copy **PERMANENT** Each time the map is revised, transfer one copy to the National Archives. Transfer one copy of the current and any previous maps to the National Archives.
- 2 All Other Copies Destroy when superseded by new edition.

**PREVIOUS NARA DISPOSAL AUTHORITY**

NN173-10-33

**CUSTODIAN**

Cliff Woodruff

**WITHDRAWN**

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

**602-003: COMMERCE/BEA PUBLICATIONS PREPARED  
BY THE DIVISION**

**DESCRIPTION**

Consists of reports, handbooks, projections, and similar publications typically published by 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

n/a

**DISPOSITION INSTRUCTIONS**

- 1 Record Copy **PERMANENT** Transfer a record copy of each publication to the Industry Applications Division to be included in 300-003
- 2 All Other Copies Destroy when superseded and no longer needed for reference

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

**WITHDRAWN**

Cliff Woodruff

Withdrawn Per  
Agency Request  
12/13/2011  


**602-004: RPD PROJECT FILE**

**DESCRIPTION**

Consists of 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. Retain in WNRC 10 years and then 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**

**WITHDRAWN**

Wendy Graves

Withdrawn Per  
Agency Request  
12/13/2011  


**GROSS DOMESTIC PRODUCT PROGRAM**

**602-101: GSP MASTER FILE**

**DESCRIPTION**

Consists of a Master file containing maximum detail data (3-digit NAICS) for 64 industries per state

**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 documentation to the National Archives Transfer documentation of revised data or data for additional years when they become available

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

**WITHDRAWN**

Cliff Woodruff

Withdrawn Per  
Agency Request  
12/13/2011  


**602-102: INTERMEDIATE DATA FILES**

**DESCRIPTION**

Contain disks used to create the final GSP data 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

n/a

**DISPOSITION INSTRUCTIONS**

Destroy after transfer of data to the GSP Master File has been verified.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

Cliff Woodruff

WITHDRAWN

Withdrawn for  
Agency Request  
12/13/2011  


**602-103: SECONDARY SOURCE MATERIALS FILE**

**DESCRIPTION**

Consists of electronic data supplied to RPD in various forms

**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 individual documents or files when essential data have been analyzed, tabulated, or published, or when no longer needed for reference, whichever is later.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

Cliff Woodruff

**WITHDRAWN**

*Withdrawn Per  
Agency Request  
12/13/2011*

## REGIONAL INPUT-OUTPUT MODELING SYSTEM

### 602-201: COMPUTER PRINTOUTS FOR RIMS II

#### DESCRIPTION

Consists of describing the commands necessary to operate RIMS II as well as printouts showing the results of recent applications of the systems. These printouts are created primarily to check the contents of the files and reports, but they also are used in ad hoc analyses performed on a manual basis. They are essentially duplicated by the final report.

#### 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-375-81-1-27

#### DISPOSITION INSTRUCTIONS

Destroy six months after publication of the study or termination of the project.

#### PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-127

CUSTODIAN

Zoe Ambargis

WITHDRAWN

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

**602-202: INPUT FILES**

DESCRIPTION

Contains data drawn from various secondary sources and from the REIS in the process of analyzing and incorporating data into Submodel Relationships and Output Data Files

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-375-81-1-26, 30

DISPOSITION INSTRUCTIONS

Destroy when superseded or six months after the data have been incorporated in accepted submodel equations, or when the project is terminated

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-126, 30

CUSTODIAN

Zoe Ambargis

WITHDRAWN

Withdrawn Per  
Agency Request  
12/13/2011  


**602-203: MASTER FILES FOR RIMS II**

DESCRIPTION

Continuously expanded and revised as required to improve and refine the system, and to make changes in economic relationships

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-375-81-1-24

DISPOSITION INSTRUCTIONS

Destroy when superseded or no longer needed for current business.

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10-124

CUSTODIAN

Zoe Ambargis

WITHDRAWN

Withdrawn per  
Agency Request  
12/13/2011  


**602-204: RIMS II SYSTEM PROGRAMS**

**DESCRIPTION**

RIMS II System Programs contain computer instructions for the operation of RIMS II.

**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-375-81-1-29

**DISPOSITION INSTRUCTIONS**

Destroy individual programs when superseded or no longer needed.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-129

**CUSTODIAN**

Zoe Ambargis

**WITHDRAWN**

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

**602-205: RIMS II TABLE PRINTOUTS**

**DESCRIPTION**

Printouts of the following tables for states and other geographic areas requested:

1. 39 Industry multipliers for output, earnings, and jobs;
2. Total multipliers by industry aggregation for output, earnings and jobs.

**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 to the WNRC in five year blocks. Offer to the National Archives in five year blocks when the most recent record is five years old.

**PREVIOUS NARA DISPOSAL AUTHORITY**

n/a

**CUSTODIAN**

Zoe Ambargis

**WITHDRAWN**

Withdrawn Per  
Agency Request  
12/13/2011  


**602-206: STATE AND REGIONAL ANALYSIS WORKING PAPERS**

**DESCRIPTION**

Consist of author's manuscripts. Most of these manuscripts refer to state and regional economic developments from year to year and quarter to quarter. They also include reference copies of articles and papers which range widely, treating such topics as long run regional income trends, shifts in employment and income by geographic area, the characteristics of economic areas and migration patterns among the States. Author's manuscripts are typically published in the Survey of Current Business. Any final report generated would be included under Item Plan.

**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-375-81-1-31

**DISPOSITION INSTRUCTIONS**

Destroy manuscripts one year after publication.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-143

**CUSTODIAN**

Duke Tran

**WITHDRAWN**

Withdrawn Per  
Agency Request  
12/13/2011  


**602-207: SUBMODEL RELATIONSHIPS AND OUTPUT DATA FILES**

**DESCRIPTION**

Data written on a number of intermediary files that have been interpreted and analyzed in order to produce the data essentially as they appear in a table or some other published presentation. These files show certain mathematical relationships developed from the data and constitute a part of the development and formulation of RIMS II.

**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-375-81-1-25

**DISPOSITION INSTRUCTIONS**

Destroy when superseded or one year after all relevant data are incorporated into RIMS II.

**PREVIOUS NARA DISPOSAL AUTHORITY**

- NN173-10-125

**CUSTODIAN**  
Zoe Ambargis

**WITHDRAWN**

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