

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
A / 1	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 2	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 3	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 4	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 5	Inactive (T)	superseded by DAA-0375-2022-0001-0002
A / 6	Inactive (T)	superseded by DAA-0375-2022-0001-0002
A / 7	Inactive (T)	superseded by DAA-0375-2022-0001-0001
A / 8	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 9 / a	Inactive (P)	superseded by DAA-0375-2022-0001-0002
A / 9 / b	Inactive (T)	superseded by DAA-0375-2022-0001-0001
B / 1	Inactive (P)	superseded by DAA-0375-2022-0001-0002
B / 2	Inactive (T)	superseded by DAA-0375-2022-0001-0002
B / 3 / a	Inactive (T)	superseded by DAA-0375-2022-0001-0001
B / 3 / b	Inactive (T)	superseded by DAA-0375-2022-0001-0001
B / 4	Inactive (T)	superseded by DAA-0375-2022-0001-0001
C / 1	Inactive (P)	superseded by DAA-0375-2013-0004-0001
C / 2	Inactive (P)	superseded by DAA-0375-2013-0004-0001
C / 3	Active (T)	
C / 4	Active (T)	
C / 5	Active (T)	
C / 6	Active (T)	
C / 7	Active (T)	
C / 8	Active (P)	
C / 9	Active (T)	
C / 10	Active (T)	
D / 1	Active (T)	
D / 2	Active (T)	
D / 3	Active (P)	

D / 4	Active (T)	
D / 5	Active (T)	
E / 1	Active (T)	
E / 2	Active (T)	
E / 3	Active (T)	
E / 4	Active (P)	
E / 5 / a	Active (P)	
E / 5 / b	Active (T)	
F / 1	Inactive (P)	superseded by N1-375-10-002 item 300-001
F / 2	Inactive (P)	superseded by N1-375-10-002 item 300-002
F / 3	Active (T)	
F / 4	Active (T)	
F / 5	Active (T)	
F / 6 / a	Active (P)	
F / 6 / b	Active (T)	
F / 7	Active (P)	
G / 1	Inactive (P)	superseded by DAA-0375-2023-0001-0002
G / 2	Active (T)	
G / 3	Active (T)	
H / 1	Active (T)	
I / 1 / a	Active (T)	
I / 1 / b	Active (T)	
I / 1 / c	Active (T)	
I / 1 / d	Active (T)	
I / 1 / e	Active (T)	
I / 1 / f	Active (T)	
I / 1 / g	Active (T)	
I / 2 / a	Active (T)	
I / 2 / b	Active (T)	
I / 2 / c	Active (T)	
I / 2 / d	Active (T)	
I / 2 / e	Active (T)	
K / 1	Active (T)	
K / 2	Active (T)	
K / 3	Active (T)	
K / 4	Active (T)	
K / 5	Active (T)	
K / 6	Active (T)	
K / 7	Active (T)	
K / 8	Active (T)	
K / 9 / a	Active (T)	
K / 9 / b	Active (T)	

K / 9 / c	Active (T)	
K / 10 / a	Active (T)	
K / 10 / b	Active (T)	
K / 11	Active (T)	
K / 12	Active (T)	
K / 13	Active (T)	
K / 14	Active (T)	
K / 15	Active (T)	
K / 16	Active (T)	
K / 17	Active (T)	
L / 1	Active (T)	
L / 2	Active (T)	
L / 3 / A	Active (P)	
L / 3 / B	Inactive (T)	agency reported all records were destroyed and no more will be created
L / 4	Inactive (T)	superseded by N1-375-10-002 item 200-001
L / 5 / a	Active (T)	
L / 5 / b	Active (T)	
L / 6	Inactive (T)	agency reported all records were destroyed and no more will
L / 7	Inactive (T)	agency reported all records were destroyed and no more will
L / 8	Active (T)	
L / 9	Inactive (T)	agency reported all records were destroyed and no more will
L / 10	Inactive (T)	superseded by N1-375-10-002 item 200-003
L / 11	Inactive (T)	agency reported all records were destroyed and no more will
L / 12	Inactive (T)	agency reported all records were destroyed and no more will
L / 13 / a	Inactive (P)	superseded by N1-375-10-002 item 200-004
L / 13 / b	Active (T)	
L / 14	Inactive (T)	agency reported all records were destroyed and no more will
L / 15	Inactive (T)	agency reported all records were destroyed and no more will
L / 16 / a	Inactive (P)	superseded by N1-375-10-002 item 200-006
L / 16 / b	Active (T)	
L / 17	Active (T)	
L / 18	Inactive (T)	agency reported all records were destroyed and no more will
L / 19	Inactive (T)	agency reported all records were destroyed and no more will
L / 20	Active (P)	
L / 21	Inactive (T)	agency reported all records were destroyed and no more will
L / 22	Inactive (P)	superseded by N1-375-10-002 item 200-002
L / 23	Active (T)	
L / 24	Active (T)	
M / 1	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 2 / a	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 2 / b	Inactive (T)	superseded by DAA-0375-2013-0002-0001

M / 3	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 4	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 5	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 6	Active (T)	
M / 7	Inactive (P)	superseded by N1-375-93-001 item 1 which was then superseded by DAA-0375-2013-0002-0002
M / 8	Inactive (T)	superseded by DAA-0375-2013-0002-0003
M / 9 / a	Inactive (P)	superseded by DAA-0375-2013-0002-0003
M / 9 / b	Inactive (T)	superseded by DAA-0375-2013-0002-0003
M / 10	Active (T)	
M / 11	Active (T)	
M / 12	Inactive (T)	superseded by DAA-0375-2013-0002-0003
M / 13	Inactive (T)	superseded by DAA-0375-2013-0002-0004
M / 14	Active (T)	
M / 15	Inactive (T)	superseded by DAA-0375-2013-0002-0004
M / 16	Active (T)	
M / 17 / a	Active (T)	
M / 17 / b	Active (T)	
M / 18	Active (T)	
M / 19	Active (T)	
M / 20	Active (T)	
M / 21	Active (T)	
M / 22	Active (T)	
M / 23	Active (T)	
M / 24	Active (T)	
M / 25	Inactive (T)	superseded by DAA-0375-2013-0002-0001
M / 26	Active (T)	
M / 27	Active (T)	
M / 28	Active (T)	
M / 29	Inactive (T)	superseded by N1-375-93-001 item 2
M / 30	Active (T)	
M / 31	Active (T)	
M / 32	Active (T)	
M / 33	Active (T)	
M / 34	Inactive (T)	superseded by DAA-0375-2013-0002-0012
M / 35	Inactive (T)	superseded by DAA-0375-2013-0002-0011
M / 36	Inactive (T)	superseded by DAA-0375-2013-0002-0012
M / 37	Inactive (T)	superseded by DAA-0375-2013-0002-0013
M / 38	Inactive (T)	superseded by DAA-0375-2013-0002-0014
M / 39	Active (T)	

M / 40	Inactive (P)	superseded by N1-375-93-001 item 1 which was then superseded by DAA-0375-2013-0002-0002
M / 41	Active (T)	
M / 42	Inactive (T)	superseded by N1-375-93-001 item 3
M / 43	Inactive (T)	superseded by N1-375-93-001 item 4
M / 44	Inactive (P)	superseded by N1-375-93-001 item 1 which was then superseded by DAA-0375-2013-0002-0002
M / 45 / a	Active (T)	
M / 45 / b	Active (T)	
M / 46	Active (T)	
M / 47	Active (T)	
M / 48	Active (T)	
M / 49 / a	Active (T)	
M / 49 / b	Active (T)	
M / 49 / c	Active (T)	
M / 49 / d	Active (T)	
M / 49 / e	Active (T)	
M / 49 / f	Active (T)	
M / 49 / g	Active (T)	
M / 49 / h	Active (T)	
M / 50	Active (T)	
M / 51	Active (T)	
M / 52	Active (T)	
M / 53	Active (T)	
M / 54 / a	Active (T)	
M / 54 / b	Active (T)	
M / 55 / a	Active (T)	
M / 55 / b	Active (T)	
M / 56	Active (T)	
M / 57	Active (T)	
M / 58	Active (T)	
M / 59	Inactive (T)	superseded by N1-375-93-001 item 5
M / 60	Active (T)	
M / 61	Active (T)	
N / 1 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 1 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 2	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003

N / 3	Inactive (T)	superseded by DAA-0375-2013-0003-0002
N / 4	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 5	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 6	Active (T)	
N / 7 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0006
N / 7 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0006
N / 8	Active (T)	
N / 9 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0005
N / 9 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0005
N / 9 / c	Active (T)	
N / 10	Active (T)	
N / 11	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 12	Active (T)	
N / 13	Active (T)	
N / 14 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0008
N / 14 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0008
N / 15	Inactive (T)	superseded by DAA-0375-2013-0003-0007
N / 16	Active (T)	
N / 17	Active (T)	
N / 18	Active (T)	
N / 19	Active (T)	
N / 20	Active (T)	
N / 21	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 22	Active (P)	
N / 23 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0005
N / 23 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0005
N / 24	Inactive (T)	superseded by DAA-0375-2013-0003-0007
N / 25 / a	Active (T)	
N / 25 / b	Active (T)	
N / 26	Active (T)	
N / 27	Active (P)	
N / 28	Active (P)	
N / 29	Active (P)	
N / 30	Active (P)	
N / 31	Active (P)	
N / 32	Active (P)	
N / 33 / a	Active (P)	

N / 33 / b	Active (P)	
N / 34	Active (P)	
N / 35	Active (P)	
N / 36 / a	Active (P)	
N / 36 / b	Active (P)	
N / 37 / a	Active (P)	
N / 37 / b	Active (P)	
N / 38 / a	Active (P)	
N / 38 / b	Active (P)	
N / 39 / a	Active (P)	
N / 39 / b	Active (P)	
N / 40 / a	Active (P)	
N / 40 / b	n/a	filing instruction
N / 41	Active (T)	
N / 42 / a	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 42 / b	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 43	Inactive (T)	superseded by DAA-0375-2013-0003-0001 and DAA-0375-2013-0003-0003
N / 44	Active (T)	
N / 45 / a	n/a	filing instruction
N / 45 / b	Active (T)	
O / 1 / a	Active (P)	
O / 1 / b	Active (T)	
O / 1 / c	Active (T)	
O / 2 / a	Active (T)	
O / 2 / b	Active (T)	
O / 3 / a	Active (P)	
O / 3 / b	Active (T)	
O / 4	Active (T)	
O / 5	Inactive (P)	superseded by DAA-0375-2014-0003-0003
O / 6	Active (T)	
O / 7	Active (T)	
O / 8	Active (T)	
O / 9 / a	Active (T)	
O / 9 / b	Active (T)	
O / 10	Active (T)	
O / 11 / a	Inactive (T)	superseded by DAA-0375-2014-0003-0004
O / 11 / b	Inactive (T)	superseded by DAA-0375-2014-0003-0004
O / 11 / c	Inactive (T)	superseded by DAA-0375-2014-0003-0004
O / 11 / d	Inactive (T)	superseded by DAA-0375-2014-0003-0004

O / 12 / a	Active (P)	
O / 12 / b	Active (P)	
O / 12 / c	Active (T)	
O / 13	Active (T)	
O / 14	Active (T)	
O / 15	Active (T)	
O / 16	Active (T)	
P / 1 / a	Active (P)	
P / 1 / b	Active (T)	
P / 1 / c	Active (T)	
P / 1 / d	Active (T)	
P / 1 / e	Active (T)	
P / 1 / f	Active (T)	
P / 2	Active (P)	
P / 3 / a	Active (P)	
P / 3 / b	Active (T)	
P / 4 / a	Active (P)	
P / 4 / b	Active (T)	
P / 5	Active (T)	
P / 6	Active (T)	
P / 7	Active (T)	
P / 8	Active (P)	
P / 9 / a	Active (T)	
P / 9 / b	n/a	filing instruction
P / 10	Active (T)	
P / 11	Active (T)	
P / 12	Active (T)	
P / 13	Active (T)	
P / 14	Active (T)	
P / 15	Active (T)	
P / 16	Active (T)	
P / 17	Active (T)	
P / 18	Active (T)	
P / 19 / a	Active (T)	
P / 19 / b	Active (T)	
P / 20	Active (T)	
P / 21	Active (T)	
P / 22	Active (T)	
P / 23	Active (T)	
P / 24	Active (T)	
P / 25	Active (T)	
P / 26	Active (T)	

P / 27	Active (T)	
P / 28 / a	Active (P)	
P / 28 / b	Active (T)	
P / 29	Active (P)	
P / 30	Active (T)	
P / 31	Active (T)	
P / 32	Active (T)	
P / 33	Active (T)	
Q / 1	Active (T)	
Q / 2	Active (T)	
Q / 3	Active (T)	
Q / 4	Inactive (T)	superseded by N1-375-10-004 item 301-001
Q / 5	Active (T)	
Q / 6 / a	Inactive (T)	superseded by N1-375-10-004 item 301-004
Q / 6 / b	Inactive (T)	superseded by N1-375-10-004 item 301-004
Q / 6 / c	Inactive (T)	superseded by N1-375-10-004 item 301-004
Q / 7 / a	Inactive (P)	superseded by N1-375-10-004 item 301-006
Q / 7 / b	Inactive (T)	superseded by N1-375-10-004 item 301-006
Q / 7 / c	Inactive (T)	superseded by N1-375-10-004 item 301-006
Q / 8 / a	Inactive (T)	superseded by N1-375-10-004 item 301-003
Q / 8 / b	Inactive (T)	superseded by N1-375-10-004 item 301-003
Q / 9	Active (P)	
Q / 10	Active (P)	
Q / 11	Active (P)	
Q / 12	Active (P)	
Q / 13	Active (P)	
Q / 14	Active (P)	
Q / 15	Inactive (T)	superseded by N1-375-10-004 item 301-002
Q / 16	Active (T)	
Q / 17 / a	Inactive (P)	superseded by N1-375-10-004 item 301-005
Q / 17 / b	Inactive (T)	superseded by N1-375-10-004 item 301-005
Q / 18 / a	Active (T)	
Q / 18 / b	Active (T)	
Q / 18 / c	Active (T)	
Q / 19	Inactive (T)	superseded by N1-375-10-004 item 301-007
Q / 20	Active (T)	
Q / 21	Active (T)	
Q / 22	Active (T)	
Q / 23	Active (T)	
Q / 24	Active (T)	
Q / 25	Active (T)	
Q / 26	Active (T)	

Q / 27 / a	Active (T)	
Q / 27 / b	Active (T)	
Q / 28	Active (T)	
Q / 29	Active (T)	
Q / 30	Active (T)	
Q / 31 / a	Active (P)	
Q / 31 / b	Active (T)	
Q / 32 / a	Active (P)	
Q / 32 / b	Active (P)	
Q / 33 / a	Active (T)	
Q / 33 / b	Active (T)	
Q / 33 / c	Active (T)	
Q / 34 / a	Inactive (P)	superseded by N1-375-10-004 item 301-008
Q / 34 / b	Inactive (T)	superseded by N1-375-10-004 item 301-008
Q / 35 / a	Active (P)	
Q / 35 / b	Active (T)	
Q / 36	Active (T)	
Q / 37	Active (T)	
Q / 38	Active (T)	
R / 1/ a	Active (T)	
R / 1/ b	Active (T)	
R / 2	Inactive (T)	superseded by N1-375-10-005 item 302-001
R / 3 / a	Active (T)	
R / 3 / b	Active (T)	
R / 4	Inactive (T)	superseded by N1-375-10-005 item 302-102
R / 5	Active (T)	
R / 6	Active (T)	
R / 7	Inactive (T)	superseded by N1-375-89-001 item 3, which was then superseded by N1-375-10-005 item 302-104
R / 8	Inactive (T)	superseded by N1-375-89-001 item 4, which was then superseded by N1-375-10-005 item 302-104
R / 9	Inactive (T)	superseded by N1-375-89-001 item 5, which was then superseded by N1-375-10-005 item 302-104
R / 10	Inactive (T)	superseded by N1-375-89-001 item 6
R / 11	Inactive (T)	superseded by N1-375-89-001 item 7
R / 12	Inactive (T)	superseded by N1-375-10-005 item 302-002
R / 13	Active (P)	
R / 14 / a	Active (T)	
R / 14 / b	Active (P)	
R / 14 / c	Active (P)	
R / 15	Active (T)	

R / 16	Inactive (T)	superseded by N1-375-10-005 item 302-201
R / 17	Inactive (T)	superseded by N1-375-10-005 item 302-201
R / 18	Inactive (T)	superseded by N1-375-10-005 item 302-201
R / 19	Inactive (T)	superseded by N1-375-10-005 item 302-201
R / 20	Inactive (T)	superseded by N1-375-10-005 item 302-201
R / 21	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 22	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 23 / a	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 23 / b	Inactive (P)	superseded by N1-375-10-005 item 302-202
R / 23 / c	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 23 / d	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 24	Inactive (T)	superseded by N1-375-10-005 item 302-202
R / 25	Inactive (T)	superseded by N1-375-89-001 item 8
R / 26 / a	Inactive (T)	deleted under N1-375-89-001
R / 26 / b	Inactive (T)	deleted under N1-375-89-001
R / 27	Active (T)	
R / 28	Active (T)	
R / 29	Inactive (P)	superseded by N1-375-10-005 item 302-002
R / 30	Active (T)	
R / 31 / a	Active (T)	
R / 31 / b	Active (T)	
R / 31 / c	Active (P)	
R / 31 / d	Active (T)	
R / 31 / e	Active (P)	
R / 31 / f	Active (T)	
R / 31 / g	Active (T)	
R / 32 / a	Inactive (P)	superseded by N1-375-10-005 item 302-401
R / 32 / b	Inactive (T)	superseded by N1-375-10-005 item 302-401
R / 33	Inactive (T)	superseded by N1-375-10-005 item 302-401
R / 34	Inactive (T)	superseded by N1-375-10-005 item 302-401
R / 35 / a	Inactive (P)	superseded by N1-375-10-005 item 302-003
R / 35 / b	Inactive (T)	superseded by N1-375-10-005 item 302-003
R / 36	Inactive (T)	superseded by N1-375-10-005 item 302-003
R / 37 / a	Active (T)	
R / 37 / b	Active (T)	
S / 1	Active (T)	
S / 2	Active (T)	
S / 3 / a	Active (T)	
S / 3 / b	Active (T)	
S / 3 / c	Active (T)	
S / 4	Active (T)	
S / 5 / a	Active (P)	

S / 5 / b	Active (T)	
S / 6	Active (T)	
S / 7	Active (T)	
S / 8	Active (T)	
S / 9	Active (T)	
S / 10	Active (P)	
S / 11	Active (P)	
S / 12 / a	Active (P)	
S / 12 / b	Active (T)	
S / 13 / a	Active (T)	
S / 13 / b	Active (T)	
S / 14	Active (T)	
S / 15	Active (T)	
S / 16	Active (T)	
S / 17 / a	Active (T)	
S / 17 / b	Active (T)	
S / 18	Active (P)	
S / 19	Active (T)	
S / 20	Active (T)	
S / 21 / a	Active (P)	
S / 21 / b	Active (T)	
S / 21 / c	Active (T)	
S / 22	Active (T)	
S / 23	Active (T)	
S / 24	Active (P)	
S / 25	Active (T)	
S / 26	Active (P)	
S / 27	Active (T)	
S / 28	Active (T)	
S / 29	Active (T)	
S / 30	Active (T)	
S / 31 / a	Active (T)	
S / 31 / b	Active (T)	
S / 31 / c	Active (T)	
S / 31 / d	Active (P)	
S / 31 / e / 1	Active (P)	
S / 31 / e / 2	Active (T)	
S / 31 / f	Active (T)	
S / 32 / a	Active (T)	
S / 32 / b	Active (T)	
S / 33 / a	n/a	filing instruction
S / 33 / b	Active (P)	

S / 33 / c	Active (T)	
S / 33 / d	Active (T)	
T / 1 / a	Active (P)	
T / 1 / b	Active (T)	
T / 2	Active (T)	
T / 3	Active (T)	
T / 4	Active (P)	
T / 5	Active (P)	
T / 6	Active (T)	
T / 7	Active (T)	
T / 8	Active (T)	
T / 9	Active (T)	
T / 10 / a	Active (T)	
T / 10 / b	Active (T)	
T / 11	Active (T)	
T / 12 / a	Active (T)	
T / 12 / b	Active (T)	
T / 13 / a	Active (T)	
T / 13 / b	Active (T)	
T / 13 / c	Active (P)	
T / 13 / d	Active (T)	
T / 13 / e	Active (P)	
T / 13 / f	n/a	filing instruction
T / 14	Active (T)	
T / 15	Active (T)	
T / 16	Active (T)	
T / 17	Active (T)	
T / 18	Active (T)	
U / 1 / a	Active (T)	
U / 1 / b	Active (T)	
U / 1 / c	Active (T)	
U / 2	Active (T)	
U / 3 / a	Active (T)	
U / 3 / b	Active (T)	
U / 4	Active (T)	
U / 5	Active (T)	
U / 6 / a	Active (T)	
U / 6 / b	Active (T)	
U / 7	Active (T)	
U / 8	Active (T)	
U / 9 / a	Active (T)	
U / 9 / b	Active (T)	

U / 10 / a	Active (T)	
U / 10 / b	Active (T)	
U / 11	Active (T)	
U / 12	Active (T)	
U / 13	Active (T)	
U / 14 / a	Active (P)	
U / 14 / b	Active (T)	
U / 15 / a	Active (P)	
U / 15 / b	Active (T)	
U / 16 / 1 / a / 1	Active (P)	
U / 16 / 1 / a / 2	Active (P)	
U / 16 / b	Active (T)	
U / 17 / a	Active (P)	
U / 17 / b	Active (T)	
U / 18 / a	Active (T)	
U / 18 / b	Active (T)	
U / 19 / a	Active (P)	
U / 19 / b	Active (T)	
U / 20 / a	Active (T)	
U / 20 / b	Active (T)	
U / 21 / a	Active (T)	
U / 21 / b	Active (T)	
U / 22 / a	Active (P)	
U / 22 / b	Active (P)	
U / 22 / c	Active (P)	
U / 23 / a	Active (T)	
U / 23 / b	Active (T)	
U / 23 / c	Active (T)	
U / 24	Active (T)	
U / 25	Active (T)	
U / 26	Active (T)	
U / 27 / a	Active (T)	
U / 27 / b	Active (T)	
U / 28	Active (T)	
U / 29	Active (T)	
U / 30	Active (T)	
U / 31	Active (P)	
U / 32	Active (T)	
U / 33 / a	n/a	filing instruction
U / 33 / b	Active (T)	
U / 34	Active (P)	
U / 35	Active (T)	

U / 36	Active (T)	
U / 37	Active (T)	
U / 38	Active (T)	
U / 39	Active (T)	
U / 40	Active (P)	
V / 1 / a	Active (T)	
V / 1 / b	Active (T)	
V / 2	Active (P)	
V / 3	Active (P)	
V / 4	Active (T)	
V / 5	Active (T)	
V / 6 / a	Active (T)	
V / 6 / b	Active (T)	
V / 7 / a	Active (T)	
V / 7 / b	Active (T)	
V / 8 / a	Active (T)	
V / 8 / b	Active (T)	
V / 8 / c	Active (P)	
W / 1 / a	n/a	filing instruction
W / 1 / b	Active (T)	
W / 2 / a	Active (T)	
W / 2 / b	Active (T)	
W / 3	Active (T)	
W / 4	Active (T)	
W / 5	Active (T)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Commerce

2. MAJOR SUBDIVISION

Bureau of Economic Analysis

3. MINOR SUBDIVISION

Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ann M. Winkler, Records Officer

5. TEL. EXT

523-0890

LEAVE BLANK

JOB NO

NCI-375-81-1

DATE RECEIVED

April 24, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5/14/88
Date

[Signature]
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 144 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

4-20-81

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

E. TITLE

Departmental Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

BUREAU OF ECONOMIC ANALYSIS

General: With the dissolution of the Social and Economic Statistics Administration, the Bureau of Economic Analysis (BEA) was established as a primary operating unit of the Department of Commerce by Order No. 35-1A, August 4, 1975.

BEA maintains and improves the economic accounts of the U.S., including the national income and product, wealth, input-output, balance of payments, international investment, and regional accounts; maintains and improves econometric and other research techniques for analyzing the economic situation and short- and long-term outlook; conducts selected surveys to obtain information necessary to maintain and improve the accounts and to analyze the economic situation and outlook; develops and maintains a system of leading, lagging, and co-incident business cycle indicators; analyzes the economic situation and outlook, publishes reports thereon, and briefs Federal officials and public and private groups on the present and projected state of the economy; provides special analyses to officials of the Government, as may be requested on the economic impact of alternative economic policies; interprets measures relating to environmental change and to welfare; serves as the central economic research organization of the Department on the functioning of the economy and collaborates with other primary operating units and private and public research organizations which

*562
ITEMS*

115-107

require or can contribute to its research.

copies sent to NAF, ANS, TML 5/19/88

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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OFFICE OF THE DIRECTOR

A1. Special Subject File. This contains documentation collected or generated by the Director pertaining to existing economic measurements and new areas of such measurements under exploration and definition. All of the subjects involved are either under the jurisdiction of the Director or of special interest to him because of personal participation or professional importance. Subject headings include President's Commission on National Statistics, International Association for Research in Income and Wealth, Conference on Research in Income and Wealth, and others.

PERMANENT. Break file every 5 years. Retire to Washington National Records Center (WNRC) when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

A2. Intra Departmental Correspondence File. This contains incoming and outgoing correspondence with other organizational units of the Department including the Secretary and other Secretarial Officers. The papers contain information on planning, policy, program implementation, and the broad aspects of executive direction.

PERMANENT. Break file every 5 years. Retire to WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

A3. Government Agencies Correspondence File. This is an incoming and outgoing correspondence file with other Government Agencies having a prime interest in the establishment and use of national, regional, and international economic measurement.

PERMANENT. Break file every 5 years. Retire to WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

A4. Director's Chronological File. This contains a copy of every outgoing document generated by the Director.

PERMANENT. Retire to WNRC when 3 years old. Transfer to the National Archives in 5 year blocks when the most recent record is 10 years old.

A5. General Correspondence Subject File. This file contains incoming requests for information and/or advice on BEA program and operations with copies of outgoing replies. Most of the requests are from nongovernment sources; however the file does contain Congressional and foreign correspondence.

Retire to WNRC when 5 years old and DESTROY when 10 years old.

A6. Professional Organization Correspondence File. This contains incoming and outgoing correspondence with nongovernment professional organizations dealing with economic matters.

Retire to WNRC when 5 years old and DESTROY when 10 years old.

A7. Administrative Subject File. These are office copies of housekeeping papers maintained for convenience including budget, personnel actions, travel, and similar papers.

DESTROY when 3 years old or when no longer needed for current business, whichever is later.

A8. Intra-Office Correspondence File. This is composed of copies of instructions, procedures, and papers relating the staffing, organizations, and workload generated within BEA.

PERMANENT. Break file every 5 years. Retire to WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

A9. Author File. This contains copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Director and other members of BEA staff. This is a technical reference file arranged by name of author.

a. PERMANENT. Retire unpublished documents to WNRC in 5 year blocks when the most recent records are 5 years old. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.

b. DESTROY published documents when superseded or when they have served their purpose, whichever is sooner.

OFFICE OF THE DEPUTY DIRECTOR

B1. Special Subject File. This contains documentation collected or generated by the Deputy Director pertaining to subjects or projects either under the jurisdiction of the Deputy Director or of special interest to him because of personal participation or professional importance.

PERMANENT. Break file every 5 years. Retire to the WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

B2. Intra-office Operating File. Contains incoming and outgoing correspondence between organizational elements of BEA with a quantity of informational copies of memoranda used by Deputy Director to coordinate internal programs and activities.

DESTROY when 10 years old.

B3. General Correspondence and Subject File. This contains documentation of general application to operating matters under the jurisdiction of the Deputy Director, interagency correspondence, policy correspondence, and budget materials. Included are papers on subject areas of special concern or interest to him. Arranged alphabetically by subject.

a. Budget Materials: DESTROY when 3 years old.

b. All Other Records: Retire to WNRC in 5 year blocks when the most recent record is 5 years old. DESTROY when the most recent record is 10 years old.

B4. Chronological File. This consists of 1 copy of every outgoing paper prepared by the Deputy Director.

DESTROY when 2 years old.

OFFICE OF THE ASSOCIATE DIRECTOR
FOR INTERNATIONAL ECONOMIC ANALYSIS

C1. International Economics Subject File. General documentation generated by the Associate Director in the process of providing executive direction in the analysis of major economic developments and problems in this area affecting the balance of payments accounts. Also included are papers related to the preparation of special studies and briefings of senior officials of the Department, other Federal Agencies, and private organizations. Papers reflecting surveillance of the reporting forms, techniques of the reporters, and the quality of the data submitted by reporters are included. The participation of the Associate Director in planning and coordinating research, data collection, and special studies in the broad area of international economics are also documented herein. The papers are arranged alphabetically by subject.

PERMANENT ~~XT~~ Start a new file every 5 years. Retire to WNRC in 5 year blocks when the most recent record is 2 years old. Offer to the National Archives in 5 year blocks when the most recent record is 30 years old.

C2. General Correspondence File. This contains incoming and outgoing correspondence relating to definitions of U.S. and foreign direct investments, collection of uniform data, concepts of economic data analysis, the validity of data available to BEA, analyses of various economic questions and other correspondence. The papers are arranged by the names of Federal and local government agencies and by the names of foreign countries or agencies. Official correspondence with other persons or organizations of the Associate Director is also kept in this file by name.

PERMANENT. Start a new file every 5 years. Retire to WNRC in 5 year blocks when the most recent record is 2 years old. Offer to the National Archives in 5 year blocks when the most recent record is 30 years old.

C3. Administrative Subject File. These are copies of housekeeping papers pertaining to such things as allotment of funds, budget, procurement, personnel actions, recruitment, space and equipment, and supplies. Since the Associate Director has a special responsibility for recruiting of personnel, there are some papers on this subject in this file, which do not ordinarily appear in similar files at this level.

DESTROY when 2 years old.

C4. Technical Information File. These are reprints, clippings,

and processed copies of material which the Associate Director draws upon for information for preparation of professional presentations and documents.

DESTROY individual documents or contents of file folders when they have served their purpose.

RECORDS RELATING TO BALANCE OF PAYMENTS PROJECTIONS.

On a quarterly basis, this office provides the Balance of Payments Information Committee with balance of payments forecasts for the following 8 quarters. This is an interagency effort in which BEA is a prime contributor. The report is based on data supplied primarily by the Balance of Payments Division, but includes information from other sources. The reports are available only to authorized BEA officials and to a limited number of agency personnel outside BEA. The information contained in the reports is essentially duplicated in the official analysis issued by the Treasury Department.

C5. Secondary Source Materials File for U.S. Merchandise Trade Projections. These are printed and processed materials produced by other government agencies and BEA and collected to produce estimates and projections of U.S. merchandise exports and imports in the balance of payments accounts. The raw data selected from these sources are compiled in various arrays and formats useful for the derivation of equations to make quarterly projections one year ahead.

DESTROY when superseded or when 5 years old whichever is sooner.

C6. Balance of Payments Projections Files. These files contain worksheets and other supporting papers for quarterly balance of payments projection exercises. Files include information on the development of equations, new variables, preliminary run information, and other records relating to the development of the quarterly projections.

DESTROY when no longer needed for current business.

C7. Projection Tables. These are presentations of the projections for merchandise trade generated by computer using the pertinent equations, assumptions concerning the portion of trade excluded from the equations, and certain economic assumptions. The tables document the development of the merchandise trade projections and serve as a worktool for current business and as a record of the performance of the projection equations.

DESTROY when 5 years old.

C8. Balance of Payments Projections Data File. Data collected from the Balance of Payments Division and other sources are entered into a data base which has quarterly historical data on each variable for which projections are made. Data are both stored and manipulated for use in estimating equations and making forecasts. There are both mainframe (called PLANETS) and microcomputer (called AREMOS) versions of the data base.

PERMANENT. Offer a copy of the data base to the National Archives in years ending in 0 or 5.

C9. Balance of Payments Projections Model. BEA maintains an econometric model (BEAVER) which it uses to forecast the quarterly balance of payments figures. The model draws on the data file (C8) for historical information.

ERASE when no longer needed.

C10. Projection Printouts. Printouts from both the data file and the projection model used for reference, updating, analysis, and similar purposes. These printouts contain the data and calculations which summarize the development of a projection equation or groups of equations.

DESTROY when 5 years old.

OFFICE OF THE ASSOCIATE DIRECTOR
FOR NATIONAL ANALYSIS
AND PROJECTIONS

D1. General Correspondence File. This file contains incoming and outgoing correspondence relating to the collection of data, concepts of economic data analysis, and the analyses of economic questions in the areas of environmental statistics, social indicators, industry forecasts, and others. The files are arranged by subject and may include worksheets, reports, tables, and other papers in addition to letters and memoranda. Some official correspondence with persons or organizations of the Federal government are included.

Start a new file every 5 years. Retire to the WNRC in 5 year blocks when the most recent record is 6 years old.
DESTROY when the most recent record is 10 years old.

D2. Administrative Subject File. This file contains office copies of papers relating to housekeeping matters, such as budget, printing, program descriptions, computers, personnel policy, and recruiting.

DESTROY when 2 years old.

D3. Special Reports and Studies. Files consist of records created during the production of special studies and/or reports on various economic subjects produced by request of another agency in the government or by the direction of a Department of Commerce or BEA authority. It also includes some studies prepared for conferences outside the Federal government. Files are arranged by subject.

PERMANENT. Retire to the WNRC 7 years after completion of the study/report. Offer to the National Archives when 20 years old.

D4. Committees File. Papers relating to the business conducted by various technical committees and to the preparation of studies pertaining to the interests of the committees. They also include minutes, agendas, lists of members, and related records.

Retire to the WNRC in 5 year blocks when the most recent record is 5 years old. DESTROY when the most recent record is 20 years old.

D5. Technical Reference File. This file consists of printed copies of publications, articles, and clippings of special interest to the Associate Director.

DESTROY individual documents or contents of file folders
when they have served their purpose.

OFFICE OF
ASSOCIATE DIRECTOR FOR
REGIONAL ECONOMICS

E1. Divisional Correspondence File. Arranged by division. This file contains documentation of general application to operating matters under the jurisdiction of the Associate Director for Regional Economics. Also included are papers on subject areas of special concern or interest to him.

Retire to WNRC in 5 year blocks when the most recent record is 5 years old. DESTROY when the most recent record is 15 years old.

E2. Administrative Subject File. These are copies of housekeeping papers pertaining to allotment of funds, budget, personnel actions, position descriptions, procurement of equipment and supplies, time and attendance. and travel.

DESTROY when 2 years old.

E3. Chronological File. This contains one copy of every outgoing paper prepared by the Associate Director for Regional Economics.

DESTROY when 2 years old.

E4. Special Subject File. This file contains documentation collected or generated by the Associate Director for Regional Economics pertaining to existing regional economic measurements and new areas of such measurements under exploration and definition.

PERMANENT. Start a new file every 5 years. Retire to WNRC in 5 year blocks when the most recent record is 5 years old. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.

E5. Author File. This contains copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Associate Director for Regional Economics, his Assistant, and by members of the two Divisions (Regional Economic Analysis Division and Regional Economic Measurement Division) under his supervision.

a. Unpublished papers, speeches, or articles. PERMANENT. Start a new file every 5 years. Retire to WNRC in 5 year blocks when the most recent record is 5 years old. Offer to the National Archives 10 years later.

b. All other records. Temporary. DESTROY individual

documents when superseded or when they have served their purpose, whichever is sooner.

OFFICE OF THE ASSOCIATE DIRECTOR
FOR NATIONAL ECONOMIC ACCOUNTS

F1. Special Subject File. This contains documentation collected or generated by the Associate Director pertaining to existing economic measurements and new areas of such measurements under exploration and definition. All of the subjects involved are either under the jurisdiction of the Associate Director or of special interest to him because of personal participation or professional importance. Subject headings include comprehensive revisions of the national income and product accounts, source data improvement, tax return access, International Association for Research in Income and Wealth, and others.

PERMANENT. Break file every 5 years. Retire to the WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

F2. Correspondence File. This contains incoming and outgoing correspondence of the Associate Director or correspondence relating to subject matters under the jurisdiction of the Associate Director. Papers are arranged by government agency, foreign government, individual, etc.

PERMANENT. Break file every 5 years. Retire to WNRC when the most recent record is 5 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.

F3. Director's Chronological File. This contains a copy of every outgoing document generated by the Director.

DESTROY when 5 years old.

F4. Technical Information File. These are reprints, clippings, and processed copies of material which the Associate Director draws upon for information for preparation of professional presentations and documents.

DESTROY individual documents or contents of file folders when they have served their purpose.

F5. Administrative Subject File. This contains office copies of papers covering administrative subjects including budget, management reports, personnel actions, travel, and related matters.

DESTROY when 10 years old.

F6. Author File. This contains copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Associate Director and other members of BEA staff. This is a technical reference file arranged by name of author.

- a. PERMANENT. Retire unpublished documents to WNRC in 5 year blocks when the most recent records are 5 years old. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.
- b. DESTROY published documents when superseded or when they have served their purpose, whichever is sooner.

F7. Methodology File. Arranged by subject. Theoretical statements, memorandums, summaries, and supporting materials forwarded to the office for use in preparing methodology statements for publication in the Survey of Current Business.

PERMANENT. Break file upon publication of methodology in the Survey. Hold in office one year, then transfer to the WNRC. Transfer to the National Archives 5 years later.

OFFICE OF
CHIEF ECONOMIST

G1. Memoranda File. Consists of copies of all memoranda, comments, official position papers, and other documents produced by the Chief Economist.

PERMANENT. Start a new file every 5 years. Retire to the WNRC when the most recent record is 5 years old. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.

G2. Projects File. Notes, drafts, worksheets, computer printouts, and correspondence maintained by the Chief Economist relating to the projects and studies for which he has primary responsibility within the Bureau. The results of these projects are typically published in the Survey of Current Business or other government publications or presented at conferences.

DESTROY when 10 years old.

G3. Technical Information File. Reprints, clippings, unpublished papers, copies of articles, and other reference items that the Chief Economist draws on for information when preparing articles, professional presentations, reports, or other documents.

DESTROY when no longer needed for reference.

OFFICE OF
CHIEF STATISTICIAN

H1. Project File. Notes, drafts, worksheets, computer printouts, and correspondence maintained by the Chief Statistician relating to projects and studies for which he has primary responsibility in the Bureau. These results of these projects are typically published in the Survey of Current Business or other publications or presented at conferences.

DESTROY when 10 years old.

OFFICE OF CHIEF PLANNING AND
EVALUATION OFFICER

11. Administrative File. These files consist of records such as

- a) agenda, conferences, meetings, etc.
- b) BEA organization charts and objectives
- c) audit evaluation plans
- d) personnel administration, training, awards, procedures and recommendations, classification, consulting, contracts, flexitime, promotions, personnel ceilings, time and attendance reports, and position description files of division chiefs
- e) BEA advisory committee membership
- f) forms reduction and clearance
- g) legislation, Privacy Act.

DESTROY when 5 years old.

12. Budget File. These files consist of records such as

- a) program memoranda on budget
- b) information on 5-year plan
- c) budget information submitted to Office of Management and Budget
- d) budget information submitted to the Secretary
- e) management improvement plan for three fiscal years at a time.

DESTROY when 5 years old.

MANAGEMENT SERVICES DIVISION

RESERVED.

COMPUTER SYSTEMS AND SERVICES DIVISION (CCSD)

The Division is responsible for maintaining, coordinating, and improving the use of automatic data processing equipment by the Bureau, including conducting feasibility studies, preparing automatic data processing systems and programs, and providing data processing services for the Bureau. It operates an open shop arrangement in which most of the economic analysts, or their representatives, prepare their own computer programs, calling upon the Division for technical assistance as needed.

K1. Tape File Record. This form is completed by the user and submitted to the Chief of the CCSD when the user utilizes the programming services of the Division. It shows the type of data, density, and size of data fields, and identification of data fields, and the retention period assigned to the tape.

RETAIN for the life of the tape file, then DESTROY.

K2. Technical Bulletins File. These are authoritative issuances prepared by the Division containing technical instructions and other mandatory directions for the guidance of BEA operating units that utilize ADP equipment.

DESTROY individual items when superseded.

K3. Administrative Management Files. These files are associated with various Federal and departmental programs such as the Management Improvement Programs, the Office Audit Study, training progress, and reports for the Office of Organization and Management Systems.

Start a new file every 3 years. DESTROY when most recent record is 5 years old.

K4. Management by Objectives (MBO's) and Project Status Reports. Weekly reports by CCSD personnel explaining goals, status, and project completion dates of CCSD projects.

DESTROY when 3 years old.

K5. User Rep Notes. These are summarizations and notes of each user representative meeting.

DESTROY when 3 years old.

K6. EDP Notices. These are authoritative issuances prepared by the Division to inform the BEA users of immediately necessary

information or action to be taken.

DESTROY when 3 years old.

K7. Computer Files. These files contain documentation associated with the justification and installation of BEA's various computers including feasibility and upgrading of studies.

DESTROY when superseded or obsolete.

K8. Operating System Program Tapes. The Operating System is comprised of two 3-generation tape sets, the Symbolic Program Tapes (SPT) and the Binary Run Tapes (BRT) maintained on a semiannual basis, with a copy of the latest version of the system placed in a security area. To create a new generation, the earliest revision is updated by adding selected data from the last revision, maintaining 3 semiannual revisions at all times. Within each 6-month revision, any number of intermittent revisions may have been executed.

SCRATCH when superseded by a new generation revision.

K9. Input Data Files and Program Instruction Files. These files, maintained on disk, contain the data and program instructions for producing computer production, operating, and cost analysis reports. Six months after the end of the fiscal year, the data files are placed on magnetic tape for long term storage.

- a. Data Files. DELETE after data have been converted to tape copy. See K9b for tape files.
- b. Tape Files. ERASE when 5 years old.
- c. Program Files. DELETE when no longer needed.

K10. Computer Log Master File Tape. This contains the detail for each run processed by the computer showing time started and stopped, type of job, project number, and the name of the user. These data are printed out on a monthly basis. The data are also maintained on tape for each fiscal year.

- a. Printouts: DESTROY printouts when no longer needed for current business or when 5 years old, whichever is sooner.
- b. Electronic copy: DELETE when no longer needed for current business or when 5 years old, whichever is sooner.

K11. Computer Utilization Reports. A series of monthly reports reflecting current month, previous months, and cumulative data on a fiscal year basis. The machine usage report provides a detailed breakout of productive and non-productive time. The remaining 4 reports indicate frequency of use and amount of computer time used by major program type, individual, project, and division.

DESTROY when 5 years old.

K12. ADP Project Cost Report. A monthly cost report which shows current month, previous month, and cumulative costs to date by type of ADP service provided to the operating divisions. The report is summarized and produced by type of appropriation, by project number, and by sub-project number.

DESTROY when 5 years old.

K13. Manpower Utilization Report. A monthly and cumulative report indicating systems analyst and computer programmer man-hours worked on a regular and overtime basis by individual and by project.

DESTROY when 5 years old.

K14. ADP Expense Report. A cumulative 3-part quarterly report reflecting all expenses of the CSSD at detail, cost center, and object class levels.

DESTROY when 5 years old.

K15. OS Statistics. A monthly report comprised of 21 tables which reflect various analyses of the use of the computer system and the peripheral devices. That is, cards read and punched, lines printed, pages printed, tape reads and writes, disc reads and writes, blocking, record lengths, machine time used by division by shift, priority usage by individual and division, etc. The primary purpose of these tabulations is to provide insight as to the internal operation and use of the computer system.

DESTROY when 5 years old.

K16. Equipment Rental and Purchase Report. This printout is produced as needed showing the name of the lessor, model number, installation date, serial number, location, and a description of all equipment rented or purchased within the Division. This is an internal management tool.

a. Printouts. DESTROY when 3 years old.

b. Tapes. ERASE when no longer needed.

K17. Tape Listing. This is a monthly printout listing all magnetic tapes written in the Division showing the creation date, tape title, division, program creating tape, reel sequence number, magnetic tape number, originator, and tape unit created on. A copy of this printout is sent to each user for review of the need for tapes and for correction. A second issue reflects tapes that have been scratched by dropping them from the list.

DESTROY upon receipt of the next issue.

CURRENT BUSINESS ANALYSIS DIVISION

The Current Business Analysis Division edits the Survey of Current Business and conducts a continuing study of business activity. It also prepares for publication in the Survey regular interpretations of the business situation. Business statistics are prepared periodically from detailed data produced by the Division and other agencies for publication. Final printer's copy of the Survey and the biennial Business Statistics Supplement are prepared and monitored through the Government Printing Office. The division also operates the BEA reference library and is responsible for agency records management.

L1. General Correspondence Subject File. This file contains incoming and outgoing correspondence of general applicability to the operations of the office. It also includes some documentation related to specific items submitted for publication in the Survey.

DESTROY individual documents when 2 years old or when superseded, whichever is sooner.

L2. Administrative Subject File. This file contains copies of housekeeping papers, such as budget materials, space requests, personnel actions, requisitions for printing services and equipment, and similar records.

DESTROY when 2 years old.

L3. Special Articles and Speech Manuscripts. These are authors' manuscript copies submitted for review and approval for conformity with policy and adequacy of content. As a general rule, all of the copies submitted are either edited or rewritten. To meet special situations some articles and speeches are written in their entirety in this office.

a. Published articles and delivered speeches. PERMANENT. Offer to the National Archives in 5 year blocks when the most recent record is 10 years old.

b. Unpublished articles and undelivered speeches. Return to the author.

L4. Background File. This is comprised of newspaper clippings, reprints, technical papers and some typescript material collected for use in the preparation or revision of articles, speeches, and similar presentations.

DESTROY after 2 years or when no longer needed, whichever is later.

L5. Business Statistics File. This is comprised of printed or processed economic, statistical reports and other documents created by other government agencies and private sector organizations. They are used to analyze the current business situation as reflected by 2500 indicators appearing in published volumes on business statistics. Also included are exogenous annual reports from the governmental and private sectors.

- a. Annual Reports - DESTROY when no longer needed for current business.
- b. All other material - DESTROY when 5 years old, or when superseded by annual reports, whichever occurs sooner.

L6. Business Analyses Record Cards. These are work cards on which figures are entered that are derived from an analyses of available raw data for each indicator. These figures are posted to the cards monthly and are eventually published in the Survey and Business Statistics Supplement. For the cards of each indicator, there is an analysis card showing the sources of the data posted. Annual averages and monthly data are compiled and published in various formats covering the whole period for which such figures are available. Consequently, these controls must be kept in the operating unit for a long period of time since they constitute a basic worktool for the economist involved in analyzing the economy.

DESTROY when no longer needed for current business.

L7. Survey of Current Business Makeup File. This contains copies of clearances, printers' proofs, schedules of deadlines, master proofs, and similar papers.

DESTROY when 5 years old.

L8. Requisitions for Graphics and Printing. These are copies of requisitions submitted for preparation of above items.

DESTROY when 2 years old.

L9. Special Job File. These are rough drawings of graphics for special jobs such as speeches, conferences, and other presentations given by top level officials with occasional proof copies.

DESTROY when 5 years old.

L10. Original Art Work File. This is comprised of the original art work of tables, charts, illustrations, and cover of Survey of Current Business.

DESTROY 1 year after project completion.

L11. Survey of Current Business Drawings. These are rough drawings, data sheets, illustrations, instructions, and similar graphics prepared for publication in the Survey of Current Business.

DESTROY when 5 years old.

L12. Printers' Negatives File. These are selected negatives of graphics or other portions of the Survey of Current Business kept to meet a likely need for future use.

DESTROY when 2 years old.

L13. Survey of Current Business File. This consists of 1 copy of the monthly publication titled as above maintained as an agency record set.

a. Records Copy: PERMANENT. Include a record copy of the publication in L22 for transfer to the National Archives.

b. BEA Reference Copies: DESTROY when no longer needed for agency business.

L14. Public Information File. This is comprised of incoming requests for information and publications with copies of replies, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other information literature.

DESTROY 3 months after transmittal or reply.

L15. Acknowledgment Files. Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply.

DESTROY 3 months after acknowledgment and referral.

L16. Press Release File. These are processed copies of press releases edited, reviewed, or written by BEA. They are maintained primarily to answer inquires.

a. Record Copy: PERMANENT. Maintain a record copy of all press releases in public information office. Transfer to the National Archives in 20 year blocks when the most recent record is 20 years old.

b. Distribution and Reference Copies: DESTROY when no longer needed for agency business.

L17. Commendation/Complaint Correspondence Files. These are anonymous letters, letters of commendation, complaint, criticism, and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.

DESTROY when 3 months old.

L18. Indexes and Check Lists. These consist of bibliographies, check lists, and indexes of agency publications and releases, except those used as indexes to formal information releases.

DESTROY when superseded or obsolete.

L19. Survey of Current Business Mailing Lists. These are mailing lists of individuals, organizations, both within and outside the Federal Government, and foreign organizations eligible to receive free or exchange copies of the monthly Survey of Current Business. Also included is correspondence requesting copies of the Survey free or on exchange.

PURGE mailing list entries and correspondence in accordance with the annual circularization.

L20. Staff Papers. These consists of one copy of studies usually produced by members of the staff on the application of new economic principles; variations of existing principles; the methodology and techniques of statistical analysis, measurement, and reporting; areas of the economy that have not been adequately studied and analyzed by BEA or some organization in the field. To date, Staff Papers have been numbered serially.

PERMANENT. Include a record copy of each staff paper in L22 for transfer to the National Archives.

L21. Publications File. This file contains documentation on the need for publications of other government agencies and distribution of them to BEA staff members having a need for such material. Also there are papers on BEA utilization of information from publications of other agencies and feedback on their use of

BEA publications. Requests for information and/or publications, with appropriate replies are placed in the file.

DESTROY when 3 years old.

L22. BEA Publications, Near-Print, and Issuance File (Record Copy). This file consists of a record copy of every publication by the Bureau exclusive of any reference or distribution copies. These include publications printed and/or distributed by GPO, BEA, or BEA contractors on a regular basis and similar items disseminated by the National Technical Information Service.

PERMANENT. Transfer record copies of publications to the WNRC in increments of 1 cubic foot. Transfer to the National Archives in 5 year blocks when the most recent record is 5 years old.

L23. Records Disposition Files. Descriptive inventories, disposal authorizations, schedules, reports, and related correspondence and memoranda.

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.

L24. Records Management Files. Correspondence, authorizations, reports, and other records relating to records management surveys, files management, and other records management functions.

DESTROY when 6 years old or earlier if superseded, obsolete, or no longer needed for reference.

BALANCE OF PAYMENTS DIVISION

The Division maintains, improves, and interprets the balance of payments accounts of the United States and their current and capital components, including detail by foreign geographic area, from the standpoint of throwing light on the effects of the balance of payments on the U.S. economy, and the the role of the United States in the world economy. It conducts designated surveys to obtain basic data necessary to construct the balance of payments accounts, including surveys of foreign transactions of Government Agencies. The Division also does research in the techniques required to interpret the balance of payments accounts.

Automation of the program was initiated in 1965 and is ongoing. Under the system, each supervisory economist collects the raw data, by survey or from secondary sources, needed to produce the balance of payments figures or the analysis called for by his assignment. Generally, raw data are preliminarily analyzed and entered onto computer tapes or worksheets. Final figures are derived from these tapes and submitted to a central point on worksheets for coordination, compilation, and inclusion in the balance of payments data bank. The computer is programmed to select data from the bank and automatically process it and produce balance of payments tables for publication.

OFFICE OF THE CHIEF

M1. General Correspondence Subject File. Documentation is generated by the Chief in the course of administering the affairs of the Division including correspondence with the Congress, other Government Agencies, and other Departmental units. Also included are requests for information, meeting and conference participation papers, memorandum instructions to the staff, official record copies of correspondence prepared within the Division, and the like.

Break file at the end of 3 years. Hold in office for 3 additional years and then transfer to the WNRC. DESTROY when the most recent record is 10 years old.

M2. Administrative Subject File. These files are office copies of house-keeping papers pertaining to budget, ADP costs, personnel actions, space, time and attendance, travel, and requisitions for services and other things.

- a. DESTROY records pertaining to personnel actions when 5 years old or when superseded, whichever is sooner.
- b. DESTROY all other papers when 3 years old.

M3. Reading File. This consists of one copy of each outgoing letter or memorandum arranged chronologically.

DESTROY when 3 years old.

M4. General Correspondence Files of the Assistant Chief. Contains reference copies of incoming and outgoing correspondence retained by the Assistant Chief of the Division. Record copies are retained in the Division Director's files.

DESTROY when no longer needed for current business.

M5. Office of Management and Budget Forms Clearance File. Consists of copies of public-use forms, requests submitted to OMB for approval, and copies of the OMB actions on the requests.

DESTROY clearance papers for individual forms 5 years after the clearance is terminated.

M6. Balance of Payments Press Release File. This consists of multiple copies of each press release prepared by the Division and maintained for distribution and for answering requests for information. After the demand reaches a minimal point, two or three copies of the releases are retained for convenience of reference. Record copies of these releases are maintained in the Public Relations Office and the library.

Retain 3 copies for reference purposes. DESTROY other copies when no longer needed.

M7. Balance of Payments Methodology Files. These contain manuscript, printed, and processed documents pertaining to the theory and principles of balance of payments accounting, data collection methods, and statistical and economic standards. Some of these papers are produced by staff members of other government agencies or international organizations; others are produced in the private sector. These records may be retained at either the Division or branch levels.

PERMANENT. Transfer portions of the file to the National Archives when 30 years old or when no longer required for the conduct of current business, whichever is sooner.

M8. Balance of Payments Research Project Files. These contain special studies on effects of certain current developments on the balance of payments. The studies usually involve a considerable amount of research and analysis. Results of studies of broad

balance of payments problems are generally published as technical notes in the June issues of the Survey of Current Business.

DESTROY 5 years after the completion or termination of the project or when no longer needed for reference, whichever is later.

M9. Special Studies. On occasion, the Division undertakes projects to explore possible changes in the balance of payments accounts. An example of such studies was the Preliminary Survey on International Leasing Transactions. Records of such studies include correspondence, reference materials, data source materials, preliminary reports, methodological studies, and a final report.

- a. Final Reports. PERMANENT. Transfer a copy of the final report to the National Archives no later than 5 years after completion of the project.
- b. Other records. Transfer to the WNRC 5 years after completion of the final report or termination of the project. DESTROY 10 years after the completion or termination of the project.

M10. Bilateral Balance of Payments Reconciliation Files. These contain comparisons of U.S. data and Canadian data for U.S.-Canadian bilateral current-account. Variations in definitions, coverage, etc. are explored in an effort to explain the differences between the two sets of data or to improve U.S. data.

DESTROY when no longer needed for current business.

M11. Summary Balance of Payments Tables and Charts with Supporting Papers. These are copies of summary tables and charts and related papers containing the detail data supporting them. The tables and charts are published in balance of payments articles in the Survey of Current Business.

DESTROY when 5 years old or sooner if no longer needed for reference.

M12. Balance of Payments Special Reports File. Copies of balance of payments figures or tables compiled by the Division for inclusion in publications, reports, or other issuances produced by other Federal agencies and private organizations. The figures are generated from the BoP data base and formatted to meet the needs of the requestors. In some cases the Division reviews and updates tables submitted to it by the requestor.

Retain only the most current report and supporting

material for each requestor and destroy all other reports.

Balance of Payments Data

Economic analysts responsible for subject areas enter raw data from the survey forms and secondary materials into a computer or onto worksheets after subjecting the data to coarse screening. The data are kept on work tapes that are used for preliminary analysis and computation of figures for entry onto the Balance of Payments (BoP) Data Base. These figures are then transmitted to the central collection point where they undergo final analysis, revision, editing, and compilation as they appear in the balance of payments tables and articles published quarterly and in revised form annually in the Survey of Current Business.

Using a predetermined base year, the balance of payments accounts published in the Survey of Current Business are reformatted and revised from the base year forward to date. When this occurs, the results for the period involved are published in the June issues of the Survey of Current Business. As a general rule, when the accounts are reformatted from a base year forward, all of the data published for prior years are also included. However, in the past it has not been the practice to reformat or change the numbers for the period prior to the base year. The base year is the closest thing to a benchmark year used in the preparation of the balance of payments since the benchmark year concept has no practicable application in the activity.

M13. Worksheets. Detail worksheets, recapitulation worksheets, computer coding worksheets, Form BE-88, Form BE-697, seasonal adjustment worksheets, and similar forms once used to post data at various processing stages leading to the creation of the U.S. International Transactions. These forms have now been almost completely eliminated, because data are entered directly into the computer.

DESTROY when all essential information has been posted, entered onto computer work tapes, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M14. Work Files/Tapes. Tapes containing data used by analysts to develop input figures for the BoP data base. Analysts enter data for each new quarter on the work tape and then run it against various programs to produce the BoP figure or figures for which they are responsible.

ERASE data when no longer needed for current business.

M15. Annual and Quarterly U.S. International Transactions (BoP Data Base). Contains basic data for each quarter, year, and geographic area needed to produce the international transaction tables (Tables 1, 2, 10) for publication quarterly in March, June, September, and December Surveys.

DESTROY when no longer needed for agency business.

M16. Computer Programs. Programs stored on disk that contain commands to the computer to select specified data from the work tapes and process them in a specified manner.

SCRATCH individual programs when superseded.

M17. Annual and Quarterly Cumulative U.S. International Transactions. These printouts contain the same information for each quarter and for each year that appears in the balance of payments tables published in the Survey of Current Business.

- a. Quarterly Issues - DESTROY when superseded by the issue for the next quarter.
- b. Annual Issues - DESTROY when superseded by the next annual issue.

M18. Intermediate and Final Printouts. These are printouts produced as needed to check, test, or revise data in the computer program and on the work tapes.

DESTROY when no longer needed for reference.

Seasonal Adjustments

M19. Seasonal Adjustment Working Data Files. Selected data to be used to create seasonal adjustment factors are entered into a computer for analysis prior to adding them to the seasonal adjustment program itself.

DESTROY when data have been entered and verified.

M20. Seasonal Adjustment Time Series Data. All of the data needed for computer input to calculate seasonal adjustment factors at least 1 year in advance are included in this time series. All of the data transcribed on the cards are printed out using a key to printout process by utilizing the memory capacity of the computer on magnetic disks. This punch card system is currently being phased out and being replaced by a disk file. The disk file will have the same disposition as the punch card file.

DELETE data when superseded.

M21. Computer Program for Seasonal Adjustment. These programs, maintained on disk, contain commands to the computer to select specified data and process them in the prescribed manner.

DELETE individual programs when superseded.

M22. Seasonal Adjustment Printouts. Printouts containing all of the seasonal adjustment data and the calculations performed by the computer to produce seasonal adjustment factors on a quarterly, annual, and biannual time-span for each line account in the balance of payments accounts.

DESTROY when 5 years old.

SPECIAL STUDIES BRANCH

Prepares analyses of the impact of current economic conditions on the balance of payments accounts and interprets U.S. balance of payments developments. Conducts research on the balance of payments accounts to expand and improve the methodology of the accounts. Results are incorporated into the quarterly estimates and published in the Survey of Current Business.

M23. Bilateral Balance of Payments Estimates Files. These files contain summary sheets of U.S. international transactions with a limited number of individual countries (nine) on an annual basis. These estimates are published in the June issue of the Survey.

DESTROY when superseded by new estimates.

M24. Index of Industrial Production in Foreign Industrial Countries File. These include the current index, the data from which it is developed and its construction for the period 1953 to date. Earlier versions and variations of the index are also included. The index is used mainly as a variable in the projections of U.S. exports.

DESTROY when no longer needed for current business.

CURRENT ACCOUNT SERVICES BRANCH

Collects, tabulates, and analyzes quarterly data relating to the international payments and receipts of U.S. government agencies and their contractors and employees; prepares data on receipts and

payments arising from international travel and transportation for quarterly balance of payments estimates and for compilations for other government agencies; makes surveys and estimates for transportation and miscellaneous service payments and receipts and unilateral transfers; prepares articles for publication in the Survey of Current Business.

Records such as worksheets, work tapes, computer programs, and printouts, created during the posting and analysis of data used to compile the Balance of Payments Accounts are scheduled under the BoP Data Base records, Items M13-18.

M25. General Correspondence File. This file contains incoming and outgoing correspondence mostly comprised of requests for information on the balance of payments impact of current government transactions abroad. Almost without exception these requests are answered with a letter and attachments. Record copies of this correspondence are retained in the Office of the Chief.

DESTROY when five years old.

M26. Reporters General Correspondence File. This contains copies of out-going correspondence in reply to some comment or question posed by the reporter.

DESTROY when 3 years old.

M27. Technical Information File. This is comprised of a section arranged by name of country and a section arranged alphabetically by subject or program. It contains government documents and reports, and material from U.S. Embassies, business journals, newspapers, and other pertinent printed and processed materials used for supporting data on foreign government transactions not available elsewhere.

DESTROY individual documents or contents of file folders when they have served their purpose.

M28. Secondary Source Materials File. This is comprised of printed and processed materials produced by other government agencies including the military and supplied to BEA for preparation of the balance of payments accounts in accordance with Office of Management and Budget requirements. Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes or worksheets for analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or

revised, as appropriate.

M29. Survey Forms File. These are questionnaires sent to U.S. individuals and firms to collect data on a confidential basis on fees and royalties, other private services, private payments for other services, and private remittances and other transfers from unaffiliated foreign organizations.

- BE-40 - Institutional Remittances to Foreign Countries
- BE-47 - Foreign Contract Operations of U.S. Construction, Engineering, Consulting, and Other Technical Services Firms
- BE-48 - Reinsurance Transactions with Insurance Companies Resident Abroad
- BE-93 - International Transactions in Royalties, Licensing Fees, Film Rentals, Management Fees, Etc., With Unaffiliated Foreign Residents
- BE-579- Foreign Personal Remittances

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M30. Foreign Royalties, Rentals, Licensing Fees, Engineers and Contractors Record Card File (BE-92). This is a 5" x 8" card file containing the name of the company, address, kind of business, principle product or service, name and title of official, dates of receipt and dispatch of the survey form, notations of incoming and outgoing correspondence, and remarks. The prime value beyond dispatch and receipt of the survey form is used as a source of historical background data on the respondent.

DESTROY individual cards when 10 years old.

M31. Reinsurance Transactions Record Card File (BE-704). These are 5" x 8" cards containing the name of the company, address, company codes, company contact, dates of dispatch and receipt of forms, follow-up actions, total, transactions of net reinsurance premiums, and transactions of reinsurance losses.

DESTROY individual cards when 10 years old.

M32. Institutional Remittances File (BE-734). These are 5" x 8" control cards containing company name, address, code, contact official, dates of dispatch and receipt of forms, follow-up

actions, and quarterly and annual totals.

DESTROY individual cards when 10 years old.

M33. Travel Receipts and Travel Payments Survey Forms. These are survey forms supplied to immigration and customs officers for distribution to travelers from foreign countries to the U.S., U.S. travelers to foreign countries, and travelers crossing the Canadian and Mexican borders. The forms request data showing passenger fares, and the amount of money spent in foreign countries while the traveler is there, the same data is collected from the foreign traveler to the U.S. The Canadian Government supplies data on Canadian citizens visiting the U.S., and the U.S. does the same for the Canadian Government. Data on Mexican travelers to the U.S. is collected in the same manner as on all other foreign visitors except those that remain in the border area on whom data is collected on a cash flow basis from border banks.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M34. Record Cards - U.S. Carriers Ocean Freight Revenues and Expenses (BE-28). These are 5" x 8" cards on which the data submitted by each operator are posted covering a period of a number of years.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M35. Foreign Carriers' Ocean Freight Revenues and Expenses in the United States Survey Forms (BE-29). These annual reporting forms are sent to foreign carriers to collect data on their ocean freight revenues and expenditures in the United States. This data is collected annually from foreign carriers and/or agents engaged in the carriage of goods in U.S. Foreign traders calling either on U.S. continental or territorial ports are asked to report the activities of their liner, tramp, and tanker services.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for

analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M36. Ocean Freight Revenues and Expenses - U.S. Carriers Survey Forms (BE-30). These are quarterly reporting forms sent to U.S. ocean carriers and/or agents, engaged in the carriage of goods in international commerce, to collect data. The reports show the revenue of U.S. operators on outbound, inbound, and cross-trade cargoes; charter hire paid to, or received from, foreign residents; shipping weight of cargoes by category; and expenses in foreign countries.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items M13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M37. Foreign Airline Operators Revenues and Expenses in the United States Survey Form (BE-36). These are annual reporting forms sent to foreign airline operators engaged in carrying passenger or freight and express to or from the United States. Foreign airline operators are requested to report their import freight earnings and related shipping weights and expenses incurred in the United States associated with their carriage of freight, express, and passengers, both inbound and outbound.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items M13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M38. American Airline Operators Foreign Revenues and Expenses Survey Forms (BE-37). These are quarterly reporting forms sent to American airline operators to collect data on their international transportation transactions. The specific transactions of revenue derived from the carriage of freight from the United States to foreign countries; from the carriage of freight and passengers between foreign countries; and of operating expenditures in foreign countries.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M39. Private Transportation - Payments and Receipts (BE-106 and BE-106A). These are printed forms on which are posted total private transportation payments and receipts broken down by freight, passenger fares, port expenditures, other, and total payments, thereunder by geographic areas (Western Europe, Eastern Europe, etc.).

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

GOVERNMENT GRANTS AND CAPITAL BRANCH

Prepares quarterly data for balance of payments computations, giving information by program on grants, credits, and other assistance to foreign countries by the U.S. Government. Prepares detailed publications for Congress and other government agencies. Compiles government grants and credit activities for OMB for use in the annual budget message, and for the Treasury Department for use in annual reports on the international financial transactions of the Government. Prepares the annual report for the Development Assistance Committee of the Organization for Economic Cooperation and Development.

Records such as worksheets, work tapes, computer programs, and printouts, created during the posting and analysis of data used to compile the Balance of Payments Accounts are scheduled under the BoP Data Base records, Items M13-18.

M40. Methodology Files. These contain copies of descriptions of data processing systems, procedures, and instructions which show how certain projections, estimates, or economic measures are derived.

PERMANENT. Transfer portions of the file to the National

Archives when 30 years old or when no longer needed for current business, whichever is sooner.

M41. Primary and Secondary Source Materials File. This includes typescript copies of operating documents of other government agencies, reports prepared by other government agencies to BEA specification, and printed and processed documents produced for some degree of distribution by other government agencies and organizations.

These materials contain data that are analyzed, compiled, and published in the balance of payments accounts identified below by line item number and title as they appear in Table 1 - U.S. International Transactions:

- 15 - Income Receipts on U.S. Government Assets Abroad
- 16 - Transfers of Goods and Services Under U.S. Military Grant Programs, Net
- 31 - Income Payments by U.S. Government of Foreign Assets in the United States
- 32 - U.S. Military Grants of Goods and Services, Net
- 34 - U.S. Government Grants (excluding military)
- 35 - U.S. Government Pensions and Other Transfers
- 44 - U.S. Government Loans and Other Long-term Assets
- 45 - Repayments on U.S. Loans
- 46 - U.S. Foreign Currency Holdings and U.S. Short-term Assets, Net
- 61 - U.S. Government Liabilities to Foreign Official Agencies

In addition to the materials collected for use in compiling the above listed balance of payments accounts, other source materials are generated or collected for use in compiling other balance of payments accounts in which U.S. Government transactions are a component and to prepare other reports required by statute, such as National Advisory Council on International Monetary and Financial Policies Annual Report to the President and to the Congress. A large percentage of these are copies of operating reports or other action documents prepared by the agency to meet its own requirements. A few are prepared specially for BEA. Some of these documents are restricted or security classified.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M42. Survey Forms (BE-138 and BE-139). These forms are

distributed periodically to other government agencies to collect data on foreign currency claims and dollar deposit liabilities to "foreigners." The data are used to respond to requirements established by the Bretton Woods Agreement Act.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M43. Annual Aid Review File. This consists of input memorandums, worksheets, and reports from other government agencies; compiling worksheets; and draft final tables as incorporated in the U.S. Government's formal submission to the Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD) Annual Aid Review Statistical Annex to the Memorandum of the United States. Also included are copies of agenda, minutes, issuances, reports, and other papers generated by the Committee and source materials and work-sheets on which data are aggregated and analyzed to produce projections and estimates of U.S. participation in economic assistance to under-developed countries.

DESTROY when 10 years old or when no longer needed for current business, whichever is later.

MERCHANDISE TRADE BRANCH

Prepares analyses and adjustments, based on Census data for merchandise trade, to provide extended and consistent time series for commodities classified by end-use categories on a balance of payments basis. Maintains trade statistics on an area basis and collects data on military expenditures and sales. Presents and analyzes information in Survey articles and statistical tables, and in a monthly press release of merchandise trade on a balance of payments basis. Participates in interagency groups to improve foreign trade statistics.

Records such as worksheets, work tapes, computer programs, and printouts, created during the posting and analysis of data used to compile the Balance of Payments Accounts are scheduled under the BoP Data Base records, Items M13-18.

M44. Methodology, Procedures, and Special Studies File. Documentation of the techniques, statistical standards and guidelines, data processing methods, table specifications, and procedures used to produce the merchandise trade accounts as they

appear in the Survey of Current Business and to produce any special studies assigned to, or undertaken by, the activity.

PERMANENT. Transfer portions of the file to the National Archives when 30 years old or when no longer needed for current business, whichever is sooner.

M45. Adjustments Pending File. Project records including reports and secondary materials containing data import and/or export figures not included in the Bureau of the Census trade statistics. Records are generated during studies of whether trade figures should be adjusted for certain phenomena. Examples are reports on Guam's foreign trade and a collection of analyses of figures on U.S. goods returned to the U.S. after export. These files are considered pending while BEA works with the Bureau of the Census to resolve the discrepancies.

- a. If study results in an adjustment, add necessary documents to the Balance of Payments Adjustments File (M46), and DESTROY remaining records.
- b. If study does not result in an adjustment, DESTROY records 5 years after completion of the project or when no longer needed for current business, whichever is later.

M46. Balance of Payments Adjustment File. These are detail sheets, with supporting papers, showing the calculation of adjustments to the merchandise trade accounts to balance receipts and expenditures for items not accounted for in the Bureau of the Census trade statistics.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M47. Country Merchandise Trade Historical File. This contains typescript copies of papers, handwritten notes, newspaper and magazine clippings, and other printed and processed documents containing factual data on the import and export merchandise trade, or data needed to interpret the trade, of foreign countries. The papers are arranged by geographical area, thereunder by country.

DESTROY individual documents or contents of file folders when no longer needed for current business.

M48. Foreign Trade Subject File. A reference file of secondary material documenting events, actions, and situations occurring in

the U.S. and abroad that influence changes or controls of segments of foreign trade. For example, data are collected here on the international monetary system, fiscal policies, trade controls, changes in the tariff structures, and the like for the U.S. and foreign governments. This file is a worktool which has daily application in the office concerned.

Destroy individual documents or the contents of file folders when no longer needed for current business.

M49. Secondary Source Materials File. Computer printouts and printed and processed materials provided by the Bureau of the Census, other government agencies, and private organizations. Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base.

- a. Census monthly preliminary runs on exports - domestic and foreign - by commodity, country of destination, customs district, and method of transportation. DESTROY when superseded by the final monthly run.
- b. Census monthly final publication on exports. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.
- c. Census annual final publication of exports. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.
- d. Monthly run on imports. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.
- e. Monthly Imports Schedule Commodity by Country. DESTROY when superseded by annual issue.
- f. Census Annual Imports Schedule A Commodity by Country. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.
- g. Census Monthly Highlights of Exports and Imports. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.
- h. Other secondary source materials. DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M50. Merchandise Trade Commodities File. These contain information on exports and imports of major commodities by sections such as chemicals, agriculture, machinery, aircraft, and consumer goods. The vast majority of the material in the file is printed or processed by other government agencies and private organizations.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M51. GSA Strategic Stock Pile Data File. This contains detail sheets on which are posted summary figures extracted from secondary sources including the "Statistical Supplement, Stock Pile Report to Congress," GSA Financial Reports, and similar statistical supporting materials. The data generated are used to analyze trends in the merchandise trade accounts resulting from changes in strategic metals acquired or released from the national stockpile.

DESTROY by burning or shredding when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M52. Exports and Imports Related to Production File. These are work-sheets and tabulations, with supporting papers, showing the source and production of commodities exported by the U.S. The papers are arranged by the names of commodities. The file is a long-range worktool used periodically by the office.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M53. Export and Import Concordance Tapes. These are work tapes with cross references between the BEA End-Use Classification system and the TSUSA and Schedule B systems. The tapes are necessary to use the monthly Census tapes described below.

Maintain single tape with updated export and import concordance, plus backup tape. ERASE when no longer needed for current business.

M54. U.S. Exports and Imports Classified by BEA End-Use Commodity Categories File. This is a classification of end-product use of commodities exported and imported by the United States. The classification has been published for the period 1923-1968 and updated for 1965-1976. The classification and data needed to

update it quarterly in the Survey of Current Business are written on magnetic tape, supported by background data on hard copy in greater detail.

- a. Printouts - DESTROY after 3 years or when superseded.
- b. Master tape - ERASE data when revised or superseded.

M55. Census Monthly Export and Import Tapes. The Census Bureau sends the branch monthly detail tapes of exports and imports at the seven-digit Schedule B and TSUSA levels. These tapes are used to generate data needed for the branch's work that are unavailable from the monthly printed copy sent by Census. Generally, data on these tapes are translated into the End-Use Classification system by use of the concordance tapes described above.

These tapes are subject to revision by Census for a period of up to two years. Monthly tapes are to be retained until all revisions have been made. Once revisions have been made, data are aggregated on a quarterly basis and stored on a series of annual master file tapes.

- a. ERASE the monthly tapes when 2 years old.
- b. ERASE the annual tapes when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M56. Master Maximum Detail Merchandise Trade Tapes. Export and Import data arranged by BEA end-use categories by major countries and world trade areas. Used to produce Table 3 as published in the Survey.

ERASE when superseded by an new version or when no longer needed for reference, whichever is later.

M57. Seasonal Adjustment Tapes. The quarterly master file is used to develop seasonal adjustment factors for the end-use categories. The output of the seasonal adjustment program is stored on tape for use in generating quarterly tables for the Survey of Current Business. The tape is continually updated.

Maintain the single updated tape, plus one backup tape. DELETE data when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

PRIVATE CAPITAL BRANCH

The branch collects and analyzes data on international securities transactions of the U.S. and on private bank and non-bank capital flows other than direct investment; and provides analysis of changes in liabilities and official reserve assets and related balance of payments flows; interchanges information with official agencies, especially the Treasury Department and Federal Reserve, and private financial institutions and companies; conducts studies analyzing and forecasting selected capital flows and prepares annual estimates of the net U.S. international investment position for publication in the Survey.

Records such as worksheets, work tapes, computer programs, and printouts, created during the posting and analysis of data used to compile the Balance of Payments Accounts are scheduled under the BoP data Base records, Items M13-18.

M58. Components of Gross Data File. These are materials collected from various public sources to monitor the components of gross data produced by the Federal Reserve System and Treasury Department. The data published by the Department and the System is in terms of gross totals. These materials are collected and converted into the categories and components of such totals that are used by BEA in the balance of payments accounts and elsewhere for analytical use. Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M59. Secondary Source Materials File. These are printed and processed materials produced by the Federal Reserve System for the Department of the Treasury. Data are extracted from these materials to establish the balance of payments on the following accounts by their line number in U.S. International Transactions Table 1:

- 14 - Income Receipts on Other U.S. Private Assets Abroad
- 30 - Income Payments on Other Private Payments
- 39 - Transactions in U.S. Official Reserve Assets, Net, Gold
- 40 - Transactions in U.S. Official Reserve Assets, Net, Net
- 41 - Transactions in U.S. Official Reserve Assets, Net, Reserve Position in IMF
- 42 - Transactions in U.S. Official Reserve Assets, Net, Foreign Currencies
- 51 - Foreign Securities
- 52, 53, 70, 71 - U.S. Claims and Liabilities on Foreigners reported by Nonbanking Concerns

54, 55, 68, 72, 73 - U.S. Claims and Liabilities reported
by U.S. Banks
57, 63 - Foreign Official Assets in the United States, Net
69 - U.S. Securities other than U.S. Treasury Securities
74 - Allocations of Special Drawing Rights

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

M60. Securities File. Listing of new issues of securities offered by foreigners in the U.S., and by U.S. corporations in markets abroad. These data are not identified in the gross data produced by the Federal Reserve System and Treasury Department. Extensive information is maintained on each issue to be used in analysis and computation of income flows for inclusion in the U.S. International Transactions Accounts.

Data are extracted for use in compiling the Balance of Payments Accounts, then screened and posted on computer work tapes for analysis and eventual inclusion in the BoP data base. See Items 13 and 14.

DESTROY when 15 years old. Retain longer if no benchmark is carried out by Treasury in next 5 years as mandated in Investment Survey Act of 1976.

M61. Census Survey of U.S. Holdings and Foreign Stocks and Bonds. In 1949, using the largest possible sample of the universe, BEA received a compilation of a census of U.S. persons and firms having holdings of foreign stocks and bonds. This compilation serves the same purpose in the Balance of Payments Division as do the papers referred to in other divisions as a benchmark.

DESTROY when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

INTERNATIONAL INVESTMENT DIVISION

The International Investment Division (IID) collects, develops, and analyzes data on U.S. direct investment abroad (outward investment) and foreign direct investment in the United States (inward investment). This is done through (1) regular sample surveys, including quarterly surveys to collect data on direct investment transactions that enter the U.S. balance of payments accounts, semiannual surveys of capital expenditures by foreign affiliates of U.S. companies, and annual surveys to maintain time series on selected financial and operating data of U.S. and foreign affiliates; (2) a survey of new foreign direct investments in the United States; (3) comprehensive benchmark surveys of the universe of U.S. direct investment abroad and foreign direct investment in the U.S. taken at least once every 5 years; and (4) special surveys on specific aspects of direct investment that may have significant implications for the U.S. or foreign economies. The data are collected under the authority of the International Investment and Trade in Services Survey Act (P.L. 94-472, 90 Stat. 2059, 22 U.S.C. 3101-3108, as amended by PL 98-673).

The IID consists of five branches. The U.S. Direct Investment Abroad Branch conducts the regular sample surveys of outward investment, and the Foreign Direct Investment in the U.S. Branch conducts the regular sample surveys of inward investment and the survey of new foreign direct investments in the United States. The Special Surveys Branch conducts the comprehensive benchmark surveys of both inward and outward investment. Each of these three data branches maintain their own files of the company reports, correspondence, and other materials that are generated by, or are needed for the processing of, the surveys for which they are responsible. The Data Retrieval and Analysis Branch maintains an integrated data base system for the entire IID, which consists of all data collected in the surveys, both for inward and outward direct investment; the data are stored on magnetic tape. The Research Branch undertakes research and analyses of the data for publication, usually in the Survey of Current Business.

OFFICE OF THE CHIEF

N1. Operating Subject File. This file contains incoming and outgoing correspondence, and internal communications relating to the specifics of a given project or situation. For the most part, these papers are significant for only a short time after the project is completed or the situation is settled. However, plans for studies and data systems prepared by the Division may be needed for a longer period, either as precedents or for current operating purposes.

Other types of papers include copies of Departmental Orders and other materials from higher authority. Record copies of these materials are retained in the originating office.

- a. Study and data system plans or procedures - DESTROY when 10 years old or when superseded or obsolete, whichever is sooner.
- b. All other papers - DESTROY when 2 years old.

N2. Administrative Subject File. This file contains copies of housekeeping papers such as budget submissions, requests for information or publications, requisitions, space allocations, personnel actions, time and attendance reports, and the like.

DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.

N3. Author's File. This file contains tabulations, graphics, drafts, and other workpapers supporting items for publication prepared by various members of the staff.

DESTROY 1 year after publication of related item.

N4. Technical Information File. This file contains incoming and outgoing correspondence, and printed and processed material generated or collected by the Division Chief to keep abreast of developments in his subject field.

DESTROY individual documents or the contents of file folders when 10 years old or when superseded or obsolete, whichever is sooner.

U.S. DIRECT INVESTMENT ABROAD BRANCH

The U.S. Direct Investment Abroad Branch conducts regular sample surveys of outward direct investment. At present, these surveys consist of 1) a quarterly sample survey (BE-577) to collect data on the U.S. direct investment position abroad and on transactions between U.S. parent companies and their foreign affiliates for inclusion in the U.S. balance of payments and gross national product accounts; 2) a semiannual sample survey (BE-133B and C) of actual and planned capital expenditures of foreign affiliates of U.S. companies; and 3) an annual survey (BE-11) to collect selected financial and operating data of U.S. parent companies and their foreign affiliates. The Branch is also responsible for processing the industry classification questionnaire for outward investment (BE-507). These reports are mandatory and are authorized by Section 5(b)(2) of the International Investment and Trade in Services Survey Act.

The Branch mails out, receives, logs in, edits, and reviews the data on the forms for completeness and accuracy. All forms are computer processed and the data are stored on magnetic tape as part of the Division's integrated data base system maintained by the Data Retrieval and Analysis Branch.

N5. Correspondence File. This file contains all incoming and outgoing correspondence with reporting companies. Cover letters, which accompany report forms submitted by reporters, make up the bulk of the file. The remainder consists mostly of outgoing correspondence concerning the filing status of the recipient.

DESTROY when 1 year old.

N6. Annual Report File. As part of the process of gathering and interpreting information concerning a U.S. reporter's transactions with its foreign affiliates, all U.S. reporters are requested to submit to this Branch copies of their annual reports to stockholders.

Retain 2 most recent annual reports for each reporter.
DESTROY older reports.

N7. Quarterly Sample Survey of U.S. Direct Investment Abroad. Quarterly data on positions and transactions between U.S. parent companies and their foreign affiliates are collected on survey form BE-577, Direct Transactions of U.S. Reporter with Foreign Affiliate. The survey covers foreign affiliates that have total assets, sales, or net income greater than \$15 million (+/-). Data on income, royalties and license fees, and services charges received by U.S. parents from their foreign affiliates, and on capital outflows by U.S. parents to their foreign affiliates, are collected. Also, the data needed to calculate an annual estimate of the U.S. direct investment position abroad are obtained. For most items, universe estimates are derived by extrapolating forward universe data obtained in the most recent benchmark survey, based on sample data collected in nonbenchmark years on the quarterly survey.

Beginning with the second quarter of 1982, the BE-577 survey form was revised to cover both incorporated and unincorporated foreign affiliates (it formerly covered only incorporated affiliates), and related forms BE-578 and BE-578(B) were discontinued. Related form BE-577(S) was discontinued in 1979 and related forms BE-35, BE-577A, and BE-578I were discontinued as of January 1, 1977. The following disposition instruction covers the related discontinued forms as well as the BE-577.

- a. Retire BE-577 and related survey reports to WNRC when 3 years old and DESTROY when 10 years old except as noted in N7b.

- b. BE-577 and related survey reports to be linked to the most recent benchmark survey should be held within the Branch until the linking of the quarterly sample data to the most recent benchmark survey has been completed. Retire to WNRC 1 year later. DESTROY when 10 years old.

N8. Semiannual Sample Survey of Actual and Planned Capital Expenditures of Foreign Affiliates. Data on actual and planned capital expenditures of the foreign affiliates of U.S. companies are collected on the following forms:

BE-133B Follow-up Schedule of Expenditures for Property, Plant, and Equipment of U.S. Direct Investment Abroad

BE-133C Schedule of Expenditures for Property, Plant, and Equipment of U.S. Direct Investment Abroad

These forms cover majority-owned foreign affiliates that have total assets, sales, or net income of at least \$10 million (+/-) in the years to be reported. Universe estimates are derived by extrapolating forward universe data collected in the most recent benchmark survey, based on the sample data collected in nonbenchmark years on this survey.

Retire to WNRC when 5 years old; DESTROY when 10 years old.

N9. Annual Sample Survey of U.S. Direct Investment Abroad. Beginning with 1983, selected financial and operating data for a sample of nonbank U.S. parent companies and their nonbank affiliates have been collected on BE-11, Annual Survey of U.S. Direct Investment Abroad. The data collected include balance sheets and income statements; external financial position; property, plant, and equipment; sales of goods and services; employment and employee compensation; and U.S. merchandise trade. No annual survey is taken for a year covered by the BE-10 benchmark survey of U.S. direct investment abroad.

The BE-11 survey consists of four forms:

BE-11A Report for U.S. Reporter
BE-11B Report for Majority-Owned Foreign Affiliate
BE-11C Report for Minority-Owned Foreign Affiliate
Claim for Not Filing

Form BE-11A must be filed by each nonbank U.S. person having a foreign affiliate reportable on Form BE-11B or BE-11C. Form BE-11B is required to be filed for each majority-owned nonbank foreign affiliate that has assets, sales, or net income greater than \$10 million. A Form BE-11C covers minority-owned nonbank

foreign affiliates that are owned at least 25 percent by the U.S. parent and that have assets, sales, or net income greater than \$10 million. A claim for not filing must be filed by each U.S. person who previously filed a BE-11 but who now claims exemption.

Formerly, an annual survey of foreign affiliate sales by destination and sources and uses of funds--the BE-133, Sources and Uses of Funds of U.S. Direct Investments Abroad--was used. This form was discontinued after 1976.

- a. Retire BE-133 survey forms to WNRC when 5 years old; DESTROY when 10 years old.
- b. Retire BE-11 annual survey forms to WNRC when 5 years old and DESTROY when 10 years old except as noted in N9c below.
- c. BE-11 annual survey documents to be linked to the most recent benchmark survey should be held within the Branch until the linking of the quarterly sample data to the most recent benchmark survey has been completed. Retire to the WNRC 1 year later. DESTROY when 10 years old.

N10. Industry Classification Questionnaire for Outward Investment. The BE-507, Industry Classification Questionnaire, obtains breakdowns of U.S. parent and foreign affiliate sales by industry, which are used in assigning industry codes to parents and affiliates. The form must be filed at the time a new affiliate is established or acquired, when a U.S. company becomes a U.S. parent, or when the industry classification of an existing parent or affiliate changes. The form does not have to be filed in a benchmark year, because this same information is requested on the benchmark survey for that year.

DESTROY when a revised form is filed or after the next benchmark survey results are published, whichever is sooner.

FOREIGN DIRECT INVESTMENT IN THE U.S. BRANCH

The Foreign Direct Investment in the U.S. Branch conducts regular sample surveys of inward direct investment. These surveys include 1) quarterly sample surveys (BE-605 and 606B) to collect data on the foreign direct investment position in the United States and on transactions of U.S. affiliates with their foreign parents for inclusion in the U.S. balance of payments and gross national product accounts and 2) an annual survey (BE-15) to collect selected financial and operating data of the U.S. affiliates. The Branch is also responsible for conducting a survey of new foreign direct investments in the United States (BE-13 and BE-14), and for

processing the industry classification questionnaire for inward investment (BE-607). These reports are mandatory and are authorized by Section 5(b)(2) of the International Investment and Trade in Services Survey Act.

The Branch mails out, receives, logs in, edits, and reviews the data on the forms for completeness and accuracy. All forms are computer processed and the data are stored on magnetic tape as part of the Division's integrated data base system maintained by the Data Retrieval and Analysis Branch.

With the Special Surveys Branch, this Branch also coordinates the preparation and processing of the benchmark surveys of foreign direct investment in the United States. (Actual processing of the benchmark surveys is done primarily by the Special Surveys Branch.)

N11. Correspondence File. This file contains incoming and outgoing correspondence with interested individuals, business concerns, and governmental units.

DESTROY when 1 year old.

N12. Historical File of Reporters. This file contains correspondence, and copies of memoranda, notes, clippings, annual reports, and excerpts from financial publications pertaining to mergers, name changes, liquidations and other changes in the corporate structure of reporting companies.

DESTROY individual documents or the contents of the file folders 1 year after publication of revised data from the survey to which they relate.

N13. Technical Information File. This file contains information copies of correspondence, and printed and processed material collected to keep up with new developments and special situations in the foreign investment field.

DESTROY when 10 years old or when superseded or obsolete, whichever is sooner.

N14. Quarterly Sample Surveys of Foreign Direct Investment in the United States. Quarterly data on positions and transactions between U.S. affiliates and their foreign parents are collected on Survey Forms BE-605 and BE-606B. These surveys cover U.S. affiliates that have total assets, sales, or net income greater than \$15 million (+/-). Data on income, royalties and license fees, and service charges paid by U.S. affiliates to their foreign parents and on capital inflows to U.S. affiliates from their foreign parents are collected. Also, the data needed to calculate

an annual estimate of the foreign direct investment position in the United States are obtained. For most items, universe estimates are derived by extrapolating forward universe data obtained in the most recent benchmark survey, based on sample data collected in nonbenchmark years on the quarterly surveys.

Beginning with the second quarter of 1981, the BE-605 survey form was revised to cover both incorporated and unincorporated U.S. affiliates, except unincorporated banks (it formerly covered only incorporated affiliates); also, related form BE-606 was discontinued. Related form BE-606I was discontinued on January 1, 1977. The following disposition covers the related discontinued forms as well as the BE-605 and 606B.

- a. Retire BE-605, BE-606B, and related survey reports to WNRC when 3 years old and DESTROY when 10 years old, except as noted in N14b, below.
- b. BE-605, BE-606B, and related survey reports to be linked to the most recent benchmark survey should be held within the Branch until the linking of the quarterly sample data to the most recent benchmark survey has been completed. Retire to WNRC 1 year later. DESTROY when 10 years old.

N15. Annual Sample Survey of Foreign Direct Investment in the United States. Selected financial and operating data for a sample of nonbank U.S. affiliates are collected on form BE-15, Annual Survey of Foreign Direct Investment in the United States. The data collected include balance sheets; income statements; external financial position; property, plant, and equipment expenditures; employment and employee compensation; acres of land; and U.S. merchandise trade. Also, selected data by State are obtained. Reports must be filed by nonbank U.S. affiliates that have assets, sales, or net income greater than \$10 million (+/-). No annual survey is taken for a year covered by the BE-12 benchmark survey of foreign direct investment in the United States.

Retain BE-15 survey reports for all years between two benchmark surveys in the Branch until the linking of the annual sample data to the most recent benchmark has been completed. Transfer all reports to the WNRC and DESTROY when 10 years old.

N16. Survey of New Foreign Direct Investments in the United States. Data on new foreign direct investments in the United States are collected on form BE-13, Initial Report on a Foreign Person's Direct or Indirect Acquisition, Establishment, or Purchase of the Operating Assets, of a U.S. Business Enterprise, Including Real Estate. The data include identification information on the U.S. affiliate established or acquired, on the

foreign parent or U.S. affiliate of the foreign parent making the investment, and on the ultimate beneficial owner of the investment. Also, data on cost of the investment and a few data items (assets, sales, net income, land owned, and employment) for the new U.S. affiliate are obtained. This survey must be filed 45 days after the transaction occurs; a report is required if the cost of the acquisition or total assets of the acquired or established entity were over \$1 million or if the acquisition or establishment involved 200 or more acres of U.S. land.

Related form BE-14, Report by a U.S. Person Who Assists or Intervenes in the Acquisition of a U.S. Business Enterprise by, or Who Enters into a Joint Venture With, a Foreign Person, obtains identification information related to the acquisition of a new U.S. affiliate in order to determine whether filing of a BE-13 report is required.

Retire BE-13 and BE-14 reports to WNRC 1 year after revised data from the survey are published. DESTROY when 10 years old.

N17. Industry Classification Questionnaire for Inward Investment. The BE-607, Industry Classification Questionnaire, obtains a breakdown of U.S. affiliate sales by industry, which is used in assigning industry codes to U.S. affiliates. The form must be filed at the time a new affiliate is established or acquired or when the industry classification of an existing affiliate changes. This form does not have to be filed in a benchmark year because this same information is requested on the benchmark survey for that year.

DESTROY when a revised form is filed or after the next benchmark survey results are published whichever is sooner.

N18. Special Survey of Foreign Direct Investment in the U.S. Fish and Seafoods Industry. Selected financial and operating data of U.S. affiliates in the fish and seafoods industry was collected on a one-time special survey BE-21, Survey of Foreign Direct Investment in U.S. Business Enterprises Engaged in the Processing, Packaging, or Wholesale Distribution of Fish or Seafoods. The survey consisted of an A form (for the enterprise as a whole) and a B form (for the individual fishery establishments within the enterprise).

Retire to WNRC 1 year after final tabulation of the data. DESTROY when 10 years old.

N19. Foreign-Owned U.S. Business Enterprise List. A computer listing of foreign-owned U.S. business enterprises along with selected statistical and identifying data is maintained on a

current basis by the Branch. It is used to develop mailing lists for report forms, to determine which companies are exempt from reporting in a given survey, and to check on the status of reporters.

DESTROY when superseded.

N20. Survey Form Control Files. These are computer printouts showing the names and other identifying information of the reporting companies in a given survey. They are used to control receipt of forms and necessary follow-up actions.

DESTROY when superseded.

SPECIAL SURVEYS BRANCH

The Special Surveys Branch conducts comprehensive benchmark surveys of the universe of U.S. direct investment abroad and foreign direct investment in the United States. Such benchmark surveys must be conducted at least once every 5 years under Section 5(b)(2) of the International Investment and Trade in Services Survey Act. Reporting in the surveys is mandatory.

The Branch mails out, receives, edits, and reviews the data on the forms for completeness and accuracy. All forms are computer processed and the data are stored on magnetic tape as part of the Division's integrated data base system maintained by the Data Retrieval and Analysis Branch. For the inward investment benchmark survey, processing is coordinated with the Foreign Direct Investment in the U.S. Branch. That Branch logs in the reports, processes and controls exemption claims, and handles extension requests and actions against delinquent reporters.

N21. Operating Subject File. These files contain correspondence, newspaper and magazine clippings, and internal communications relating to a specific project or situation. They are significant while a project is in operation or until a particular problem is resolved.

DESTROY 1 year after final publication of related data or resolution of problem.

N22. Methodology File. These files contain the final version of methodologies used (i.e., procedures manuals and memos) in past years for the benchmark surveys. They also contain progress reports and post-survey critiques. They are used for planning and scheduling future surveys.

PERMANENT. Break file after completion of the benchmark

survey. Transfer to the National Archives when 20 years old.

N23. Benchmark Surveys of U.S. Direct Investment Abroad.

Benchmark surveys of U.S. direct investment abroad are intended to cover the universe of U.S. direct investors and their foreign affiliates in terms of value. They collect detailed information on the financial structure and operation of the parent companies and affiliates, including balance sheets and income statements, and data on positions and transactions between U.S. parents and their foreign affiliates, external financial position, employment and employee compensation, U.S. merchandise trade, technology, and sales. For selected items, the data are used to derive universe estimates from sample data collected in other surveys in interim years.

Benchmark surveys of outward investment were conducted in 1950, 1957 and 1966 under the Bretton Woods Agreements Act. The forms in the 1966 survey were:

BE-10A	Survey of American Business Investments in Foreign Countries, Summary Sheet
BE-10B	Report Form for Allied Foreign Organizations: Insurance, Financial, and Nonfinancial
BE-10C	Report for Associated Foreign Organizations
BE-10D	Continuation Sheet
BE-10E	Exports from the U.S. to Allied Foreign Organizations
BE-10ES	Summary Sheet, Merchandise Exports from United States

The results of the 1966 benchmark survey were published in U.S. Direct Investment Abroad, 1966, Final Data.

Under the International Investment and Trade in Services Survey Act, comprehensive benchmark surveys must be conducted at least once every 5 years. Surveys covering the years 1977 and 1982 have been conducted under the Act. The forms used were:

BE-10A	Report form for nonbank U.S. Reporters
BE-10B	Report form for nonbank foreign affiliates
BE-10A Bank	Report for U.S. Reporters that are banks
BE-10B Bank	Report for foreign affiliates that are banks.

The results of the 1977 benchmark survey were published in U.S. Direct Investment Abroad, 1977, and the results of the 1982 benchmark survey were published in U.S. Direct Investment Abroad: 1982 Benchmark Survey Data.

a. Reports for the 1966 benchmark survey: DESTROY December 1986.

- b. For all subsequent benchmark surveys, retire reports and any correspondence relating to a change in the report to WNRC 2 years after final tabulation of the data. DESTROY when 10 years old.

N24. Benchmark Surveys of Foreign Direct Investment in the United States. Benchmark surveys of foreign direct investment in the United States are intended to cover the universe of U.S. affiliates of foreign direct investors in terms of value. They collect detailed information on the financial structure and operation of the U.S. affiliates, including balance sheets and income statements, and data on positions and transactions between foreign parents and their U.S. affiliates, external financial position, employment and employee compensation, U.S. merchandise trade, technology, and sales. Also, selected data by State are obtained. For some items, the data are used to derive universe estimates from sample data collected on other surveys in interim years.

A benchmark survey of inward investment was conducted in 1959 under the Bretton Woods Agreements Act. Another survey, covering the year 1974, was taken pursuant to the Foreign Investment Study Act of 1974. The form used for the 1974 survey was the BE-12, Survey of Foreign Direct Investment in the United States-1974. Results were published in Foreign Direct Investment in the United States, Volume 2: Report of the Secretary of Commerce: Benchmark Survey, 1974.

Under the International Investment and Trade in Services Survey Act, comprehensive benchmark surveys must be conducted at least once every 5 years. A survey covering the year 1980, the BE-12 Benchmark Survey of Foreign Direct Investment in the United States-1980, has been conducted. The forms used were:

BE-12	Report for nonbank U.S. affiliates
BE-12 Bank	Report for U.S. affiliates that are banks

Retire reports and any correspondence relating to a change in the report to WNRC 2 years after final tabulation of the data. DESTROY when 10 years old.

N25. Special Surveys. Special surveys covering specific aspects of direct investment that may have significant implications for the U.S. or foreign economies are taken from time to time. In 1970, a one-time special (mini-census) survey of U.S. multinational companies was conducted, which obtained summary data on U.S. parent companies and their foreign affiliates. The forms used were:

BE-11A	Special Survey of Multinational Companies (Summary Sheet)
BE-11B	Special Survey of Multinational Companies (Report

Form for Foreign Affiliates)

Except for this 1970 special survey and the special survey of foreign direct investment in the U.S. fish and seafood industry conducted by the Foreign Direct Investment in the U.S. Branch, no other special surveys have been conducted to date.

- a. Reports for the BE-11 Special Survey: DESTROY in December 1990.
- b. For any other special surveys conducted by the Branch, retire report forms to WNRC 3 years after final tabulation of the data and DESTROY when 10 years old.

N26. Reporters' General File. This file contains incoming and outgoing correspondence interpreting the instructions for filling out the survey forms; requesting specific information from the reporter; requesting explanations of data submitted by the reporter; and requesting submission of delinquent forms. Also, it may include publicly available information, such as company reports to stockholders and newspaper clippings on mergers, name changes, etc. The file is initially arranged alphabetically by the name of the company (reporter); later, during actual editing of a benchmark survey, relevant material for a given company may be filed in the same folder as the completed reports for that company. See N23 and N24 above.

Start a new file for each benchmark survey. For material not moved to the company report files, DESTROY 1 year after final publication of the benchmark survey.

DATA RETRIEVAL AND ANALYSIS BRANCH

The Data Retrieval and Analysis Branch is primarily responsible for developing and maintaining an integrated data base system on U.S. direct investment abroad and foreign direct investment in the U.S. The system includes all data collected and computer processed by the division.

The data base system is used to prepare detailed data listings, to derive universe estimates from sample data, to prepare summary (macro) tabulations, to review aggregated data cells for possible disclosure of individual company data, to fulfill requests for data from other agencies, and to accomplish other comprehensive statistical operations.

N27. BE-577 Quarterly Sample Survey Master Maximum Detail File. This file contains all the BEA data provided by reporters to BEA in BEA's quarterly sample surveys of U.S. direct investment abroad

on Forms BE-577, BE-577A, BE-577S, BE-578, BE-578B, BE-579I, and BE-35 (see description in N7 above) beginning with the first quarter of 1967 and continuing through the current quarter. The file also contains the mailing list addresses for these reporters. Two copies of the file are maintained. This file contains confidential business information.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

N28. U.S. Direct Investment Abroad Universe Estimates File. This file contains the universe estimates extrapolated from the sample data in the BE-577 Quarterly Sample Survey Master Maximum Detail File above. The file also contains notation codes used in reviewing data tabulations for disclosure of individual company data. Two copies of the file are maintained.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

N29. BE-133B, BE-133C Semiannual Sample Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's semiannual sample survey of actual and planned capital expenditures of foreign affiliates of U.S. companies on Forms BE-133B and 133C (see description in N8 above) beginning with 1966 and continuing through the current year. The file also contains the mailing list for these reporters. Two copies of the file are maintained. This file contains confidential business information.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

N30. Capital Expenditures Universe Estimates File. This file contains the universe estimates extrapolated from the sample data in the BE-133B, BE-133C Semiannual Sample Survey Master Maximum Detail File above. The file also contains notation codes used in reviewing data tabulations for disclosure of individual company data. Two copies are maintained.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

N31. BE-133 Annual Sample Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's annual sample survey of sources and uses of funds and sales of foreign affiliates of U.S. companies on Form BE-133 (see description in N9 above) beginning with 1966 and continuing through 1976. Two copies of the file are maintained. This file contains confidential business information.

PERMANENT. Recopy every year to ensure readability. Transfer copies of tapes with a copy of the file layout and codebook to the National Archives immediately.

N32. Sales Universe Estimates File. This file contains the universe estimates extrapolated from the sample data on sales in the BE-133 Annual Sample Survey Master Maximum Detail File above. The file also contains notation codes used in reviewing data tabulations for disclosure of individual company data. Two copies are maintained.

PERMANENT. Recopy every year to ensure readability. Transfer copies of tapes with a copy of the file layout and codebook to the National Archives immediately.

N33. BE-11 Annual Sample Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's annual sample survey of U.S. direct investment abroad on Form BE-11 (see description in N9 above) beginning with 1983. Two copies of the file are maintained. The data exist in a maximum detail format which contains confidential business information, and in an aggregated version which is made available to the public.

- a. Maximum Detail Data: PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.
- b. Aggregated Data: PERMANENT. Transfer a copy to the National Archives when the data are made available to the public.

N34. BE-605 Quarterly Sample Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's quarterly sample surveys of foreign direct investment in the U.S. on Forms BE-605, BE-606, BE-606B and BE-606I (see description in N14 above) beginning with the first quarter of 1975 and continuing through the current quarter. The file also contains the mailing list addresses for these reporters. Two copies of the file are maintained. This file contains confidential business information.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

N35. Foreign Direct Investment in the U.S. Universe Estimates File. This file contains the universe estimates extrapolated from the sample data in the BE-605 Quarterly Sample Survey Master Maximum Detail File above. The file also contains notation codes used in reviewing data tabulations for disclosure of individual company data. Two copies are maintained.

PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Offer copies of tapes covering the years linked to a given benchmark survey, with a copy of the file layout and codebook, to the National Archives 5 years after the next benchmark survey is taken.

N36. BE-15 Annual Sample Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's annual sample survey of foreign direct investment in the U.S. on Form BE-15 (see description in N15 above) beginning with 1977. Two copies of the file are maintained. The data exist in a maximum detail format which contains confidential business information, and in an aggregated version which is made available to the public.

- a. Maximum Detail Data: PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.
- b. Aggregated Data: PERMANENT. Transfer a copy to the National Archives when the data are made available to the public.

N37. BE-13 Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's survey of new foreign direct investment in the U.S. on Form BE-13 (see description in N16 above) beginning with 1979. Two copies of the file are maintained. The data exist in a maximum detail format which contains confidential business information, and in an aggregated version which is made available to the public.

- a. Maximum Detail Data: PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.
- b. Aggregated Data: PERMANENT. Transfer a copy to the National Archives when the data are made available to the public.

N38. BE-10 Benchmark Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's 1966, 1977, 1982, and later benchmark surveys of U.S. direct investment abroad on Form BE-10 (see description in N23 above). Two copies of the file are maintained. The data exist in a maximum detail format which contains confidential business information, and in an aggregated version which is made available to the public.

- a. Maximum Detail Data: PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.
- b. Aggregated Data: PERMANENT. Transfer a copy to the National Archives when the data are made available to the public.

N39. BE-12 Benchmark Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's 1974, 1980, and later benchmark surveys of foreign direct investment in the U.S. on Form BE-12 (see description in N24 above). Two copies of the file are maintained. The data exist in a maximum detail format which contains confidential business information, and in an aggregated version which is made available to the public.

- a. Maximum Detail Data: PERMANENT. Update as necessary or copy when 1 year old, whichever is appropriate. Transfer copies of tapes, file layouts, and codebooks covering the years linked to a given benchmark survey

to the National Archives 5 years after the next benchmark survey is taken, or when data are final, whichever is sooner.

- b. Aggregated Data: PERMANENT. Transfer a copy to the National Archives when the data are made available to the public.

N40. Special (Minicensus) Survey Master Maximum Detail File. This file contains all the data provided by reporters in BEA's 1970 special survey of U.S. multinational companies on Forms BE-11A and BE-11B (see description in N25 above). Two copies of the file are maintained.

- a. 1970 File: PERMANENT. Recopy every year to ensure readability. Offer copy of the tape to the National Archives, with a copy of the file layout and codebook, immediately.
- b. Future Special Survey Files: SUBMIT an SF-115, Request for Records Disposition Authority, covering the data files, and documentation, to the National Archives following the completion of the survey.

N41. Subset Tapes. These tapes contain selected data extracted from one or more master files for analytical purposes, table generation, specialized reports, etc.

DESTROY when project completed.

RESEARCH BRANCH

The Research Branch undertakes current and long-term research and analyses of U.S. direct investment abroad and foreign direct investment in the United States, focusing on the impact of such investment and of the operations of multinational companies on the U.S. and foreign economies and on the U.S. balance of payments. These analyses utilize the data collected by the other branches of the Division. Most of the analyses are published in the Bureau's monthly journal, the Survey of Current Business. The Branch also writes quarterly analyses, and makes quarterly and annual projections, of direct investment transactions that enter the U.S. balance of payments and gross national product accounts.

N42. Operating Subject File. This file contains copies of incoming and outgoing Branch correspondence, publication schedules, standard procedures for writing and reviewing articles, and individual files on various technical and analytical issues related to each of the Division's statistical series. Also

included are files on quarterly and annual projections of direct investment transactions that enter into the U.S. balance of payments and gross national product accounts.

a. DESTROY methodological material when superseded or obsolete.

b. All other materials: DESTROY DESTROY ears old.

N43. Administrative Subject File. This file contains position descriptions and records of promotions, awards, training, and field trips of Research Branch members.

DESTROY when superseded or when 5 years old, whichever is sooner.

N44. Article File. This file contains a separate folder for each article written in the division that is published in the Survey of Current Business, including tabulations, graphics, drafts and other supporting material prepared during research, writing and review. The file also includes files on past quarterly analyses.

DESTROY 3 years after publication.

N45. Outside Publications File. This file contains books, bibliographies, monographs, articles, news items, staff papers, press releases, newsletters and other material written outside the division which focus on aspects of U.S. direct investment abroad and foreign direct investment in the United States. These are source materials used in conjunction with the Branch's research functions.

a. Books, monographs, and bibliographies: RETAIN in permanent library.

b. All other materials: DESTROY 3 years after publication of article for which they were used.

REGIONAL ECONOMIC MEASUREMENT DIVISION (REMD)

The Division maintains the regional economic accounts of the United States including personal income by types of income and industrial source for each of the States, metropolitan areas, and counties of the Nation; conducts research in regional economic measurement techniques; and maintains and operates the Regional Economic Information System (REIS).

The work of the Division is highly automated. Consequently, hard copy record materials consist principally of computer printouts. Other hard copy material is composed of incoming and outgoing correspondence and reports developed for use by various Federal agencies.

OFFICE OF THE CHIEF

01. Subject File. This comprises 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.

- a. Historical File consisting of basic documents on branch functions and organization, 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.

- b. Housekeeping papers:

DESTROY when two years old.

- c. All other correspondence and documents:

DESTROY when 5 years old.

02. Administrative Subject File. These contain incoming and outgoing materials pertaining to housekeeping affairs such as requests for information, technical reference material, taxi vouchers, travel, personnel, and a copy of each outgoing item arranged alphabetically by addressee. Also included are intra-department and intra-bureau correspondence.

- a. Housekeeping papers: DESTROY when 2 years old.
- b. All other records: DESTROY when 5 years old.

03. Publications File. Copies of BEA/Commerce publications

including reports, handbooks, bulletins, and similar publications prepared by REMD for publication, typically by GPO.

- a. Record copy: PERMANENT. Transfer one copy of each publication to the Current Business Analysis Division to be included in Schedule Item L22.
- b. All other copies: DESTROY when superseded or no longer needed for reference.

REMD ESTIMATING BRANCHES

REMD has three estimating branches, the Quarterly Income Branch, Proprietor's Income Branch, and the Wage Branch. The work of these three branches is similar, and the types of records produced are the same in each branch.

04. General Subject Files. For each of the estimating branches, files contain correspondence requesting data from Federal, State, and local officials and copies of the replies. Also included are documentation pertaining to the resources of each branch and requests for copies of data files from government officials and private individuals.

Break file annually. DESTROY when 5 years old.

05. Methodology Files. These files consist of method flowcharts and written methodology documenting the work of the branches. These files are updated annually to reflect the most current estimating methodology.

PERMANENT. Transfer a copy of the method flowcharts and written methodology to the National Archives once every 5 years following the completion of each benchmark cycle.

06. State Technical Information File. Consists of processed and printed material on personal income, employment, and population collected from other government agencies and organizations in the private sector.

DESTROY documents when superseded or no longer needed for current business.

07. Input Data and Secondary Source Materials Files. The Division does not collect data directly through surveys or questionnaires. It uses data received and compiled by other government agencies and organizations in the private sector. These data are collected in such form as the donor agency makes

them available, including tapes, diskettes, printouts, and processed and printed material. Data from these sources are reformatted, recorded, edited, and corrected, to become the Final Estimate Files (Item 09 below) which comprise the input data base for the BEA Regional Economics Information System.

DESTROY OR SCRATCH source materials when necessary data have been entered into the Final Estimate Files and verified as correct.

08. Intermediate Printouts of Input Data. Printouts (listings) created during the processing of the input files to create the Final Estimate Files. A large quantity of printouts are generated in processing the basic input materials, reviewing and editing them, and building the Final Estimate Files. Once these data have been analyzed and stored on the Master Detail Data Tapes, and the final estimates prepared, these printouts have no further value and are discarded.

DESTROY after Final Estimate Files and/or Master Detail Data Tapes have been created and verified.

09. Final Estimate Files. 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.

a. Copy of data transferred to the Information System Branch.

DESTROY when superseded by new data.

b. Printouts made from the final estimate files.

DESTROY when superseded or when no longer needed for reference.

REGIONAL ECONOMIC INFORMATION SYSTEM BRANCH

The branch develops BEA's regional income and employment data base and retrieval system, maintains and operates the system for use by the agency and others, evaluates estimating methodology, documents data sources for the local area estimates of personal income and employment, and develops and oversees special estimating projects.

Final, edited estimates of income and employment are transmitted from the three estimating branches to the REIS where the estimates are aggregated, edited, and reformatted into the local area personal income accounts of the United States. Counties are

aggregated to metropolitan areas and to metropolitan and nonmetropolitan portions of regions and States. Suppressions are applied to the tabulations to avoid disclosure of confidential information. Per capita personal income is computed for all States, metropolitan areas, and counties. Public-use tables are constructed.

010. BEA User File. This file includes incoming and outgoing correspondence, including transmittal memos to the State distributors, called the BEA User Group, concerning REMD personal income and employment estimates. The correspondence includes requests 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.

DESTROY correspondence and documents when 5 years old.

011. Requests and Accounting Files. These files contain correspondence, purchase orders, copies of "Official Cost Estimate and Acceptance" forms, reports of all information disseminated through the Regional Economic Information System, and reports of payment received for the information disseminated. These files cover requests for personal income and employment estimates from government officials (Federal, State, and local) and private individuals. Files include:

- a. Files of correspondence, purchase orders, and "Official Cost Estimate and Acceptance" forms arranged alphabetically and chronologically.

Break files annually. DESTROY when 5 years old.

- b. Files for reports of all information disseminated through the REIS and the payment received are stored on permanent disk on the mainframe computer with off-site magnetic tape backup:

DELETE data from disk file when 5 years old.

- c. Hard copy of 011b files in chronological order:

DESTROY when 2 years old.

- d. Monthly summary activity reports are generated from the permanent disk files.

DESTROY reports when 5 years old.

REGIONAL ECONOMIC INFORMATION SYSTEM (REIS)

012. Master Detail File. The 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 are then reformatted and written on master detail tapes showing personal income by type of income and broad industrial source, and equipment by type and industrial source, by States, regions, and counties. Per capita income estimates for the Nation's standard metropolitan statistical areas are also derived from the data bank. More specifically, maximum detail is available for

- 1) State quarterly personal income
 - 2) State annual personal income
 - 3) State annual farm income and expenses
 - 4) State annual employment
 - 5) State tax and nontax payments
 - 6) County annual personal income
 - 7) County annual farm income and expenses
 - 8) County annual employment
- a. Master Output History Tapes. Approximately 18 reels containing county and State maximum detail personal income and employment estimates, with no suppression of confidential information.

PERMANENT. Transfer a copy together with the appropriate documentation to the National Archives once every 5 years, following the completion of each benchmark cycle.

- b. History Tapes Containing Only Releasable Data. Specially created data set containing data from Item 012a which has been run through suppression routines to suppress any confidential information.

PERMANENT. Transfer a copy together with the appropriate documentation to the National Archives once every 5 years, following the completion of each benchmark cycle.

- c. Input data for the REIS data base.

RETAIN most current data. DELETE data when superseded by revised estimates.

013. REIS Database. This is the REIS data retrieval package. It is a user-friendly, menu-driven package which allows users to access the most current standard public-use tables and data. It allows users to print tables on hardcopy, display tables at the terminal, create permanent disk files of data for floppy diskette creation or other uses, and create tapes of data for dissemination or other uses. Database can aggregate county public-use tables to any higher level of geographic detail and apply the appropriate suppressions. Database also contains documentation on itself and on the forms of the public-use tables. Database contains total and per capita personal income, population, income by type, earnings by industry, employment by type and by industry, farm income and expenditures, transfer payments by type, total and per capita disposable personal income, personal tax and nontax payments by type, and narratives on personal income for local areas. Database is stored on permanent disk on the mainframe computer with off-site magnetic tape backup.

RETAIN most current version of both disk and backup files.
DELETE data when superseded by revised data.

014. Public Release Tables Files. These contain standard tabulations published and/or released through REIS. The data in these files are summarized from the maximum detail master tapes and retrieved from the REIS database.

SCRATCH when new annual estimate are approved.

015. Printouts. These printouts are created while processing and reviewing the annual update of the Master Detail Data Tapes, 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.

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

016. REIS System Programs. These programs, formerly on punch cards, are stored on permanent disk with off-site magnetic tape backup. The programs process 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.

DELETE individual programs when revised or no longer needed.

REGIONAL ECONOMIC ANALYSIS DIVISION (READ)

The Division develops and interprets the regional economic accounts of the United States; maintains and improves regional economic projections; does research in regional economics with attention to the factors determining the levels and rates of growth of regional economic activity; develops analytical techniques for regional economic impact studies; and conducts special regional analyses in cooperation with government agencies and private groups.

The work of the Division is highly automated. Consequently, hard copy record materials consist principally of computer printouts. Other hard copy material is composed of incoming and outgoing correspondence and reports developed for use by various Federal agencies.

OFFICE OF THE CHIEF

Pl. Administrative Subject File. This file is composed of six separate subfiles maintained at the division level. It combines records formerly kept in the Administrative Subject File and the Subject File.

- a. Publications File: Copies of all reports generated by the division, speeches given to professional organizations, articles for publication in professional journals, and final reports resulting from contract studies (small area studies).

PERMANENT: Transfer individual publications to inactive file when 5 years old. Transfer to WNRC when inactive file accumulates to 1 foot. Transfer to the National Archives 5 years later.

- b. Fiscal Records: Office reference copies of budget, billing, travel and contract records.

DESTROY when 5 years old.

- c. Contract File: Reference copies of contracts to produce special studies and final reports (duplicated in Pla above), plus related correspondence, memorandums, and reference materials.

DESTROY 5 years after completion of the contract.

- d. Administrative Files: Correspondence memorandums, and other records pertaining to routine administrative matters such as building security, EEO, affirmative action, and flexitime.

DESTROY when 2 years old.

- e. Reference File: Copies of agency memorandums, weekly reports, and routine interoffice correspondence.

DESTROY when superseded or when no longer needed for reference whichever is later.

- f. Chronological File: File includes both internal BEA routine correspondence and correspondence with the public and other government agencies.

DESTROY when 7 years old.

P2. Projects File. File consists of background materials documenting the development, execution, methodology, and final results of ongoing, completed, and abandoned projects. Files will typically contain correspondence, memorandums, copies of reports, reference items, drafts, computer printouts and graphs, and other materials. Arranged by project name.

PERMANENT: Close file when project (or portion thereof) is completed or abandoned. Transfer to inactive status, retain in office no more than 5 years, and then transfer to WNRC. Retain in WNRC 10 years then offer to the National Archives in 10 year blocks when the most recent recor is 10 years old.

P3. Bureau of Economic Analysis Economic Area Map File. Shows 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 in which MSA's are located.

- a. 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.
- b. All other copies: DESTROY when superseded by new edition.

P4. Commerce/BEA Publications Prepared by the Division. Reports, handbooks, projections, and similar publications typically published by GPO.

- a. Record copy: PERMANENT. Transfer a record copy of each publication to the Current Business Analysis Division to be included in Schedule Item L22.

- b. All other copies: DESTROY when superseded and no longer needed for reference.

P5. Small Area Studies Work Files. Small area studies show employment, earnings, population, and personal income projections for a small area such as a county or group of counties. Such projects undertaken on a contractual basis by the READ. Records include data files created in the course of producing a small area study, statistical elaboration, analytical material, and correspondence. Copies of the final reports are files in Pla.

DESTROY when superseded or no longer needed for current business.

Gross State Product Program

The Gross State Product (GSP) program is a pilot project to develop estimates of gross State product analogous to the gross national product.

P6. Secondary Source Materials File. These include electronic data supplied to READ in various forms, printouts, computer tapes, and printed and published sources provided primarily by other Federal and State agencies

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

P7. Intermediate Data Files. Disk and tape files used to create the final GSP data file.

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

P8. GSP Master File. Master file containing maximum detail data (2-digit SIC) for 58 industries per State.

PERMANENT. Transfer a tape copy together with documentation to the National Archives. Transfer documentation and tape copies of revised data or data for additional years when they become available.

P9. Public Sales Tapes/Disks. Based on the GSP Master File showing detail for 58 industries. These data are the same as those published in the printed publications, but with additional industrial detail.

- a. If identical to master file: SCRATCH when superseded by a new version.

- b. If different from the master file: Submit an SF-115 to schedule the item.

PROJECTIONS BRANCH

The Projections Branch develops methodologies for regional projections and produces detailed projections for regional industry earnings and employment, total personal income, population, per capita income and other income and product aggregates. These are prepared for States, MSAs, BEA Economic Areas, and other geographic delineations as required. The branch also develops other economic and demographic projections in response to public and/or private needs and does research on the development of regional models and methods for improving accuracy.

P10. Branch Chief's Subject File. This file contains incoming and outgoing correspondence and collected materials pertaining to the socio-economic components of geographic projection. The material is arranged under a classification scheme using the names of committees, commissions, and similar organizations with a few broad primary subject categories under each. The papers are generally related to earnings and employment by industry, other income components, total personal income, and population.

DESTROY individual documents or contents of file folders when superseded or 10 years old, whichever is sooner.

P11. Branch Chief's Administrative File. Reference copies of records relating to branch and division activities and routine administrative matters including personnel.

DESTROY individual documents or contents of files folders when superseded or 5 years old whichever is sooner.

P12. Secondary Source Materials File. These include electronic data supplied to READ in various forms, printouts, computer tapes, printed and published materials generated by other government agencies and by organizations in the private sector. This material contains data on earnings and employment by industry, other income components, total personal income, and population and is used as input for both regular projections and special studies.

DESTROY when all essential information has been analyzed, tabulated, or published or when no longer needed for reference, as appropriate.

Records Relating to the OBERS System.

The acronym "OBERS" was given to the system while it was a joint

effort of the Office of Business Economics (now BEA) and the Economic Research Service of the Department of Agriculture. Although the regional projections are now produced solely by BEA the OBERS name was retained for continuity. The objectives of the OBERS program are the development and maintenance of

- (1) a set of both mid-term (5-year) and long-term (50-year) regional projections of economic activity and population
- (2) analytical systems for the generation of the projections
- (3) analytical systems for special applications of the projections.

As new data become available and as economic measures and projection methodologies are improved, READ produces revised projections.

P13. Master Output Projection and History File. This file is maintained on disk. It contains all of the appropriate historical data formatted within and responsive to the controlling projection model. It is constantly undergoing revision for use in upcoming projections.

DELETE data from system when superseded by updated data.

P14. Master Output History and Projection Print Tapes. These tapes contain projection data resulting from an analysis of the data on the Master Output Projection and History File described above and historical data from the same source. The data on these tapes are in the same format and arrangement as they will appear on the final published tables of projection.

Retain tapes for current plus two previous editions of the publications. SCRATCH older tape files when no longer needed for reference for current business.

P15. Public Use Tapes. Tapes created for public distribution containing selected historical and projection data. Public use files differ from the Master Output Projection and History File in that only selected data are included and certain data are suppressed to make the file disclosure free.

SCRATCH when superseded by a revised version.

P16. Special Project Disk and Tape Files. These files are created from data in the Master Output Projection and History File during the course of a special project or contract job and are used to produce projections used in the final or contract report.

SCRATCH when all essential information has been analyzed, tabulated, and published or two years after publication, whichever is later.

P17. Projection System Programs. These programs, formerly on punch cards and now on disk, contain commands to the computer on what data to select and how to treat and process it. These programs comprise the Projection System which includes 25 model routines.

SCRATCH individual programs when superseded or no longer needed.

P18. Intermediate Tape and Disk Files. These files show the data developed for each of 25 or more routines involved in the construction of a projection model.

SCRATCH when superseded.

P19. Printout Review Tables and Graphs. These are printouts and graphs of data from intermediate tapes written in the course of processing the data through 25 projection routines. They are used to review the tables and to make required changes.

- a. One copy of the first and last printout and one copy of each printout between them showing a change. DESTROY when 5 years old.
- b. All others - DESTROY when superseded by a printout of the next routine.

P20. Final Printouts and Diskettes of Historical and Projection Tables. These contain the historical data table and the projection table showing the same data in the same format as in the published table. The printouts serve as the printer's camera copy for the reproduction of multiple copies of the subject tables. They are useful as a convenient worktool for a period of time.

DESTROY 1 year after publication of the related tables.

ANALYSIS BRANCH

The activities of the Analysis Branch include developing regional accounting framework; and impact analysis models; analyzing changes in regional economic activity; and evaluating the diffusion of economic effects among regions associated with government programs and private investments. These activities are supported by an interregional econometric impact model, National Regional Impact Evaluation System (NRIES II), and a Regional Input-Output Modeling System (RIMS II).

P21. State and Regional Analysis Working Papers. These materials consist principally of authors' 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 reports generated would be included under Item PlA.

DESTROY manuscripts one year after publication.

P22. Manual Tabulations and Worksheets File. These are manually prepared compilations and computations for the purpose of comparing the results of various analytical experiments and calculations performed by the computer.

DESTROY when 1 year old or when they have served their purpose.

P23. Secondary Source Materials File. This consists of electronic data supplied to the branch in various forms, computer graphs, lists, and printed and processed material obtained from other government agencies and organizations in the private sector. Data from these sources are compiled and analyzed to provide a basis for measuring and estimating the economic and demographic relationships incorporated in NRIES II and RIMS II. These data are used in conjunction with or to supplement the larger body of data in the Regional Economics Information System (REIS).

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

National Regional Impact Evaluation System (NRIES II) and
Regional Input-Output Modeling System (RIMS II)

These systems are used for regional economic modeling. Both use national level input-output data, REIS data, plus data from additional sources including States and localities. NRIES II is an econometric model consisting of 51 separate State models. NRIES II explicitly considers regional relationships and is especially useful in studying the regional implications of Federal programs and policies. RIMS II is a single region model which shows the total impact of an initial change in economic activity. The two models are frequently used in conjunction with each other as part of contract studies.

P24. Input Files. These contain 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.

SCRATCH when superseded or 6 months after the data have been incorporated in accepted submodel equations, or when the project is terminated, whichever is appropriate.

P25. Master Files for NRIES II and RIMS II. These files contain the mathematical relationships within these models. The files are continuously expanded and revised as required to improve and refine the system, and to make changes in economic relationships.

SCRATCH when superseded or no longer needed for current business, whichever is later.

P26. Submodel Relationships and Output Data Files. These contain 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 NRIES II / RIMS II.

SCRATCH when superseded or 1 year after all relevant data are incorporated into NRIES II / RIMS II.

P27. NRIES II AND RIMS II System Programs. These programs contain computer instructions for the operation of NREIS II and RIMS II.

SCRATCH individual programs when superseded or no longer needed.

P28. NRIES II State Projections. Annual projections for each State and the District of Columbia using the NRIES II model.

a. Record copy: PERMANENT. Transfer copies of each projection to WNRC when 3 years old. Offer to the National Archives in 5 year blocks when the most recent record is 13 years old.

b. All other copies: DESTROY when superseded or when no longer needed for reference, whichever is later.

P29. RIMS II Table Printouts. Printouts of the following tables for States and other geographic areas as requested.

- 1). 39 industry by 39 industry multipliers for output, earnings, and jobs;

- 2). total multipliers by industry aggregation for output, earnings, and jobs.

PERMANENT. Transfer to the WNRC in 5 year blocks. Offer to the National Archives in 5 year blocks when the most recent record is 5 years old.

P30. Computer Printouts for NRIES II and RIMS II. These include printouts describing the commands necessary to operate NRIES II and 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.

DESTROY 6 months after publication of the study or termination of the project, whichever is appropriate.

P31. Maximum Detail Submodel Relationships and Output Data Printouts. These printouts contain most of the data written on the Submodel Relationships and Output Data Files (P21), or summaries thereof. They are produced to check the contents of the files, and to perform occasional ad hoc analyses on a manual basis.

DESTROY 30 days after the files have been checked and found satisfactory.

DATA AND SYSTEMS BRANCH

The Data and Systems Branch maintains the data bases such as OBERs, NRIES II, RIMS II, and other statistics related to the Division's functions; designs information systems for utilization by the Division and other government and private organizations served by the Division; and provides statistical support to the Division.

P32. Correspondence File. Incoming and outgoing correspondence file relating to requests for information and orders sent.

DESTROY when 2 years old.

P33. Documentation File. Copies of documentation for tape copies created in response to requests for projections or other data. Includes copies of the documentation provided to the requestor and the print run itself.

DESTROY when 2 years old.

NATIONAL INCOME AND WEALTH DIVISION

The Division is responsible for the preparation, development, and analysis of the U.S. national income and product and wealth accounts. The U.S. national income and product accounts, summarized by the gross national product (GNP), provide an up-to-date, overall view of national production, its distribution, and its use as shown by the integrated receipts and expenditures of producers, consumers, investors, government, and the foreign customers of the United States. The wealth accounts show the business and other components of tangible national wealth. More specifically, the output consists of the following:

1. Monthly Personal Income and Outlays - These estimates show personal income by type, personal taxes, total and per capita disposable personal income in current and constant dollars, personal consumption expenditures in current and constant dollars, and personal savings. Estimates of personal income are released to the public about 3 weeks after the close of the reference month, and are published monthly in the Survey of Current Business (Survey).
2. GNP Estimates - These estimates show GNP by type of expenditure, type of product, sector, and industry in current and constant dollars; gross domestic product, net national product, and national income, by sector and industry, in current and constant dollars; command GNP and command national income in constant dollars; gross domestic product of corporate business in current and constant dollars; motor vehicle output, farm output, and housing output, in current and constant dollars; personal income and its disposition; personal consumption expenditures by major type of product, in current and constant dollars; national income by type of income and industry; government receipts and expenditures, by type; government purchases of goods and services, by type, in current and constant dollars; government expenditures by type and function; foreign transactions; savings and investment; private purchases of producers' durable equipment and structures, by type, in current and constant dollars; inventories and final sales of business, in current and constant dollars; number of employees, persons engaged in production, hours worked by employees, corporate profits, corporate income taxes, dividends, and undistributed profits, by industry; and price measures for GNP and its components.

Preliminary estimates in considerable detail are released to the public about 3 weeks after the end of the quarter, and are published in the Survey in the first month after the end of the quarter. The first full set of quarterly estimates is released to the public about 7 weeks after the end of the quarter and is published in the Survey in the second month after the end of the quarter. A revised full set of quarterly estimates is released to the public about 11 weeks after the end of the

quarter and is published in the Survey in the third month after the end of the quarter.

Preliminary annual estimates for the preceding year are published in the January Survey. Estimates for the 3 most recent years are revised on the basis of more comprehensive information and, except in benchmark years, are published in the July Survey. The greater wealth of underlying data permits the publication of considerably more detail than is possible for the quarterly figures. One hundred thirty tables are shown in the July Survey; quarterly estimates from 52 of these tables are published in the Survey in other months.

Comprehensive GNP benchmark estimates are prepared based largely on the results of the quinquennial economic censuses and the benchmark input-output tables. The results of the most recent benchmark, which incorporated the 1977 input-output tables and preliminary results of the 1982 economic censuses, were published in the December 1985, January 1986, and March 1986 Surveys. A historical supplement was published in the Fall of 1986.

3. GNP by Industry - Preliminary annual estimates of GNP by industry, in current and constant dollars, are published in the April Survey. The estimates are revised on the basis of more comprehensive information and, except in benchmark years, are published in greater detail in the July Survey.
4. Fixed Capital - Estimates of the nonresidential fixed business capital of the U.S. are made annually by detailed industry. These cover gross and net capital stocks, their average ages, depreciation, and discards. The estimates are provided by legal form of organization in historical-cost, constant-cost, and current cost valuations, and by type of structure and equipment. Summary estimates are published in the August Survey. Detailed estimates were published in the January 1986 Survey and in special supplements.

Estimates of the value of the nation's stock of housing are made annually. These estimates show gross and net stocks, in historical-cost, constant-cost, and current-cost valuations, of the farm and nonfarm housing stock, by type of structure -- 1-4 dwelling unit structures, structures containing 5 or more dwelling units, mobile homes, and owner- and tenant-occupied dwelling units. Summary estimates are published in the August Survey. More detailed estimates are published in special supplements.

Estimates of the value of the stock of consumer durables are made annually. These estimates show gross and net stocks of durable goods owned by consumers in constant-cost and current-cost valuations. Summary estimates are published in the August Survey. More detailed estimates are published in special supplements.

Estimates of the value of the stock of fixed capital owned by the Federal Government and by State and local governments are made annually. These estimates show gross and net stocks, in constant-cost and current-cost valuations, for all government, the Federal Government, and State and local governments separately for equipment and structures. Summary estimates are published in the August Survey. More detailed estimates are published in special supplements.

5. Inventories and Business Sales - Estimates of inventories and final sales of business, in current and constant dollars, and inventory-sales ratios are published quarterly in the Survey, as are separate estimates of manufacturing and trade. Estimates of manufacturing inventories by stage of fabrication also are published quarterly.
6. Special Compilations for International Organizations - Official translations of the U.S. national income and product accounts into the forms prescribed by the United Nations and the Organization for Economic Cooperation and Development (OECD) are prepared for these organizations.

I. OFFICE OF THE DIVISION CHIEF

Q1. Chronological File. This consists of a carbon copy of each outgoing item developed in the Division. This file is maintained to help keep all members of the staff informed of current developments.

DESTROY when 3 years old.

Q2. Administrators' File. This file includes copies of papers produced by the key officials of the Division. Each official's papers are filed in a separate folder bearing the official's name.

DESTROY when 3 years old.

Q3. Administrative Subject File. This consists of administrative papers including copies of requisitions for goods and services, personnel actions, travel authorities and vouchers, requests for and allocations of space, and the like.

DESTROY when 2 years old.

Q4. Alphabetical and General Correspondence File. Arranged alphabetically by correspondent. This contains incoming and outgoing correspondence including requests for information, intra- and inter-Departmental communications and Congressional and

foreign correspondence which are case-filed within the alphabetical arrangement. Although primarily a correspondence file it also contains information on various facets of the Division's functions and activities, and occasionally includes papers on NIPA concepts and principles.

Start a new file every year. Retire to WNRC when 5 years old. DESTROY when 10 years old.

Q5. Press Releases File. This consists of multiple copies of each press release generated by the Division. The file is used for distribution. A record copy of these releases is maintained in the Public Relations Office.

DESTROY when no longer needed for current business.

Q6. National Income Accounts Estimates Files. Arranged chronologically. Files consist of estimates, analytical tables, worksheets, printouts, review notes, and other working papers. These files are used to review the accuracy and construction of each workstep 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 the data.

- a. Quarterly Estimate Files. Transfer to the WNRC when 6 years old. DESTROY when 12 years old.
- b. Annual Estimate Files. Transfer to the WNRC when benchmark has been completed. DESTROY when 16 years old.
- c. Benchmark Estimate Files. Transfer to WNRC after the subsequent benchmark has been completed. DESTROY when 18 years old.

Q7. Special Unpublished Reports and Studies.

- a. Final Reports. One record copy of each unpublished special study or report produced at the request of another government agency or by direction of a Departmental or bureau authority.

PERMANENT. Transfer copies of each report to the National Archives annually.

- b. Data Files. Electronic files produced to support a special study or report.

Offer a copy of the data file and documentation to the

National Archives with the final report. If rejected by the National Archives, ERASE when no longer needed.

- c. Survey Forms and Supporting Papers. Forms sent to reporters to be completed and returned to BEA for compilation and analysis of data needed to produce a special study or report for a government agency concerned with economic policy. Also included are worksheets and other tabulations showing how the numbers presented in the study or report were derived.

Retire to WNRC 5 years after the requesting agency has accepted the report or study. DESTROY 15 years after completion of the study.

Q8. National Wealth Estimates Records.

- a. Secondary Source Material File. This consists of printed and processed material produced by other government organizations and the private sector. They contain raw data which were used to derive estimates of tangible wealth in the United States.

DESTROY when 20 years old or when no longer needed.

- b. Worksheets File. Worksheets with tabulations and other supporting papers developed in the process of estimating fixed tangible wealth in the United States.

DESTROY when 20 years old or when no longer needed.

II. DATA BASES MAINTAINED BY THE NIWD

Q9. National Income and Products Accounts Tapes. Each tape consists of the latest available annual (beginning in 1929) and quarterly (beginning in 1946) data in current and constant dollars, beginning 1929, for the complete set of NIPA tables. The file is updated monthly.

PERMANENT. Transfer copies of tapes and documentation to the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q10. Gross Private Domestic Investment Data Tapes. Contains annual estimates beginning in 1929 and quarterly estimates beginning in 1946 for components of gross private domestic investment. The tape provides unpublished detail underlying tables regularly published in the Survey of Current Business. The file is updated monthly.

PERMANENT. Transfer copies of tapes and documentation to the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q11. Personal Consumption Expenditures Data Tapes. Contains annual, quarterly, and monthly estimates beginning in 1959 for personal consumption expenditures and auto output beginning in 1967. Provides unpublished detail underlying tables that appear regularly in the Survey of Current Business. The file is updated monthly.

PERMANENT. Transfer copies of tapes and documentation to the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q12. Wealth Data Tape. Contains estimates of gross and net stocks; capital input, depreciation, and discards for fixed nonresidential private and residential capital; durable goods owned by consumers; and fixed capital owned by governments, beginning in 1925 in historical-cost, constant-cost, and current-cost valuations. Also contains the same types of estimates for fixed capital owned by establishment-based industries at the 2-digit SIC level. The file is updated annually.

PERMANENT. Transfer copies of tapes and documentation to the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q13. Detailed Investment by Industry Tapes. Each tape contains annual estimates (most beginning in 1947) for each NIPA type of equipment and structures owned by establishment-based industries, at the 2-digit SIC level in historical-cost and constant-cost valuations. The file is updated annually.

PERMANENT. Transfer copies of tapes and documentation to the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q14. Gross National Product by Industry Data Tapes. Each tape contains the latest available data in current dollars for the 14 detailed income components of the GNP, each industry's total GNP in current and constant dollars, and implicit price deflators at 2-digit SIC level. The file is updated annually.

PERMANENT. Transfer copies of tapes and documentation to

the National Archives following the July annual revision. Superseded tapes to be returned to National Income and Wealth Division.

Q15. Data Banks and Programs Maintained by Individual Estimators. Data files maintained by individual estimators to develop estimates for inclusion in the NIPA data bases described above.

DELETE data when superseded or no longer needed to support an estimate.

Q16. Backup Tapes. As a precautionary measure, magnetic tape copies of data banks and related programs used are usually made prior to each revision.

ERASE when no longer needed to support published estimates.

III. RECORDS COMMON TO MORE THAN ONE ORGANIZATIONAL UNIT

This section describes the types of files frequently maintained by branch chiefs and staff responsible for NIPAs, although no one person will maintain all types. The descriptions of the files are generic in nature so that the approved dispositions can be applied to similar files in each unit.

Q17. Methodology / Subject File. Arranged by subject. Reference files containing documentation of the concepts, principles, techniques, and procedures for selecting, adjusting, and analyzing data to derive economic measures. Files may include memoranda, technical notes, worksheets, statements of procedures, data system documentation, printouts, copies of articles, and other working papers.

- a. Files created before 1985: Transfer to the WNRC when no longer needed for current business. Offer to the National Archives 10 years later. If rejected, destroy immediately.
- b. Files created in 1985 and later years. DESTROY when no longer needed for current business. Transfer to the WNRC not authorized.

Q18. Estimates Files. Arranged chronologically. Documentation of the procedures, methods, and data used to derive quarterly, annual, and benchmark estimates of each indicator for which the estimator is responsible. Files typically contain memoranda, worksheets, printouts, and working papers created during the revision process.

- a. Quarterly Estimate Files. Transfer to the WNRC when superseded by benchmark. DESTROY when 12 years old.
- b. Annual Estimate Files. Transfer to the WNRC when superseded by benchmark. DESTROY when 16 years old.
- c. Benchmark Estimate Files. Transfer to WNRC after the subsequent benchmark has been completed. DESTROY when 20 years old.

Q19. Secondary Materials Files. These are copies of printed or processed materials, computer printouts, and machine-readable tapes or diskettes collected from other government agencies and from the private sector. Selected data are compiled or extracted from them for analyses to support official publications.

DESTROY when superseded or when no longer needed to support published estimates, whichever is later.

Q20. Monthly, Quarterly, and Annual Benchmark Worksheets. Data are posted on a series of worksheets, each of which represents an analytical step in the preparation of an economic measure or indicator for publication in the Survey or other BEA publications. After the first posting the data may be carried forward through several versions of the worksheets reflecting the refinement of the analyses until finally the last version contains the data substantially as published plus a considerable amount of unpublished supporting data. In other cases worksheets are used for preliminary analysis and then figures are entered into an estimator's data bank and some estimates are completely automated and no worksheets are produced. When the worksheets are bound in ledgers they are sometimes referred to as basebooks.

DESTROY when superseded or when no longer needed to support a published estimate.

Q21. Preliminary and Intermediate Printouts. These printouts are produced at various stages in the preparation of estimates. They may be used to check the completeness and accuracy of the data, to ascertain whether the analysis and compilation of the data are sound, or similar purposes.

DESTROY when superseded.

Q22. Final Printouts. These contain the NIPA data as published, plus a mass of unpublished data providing greater detail in a variety of breakdowns.

DESTROY 10 years after publication of the subject data or

sooner if no longer needed for current business.

Q23. Supporting Data for Articles and Tables as Published in the Survey. This file contains compilations of data and related analysis created in the process of preparing GNP tables and articles for publication in the Survey.

DESTROY 5 years after the publication of the article or table or sooner if no longer needed.

Q24. Manuscripts and Supporting Papers File. This contains the author's manuscript in various draft stages with the supporting data and analysis used by the author in preparing articles and other materials for publication outside of house organs.

DESTROY 5 years after publication of article or data.

Q25. Special Projects and Studies by Request File. This contains copies of textual and statistical compilations with supporting data and analysis prepared in response to a request from an organization or individual.

DESTROY 5 years after completion of the project or study.

IV. RECORDS RELATING TO SPECIFIC PROGRAMS

NATIONAL ECONOMIC ACCOUNTING TRAINING FOR FOREIGN NATIONALS

Q26. Foreign Aid Training Files. These comprise an individual file on each participant in the international training program on national economic accounting. The file is arranged alphabetically by country and by trainee name within the country. Also included are the original application for training, education and biographical information, itineraries, curriculum, copies of expenditure vouchers for subsistence, travel, and miscellaneous expenses, assignments, and correspondence for each international trainee.

DESTROY when 10 years old.

Q27. Training Program and Plans File. Included in this file are outlines of programs with subjects and units covered, publications for teaching aids, instructors' class notes, bibliographies, and other materials essential in the teaching curricula.

a. Programs developed by BEA -- destroy when 5 years old.

- b. All other papers -- destroy when obsolete or superseded.

Q28. Training Program Participant File. This contains a list of participant names, their countries, and dates of participation in BEA training.

DESTROY when no longer needed for administrative purposes.
Transfer to the WNRC not authorized.

ALTERNATIVE ESTIMATES OF MONTHLY GNP

Q29. General Correspondence File. This contains incoming and outgoing correspondence pertaining to the development of alternative methods of estimating the monthly GNP. Also included are papers containing contents on the principles and techniques involved in establishing a new series of monthly estimates of the GNP when source data are not available on a monthly basis for certain elements of such estimates. Documentation of the circulation and comments on the new estimates are included.

Retire to WNRC. DESTROY in 1995.

Q30. BEA Monthly GNP Committee File. These are papers that were collected or generated by the BEA Monthly GNP Committee and retained by a member which deal with an evaluation of the methods and procedures used to produce various estimates of the GNP.

Retire to WNRC. DESTROY in 1995.

Q31. Methodology File. This contains materials (worksheets, computer printouts, punch cards, etc.) and correspondence pertaining to proposed methods under trial in the process of creating alternative methods for estimating monthly GNP. Also included are narrative descriptions of each of the methods developed during the project. Among the alternatives tested to date are the following:

- (1) Aggregate Regression Model
- (2) Principle Components Model
- (3) Gross Product Originating by Annual Regressions
- (4) Gross Product Originating by Quarterly Regressions
- (5) Corporate Profits by Annual Regressions
- (6) Corporate Profits by Quarterly Regressions
- (7) Conventional Preparation of Monthly GNP
(using the same method as in the preparation
of the quarterly GNP estimates)

- a. Narrative descriptions of methods, reports, and

memorandums explaining models and their results.
PERMANENT. Retire to the WNRC. Transfer to the
National Archives in 1995.

- b. DESTROY all other papers when no longer needed for
current business.

SYSTEM OF NATIONAL ACCOUNTS

In response to requests from international organizations such as the UN, the EEC, and the OECD, the NIWD rearranges data from the NIPAs to make them suitable for international comparisons. In some cases the compilations are provided on a regular basis while others are the result of one time requests. Much of the data supplied to the international organizations is later published by them.

Q32. Special International Studies. Contains records documenting how the data from the NIPAs are reformatted for international studies.

- a. One Time Studies. PERMANENT. Retire to the WNRC 5 years after completion of the study. Transfer to the National Archives 15 years after completion of the study.
- b. Regular Compilations (such as purchasing power parity studies). PERMANENT. Break file every 5 years retain in office 5 more years, the retire to WNRC. Transfer to the National Archives when 20 years old.

Q33. System of National Accounts (SNA) Data Bank and Programs. Data files, programs, and worksheets maintained to reformat data from standard NIPA figures to international figures. Once the figures have been developed, aggregated data necessary to create the published tables are copied onto tape for transfer to the requesting organization.

- a. Data files. DELETE data when no longer needed to support final figures.
- b. Programs. DELETE when superseded or obsolete.
- c. Worksheets. DESTROY when no longer needed to support estimates.

Q34. SNA Data Provided to International Agencies. Data are usually provided to agencies in electronic and hard-copy form, with a printout retained at the NIWD for reference.

- a. Data Tape. PERMANENT. Transfer a copy of the data tape and documentation to the National Archives when it is made available to the requesting agency.
- b. Printout. DESTROY when no longer needed for reference.

Q35. SNA Supporting Documentation Files. Machine-readable and textual records maintained by the unit to support the figures provided to the requesting organization. Machine-readable files include data system documentation, information on how figures were reached, and the figures themselves. Textual records include memoranda, correspondence, printouts, worksheets, technical notes, and other papers used to document how the final figures were developed.

- a. Machine-readable Documentation File. PERMENENT. Upon completion, transfer a copy of each documentation file created to support a submission to an international organization to the National Archives.
- b. All other records. DESTROY when 10 years old or when no longer needed to support figures, whichever is sooner.

INCOME BRANCH

Q36. Income Data Card File (Form BE-677). Analytical data from individual corporation tax returns are posted on these 5" x 8" cards for use in preparing and testing the accuracy of published data on corporate income. This data is statutorily restricted. This is a frequently used long-term time series worktool that must be retained convenient to the user.

DESTROY when no longer needed for current business.

Q37. Annual and Quarterly Profits Sample Cards File (Forms BE-684 and BE-738). These cards contain analytical data extracted from Moodys Manuals of Investment. This data constitutes a longterm time series worktool that must be retained conveniently located to the user. The cards are arranged by industry, by business, and thereunder chronologically.

DESTROY when 15 years old.

CONSUMPTION BRANCH

Q38. Primary Source Materials File. These are letters of solicitation with replies or special studies and tabulations from

government and private organizations. These data are used in the same manner as those from secondary sources. (Q68)

DESTROY when 10 years old.

GOVERNMENT DIVISION

The Division within the BEA economic accounting framework is responsible for:

- maintaining, improving, and interpreting the Federal, State and local government accounts of the United States within the economic accounting framework,

- cooperating in the translation of the Unified Budget into economic accounting terms for publication in the Budget of the United States and the Economic Report of the President.

- preparing forecasts of government receipts and expenditures for use in the Bureau's analyses of the economic outlook, and

- conducting research in the quantitative study of public finance.

DIVISION OFFICE RECORDS

R1. Administrative Subject File. Documentation relating to housekeeping matters such as arrangements for conferences, biographical material on key officials, requests to other agencies for data, purchase orders, reference copies of contracts, reference copies of press releases, personnel records, taxi and travel vouchers, and the like.

- a. DESTROY purchase orders, personnel actions, taxi and travel vouchers when 2 years old.

- b. DESTROY all other records when 5 years old.

R2. Division Chronological File. Copies of all outgoing correspondence and memorandums concerning all facets of the Division's responsibility.

DESTROY when 5 years old.

RECORDS OF THE FEDERAL BRANCH

The Federal Government Branch within the BEA economic accounting framework is responsible for:

- preparing and analyzing quarterly and annual estimates, in current dollar figures for the Federal nondefense sector of the national income and product accounts (NIPAs) and

- cooperating with OMB in translating the Federal budget the framework of the NIPAs and

- preparing long- and short-term projections of government receipts and expenditures for use in BEA's econometric analysis of the economic outlook.

R3. Budget Reconciliation/Translation File. The Division staff puts the Federal government quarterly receipts and expenditures into an NIPA framework. The system uses the NIPA data from the July revision and official budget figures and attempts to reconcile them. Results are published together with methodological overview in the February Survey of Current Business and as an appendix to the budget.

a. Data used for Budget Translation. DELETE from system when replaced by following year's data.

b. Budget Translation Program. DELETE from system when superseded or when no longer need for current business.

R4. Estimates File. Arranged by type of estimate and thereunder chronologically. Included are worksheets, notes, printouts, seasonally adjusted data, summary data, and other material used to document how each estimate was made.

Transfer items of long-term administrative value to the Subject Reference File (R5). DESTROY remaining documents when 10 years old or when no longer needed to support estimates. Transfer to the WNRC not authorized.

R5. Subject Reference File. Arranged alphabetically by subject. This is an ongoing reference file that is continuously updated. Included are summary sheets, worksheets, secondary data sources, copies of newspaper articles, notes on estimating procedures, notes on the revision of estimates, and other records documenting how estimates for specific areas were made. Examples of subject areas include indirect business tax, licensing tax, royalties on oil, and various changes in income tax law.

DESTROY individual documents when superseded or obsolete. Transfer to the WNRC not authorized.

R6. Secondary Source Materials File. The Division does not send survey forms to reporters. It collects all of the data used to account for Federal receipts and expenditures from printed and processed materials produced by Bureau of the Census, Departments of Agriculture and Treasury, and other government agencies. Some materials are received in the form of computer tapes or printouts

and derived worksheets.

DESTROY when superseded or no longer needed for reference.

R7. Federal Government Expenditures Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. This file shows total Federal expenditures on a calendar year and quarterly basis, broken down by purchases, personal and foreign transfers, grants-in-aid, net interest paid, subsidies less current surplus of government enterprises, and wage accruals less disbursements. Totals for all entries are entered quarterly, annually, and the resulting surplus or deficit is calculated and posted.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R8. Federal Government Receipts Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. These show total receipts, by quarters and calendar years, broken down by personal tax and nontaxes, corporate profits tax, contributions for social insurance, and indirect business taxes.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R9. Federal Government Receipts and Expenditures Supporting Worksheets File. These include various tabulations supporting the summary worksheets on Federal receipts and expenditures described above. There is a separate worksheet for each captioned item on the summary worksheets.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R10. Federal Government Purchases of Goods and Services in Constant Dollars and Deflators: Summary and Detailed Worksheets. These show total purchases of goods and services by the Federal government in terms of current and constant dollars with the derived implicit deflators. The totals posted on the summary worksheet are supported by detail data posted on separate supporting sheets.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R11. Fiscal Year File. This contains a detailed fiscal year compilation of Federal government receipts and expenditures on the national income account basis, and their reconciliation with the U.S. Budget. This file is broken down by general fund, enterprises, special programs, grant and transfers, total receipts, and reconciliation.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R12. National Income Accounts Methodology File. Documentation of the economic analyst on research and analysis of data in the development of systems, procedures, and statistical standards to be used in processing and analyzing and reporting line items in the national income accounts. Included are notes, workpapers, and a draft copy of each paper developed for eventual publication in the Survey of Current Business. This file was collected to produce The Anatomy of Federal Accounts, Volume 1, Sections 1, 2, 3, and 4; and Volume 2, Sections 1 and 2 (See Item R13). The file is no longer updated and similar materials are now filed in the Subject Reference File (R5).

DESTROY in 1995.

R13. The Anatomy of Federal Accounts, Volume 1, Sections 1, 2, 3, and 4; and Volume 2, Sections 1 and 2. This is a processed publication that examines and describes the Federal accounts and interprets them in relation to the Budget and other accounting series. Specific attention is given to Treasury Department and other agencies' accounting as they relate to the national income accounts and U.S. Budget.

This is a record set of one copy of each volume and section.

PERMANENT. Transfer to the National Archives when 30 years old if not required for the conduct of current business.

R14. Quarterly Expenditures Analysis System. This system is used to produce the quarterly and annual estimates in current dollars

for Federal nondefense spending that appear as part of the NIPAs published quarterly in the Survey of Current Business. Data from various agencies are entered into the system's Current Estimates File from tapes, printouts, and secondary sources. The data are refined, corrected, and adjusted and added to the Quarterly Expenditures File. The Quarterly Expenditures File contains a time series for each expenditure area, which provides the most recent estimates for up to 30 years of both annual and quarterly data. The data are in current dollars and are not seasonally adjusted. Data from this file are provided to the Price Measurement Branch for conversion to constant dollar figures. There is a separate file for seasonably adjusted data.

- a. Current Estimates File. DELETE data when no longer needed to support Quarterly Expenditures File.
- b. Quarterly Expenditures File. PERMANENT. Transfer a copy of the data file used for the July revision of the NIPAs to the National Archives following the completion of the July revision.
- c. Seasonal Adjustment File. PERMANENT. Transfer a copy of the data file to the National Archives following the completion of the July revision.

R15. Preliminary Printouts. These are printouts of mathematical calculations made to derive deflators and seasonal factors.

DESTROY when 1 year old or when superseded, whichever is sooner.

STATE AND LOCAL GOVERNMENT BRANCH

The State and Local Government Branch within the BEA economic accounting framework is responsible for:

- preparing and analyzing quarterly and annual estimates, in current dollar figures for State and local government sector of the NIPAs and
- assisting requesting governments in using the NIPAs for revenue estimating and for comparative analysis of constant-dollar measures and
- preparing long- and short-term projections of State and local government receipts and expenditures for use in BEA's econometric analysis of the economic outlook.

R16. Revision File. Arranged chronologically by revision. Files for each revision include worksheets, notes, printouts, seasonally

adjusted data, summary data, and other material used to document how each estimate was made.

Transfer items of long-term reference value to the Subject Reference File. DESTROY remaining documents when 6 years old or sooner if no longer needed to support estimates. Transfer to the WNRC not authorized.

R17. Subject Reference File. Arranged alphabetically by subject. This is an ongoing reference file that is continually updated. Included are summary sheets, worksheets, secondary data sources, copies of newspaper articles, notes on estimating procedures, notes on the revision of estimates and other records documenting how estimates for specific areas were made.

DESTROY individual documents when superseded or obsolete. Transfer to the WNRC not authorized.

R18. Secondary Source Materials File. The Division does not send survey forms to reporters. It collects all of the data used to account for State and local government receipts and expenditures from printed and processed materials produced by Bureau of the Census, Departments of Agriculture and Treasury, and other government agencies. Some materials are received in the form of computer tapes or printouts and derived worksheets.

DESTROY when superseded or no longer needed for reference.

R19. State and Local Government Expenditures Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. This file shows total State and local government expenditures on a calendar year and quarterly basis, broken down by purchases, personal and foreign transfers, grants-in-aid, net interest paid, subsidies less current surplus of government enterprises, and wage accruals less disbursements. Totals for all entries are entered quarterly, annually, and the resulting surplus or deficit is calculated and posted.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R20. State and Local Government Receipts Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. These show total receipts, by quarters and calendar years, broken down by personal tax and nontaxes, corporate profits tax, contributions for social insurance, and indirect business taxes.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R21. State and Local Government Receipts and Expenditures Supporting Worksheets File. These include various tabulations supporting the summary worksheets on receipts and expenditures described above. There is a separate worksheet for each captioned item on the summary worksheets.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R22. State and Local Government Purchases of Goods and Services in Constant Dollars and Deflators: Summary and Detailed Worksheets. These show total purchases of goods and services by the State and local governments in terms of current and constant dollars with the derived implicit deflators. The totals posted on the summary worksheet are supported by detail data posted on separate supporting sheets.

DESTROY individual worksheets when no longer needed for reference. Files more than 40 years old may be transferred to the WNRC in 5 year blocks. Records transferred to the WNRC may be destroyed when 75 years old.

R23. State and Local Government Quarterly Expenditures Analysis Data Files. Programs and data files used to compute quarterly expenditures for State and local governments for inclusion in the Government section of the NIPA tables publication in the Survey of Current Business, especially Table 3.

- a. Working files consisting of weighting program, price indexes and purchase data.

DELETE data and programs when obsolete or superseded.

- b. Master detail files consisting of the receipts and expenditures file, purchases file, and all other purchases detail file. These files have seasonally adjusted data in current and constant dollars.

PERMANENT. Transfer copy of the data used for the July revision of the NIPAs to the National Archives following the completion of the July revision

c. Seasonal adjustment programs.

DELETE when obsolete or superseded.

d. Subset or intermediate tapes. These are intermediate tapes created while performing mathematical calculations required to produce the seasonal adjusted series and certain other tasks involving large scale manipulations of numbers. These work tapes have no value after the results have been received and checked.

SCRATCH when the job has been accepted.

R24. Preliminary Printouts. These are printouts of mathematical calculations made to derive deflators and seasonal factors.

DESTROY when 1 year old or when superseded, whichever is sooner.

PRICE MEASUREMENT BRANCH

Price Measurement Branch within the BEA economic accounting framework is responsible for:

- maintaining, improving, and interpreting the current- and constant-dollar estimates of the National Defense accounts of the United States within the economic accounting framework and

- maintaining, improving, and interpreting the constant-dollar estimates of the Government sector accounts of the United States within the economic accounting framework and

- conducting research into the development of price deflators for Federal, State and local government accounts.

R25. National Defense Subject File. This contains incoming and outgoing documentation concerning all facets of the branch's responsibility. Typical subjects appearing in the file include: aircraft procurement, ammunition, compensation, military construction, missile procurement, research and development, and vehicles.

DESTROY obsolete and superseded items when no longer needed.

R26. Administrative Subject File. Documentation relating to housekeeping matters such as purchase orders, press releases, personnel actions, taxi and travel vouchers and the like,

arrangements for conferences and requests to other agencies for data.

- a. DESTROY purchase orders, personnel actions, taxi, and travel vouchers when 2 years old.
- b. DESTROY other records when 5 years old.

R27. Data Source Materials File. The branch collects most of its data from printed and processed materials produced by the Department of Defense and other Government agencies. Other data are received in the form of computer tapes and printouts and derived worksheets prepared by DOD personnel.

DESTROY items when superseded or obsolete.

R28. National Defense Summary and Detailed Worksheets File. These show total National Defense purchases of goods and services in terms of current- and constant-dollars with the derived implicit deflators. The totals on the summary worksheets are supported by detailed data on separate supporting sheets.

DESTROY when no longer needed to support benchmark revision.

R29. Defense Price Index Project Methodology File. Documentation of the economic analysis and data used in the development of systems, procedures, and statistical standards for the Defense Price Index Project. Included are notes, working papers, position papers, technical papers, and drafts of the final report of the project.

PERMANENT. Retire to WNRC when no longer needed for current business. Offer to the National Archives 10 years after transfer to the WNRC.

R30. Computer Log Files. These list and describe all magnetic tapes and disk data sets. It is used for control of tape inputs and timely disposition of files when they are no longer needed.

DESTROY individual entries when tapes are released from files.

R31. Defense Expenditures Analysis System. Data bases used to construct quarterly and annual estimates of Defense spending for publication in the Survey of Current Business. Data are extracted from input files and other materials received from other Federal agencies, and are entered into a processed detail transaction data historical file. Data from the historical file is then aggregated

into 130 categories and separate files are created summarizing the data by GNP category, by appropriation, and by 4-digit Federal Supply Code. Finally, indexes are created for publication in the Survey, and seasonal adjustment programs are run to create seasonally adjusted figures.

- a. Input tapes and other materials received from other Federal agencies.

SCRATCH when all data have been extracted for historical file.

- b. Processed detail transaction historical data.

Recopy as necessary to ensure integrity of data.
DELETE data when no longer needed to support the system.

- c. Aggregated data files arranged by GNP category, appropriation, and 4-digit Federal Supply Code.

PERMANENT. Transfer a copy of the files used for the July revision of the NIPA to the National Archives following completion of the July revision.

- d. Indexed data for publication.

DELETE when no longer needed to support published figures.

- e. Seasonal adjustment data files.

PERMANENT. Transfer copy of the data to the National Archives following the completion of the July revision.

- f. Seasonal adjustment programs.

DELETE when obsolete or superseded.

- g. Print files. Outputs from programs which are required for analysis and display of results. They result from "standard" programs (XII seasonal adjustment) and special programs unique to the project.

DESTROY when superseded.

SPECIAL STUDIES BRANCH

The Special Studies Branch is responsible for:

- conducting special studies that utilize the estimates of receipts and expenditures of the government sector and

- conducting special studies in cooperation with other Federal agencies and

- preparing the cyclically adjusted budget.

R32. Special Project Final Reports. Final reports, usually published, produced as the product of special projects.

a. Record copy. PERMANENT. Forward one copy of each final report to the Current Business Analysis Division for inclusion in Item L22 and transfer to the National Archives.

b. All other copies. DESTROY when no longer needed for current business.

R33. Special Project Working Files. Files consist of records used to carry out a special project. Files document how the project was carried out, the methodology involved, and the data used. Files contain records such as printouts, worksheets, copies of computer programs, background materials, drafts, notes, and other records used in the project.

Break file when the final report is published or at the termination of the project. Retain in office for 5 years and then DESTROY.

R34. Special Project Data Files. Data files created as part of a special project and used to generate statistics used in the final report.

- DELETE data following publication of the final report. If data are needed for longer-term reference, create hard copy dump. If hard copy is created, DESTROY 5 years after completion of the project.

R35. Speeches, Articles, and Presentation File. Copies of these items prepared by the staff for presentation or publication.

a. Copies of BEA discussion papers, conference papers, speeches, and articles published outside of BEA.

PERMANENT. Forward one copy of each final report to the Current Business Analysis Division for transfer to the National Archives.

b. Copies of all other items.

DESTROY when no longer needed for current business.

R36. Publication Background Materials. Drafts, reference material, source documents, data files, and other records used in the preparation of publications listed in Item R35.

DESTROY following publication/presentation of final product.

R37. Cyclically Adjusted Budget Information System. In 1980, BEA, in cooperation with several other Federal agencies, developed new estimates of the high-employment budget--a type of cyclically adjusted budget based on potential GNP. The system consists of NIPA data which is used as input for three models used to cyclically adjust the budget and adjust for inflation.

- a. Program files for the cyclically adjusted budget models. DELETE of programs when superseded by new ones.
- b. Data files. DELETE when superseded by new data.

INTERINDUSTRY ECONOMICS DIVISION (IED)

The IED is responsible for compiling input-output estimates, producing analyses of them, establishing and improving the theoretical framework of the input-output tables, refining and developing techniques of input-output analysis, and for conducting related special studies.

The first set of input-output tables conceptually and statistically integrated with the national income and product accounts covered the year 1958. It was published in the Survey of Current Business for November 1964, with additional results and analyses appearing in subsequent issues. Detailed input-output tables are scheduled for every 5 years, to coincide with the years covered by the economic censuses. Tables have been published for 1963, 1967, 1972, and 1977, generally appearing seven years after the reference year. The most recent detailed table is updated to the following years. Annual (updated) tables exist for 1961, 1966, 1968-76, and 1978-81.

OFFICE OF THE CHIEF

S1. General Subject File. Arranged alphabetically by subject or correspondent. The file includes general program and administrative files. Program records consist of incoming and outgoing correspondence and memoranda generated by the division chief and assistants. Correspondence is primarily with other Federal agencies concerning general subjects. Administrative records include office copies of housekeeping papers, group health insurance, parking requests, requisitions for supplies and services, and nondivision press releases.

Break file every 3 years. Hold in office 3 additional years then retire to WNRC in 3 year blocks. DESTROY when the most recent records are 10 years old.

S2. Internal Division Subject File. Arranged by BEA division. Internal memoranda dealing with methodology and inter divisional matters, copies of drafts for comment, information copies, and copies of general agency-wide memoranda.

Break file every 3 years. DESTROY when 6 years old.

S3. Budget and Personnel. This file contains budget submissions to Congress, documentation of reimbursable contract agreements with other government agencies, 5-year Program Planning and Budgeting, and all other personnel materials.

a. Budget records: DESTROY when 5 years old.

b. Contracts: DESTROY 6 years and 3 months after termination of contract.

c. All other records: DESTROY when 2 years old.

S4. Chronological File. This contains a copy of each outgoing item generated by all elements of the Division.

DESTROY when 3 years old.

S5. Seminar, Committee, and Conference File. Arranged by conference or committee and thereunder chronologically. This includes documentation of the participation of staff members in seminars, conferences, committees, and professional meetings. concerning the input-output structure. Seminar and conference files include copies of speeches and other presentations some of which are unpublished. The committee portion of the file includes correspondence, drafts, memorandums, copies of documents for comment, and other records created or received as part of the Division's participation.

a. Seminar and Conference Files. PERMANENT. Retire to WNRC material over 10 years old at end of each decennial year. Offer to National Archives in 10 year blocks when the most recent record is 20 years old.

b. Committee Files. Break file every 5 years or upon termination of the committee or working group. Destroy 5 years later, or sooner if no longer needed for reference.

S6. Special Projects Files. Arranged by I-O benchmark year and thereunder alphabetically by project. Includes requests from other government agencies for special tabulations, requests for comment on draft of Federal publications or regulations, drafts of articles, and contributions to the energy report review.

DESTROY records for a specific project 10 years after project termination.

S7. Requests for Information, Publications, and Tapes - Input-Output Studies. This contains requests for information and publications on the input-output studies with appropriate replies. Also included are purchase requests for various magnetic tapes and printouts created during the input-output study. The requests for tapes are accompanied by the necessary program and operating information needed by the requestor to use the tapes.

DESTROY when 5 years old.

S8. Source Data Correspondence File. Arranged chronologically and thereunder by agency. Correspondence with data supplying agencies concerning the types of data collected, comments on proposed changes in data collection methods and forms, and requests for changes.

Start a new file for each I-O benchmark. DESTROY when 10 years old.

S9. I-O Benchmark Program Subject Files. Arranged by subject. Memorandums, notes, printouts, computations, and other materials used in the preliminary planning for a benchmark, initial review of the available data, and reconciliation of I-O data with NIWD data and definitions.

Cut off file with conclusion of benchmark. Retain in office for 6 years, then retire to the WNRC. DESTROY when 12 years old.

S10. I-O Industry Memo File. Arranged by I-O area. This file contains conceptual, procedural, and methodological memoranda related to each I-O area.

PERMANENT. Retire to WNRC when no longer needed for current business. Offer to National Archives 30 years later.

S11. Binder Documentation. Arranged by table or subject such as nonprofits or retail trade. Copies of documentation for each major area of the I-O benchmark process. Most documentation contains information down to the 6 digit I-O level.

PERMANENT. Print out a copy of the entire binder documentation for transfer to the National Archives at the conclusion of each benchmark. Transfer to the National Archives together with the tape copies of the I-O data.

S12. Division Publications and Library File. Copies of publications issued by the Division and copies of publications relating to I-O maintained for reference purposes.

- a. Record copy. PERMANENT. Forward one copy of all IED publications to the Current Business Analysis Division for inclusion in Item L22 and transfer to the National Archives.
- b. All other copies. DESTROY when no longer needed for current business or when superseded, whichever is sooner.

S13. Word Processing Files. Arranged by type of record. The division maintains separate diskettes with electronic copies of the records filed in most of the series described above. These diskettes are used as backup for the paper files.

- a. Diskettes for the binder documentation. DELETE files after hard copy has been made for transfer to the National Archives or when no longer needed for updating, whichever is later.
- b. All other diskettes. DELETE documents when no longer needed for backup of hard copy files.

INPUT-OUTPUT BENCHMARK PROJECT

A. Benchmark I-O Table.

S14. I-O Industry Files. Arranged by 6-digit I-O. Printouts, listings, annotations, notes, allocated and unallocated figures, reconciliations, and other information documenting estimates for each line of the I-O table.

Cut off file with conclusion of benchmark. Retain in office for 6 years, then retire to the WNRC. DESTROY when 12 years old.

S15. Secondary Source Material File. Arranged by 6-digit I-O code. Published and unpublished source materials produced by government agencies or by organizations in the private sector from which data are extracted for use in I-O tables. Selected data from these sources are compiled and analyzed to produce the benchmark input-output tables.

DESTROY when data are no longer useful or have been replaced by more recent data.

S16. Data Tapes Received from other Agencies. Data tapes received or purchased from IRS, Census, ICC, or other Federal agencies and used as input for the I/O benchmark.

SCRATCH when the tape has been fully exploited or replaced by an updated tape, whichever is sooner.

S17. Bridge/Working Files. These are intermediate files that translate non I-O codes into I-O codes.

- a. Data file. DELETE when superseded by revised or updated data.

b. Printouts. DESTROY when superseded by a new listing.

S18. Input-Output Benchmark Computer Work Files. These files are aggregated to produce the final I-O accounts and contain all of the detailed, individual estimates of sales and purchases by industries and final markets which were developed during the preparation of the input-output study. Data from this file are aggregated to the industrial classification of the input-output study to provide the published data. They include initial analysis, distribution of the unallocated secondary products, etc.

These files contain for each estimate: the producers' value, the trade and transportation costs, and the purchasers' price. In addition, a short note listing the source of the estimate is included. The workfile data show unallocated output figures. The files are produced at various levels of aggregation.

PERMANENT. Transfer a copy of workfile and source notes, together with documentation, to the National Archives when it is made available to the public or 2 years after completion of the benchmark, whichever is sooner.

S19. Extracts of I-O Workfile Data. Data extracted from the I/O workfile for publication such as the personal consumption expenditures data tape or similar projects.

ERASE when no longer needed for reference.

S20. Computer Programs. These are programs, maintained on disk, contain commands to the computer on what data to select and how to treat or process it.

DELETE when no longer needed for current business.

S21. I-O Benchmark Computer Workfile Listings. These listings contain the final data with short notes used to establish the benchmark year tables and thereafter to prepare periodic summary tables. For each year there are several sorts, depending on the types of products produced for the benchmark. Examples are 85 industry sort, 366 industry sort, product sort, and workfile raw sort.

a. Microfiche copy of the 1958 benchmark. PERMANENT.
Transfer to the National Archives when 30 years old.

b. All other microfiche copies. DESTROY when 25 years old.

c. Printouts. DESTROY when microfiche copy has been verified.

S22. Intermediate Printouts. These are printouts of data entered in the computer for purpose of analyzing and correcting the data as a preliminary workstep in preparing the final input-output table as published.

DESTROY when they have served their purpose or when superseded, whichever is appropriate.

B. Special Studies Done in Benchmark Years.

Capital Flow Study.

Beginning in 1963 the IED reduced a capital flows table for each benchmark. This table is an expansion of the commodity detail in the I-O transaction table to show the industries acquiring fixed capital for their own use.

S23. Capital Flow Table Files. Arranged type of output (row). These files contain documentation for estimates made in preparing the quinquennial capital flow table. Included are printouts, listings, annotations, notes, computations, reconciliations, and other information documenting how estimates were made for each row of the capital flow table.

Cut off file with conclusion of benchmark. Retain in office for 6 years, then retire to the WNRC. DESTROY when 12 years old.

S24. Capital Flow Data File. Contains capital flow data identifying industries that bought or leased capital goods in the benchmark year. Includes data for over 600 capital goods items (fewer for earlier benchmarks) at the 6-digit I-O industry level.

PERMANENT. Transfer a copy, with data at the 6-digit I-O industry level, together with documentation, to the National Archives when it is made available to the public or 2 years after completion of the study, whichever is sooner.

Interindustry Employment and Employee Compensation Study.

The study produces estimates for employment, employee compensation, wages and salaries, and supplements to wages and salaries at both the 2-digit and the 6-digit I-O level. The estimates also cover employment, hours worked, and wages and salaries for production workers in mining, and value added and total industry output for all industries.

S25. Interindustry Employment and Employee Compensation File. Printouts, listings, annotations, notes, computations, reconciliations, and other information documenting how estimates were made.

Cut off file with conclusion of benchmark. Retain in office for 6 years, then retire to the WNRC. DESTROY when 12 years old.

S26. Interindustry Employment and Employee Compensation Data Workfile. Contains employment and employee compensation at the 6-digit I-O industry level. Compensation is divided between wages and salaries, and supplements. Also contains estimates of the number of production workers, total hours worked, and wages and salaries for mining and manufacturing.

PERMANENT. Transfer a copy, with data at the 6-digit I-O industry level, together with documentation, to the National Archives when it is made available to the public or 2 years after completion of the benchmark, whichever is sooner.

INPUT-OUTPUT ANNUAL PROJECT.

A. Annual I-O Tables.

S27. Subject Reference File. Arranged by subject. Background materials such as articles, methodology statements, notes, studies, newspaper clippings, computer printouts, and other materials that might bear on the estimating process for a given industry or product.

DESTROY individual items when they are no longer needed for reference.

S28. Secondary Source Material File. Published and unpublished source materials, including data in electronic form, produced by government agencies or by organizations in the private sector from which data are selected for use in I-O tables. Selected data from these sources are compiled and analyzed to produce the updated input-output table.

DESTROY when the data are no longer useful or have been replaced by more recent data.

S29. Reconciliation Listings. Arranged chronologically. Computer printouts showing all of the corrections made in the estimates prior to final publication. Some listings have annotations, notes, or memoranda attached that explain the changes or methodology.

Retain all reconciliation listing based on the most recent benchmark. DESTROY following the receipt of revised benchmark data.

S30. Worksheet Data File. This contains tabulations and computations of data to derive price indexes, controls, and final demand expenditures for the update year.

Retain all worksheets based on the most recent benchmark.
DESTROY following the receipt of revised benchmark data.

S31. Annual I-O Accounts System. The system consists of multiple workfiles and programs used to create the annual I-O accounts. Data received from other agencies in machine-readable form are run against bridge files which convert them into I-O categories. Data are kept as a time series for each industry, beginning with the benchmark year, and are updated as information becomes available. Data are aggregated to the 2-digit I-O industry level for publication.

- a. Input data received from the BEA, the Bureau of the Census, and other agencies in machine-readable form.

SCRATCH when superseded by an updated file, or when all data have been entered into the workfile.

- b. Bridge files, price index file, and other program files used to manipulate or format data.

DELETE when superseded or no longer needed.

- c. Workfiles consisting of time series data at the 6-digit I-O industry level giving prices for products of both manufacturing and non manufacturing industries.

Retain all data linked to the most recent benchmark.
DELETE earlier data after conversion to a new benchmark.

- d. Annual I-O accounts data aggregated to the 2-digit I-O industry level.

PERMANENT. Transfer a copy of the file, together with the documentation, to the National Archives when it is made available to the public.

- e. Product control data files that document the development of annual I-O product controls.

- (1). Hard copy of product control data file. PERMANENT. Transfer to the National Archives together with the data tape from the annual I-O accounts, Item 31d.

- (2). System copy. Retain all data linked to the most recent benchmark. DELETE earlier data after conversion to a new benchmark.

- f. Intermediate Printouts. These are printouts used to check data and to make further computation in the preparation of the update transactions.

DESTROY when superseded by an updated printout.

B. Auxiliary Projects.

S32. Records Pertaining to Special Projects or Studies. Some of the studies are made for BEA; others are produced for other government agencies on a reimbursable basis. In either case, a copy of the agreement or authority for the study, a copy of the final report or study, and all relevant correspondence pertaining to the project are in the Special Project File (S6), Office of the Chief, which is earmarked for retention long enough to meet all requirements. These papers are filed first by project, thereunder alphabetically by subject.

- a. Project and Study Work Folders. These contain papers, collected or generated by analysts in the process of preparing a final report or study.

DESTROY 2 years after acceptance (approval) or publication of final report or study.

- b. Data Files. Preparation of a final report or study, may involve the selection and analysis of a large mass of data taken from the annual I-O accounts workfiles or the input data files. Often computer is used to arrange the data in various formats and perform certain calculations that are an integral part of making a final analysis.

DELETE 1 year after the completion of the study or sooner if no longer needed.

S33. Methodology Studies. Reports and studies undertaken to investigate various aspects of the methodology used in the creation or use of I-O tables. Examples of subjects of such reports include methods of aggregation in I-O tables, the treatment of commodity taxes, and I-O table multipliers.

- a. Final reports that are published or issued as staff papers. Include a copy in Item S12a, Record Copy of Division Publications.
- b. Final reports that are not published and are not issued as staff papers. PERMANENT. Forward a copy of the final report to the Current Business Analysis Division for inclusion in Item L22.
- c. All other final reports. DESTROY when 20 years old.

d. Working papers. DESTROY 2 years after completion of the final report.

STATISTICAL INDICATORS DIVISION

The Statistical Indicators Division develops and publishes statistical reports depicting the condition of the economy. Its publications include the following:

Business Conditions Digest (BCD): The BCD is published monthly and contains approximately 300 monthly and quarterly economic time series. The series are shown in charts and tables, providing economic analysts with a convenient source of the data they find most useful. The BCD is best known for its use of the business cycle indicators system, but it also contains many other important economic series. It is the official source of the composite indexes of leading, coincident, and lagging economic indicators. The BCD has been published since 1961.

The Handbook of Cyclical Indicators is a supplement to the BCD. It provides descriptive and analytical information on the economic time series included in the BCD. The first edition was published in 1977 and a second in 1984.

Long Term Economic Growth provides a broad view of the development of the U.S. economy over a long period of time. Relevant statistical data extending back as far as 1860 are presented in charts and tables. The first edition was published in 1966 and a second in 1973.

Most of the series included in the BCD, the Handbook of Cyclical Indicators, and Long-Term Economic Growth are obtained from reports published by BEA, other Federal agencies, and private organizations. No original data are collected by the Division. Many of the series, however, are modified, aggregated, or otherwise processed to make them appropriate for analytical purposes.

Although some of the data used by the Division are manually processed, the Division has a broad-based on-line data bank and library of suitable computer programs. The data bank is updated daily. The computer is used as much as possible to produce the tables and graphs appearing in recurrent publications of the Division.

T1. General Correspondence / Subject Files. Arranged chronologically or by subject depending on type of file. Most of these files are maintained by the Division secretary, although some files may be maintained by the Division director or other personnel. Correspondence consists primarily of requests from the public (individuals and organizations) for information, professional opinions and advice, and other assistance. Subject files include material on special projects, program management, methodology, the minutes of the BCD Committee, and other topics.

Some of this correspondence has long-term methodological or technical significance. The file includes, however, many papers with only a very short-term value. Among these are inquiries on the availability of publications, publication dates, free copies, nonreceipt of items, and the like.

- a. Selected methodological and technical correspondence including minutes of the BCD Technical Committee meetings. PERMANENT. Retire those inactive portions of files no longer needed for current business to the WNRC every 5 years. Transfer to the National Archives 10 years later.
- b. All other correspondence. DESTROY when 5 years old.

T2. Administrative Subject File. This contains office information copies of housekeeping papers on such things as time and attendance, personnel actions, space, supplies and equipment, services, and the like. (Record copies of these papers are maintained in the Department of Commerce.)

DESTROY when 2 years old.

T3. Sales File. This file contains orders for magnetic tapes, diskettes, and back issues of publications sold to the public by the Division.

DESTROY when 2 years old.

T4. Methodology Files. Documentation describing the various analytical processes, data systems, and procedures used to produce the publications or portions thereof, for which the Division has responsibility.

PERMANENT. Retire those inactive portions of files no longer needed for current business to the WNRC every 5 years. Transfer to the National Archives 10 years later.

T5. Record Set of Publications. This is a record set of one copy of each press release, final report, or publication produced by the Division. Publications include, but are not limited to:

Business Conditions Digest
Composite Index Press Release
Handbook of Cyclical Indicators
Advance BCD
Defense Indicators
Long-Term Economic Growth.

PERMANENT. Transfer one copy of each publication to the Current Business Analysis Division for inclusion in Schedule Item L22 for transfer to the National Archives.

T6. Publication Preparation Files. Drafts, printouts, preliminary artwork, tables, charts, notes, and other records created during the development, editing, and review of a publication or portion thereof.

DESTROY 5 years after publication, or sooner if no longer needed.

T7. Secondary Source Materials File. These are printed or processed materials produced by other government agencies or by organizations in the private sector, collected by the Division. Data are drawn from these materials and used to produce the current publications mentioned above.

DESTROY when superseded or when they have served their purpose.

T8. Tabulations and Worksheets. These are large ruled sheets and preprinted forms on which data are posted and analyzed to the point where they are ready for computer input. In a few cases, the total process from secondary source materials to the final table as published may be manually performed.

Most worksheets have only short-term value since the underlying figures are available in published sources.

DESTROY when superseded or obsolete whichever is appropriate. Transfer to the WNRC is not authorized.

T9. Diffusion Index Worksheets File. These are worksheets on which are posted data for the individual components (ranging from 13 to 80) for selected aggregate economic indicators. They are used to analyze the movements of the aggregate series--i.e., to determine how widespread are the movements in the aggregate series over 1-month and longer-term spans.

DESTROY when 20 years old or sooner if no longer needed to support published figures. Transfer to the WNRC not authorized.

T10. Special Studies Files. Arranged by study. Secondary source materials, correspondence, memorandums, printouts, charts, tables, data files, and reports relating to special projects of the Division. Most projects concern the introduction, deletion, or modification of time series and indicators appearing in the BCD.

- a. Studies constituting major revisions or reevaluations of composite indexes or cyclical indicators. Transfer to the WNRC 10 years after the completion of the study or sooner if no longer needed on site. OFFER to the National Archives 20 years after the completion of the study. If rejected, destroy immediately.
- b. All other studies. Transfer to the WNRC 5 years after completion of the study. DESTROY 20 years after completion of the study.

T11. Historical Tables and Charts Used for Research. This contains one copy or master of each chart produced whether published or unpublished. In some cases, worksheets or original drafts are retained in lieu of a chart or table.

DESTROY when no longer needed for reference. Transfer to the WNRC not authorized.

T12. Published Reports Master Charts and Tables File. These contain the original artwork for tables, charts, and text published in publications and special studies developed by the Division. These may be supported by preliminary layouts produced in the process of finalizing the table or chart.

- a. Publications art work. DESTROY when superseded or obsolete, as appropriate.
- b. Special studies artwork - DESTROY when 10 years old or revised, whichever is sooner.

T13. Division Data Bank. Consists of data files used in all phases of the Division's work. Major components are the time series used for the preparation of the BCD, work files used to prepare data for entry into the time series, data undergoing analysis for possible inclusion in or revision of a time series, and files for other special projects.

- a. BCD time series: DELETE data when superseded.
- b. BCD work files: DELETE data when superseded
- c. BCD data made available to the public. PERMANENT. Transfer a copy of the BCD public data file, including historical data to the National Archives at four year intervals beginning with the January 1989 data file, and whenever the Handbook is revised. Documentation should be transferred with the data file.
- d. Special projects data files: Move to off-line storage

no later than 2 years after completion of the project.
DELETE no later than 5 years after completion of the project.

e. Time series created for the publication Long Term Economic Growth: PERMANENT. Transfer a copy of the file containing all noncopyrighted data, together with the relevant documentation, to the National Archives upon approval of this schedule.

f. Time series created for publications other than the BCD and Long Term Economic Growth: SUBMIT an SF-115 request for disposition authority.

T14. Security Tape of Disc Packs. Weekly the data stored in online disc packs are copied onto magnetic tape. These tapes are sent to a relocation site for safekeeping. All of the data on these tapes can be recaptured for purposes of economic or other research.

SCRATCH when superseded by a new tape.

T15. Backup Diskettes. Files stored on the hard disk in the microcomputer are copied onto diskettes. New diskettes containing copies of hard disk files are made whenever the hard disk files are modified. The new diskettes are stored in a locked file cabinet, and the old diskettes (containing obsolete files) are reformatted so they can be used in other applications.

REFORMAT when data are superseded by a new version.

T16. Seasonal Adjustment Printouts. These are printouts of calculations automatically performed to produce the resulting seasonal adjustment factor as shown. These printouts are of no value after the factors are used in the data processing system.

DESTROY when superseded or obsolete, as appropriate.

T17. Intermediate Printouts. These contain data required to satisfy intermediate steps in the analysis and production of statistical tables. These printouts are of no value after the work step to which they relate is completed.

DESTROY when they have served their purpose.

T18. Printouts of Matrices. These are printer's camera copy of various statistical tables as they appear in publications issued by the Division.

DESTROY after the table is published.

BUSINESS OUTLOOK DIVISION

The Business Outlook Division maintains, improves, and interprets data on past, current, and prospective domestic business investment in new plants and equipment, conducts designated surveys required to collect this information; maintains and improves an econometric model designed to forecast short-term and medium-term changes in economic activity, and to assess the likely impact on economic activity of alternative fiscal, monetary, and other government economic policies.

I. OFFICE OF THE CHIEF

U1. Division Subject File. Arranged by subject. A composite file of program administration, correspondence, and housekeeping records. Included are records pertaining to data sources and techniques and program planning, evaluation, and administration; incoming and outgoing correspondence with private companies, universities, and other users and suppliers of data; office copies of housekeeping papers including budget submissions, personnel actions, time and attendance reports, travel, procurement, space; and copies of computer generated statistical administrative reports.

- a. Program administration and correspondence files:
DESTROY when 10 years old.
- b. Budget submissions: DESTROY when 5 years old.
- c. All other records: DESTROY when 2 years old.

II. ECONOMETRICS STAFF

The Econometrics Staff is responsible for the maintenance, development, and application of a large quarterly econometric model of the U.S. economy. The model is used in forecasting and determining the impact of alternative economic policies. The model is comprised of equations representing behavior and accounting or definitional relationships. Both its development and application require the use of many economic and some noneconomic time series data. The equations are modified and re-estimated periodically using newer data. The model is used to aid policy decision-making at the highest level.

U2. Administrative Subject Files. Arranged by subject. Office copies of administrative papers covering subjects such as time and attendance, personnel, and supplies and equipment.

DESTROY when 2 years old.

U3. Chron File. Arranged by date. Copies of all outgoing correspondence and memorandums concerning all facets of the unit's responsibilities.

- a. Hard-copy File: DESTROY when 3 years old.
- b. Electronic copy: DELETE when one year old or when no longer needed to produce a hard copy, whichever is sooner.

U4. Press Release File. Included in this file are copies of press releases prepared by the Econometrics Staff. Record copies of these releases are maintained in the Public Relations Office.

DESTROY when 5 years old or when they have served their purpose, whichever is sooner.

U5. Secondary Source Materials File. Arranged by subject. Published and unpublished source material produced by other divisions of BEA, other Federal agencies, and the private sector and used as sources of input data for forecasts and as reference material.

DESTROY when superseded or when no longer needed for reference.

U6. Tape Library Documentation Files. Computer generated listings of forecast and other tapes, printouts of computer runs creating the tapes, and tape descriptions.

- a. Weekly tape logs: DESTROY when superseded.
- b. Run printouts and tape descriptions: Maintain for the life of the tape and then DESTROY.

U7. Forecast Work File. Arranged by forecast. This file contains background material such as calculations, printouts, intermediate output, notes, and related records used in preparing forecasts for the BEA Quaterly Econometric Model.

DESTROY individual documents or contents of individual folders when obsolete or when 5 years old, whichever is sooner.

U8. Input Data. Data tapes and information extracted from secondary sources for input into the databanks (U9).

DESTROY/DELETE when superseded or no longer needed whichever comes first.

U9. Data Banks. Data base system containing approximately 1500 time series used to produce the quarterly forecasts. Most time series include estimate figures from 1947 to the present.

- a. Time Series Data Bank. Following the completion of a forecast, copy data onto forecast tape. Replace or revise data in data bank when superseded.
- b. Related Programs. DELETE when superseded or no longer needed to support the Time Series Data Base.

U10. Computer Programs. These are programs which are used in conjunction with the data banks (U9) to produce the quarterly forecasts. They include model solution programs such as BEAVER, equation estimation packages such as EAGER, and other programs used to support the BEA Quarterly Economic Model and special forecasts. Occasionally card image files are created for selected versions of the programs. The programs are maintained by the Econometrics Staff.

- a. Disk Files. Copy programs used to produce a forecast onto the Quarterly Economic Model Forecast Tapes. Retain on disk file until superseded or no longer needed for agency business and then DELETE.
- b. Card image copies. DESTROY when no longer needed for current agency business.

U11. Quarterly Econometric Model Forecast Electronic Files. The Division maintains electronic copies of all relevant files used to produce the Quarterly Economic Model forecast. These files include the assumption, adjustment, solution, and data files, as well as the version of the model used to produce the forecast. The files may be maintained on tape, disk, diskette, or other electronic media.

ERASE when 10 years old.

U12. Special Forecast Electronic Files. For special forecasts (those that are not regularly scheduled, but are prepared on special request) the Division maintains electronic copies of similar types of files as described in U11. The files may be maintained on tape, disk, diskette, or other electronic media.

ERASE when 10 years old.

U13. Electronic Working Files. Copies of files which are currently being modified and are simply for backup purposes in the event of a system crash.

ERASE when no longer needed.

U14. Forecast Output. Arranged chronologically by forecast. Forecast documentation packages consisting of copies of machine-generated tables, assumptions, adjustments, analyses of results, and related articles.

- a. Record Copy PERMANENT. Retire to WNRC in 5 year blocks when the most recent record is 10 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.
- b. All other copies. DESTROY when no longer needed for official business.

U15. Special Request Forecast Output. Arranged chronologically by forecast. Forecast documentation packages for special forecasts consisting of copies of machine-generated tables, assumptions, adjustments, analyses of results, and related articles.

- a. Record Copy PERMANENT. Retire to WNRC in 5 year blocks when the most recent record is 10 years old. Offer to National Archives in 5 year blocks when the most recent record is 30 years old.
- b. All other copies. DESTROY when no longer needed for official business.

U16. Model Documentation Listing. Arranged by forecast. These are printouts of the coding for the versions of the computer programs described in U10 that were used for each forecast as well as lists of equations used, variable definitions and names, and sources.

- a. Documentation for forecasts
 - 1) in which significant changes were introduced in the model, or
 - 2) which immediately precede an NIPA benchmark.

PERMANENT. Transfer to the National Archives in 10 year blocks when the most recent record is 30 years old, or sooner if no longer needed for current agency business.

- b. Documentation for all other forecasts. DESTROY when 20 years old or sooner if no longer needed for current agency business.

U17. Computer Program Manuals. These manuals are guides to the software used to solve the forecasting model.

- a. Manuals supporting model documentation listings identified for permanent retention under Item 15a. PERMANENT. Transfer to the National Archives with the related model documentation.
- b. All other manuals. DESTROY together with the related model documentation listing.

U18. Printouts. Printouts of data series used to produce regular and special forecasts or used for editing, analysis, reference, and other purposes.

- a. Final printouts. Retain in office 10 years, then transfer to the WNRC. DESTROY when 20 years old.
- b. All other printouts. DESTROY when superseded or when no longer needed for current agency business.

U19. Model Development Research Files. Arranged by equation. Final memorandums prepared by the staff to recommend and explain proposed additions and/or modifications to the Quarterly Econometric Model, together with work files containing records created and collected in the course of preparing the memorandums.

- a. Final memorandums. PERMANENT. Transfer to the National Archives in 10 year blocks when the most recent record is 30 years old, or sooner if no longer needed for current agency business.
- b. Work files. DESTROY 6 months after final action on the memorandum or 3 years after completion of the memorandum if no action is taken.

III. BUSINESS INVESTMENT SURVEY PROJECT

The Business Investment Branch is responsible for maintaining, developing, improving, and interpreting data series on domestic plant and equipment expenditures and related series including conducting the designated surveys upon which these series are based. The preparation of the data series involves the construction of benchmark estimates of plant and equipment for selected years derived from a wide variety of data sources obtained from both governmental and nongovernmental agencies. The staff carries out research and special projects relating to theoretical and practical problems in maintaining and improving the existing series and in the development of new series.

U20. Branch Chief's Program Subject File. This file contains correspondence and other records relating to the direction of the branch's program responsibilities generated by the Branch Chief and staff as well as reference materials collected by the Chief.

- a. Reference and source materials. DESTROY individual items when no longer needed for reference.
- b. All other materials, except records described in Items U22 and U23. DESTROY when 5 years old or earlier if superseded.

U21. Plant and Equipment Administrative Subject File. This file contains papers relating to budget, merit pay, personnel actions, travel, and copies of activity reports, administrative memos, governmental regulations the affecting branch.

- a. DESTROY budget submissions when 5 years old.
- b. DESTROY all other papers when 3 years old.

U22. Plant and Equipment Methodology Files. Arranged by type of survey and thereunder chronologically. Memoranda, minutes, reports, and background materials documenting the process for developing and modifying benchmark, annual, or other survey conducted by the branch. Included are records of benchmark and other committees, computer specification files, and files maintained by the branch chief.

- a. Benchmark Methodology Files. PERMANENT. Break upon completion of estimate. Retain in office until completion of the following benchmark then retire to the WNRC; transfer to the National Archives when 20 years old.
- b. Annual Methodology Files. PERMANENT. Break upon completion of estimate. Retain in office until completion of the following benchmark then retire to the WNRC; transfer to the National Archives when 20 years old.
- c. All other methodology files. PERMANENT. Break files upon completion of survey. Retire to the WNRC when 8 years old; transfer to the National Archives when 20 years old.

U23. Estimates (Final) Files. Arranged by type of estimate and thereunder chronologically. Files containing worksheets, notes, memos, printouts, reports, and other records used to document how the branch arrived at the published estimates for each quarterly, annual, or benchmark survey.

- a. Benchmark estimate files. Break file upon completion of benchmark. Retain in office until completion of the following benchmark then retire to the WNRC; DESTROY 10 years later.
- b. Annual estimate files. Break upon completion of estimate. Retain in office until completion of the following benchmark then retire to the WNRC; DESTROY 7 years later.
- c. Quarterly estimate files. Break files upon completion of estimate. DESTROY upon completion of the next benchmark, or sooner if no longer needed for reference.

U24. Chron File. Notebook containing copies of all memos and correspondence received or sent by the branch.

DESTROY specific items when 5 years old or when no longer needed for current agency business, whichever is sooner.

U25. Drafts of Publications. Drafts, printouts, secondary source materials, and other items used in writing and editing articles for the Survey of Current Business or other BEA publications.

DESTROY 6 months after publication of article, or sooner if no longer needed.

U26. Press Release File. Included in this file are copies of press releases prepared by the Business Investment Branch. Record copies of these releases are maintained in the Public Relations Office.

DESTROY when 5 years old or when they have served their purpose, whichever is sooner.

U27. Records Kept by Individual Economists. Included are sample summaries and estimates, reference copies of memorandums and reports, preliminary estimates and printouts, secondary source materials, clippings, and records used in editing questionnaires.

- a. Records relating to the editing of questionnaires. DESTROY when editing is complete and final estimates have been made.
- b. Records relating to the creation of estimates. Transfer records to U23, Estimates (Final) Files, as needed to support final estimates. DESTROY remaining materials 6 months after the approval of the final estimates or sooner if no longer needed.

- c. Clippings and secondary source material. DESTROY individual items when superseded or no longer needed for reference.
- d. Printouts for intermediate computer runs. DESTROY when superseded.

U28. Name and Address Records of Sample Companies. This computer record of names and address of companies in the plant and equipment and capacity surveys is used to produce the quarterly mailing lists for use in mailing the survey forms to sample firms. It is updated as necessary.

ERASE when the system is changed or discontinued.

U29. Quarterly Plant and Equipment Expenditures Survey Questionnaires. These questionnaires are sent to individual companies to collect investment data on plant and equipment expenditures. The data provided on these forms are compiled on tabulation and estimation worksheets which are entered onto an electronic storage medium..

DESTROY 1 year after receipt.

U30. Plant and Equipment Record Card File. Arranged by company. Card file containing manually recorded plant and equipment source data. A card is maintained for each "significant" company in a plant and equipment survey sample. Companies are designated as significant by industry analysts based on their knowledge of the survey sample.

DESTROY cards for an individual company when it loses its status as a significant company.

U31. Plant and Equipment Comment File. Computer file containing historic notes and comments about specific sample companies entered by industry analysts during survey processing.

PERMANENT. Transfer a copy of the file to the National Archives together with the related historic data file.

U32. Input Data for the Plant and Equipment Survey. Files of raw data from survey questionnaires and other sources maintained in electronic form and used as input into the PLANETS data banks.

SCRATCH when no longer needed.

U33. Plant and Equipment PLANETS Banks. Data banks created with the PLANETS statistical package and maintained on an electronic storage medium. These files are used by the staff to edit input data, create industry quarterly and annual estimates, and produce files for seasonally adjusted and other estimates. Examples include the OASIS data bank for quarterly estimates and the APES file for annual data. The system also has programs to produce bias-adjusted and seasonally-adjusted estimates, correction factors, and for data editing and manipulation.

a. Data Files. REPLACE when files are updated each quarter.

b. Programs. DELETE when superseded.

U34. Plant and Equipment Company Record Master Files. These computer files contain all data collected by the Business Investment Branches from individual companies. Data in the files (taken from questionnaires, U29) are arranged by company and updated quarterly to include data on each from the beginning of the automation program in 1965 to date. This master file is used by the branch to produce its end-product reports.

PERMANENT. Transfer a copy, together with documentation, to the National Archives after the annual data have been added.

U35. Plant and Equipment Historic Industry File. This computer file contains the historic series for current-dollar plant and equipment expenditures and plans. The data are at the industry level and include estimates for unadjusted and seasonally-adjusted expenditures and unadjusted, bias-adjusted, and bias-and-seasonally-adjusted planned expenditures.

REPLACE each quarter when updated file becomes available.

U36. Plant and Equipment Historic Subindustry File. This computer file contains the historic series for current-dollar plant and equipment expenditures for subdivisions of industries. The industries are divided by size class and form of ownership.

REPLACE each quarter when updated file becomes available.

U37. Plant and Equipment Constant-dollar Files. These computer files contain the historic series for constant-dollar plant and equipment expenditures. The data are seasonally-adjusted and annually rated.

REPLACE each quarter when updated file becomes available.

U38. Plant and Equipment Correction Factors. These are computer printouts of quarterly bias-correction factors for planned plant and equipment expenditures.

DESTROY upon receipt of updated printout.

U39. Quarterly Seasonal Adjustments. These are computer printouts of quarterly seasonal factors for new plant and equipment starts and carryover. This seasonal adjustment program derives quarterly seasonal factors which are applied to quarterly unadjusted data to arrive at seasonally adjusted data.

DESTROY upon receipt of new issue.

U40. Plant and Equipment Survey Sales Tape Files. These files are derived from Items U35 and U37, and are made available to the public through Economic and Statistical Analysis/BEA. Titles of the two files are "Expenditures for New Plant and Equipment by Business" and "Expenditures for New Plant and Equipment by Business in Constant Dollars."

PERMANENT. Transfer tape copies of the files, together with documentation, to the National Archives each time new annual data is added.

ENVIRONMENTAL ECONOMICS DIVISION

The Environmental Economics Division (EED) maintains, improves, and interprets (1) measures of expenditures for pollution abatement and control by consumers, business, and government within the framework of the national economic accounts, and (2) measures of pollutant emissions per dollar of output for each of the major polluting industries. It relates these measures to the pollution abatement expenditures by industries, and does research in the techniques required to interpret the environmental measures.

The EED prepares these measures classified by sector of the economy (consumers, business, and government), by media (air, water, "solid waste," and other), by function (direct abatement, regulation and monitoring, and research and development), and by region. They prepare price deflators and constant dollar estimates of Pollution Abatement and Control (PAC) expenditures, prepare and interpret measures of expenditures for occupational safety and health, analyze the effects of PAC expenditures and the expenditures for occupational safety and health on economic activity (e.g., on output, prices, and employment), and conduct research in the techniques required to interpret such measures.

V1. Administrative Subject File. This covers office copies of housekeeping papers including budget submissions, personnel actions, time and attendance reports, travel, procurement, space, Preliminary Project Cost Reports, Project Summary, and management by objectives (MBO) files.

- a. DESTROY Preliminary Project Cost Reports and Budget submissions when 5 years old.
- b. DESTROY all other records when 2 years old.

V2. PAC Methods Papers. Arranged by subtable number. Background material for preparing PAC tables including the definitional framework (concepts and structures) of the estimates in the Pollution Abatement and Control tables, with information on the estimation methods, analyses of data sources, and mathematical equations.

PERMANENT. Retire to the WNRC in 10 year blocks when the most recent record is 10 years old. Offer to the National Archives in 10 year blocks when the most recent record is 20 years old.

V3. Record Copies of Branch Publications and Papers. One copy of each publication produced by the EED or its staff, including

regular and special publications, discussion papers, and staff papers.

PERMANENT. Forward a copy of each publication or paper to the Current Business Analysis Division for transfer to the National Archives as part of Item L22.

V4. Publication Background Papers. Drafts, supporting data, and secondary materials used to write the annual PAC article for the SCB and other EED publications.

- a. Background materials for the annual PAC article. DESTROY when 3 years old.
- b. Background materials for other publications. DESTROY 6 months after publication.

V5. Press Release File. Included in this file are copies of press releases prepared by the EED. The permanent copy is maintained by the Public Relations Office of BEA.

Keep one copy for reference and DESTROY all others when no longer needed.

V6. Pollution Abatement Survey Forms. Forms collected as part of the Plant and Equipment Capital Expenditures survey that include money spent on pollution abatement. Information on the forms is confidential. Forms are used as input into the Pollution Abatement Company Response Data File (V8a).

- a. Forms for companies most important to sample. Retain in office for 10 years after survey completion and then retire to WNRC. DESTROY when 20 years old.
- b. Forms for all other companies. Retain in office for 3 years after survey completion and then retire to WNRC. Destroy when 20 years old.

V7. PAC Estimates Files. Arranged by estimate and thereunder chronologically. Printouts and other supporting papers used to develop estimates for the PAC tables.

- a. Files supporting preliminary estimates. DESTROY when superseded by a new estimate.
- b. Printouts and related papers for final estimates. Break file annually. Retire to the WNRC in 10 year blocks when the most recent record is 10 years old. DESTROY when the most recent record is 25 years old.

V8. PAC Computer Files. A series of electronic files used by the EED to produce the estimates of pollution abatement and control expenditures published in the SCB. The EED creates 70 different estimates and has constant dollar, current dollar, and index value data for each estimate.

- a. Pollution Abatement Company Response Data File. Raw data from the survey forms (V6) concerning capital expenditures for air and water pollution abatements and and solid waste management.

DELETE data annually when replaced by new survey information.

- b. Annual Data Files. Contains the information necessary to create figures for each of the annual estimates.

DELETE when superseded by next year's annual file.

- c. Master Historical File. Annually the final estimates from the annual files (V8b) are added to this file and retained for future research.

PERMANENT. Transfer a copy of the file, together with documentation, to the National Archives following the publication of the annual figures in the SCB.

ALL UNITS

Where any of the records listed below are described elsewhere in this schedule among those of a particular organizational unit, the retention period provided there shall prevail. Otherwise, the retention periods for records described hereunder shall apply wherever they are found in BEA.

W1. National Security Classified Documents. These are documents withheld from any but authorized inspection because they contain information that must be protected to maintain the national security. To provide such protection of their subject content, these documents are filed in special equipment separate from open papers, if there are any, that relate to the same function or matter.

Almost without exception, any security classified material in BEA may be categorized in terms of the action(s) and responsibilities undertaken by BEA as a result of such material.

- a. Record copies of documents on which the Department took action(s): Use the disposition approved for the file, described in the other parts of this schedule, with which the documents would have been filed if they had been unclassified.
- b. Information copies: DESTROY when the need to know has been satisfied.

W2. National Security Classified Document Control Files. These include registers of Top Secret and Secret documents maintained to indicate accountability; receipts, records of safe and lock combinations, and lists of persons knowing combinations.

- a. Registers and receipts: DESTROY 5 years after documents have been downgraded or transferred.
- b. Safe and lock combinations and lists of names of persons: DESTROY when superseded or upon turn-in of equipment.

W3. "Chronological, "Reading," "Tickler," or "Suspense" File. Extra copies of correspondence maintained for convenient reference or to flag a due date for an action not covered by a specific item elsewhere in this schedule. In some cases, the extra copies are removed from such files are used for cross-reference and other purposes in subject files. This, of course, liquidates the extra copy file.

DESTROY residual copies when 1 year old.

W4. Reproducibles File. This includes manuscripts (camera copy), paper, photographic, and types of plates or media used to reproduce multiple copies of documents for distribution.

DESTROY when no longer needed for reprinting.

W5. Directives. These are information copies of printed and processed Departmental Orders, OMB bulletins and circulars, GAO regulations, and similar authoritative issuances governing current operations maintained for reference in operating units.

DESTROY individual documents when revoked, superseded, or no longer applicable to the office or unit concerned.

CONCORDANCE

ITEMS IN REVISED SCHEDULE	ITEMS IN NC1-375-81-1 AS SUBMITTED BY BEA	ITEMS IN OLD SCHEDULE NN173-10
A 1	1	1
A 2	2	2
A 3	3	3
A 4	4	4
A 5	5	5
A 6	6	6
A 7	7	7
A 8	8	8
A 9	9	9
B 1	1	10
B 2	2	11
B 3	3	12, 13
B 4	4	14
C 1	1	15
C 2	2	16
C 3	3	17
C 4	4	18
C 5	M 24	304
C 6	M 23	294
C 7	M 25	305
C 8	M 31	317
C 9	--	--
C10	M 30	314
D 1	--	--
D 2	1	19
D 3	--	--
D 4	--	--
D 5	2	20
E 1	1	--
E 2	2	--
E 3	5	--
E 4	4	--
E 5	3	--
F 1	1	23
F 2	2	24
F 3	--	--
F 4	--	--
F 5	3	25
F 6	--	--
F 7	--	--

ITEMS IN REVISED SCHEDULE	ITEMS IN NC1-375-81-1 AS SUBMITTED BY BEA	ITEMS IN OLD SCHEDULE NN173-10
G 1	--	--
G 2	--	--
G 3	--	--
H 1	--	--
I 1	1	--
I 2	2	--
J	RESERVED	
K 1	1	52
K 2	2	53
K 3	3	54
K 4	4	--
K 5	5	--
K 6	6	--
K 7	7	55
K 8	8	56
K 9	17, 18	65, 66
K10	9	57
K11	10	58
K12	11	59
K13	12	60
K14	13	61
K15	14	62
K16	15	63
K17	16	64
L 1	1	67
L 2	2	72
L 3	3	73
L 4	4	75
L 5	5	68
L 6	6	69
L 7	7	76
L 8	9	78
L 9	10	79
L10	11	80
L11	8	77
L12	12	81
L13	13	70
L14	14	71
L15	15	--
L16	16	74
L17	17	--
L18	18	--
L19	19	21
L20	20	36
L21	21	41

ITEMS IN REVISED SCHEDULE	ITEMS IN NC1-375-81-1 AS SUBMITTED BY BEA	ITEMS IN OLD SCHEDULE NN173-10
L22	22	--
L23	--	--
L24	--	--
M 1	1	289
M 2	4	292
M 3	5	293
M 4	21	298
M 5	2	290
M 6	3	291
M 7	18	295
M 8	20	297
M 9	21, 41, 42	298, 366, 367
M10	28	308
M11	10	303
M12	9	302
M13	6, 7, 8, 14, 33 43, 50, 59, 64, 65, 78, 92, 93	299, 300, 301, 323, 368, 375, 383, 333, 334, 353, 345, 346
M14	33A, 36, 47, 60, 68, 69, 70	327, 372, 384, 338, 339
M15	--	--
M16	13, 39, 73, 74	318, 330, 342, 343
M17	11	313
M18	12, 37, 48, 61 71, 72, 89, 90	315, 328, 373, 385 340, 341, 362, 363
M19	14	319
M20	16	321
M21	17	322
M22	15	320
M23	27	307
M24	29	309
M25	34	325
M26	52	376
M27	35	326
M28	32	323
M29	40	365
M30	44	369
M31	45	370
M32	46	371
M33	49	374
M34	53	377
M35	54	378
M36	55	379
M37	56	380
M38	57	381
M39	58	382

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M40	66	335
M41	62	331
M42	63	332
M43	67	336
M44	85	360
M45	82	357
M46	79	354
M47	80	355
M48	81	356
M49	75	349
M50	76	350
M51	83	358
M52	84	359
M53	86	361
M54	77	352
M55	87	361
M56	87A	--
M57	88	361
M58	94	347
M59	91	344
M60	95	--
M61	96	348
N 1	1	245
N 2	2	246
N 3	3	247
N 4	4	248
N 5	5	249
N 5	6	--
N 7	7	251
N 8	13	273
N 9	13	--
N10	7	251
N11	16	262
N12	17	263, 264
N13	18	265
N14	19	266
N15	20	--
N16	--	--
N17	19	266
N18	--	--
N19	23	--
N20	24, 25	271, 271
N21	10	--
N22	11	--
N23	12	282
N24	21	267
N25	14	282
N26	15	280
N27	29	253-55

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N28	30	--
N29	35	274, 275
N30	36	274, 275
N31	33	274
N32	34	274
N33	--	--
N34	31	--
N35	32	--
N36	--	--
N37	--	--
N38	26	284
N39	28	284
N40	27	284
N41	38	286
N42	41	--
N43	42	--
N44	43	--
N45	44	--
O 1	1	98
O 2	3, 4	101, 102
O 3	5	103
O 4	6, 7, 8	106, 107, 108
O 5	--	--
O 6	9	109
O 7	12, 15	112, 113
O 8	18	116
O 9	21 in part	119
O10	2	100
O11	10, 11, 13, 14	110, 111
O12	16&21 in part	114, 119
O13	--	--
O14	17	115
O15	19, 20	118
O16	22	120
P 1	1, 2	98, 121
P 2	--	--
P 3	4	133
P 4	--	--
P 5	11	--
P 6-9	--	--
P10-11	12	131
P12	10, 13, 15	110, 134, 136
P13	16	137
P14	17, 18	138, 139
P15	--	--
P16	--	--
P17	14	135
P18	19	140

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P19	20	141
P20	9, 21	105, 142
P21	31	143
P22	22	122
P23	23	123
P24	26, 30	126, 130
P25	24	124
P26	25	125
P27	29	129
P28	--	--
P29	--	--
P30	27	127
P31	28	128
P32	--	--
P33	--	--
Q 1	4	406
Q 2	6	--
Q 3	5	407
Q 4	3	405
Q 5	7	408
Q 6	1, 2	404, 405
Q 7	10, 11	411, 417
Q 8	8, 9	409, 410
Q 9-14	15, 62, 108	223, 416, 459
Q15	14, 16, 17, 19, 22, 32 34, 35 47-50, 52, 53, 63, 66, 87, 88, 90, 91, 95, 107 109, 110, 127-29	222, 224, 225, 242-44, 415, 417, 418, 420, 421, 433, 435, 436, 448-51, 453, 454, 460, 463, 483, 484, 486, 487, 491
Q16	31, 70	423
Q17	13, 30, 44, 55, 58, 60, 71, 73, 85, 97	212, 414, 423, 431, 445, 455, 457 478, 481
Q18	102, 103	217, 218
Q19	28, 36, 43, 45, 46, 54, 57, 61 67, 83, 86, 92, 94, 96, 98, 100	211, 213-15, 429, 437, 444, 446, 447, 455, 458, 464, 479, 482
Q20	12, 29, 37-40, 56, 59, 69, 84, 93, 106	221, 413, 430, 438-41, 456, 465, 480
Q21	18, 33, 51, 65, 89, 126	241, 419, 434, 452, 462, 485
Q22	64, 111-25	227, 229-40, 461
Q23	101	216
Q24	104	219
Q25	105	220
Q26	21	422

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Q27	22	423
Q28	--	--
Q29	25	426
Q30	26	427
Q31	27	428
Q32-35	130	--
Q36	41	442
Q37	42	443
Q38	68	465
R 1	2	493
R 2	1	492
R 3	--	--
R 4	--	--
R 5	--	--
R 6	3	494
R 7	4	495
R 8	5	496
R 9	6	497
R10	7	498
R11	8	499
R12	9	500
R13	10	501
R14	13	504
R15	12	503
R16	--	--
R17	--	--
R18	3	494
R19	4	495
R20	5	496
R21	6	497
R22	7	498
R23	11, 13	502, 504
R24	12	503
R25	14	--
R26	15	--
R27	16	--
R28	17	--
R29	18	--
R30	19	--
R31	20-22	--
R32-37	--	--
S 1	1, 6	154, 159
S 2	--	----
S 3	2	155
S 4	4	157
S 5	5	158
S 6	--	--

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S 7	3	156
S 8	--	--
S 9	--	--
S10	16	--
S11	--	--
S12	--	--
S13	--	--
S14	7-11, 15, 17	87, 89, 90, 93, 94, 162, 167, 171, 176, 185, 190, 196, 197, 203-05
S15	14	161, 166, 172, 184, 189, 195, 202
S16	23-28	173, 174, 175
S17	22	163, 168, 186, 198, 208
S18	30	--
S19	--	--
S20	31	201
S21	18, 20, 21	169
S22	19	164, 188, 191, 199, 209
S23	41	192, 194
S24	--	193
S25	--	--
S26	--	--
S27	--	--
S28	32	202
S29	--	--
S30	33	--
S31	34-39	160, 165
S32	40, 42-45	206-210
S33	--	--
T 1	5	509
T 2	6	510
T 3	11	515
T 4	4	508
T 5	2	506
T 6	--	--
T 7	1	505
T 8	3	508
T 9	7	511
T10	--	--
T11	8	512
T12	10	514
T13	--	--
T14	12	517
T15	--	--
T16	15	520
T17	16	521
T18	17	522

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U 1	1, 2	526, 527
U 2	----	----
U 3	----	----
U 4	3	528
U 5	5	531
U 6	7, 15	533, 541
U 7	4	530
U 8	----	----
U 9	----	----
U10	11, 14, 17	537, 540, 543
U11	9	535
U12	10	536
U13	12	538
U14	16A	542
U15	16C	542
U16	----	----
U17	6	532
U18	13	539
U19	----	----
U20	47	----
U21	48	----
U22	24	537
U23	----	----
U24	----	----
U25	----	----
U26	29	578
U27	22, 26, 27, 33, 40-44, 46	571, 575, 576, 582, 587-590, 592
U28	39	----
U29	25	574
U30	20	554
U31	----	----
U32	----	----
U33	----	----
U34	19	545
U35	35, 36, 38	584, 585, 588
U36	----	----
U37	----	----
U38	28	577
U39	45	591
U40	----	----
V 1	1	----
V 2	2	----
V 3	----	----
V 4	----	----
V 5	3	----
V 6	----	----
V 7	----	----
V 8	4, 5	----

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W 1	1	612
W 2	2	613
W 3	3	614
W 4	4	615
W 5	5	616