INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-257-03-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

The records are presumed destroyed.

Date Reported: 7/28/2021

	REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)		
			JOB NUMBER *N1-257- 03-02*		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION			Date Received		
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001			*5/01/2003*		

1. FROM (Agency or establishment)

US Dept. of Labor/Bureau of Labor Statistics

2. MAJOR SUB DIVISION

Office of Technology and Survey Processing

3. MINOR SUBDIVISION

Directorate of Technology and Computing Services

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Dennis Durham	202-691-7621	6-3-04	*(signature)*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___2___ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[x] is not required   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
05-01-03	*Louise L. Henderson*	Records Officer/ BLS

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets SEE ATTACHED		
	el agency newmu		

115-109   PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

Computer Century Conversion (Y2K) Records Schedule

1.   Y2K Policy and Planning Records.
Records created or approved by the BLS Commissioner, Associate Commissioners, and/or project staff for specific programs that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

   a.   Recordkeeping copy maintained by the work unit managing overall agency Y2K compliance efforts.

   TEMPORARY. Cut off at completion of project. Destroy 5 years after cutoff.

   b.   All other copies.

   TEMPORARY. Cut off at completion of project. Destroy 3 years after cutoff.

2.   Y2K Administrative Records.
Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

TEMPORARY. Cut off at completion of project. Destroy 3 years after cutoff.

3.   Implementation Records.
Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance.

   a.   Summary records of the analysis of actions taken for specific systems. These records typically document justifications to repair, retire, or replace system in relation to Y2K concerns and may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status.

   TEMPORARY. Cut off at completion of project. Apply disposition approved for the overall system.

   b.   Detailed records of the revision, testing, and validation of a specific system or group of systems. May include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.

   TEMPORARY. Cut off at completion of project. Destroy 3 years after cutoff.

4. Electronic Mail and Word Processing System Records.
Electronic copies of records created using electronic mail and word processing applications to generate a recordkeeping copy of the records covered by other items in this schedule.

a. Copies that have no further administrative value after the recordkeeping copy is generated. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete 180 days after the recordkeeping copy is generated.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is complete.