Request for Records Disposition Authority

(See Instructions on reverse)

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

1. From: (Agency or establishment)
Department of Labor

2. Major Subdivision
Bureau of Labor Statistics

3. Minor Subdivision
Office of Administration/Division of Administrative Services

4. Name of Person with whom to confer
Karen Burnette

5. Telephone (include area code)
202-691-6054

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 ____11____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative
[signature]

Title
Departmental Records Officer

Date (mm/dd/yyyy)
07-17-2006

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1-9	Small Electronic Systems and Misc Records of the Division of Administrative Services (see attached)		

All copies sent to Agency, NWMW, NR

Standard Form 115 (Rev.3/91)
Prescribed by NARA 36 CFR 1228

1. AutoCAD (Electronic) Space Plans (or similar system)

Program Supported by the System:
The Division of Administrative Services (DAS), Branch of Wellness, Telecommunications, Space and Facility Management processes approximately 75 space changes annually using the Autodesk AutoCAD (AutoCAD) System. AutoCAD is a part of Autodesk's architectural and space planning solutions. The space planning and design component of AutoCAD is used to draft, layout and design all floor plan components of the interior of the Postal Square Building (PSB). The master data files are considered vital records.

1- a. Data Input:
Requests for changes to offices or workstations for new and existing employees, draft floor plans, workstation designs and office space layouts. Request correspondence and related files retention periods and disposition instructions are governed by GRS 11(2)(b)(1). (Destroy when 2 years old.)

Disposition:

~~**Sketches and draft plans:** Temporary. Destroy upon verification that all information has been entered into CAD system accurately, but no later than 3 months after entry. (**GRS 20, Item 2a**)~~

1- b. Master Data Files:
AutoCAD is a computer assisted drafting (CAD) software application used to draft, layout, design and re-configure potential and existing offices and workstations. Designs for the proposed office, space or workstation include components for lighting, electrical, plumbing, HVAC, and wall and furniture layout. Project schedules are developed and maintained using the project scheduling component of the AutoCAD system.

The design process is based on the "master floor plan" of PSB, a layout of how the building is currently structured. There are also working files in the system, of areas that are in the process of being designed and/or redesigned. Old floor plans are superseded by the newly designed and approved space plan. The system currently stores the designs of offices, training facilities, conference rooms, copier rooms, automated processing facilities, pantries, the cafeteria, bathrooms, utilities closets, and supply rooms and the like within Postal Square Building.

Disposition:

1- b-1. Electronic Files: Temporary. Delete individual record when superseded, or when structure/space retired from service.

~~**1- b-2. Electronic File Backup:** Temporary. Destroy/Delete when superseded by next backup. (**GRS 20, Item 8b**)~~

1- c. System Outputs:
Floor Plans - hard copies of old and new construction plans are filed by floor and division by the Space Planning team.

Project Schedules are printed and incorporated into the Working Files – Space Management Program (N1-257-88-1-214)

Disposition:

Non-electronic (Paper) Floor Plans: Temporary. Maintain for a period of five years after entry into system. Destroy upon verification that they are no longer needed for current business. Supersedes N1-257-88-1-213.

1- d. Documentation and Software:
Autodesk AutoCAD Operator's Manual www.usa.autodesk.com
The Space Planner purchases updates of the system on a bi-annual basis. Updates to the system are performed by the Information Technology (IT) Staff of BLS.

Disposition:

~~**1- d-1. Paper Copies of System Documentation:** Temporary. Destroy when superseded or obsolete. (GRS 20, Item 11a).~~

~~**1-d-2. Electronic Copies of System Documentation:** Temporary. Destroy/delete when superseded, obsolete or no longer needed for current business. (GRS 20, Item 11a).~~

~~**1- d-3. Software:** Temporary. Destroy/delete when superseded, obsolete or no longer needed for current business.~~

2. PostalSoft Desktop Mailer (or similar system)
   Supersedes N1-257-88-1-200

Program Supported by the System:
Desktop Mailer is a FirstLogic PostalSoft address database application. It is a stand-alone application maintained by staff in the Branch of Print, Mail, and Records Management. The application is used to maintain, update, and generate mailing lists to mail out the agency publications, bulletins, reports, periodicals and the like. The database is considered a vital record of the Branch.

2-a. Data Input:
Mailing list updates, additions and deletions are made based on requests submitted via emails, telephone, paper, or address corrections returned from the United States Postal Services (USPS). The request to have surveys, publications, bulletins, reports, periodicals and summaries mailed are submitted to mailroom and copy center staff via paper form SO-68 (Request for Local Reproduction), which becomes part of the Printing Requisition File (GRS 3, Item 6(a)).

Disposition:

~~**2-a-1. Paper requests for mailing list revisions:** Temporary. Retention periods and disposition instructions for hardcopy requests for mailing list revisions are~~

~~governed by GRS 13, Item 4(a). Destroy after appropriate revision of mailing lists or after 3 months, whichever is sooner.~~

~~**2-a-2. Electronic requests for mailing list revisions:** Temporary. Retention periods and disposition instructions for hardcopy requests for mailing list revisions are governed by GRS 13, Item 4(a). Destroy after appropriate revision of mailing lists or after 3 months, whichever is sooner.~~

2-b. Master Data Files:

The main component of Desktop Mailer is an electronic database used to maintain, update, and generate mailing list(s) for mailroom operations within DAS. Currently, there are approximately 2700 records in the system. The master copy of the database is stored on a division shared server, which is backed up nightly. Retention and deletion of nightly server backup tapes are governed by GRS 20 8(b). A duplicate copy of the database is updated monthly on the hard drive of a computer in the mail operations section and the hard drive of the mail analyst in DAS.

Disposition:

2-b-1. Electronic Master File: Temporary. Delete individual record when superseded, or updated, or six months after addressee is removed from mailing list.

~~**2-b-2. Electronic Master File Backups: Monthly Backups:** Temporary. Destroy/Delete when superseded by next backup. (GRS 24, Item 4a)~~

2-c. System Outputs:

Paper copies of mailing lists are maintained in a binder by mailing list numbers. A copy is also forwarded to the appropriate mailing list manager responsible for providing update, addition, and deletion requests.

Disposition:

2-c-1. Analyst Copy (Paper): Temporary. Destroy when superseded or obsolete.

2-c-2. All Other Copies: Temporary. Destroy when no longer needed for current reference.

2-d Documentation and Software:

Manuals, user's guides, CD/ROM disks, and documents pertaining to the PostalSoft Desktop Mailer application are maintained in the Branch of Printing, Mail and Records Management. The system application is updated quarterly and whenever the USPS updates and disseminates new regulations to ensure that the system is compliant with the current addressing requirements of the USPS.

Disposition:

~~**2-d-1 Non-electronic (Paper) Copies of System Documentation:** Temporary. Destroy when superseded or obsolete. (GRS 20, Item 11a).~~

2-d-2 Electronic Copies of System Documentation: Temporary. Destroy/delete when superseded, obsolete or no longer needed for current business. (GRS 20, Item 11a).

2-d-3 System Discs: Temporary. Destroy when superseded or obsolete.

3. Federal Express (FedEx) Passkey and Shipping Administration Reports
Supersedes N1-257-88-1, Item 200

Program Supported by the System:
The FedEx Passkey and Shipping Administration system is a web-based on-line application that is administered by FedEx for the use of its customers. The BLS uses the FedEx program to manage the shipping and receiving of packages within and outside the agency. The primary function of the system is to maintain administrative control and resolve erroneous billing occurrences. Currently, there are approximately 2000 address records stored in the central address book. In addition to shipping, users may also use the track/history, fast ship and report features.

3-a. Data Input:
Data such as, names and addresses, additions or deletions to the central address book (within the program), and requests for pick up and delivery of letters and packages are entered by the BLS employee shipping the letter or package.

Disposition:

Non-electronic (Paper): Temporary. Destroy upon verification that all information has been entered into system accurately.(GRS 20, Item 2a)

3-b. System Outputs:
The system is used to generate cost reports by office, date, account number, etc. Information pertaining to shipment is available for 45 days. After that time period, FedEx automatically removes historical records from the application.

Disposition:

Temporary. Destroy when 2 years old or upon verification of information contained within report (whichever is later).

4. BLS FedEx Usage System

Program Supported by the System:
The BLS FedEx Usage system is a web-based application maintained by the Division of Information Systems. The system was developed to provide settled transaction information to BLS Cost Center Managers or authorized liaisons to monitor costs incurred on a monthly basis. The system offers allows the user the ability to view, edit or delete transaction information including information about the shipment sender or recipient, and financial information such as invoice information

and codes tying transactions to agencies. Approximately 87,500 transactions are tracked annually using the system.

4-a Data Input:
FedEx transmits the previous month's billing to Department of Labor (DOL). DOL transmits finalized payment information from the Express Mail Processing System (EMPS) via an Excel Spreadsheet. The spreadsheet is loaded into the FedEx Usage system by the Program Analyst in DAS.

Disposition:

Electronic (Excel Spreadsheet or similar file): Temporary. Cut off files by fiscal year and destroy or delete when most recent record is a year old.

4-b. Master Data Files:
The backend of the BLS FedEx Usage system is a Microsoft Access database is located on a shared server which is backed up nightly. Data dates from FY' 2002 to present and is not archived or retired. Currently there are approximately 263,000 transactions stored within the system.

Retention and deletion of nightly server backup tapes are governed by GRS 20 8(b). Additionally, the Program Analyst maintains a backup of system data on CD/ROM disks.

Disposition:

4-b-1. Electronic: Temporary. Destroy or delete individual records when superseded, or updated. Destroy or delete yearly data when 6 years, 3 months old (fiscal year end).
4-b-2. CD ROM Backups: Temporary. Destroy or delete when 6 years, 3 months old (fiscal year end).

4-c. System Outputs:
 Problem reports can be generated from the system and used to resolve discrepancies in agency accounts.

Disposition:

Temporary. Destroy or delete when no longer needed for current use but not later than the close of the Fiscal Year after problem resolution.

4-d-1 ~~Non-electronic (Paper) Copies of System Documentation: Temporary. Destroy when superseded or obsolete. (GRS 20, Item 11a).~~

4- d -2 ~~Electronic Copies of System Documentation: Temporary. Destroy/delete when superseded, obsolete or no longer needed for current business. (GRS 20, Item 11a).~~

5. Indoor Environmental Quality Management System

Program Supported by the System:
The Indoor Environmental Quality Management System is a web accessed system maintained by the Branch of Wellness, Telecommunications, Space and Facility Management. The system is used to monitor and track complaints of accidental spills, undesirable air temperatures, fire, exhaust fumes, pests, etc., from Postal Square Building (PSB) tenants. This system also contains testing information about air quality and the levels of lead, copper and bacteria in the water at PSB. Approximately 225 complaints from various individuals and offices within PSB are tracked annually within the system.

5-a. Data Input:
Report of Unsafe and Unhealthful Working Conditions: helpdesk requests, electronic mail messages, telephone voice mail messages and in-person requests. Results of Air/Water Quality Sampling Tests

Disposition: Supersedes N1-257-88-1, Item 195 a, c

5-a-1. Complaints: Hardcopy and Electronic: Temporary. Destroy upon verification that all information has been entered into system accurately, but no later than 3 months after receipt. Supersedes **N1-257-88-1**, Item 195 d

5-a-2. Help desk request and response records: These electronic records are scheduled as part of the help desk system

5-a-3. Safety and Health Inspection -All Asbestos related records: Temporary. Transfer to FRC when 5 years old. Destroy when 30 years old.

5-a-4. Air and Water Quality Test Results: Temporary. Transfer to FRC when 5 years old. Destroy when 30 years old.

5-a-5. Other Reports and Related Correspondence. Temporary. Destroy when 5 years old.

5-b. Master Data Files:
The system backend is a Microsoft Access database. The system has four main components.

 1) The complaint summary of the selected data file offers a brief description of the complaint.

 2) Sampling data: Full scale tests of the quality of the water at PSB are performed four (4) times per year. These Environmental Protection Agency (EPA) standardized tests are used to record the levels of bacteria, copper and lead in the water.

 3) Sampling data: Air quality tests of the heating, ventilation, and air conditioning (HVAC), mechanical equipment rooms and air handling units, are performed two (2) times per year to record the levels of carbon monoxide concentration, desired temperatures, total volatile organic compounds (TVOC), and relative humidity of the building.

4) The detailed results of air and water quality testing are posted on the BLS intranet.

Disposition: Supersedes **N1**-257-88-1, Items 195 a & c

5-b-1. Database Files: Temporary. Cut-off data at the end of year. Maintain in data base for 5 years. Destroy when 5 years old.

5-b-2. Annual backup of test results on CD Rom disks. Temporary. Destroy when 5 years old.

5-b-3. HTML documents of detailed test results. Temporary. Destroy when 3 years old.

5-c. System Outputs:
Reports:
Assessment of Indoor Environmental Quality
Log of All Indoor Environmental Quality Complaints
Summary of All Indoor Environmental Quality Complaints

Disposition: Supersedes N1-257-88-1, Item 195 a, c

~~**5-c-1. All Asbestos related records and Air and Water Quality Test Results:** incorporate into files listed under Item 5-A~~

5-c-2. Other Reports and Related Correspondence. Temporary. Destroy when 5 years old.

5-d. Documentation:
The BLS Indoor Environmental Quality Management System Database Operations Guide is made available to authorized staff on the BLS Intranet.

Disposition:

~~**5-d-1. Paper and Electronic:** Temporary. Destroy/delete when superseded, updated or no longer needed for current business. (GRS 20, Item 11a).~~

6. Pegasus Cardkey P2000 Security Management System (or similar system)

Program Supported by the System:
The Pegasus Cardkey P2000 Security Management System is a stand alone application that is maintained in the Branch of Wellness, Telecommunications, Space and Facility Management. The users access the system through an independent network of PCs that are connected to a master database on one PC. The database is backed up on another PC. The system is used to monitor and control employee and visitor entrance into and exit from the building, as well as to establish access parameters to areas and divisions throughout the building. The security staff at BLS National Office processes millions of transactions annually using the Pegasus System.

This electronic system and the Personal Identification Verification (PIV) folders (input to the system) store employee social security numbers which are subject to the privacy act. They are considered vital records.

6-a. Data Input:

In order to obtain a badge, the employee must submit a completed Identification Card Request Form (OA 189E) or Request for PIV Card Issuance (used by employees and contractors new to the Federal Government as of October 27, 2005). A PIV file folder system is maintained in the security office to store background check information for each BLS employee who receives an id badge. Documents to be filed in the PIV Folder include, but are not limited to:

- PIV Processing Checklist
- Applicant's current photograph, which the Applicant presented at PIV Processing.
- Copy of the Form I-9, Employment Eligibility Verification, with copies of the documents used for identity verification attached.
- Copies of background investigation forms (i.e., Standard Forms (SF) 85, 85P, or 86) and the Security Clearance Record (DL Form 1-189).
- Original or copy of Fingerprint Card (SF 87, revised 4-84) for Federal employees and FD-258 (revised 12-29-82) for Contractors.
- Request for PIV Card Issuance.

Additions and edits of employee or visitor access or restrictions to space are submitted via Help Desk request tickets, electronic mail messages, and telephone voice mail messages.

Disposition:

6-a-1. Completed Identification Card Request Form (OA 189E): Temporary. Destroy when 2 years old.

6-a-2. PIV File: Temporary. Retain for one year after the separation or retirement of employee, then destroy/delete.

6-a-3. Update Requests: Temporary. Destroy upon verification that all information has been entered into system accurately, but no later than 3 months after receipt. Supersedes N1-257-88-1 Item 204

6-a-4. Help desk request and response records: These electronic records are scheduled as part of the help desk system

6-a-5. Requests for Access to the Data Center: Temporary. Email requests for access to the data center are kept in a folder on a shared server. Delete when superseded or obsolete.

6-b. Master Data Files:

The system database is PC-based SQL Server database that is backed up monthly to another system workstation and to CD-ROM. Offsite storage of monthly backup CDs and duplicate copies of the software is planned for the near future as a vital record protection strategy.

The database contains BLS employee and contractor identifying information, including Social Security Number, Organization, Duty Building, Room Number, Phone Number and Area Access Information. When a visitor badge is issued an electronic photograph of the visitor is stored directly in the system. In addition, employees are required to scan their badges at the turnstiles upon entering and exiting the building and those transactions are stored.

Tapes containing identification and transaction history from a prior version of the system which date from prior to 2000 to early 2004, when this system was installed are maintained by the Branch.

Disposition:
6-b -1. Database Files-Individual Employee record: Temporary. Destroy when superseded, updated, or one year after employee separation, whichever is later.

6-b-2. Database Files-Entry and Exit Transaction Records: Temporary. Maintain for 3 years after period covered or until no longer needed for administrative or reference purposes, which ever is sooner, then delete/destroy.

6-b-3. Database Backup (CD, Tape or Hard Drive): Temporary. Destroy when 1 year old.

6-b-4. Historic Backup Tapes: Temporary. Maintain for 3 years after period covered or until no longer needed for administrative or reference purposes, which ever is sooner, then delete/destroy.

~~**6-b-5. Vital Record Backups (Database and Software):** Temporary. Destroy when superseded by next backup. (GRS 24, Item 4a)~~

6-c. System Outputs:
Administrative reports such as cardholder reports and alarm reports are requested by system users.

Disposition:
Temporary. Destroy when no longer needed for current business or when two years old, whichever is sooner.

6-d. Documentation:
Pegasus Cardkey P2000 Security Management System by Johnson Controls, Inc.
User Manual and CD ROM Disks

Disposition:

~~**6-d-1 Non-electronic (Paper):** Temporary. Destroy when superseded or obsolete.~~
~~(GRS 20, Item 11a).~~
~~**6-d-2 Electronic:** Temporary. Destroy/delete when superseded or obsolete. (GRS~~   ○
~~20, Item 11a).~~

7. Postal Square Building Visitor System

This file is a limited access visitor authorization system and replaces the paper
process previously employed by the PSB Guards. Visitors listed in the file,
accessed through the BLS Intranet, are pre-authorized for easy entry into the PSB
building. Data includes the visitor name, authorizing person's name, and date and
reason for visit.

7-a. Data Input:
Data includes the visitor name, authorizing person's name, and date and reason
for visit.

~~Temporary. Destroy upon verification that all information has been entered into~~
~~system accurately.(GRS 20, Item 2)~~

7-b. Master Data Files:

Disposition: Temporary. Cut-off file at end of year. Destroy 3 years after cut-off or
until no longer needed for administrative or reference purposes, which ever is
longer.

7-c. Output:

Disposition: Temporary. Destroy or delete when no longer needed for current use
but not later than the close of the Fiscal Year after problem resolution.

7-d. Documentation:
System user manual, online user instructions and technical documentation (both
paper and electronic formats)

~~Disposition: Temporary. Destroy when superseded or obsolete. (GRS 20, Item~~
~~11a).~~

8. Occupant Emergency Plan (OEP) and Shelter in Place Plan

The Occupant Emergency Plan and Shelter in Place Plans are web accessible documents, consisting of word, html and PDF pages. They are developed and supported by the Safety and Health Program to guide all Postal Square Building tenants in preparing for and responding to major emergencies. The primary objective is to prevent and minimize injury or loss of life. These plans are considered vital records of the Branch. The plans and related files are all stored in a dedicated folder on a shared network server which is backed up nightly. Electronic versions on the server are covered by GRS 18 (30)(b). (Destroy when obsolete or superseded or when no longer needed for dissemination, revision or updating.) Retention and deletion of nightly server backup tapes are governed by GRS 20 8(b).

The PSB Occupant Emergency Plan contains information such as evacuation instructions, emergency contact numbers, and building entry instructions.

The Shelter in Place Plan contains information such as instructions and procedures for plan implementation, duties for personnel, radio instructions and relocation plans.

The electronic copy which is maintained on the intranet is considered the current version. Paper Copies are distributed to emergency operational staff throughout the building and a paper record copy created and stored.

8-a. Electronic Files (Intranet Versions): Temporary. Destroy when obsolete or superseded. (GRS 20, Item 3b1)

8-b. Paper Files (Record Copy): Permanent. Maintain one copy of each plan as a record copy. Cut off file yearly. Send to WNRC in blocks of 5 years when oldest record is 10 years old. Transfer to the National Archives when 20 years old.

8-c. Consolidated Records of Operations Tests or Comprehensive Reports of Testing: Permanent. Maintain one copy of each test or report as a record copy. Cut off file yearly. Send to WNRC in blocks of 5 years when oldest record is 10 years old. Transfer to the National Archives when 20 years old.

8-d. Paper Files (All other copies): Temporary. Destroy when obsolete or superseded or when no longer needed for current reference.

9. Online Supply Ordering System

Program Supported by the System:
The Online Supply Ordering System is the Branch of Procurement, Property and Contract Management's solution to the Agency's desire to incorporate the process of supply ordering into the Agency's intranet. The support services staff at BLS National Office processes approximately 10,000 transactions annually using the Online Supply Ordering System.

9-a. Data Input: Changes are made to the database based on packing slips as supplies come into the supply room. Requests to order office supplies are submitted to the support services staff by BLS employees through an online form via the BLS intranet which features a list of products currently available. Orders are submitted for processing by the support services staff, and when an order is filled the items are removed from the inventory database.

Disposition:
Packing slips are made a part of the Branch Purchase Order Files. (N1-257-88-1 Item 212)

9-b Master Data Files:
The Online Supply Ordering System is a web based system and has two parts:
- Front-end web based application located on the BLS Central web server
- Back-end Oracle database and Oracle Forms 6i web - based Application to maintain submitted orders and database. The back-end Oracle 9i database schema SUPPLIES is located on the BLS Centralized Oracle Facility and the back - end Oracle Forms6i web-based application is located on the BLS Central web server.

Disposition:

~~**9-b-1. Database Files:** Temporary. Maintain request data in current tables for 2 years. After two years request data is transferred to archive tables. Destroy or delete when 6 years, 3 months old (from fiscal year-end). (GRS 3, Item 3a).~~

~~**9-b-2. Electronic Master File Backups:** Temporary. Destroy/Delete when superseded by next backup. (GRS 24, Item 4a)~~

9-c. System Outputs:
Inventory reports in the form of excel spread sheets are produced upon request. The system tracks submitted and completed dates in the data base which allows reporting on orders in the current or fiscal year and generated information about program number based on the identity of the user allows supply use to be reported by program. Reorder levels are checked and the system generates email to office supply staff when this level has been reached.

Disposition:

9-c-1. Non-electronic (Paper): Inventory Reports are made a part of the Branch Purchase Order Files. (N1-257-88-1 Item 212)

~~**9-c-2. System Email:** Temporary. Delete when information no longer needed for purchase.~~

9-d. Documentation:
System user manual, online user instructions and technical documentation (both paper and electronic formats)

~~**Disposition:** Temporary. Destroy when superseded or obsolete. (GRS 20, Item 11a).~~