Request for Records Disposition Authority

(See Instructions on reverse)

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

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

2. Major Subdivision
Bureau of Labor Statistics

3. Minor Subdivision
Division of Administrative Services

4. Name of Person with whom to confer: Karen Burnette

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

Leave Blank (NARA Use Only)

Job Number: N1-257-11-1

Date Received: 7/10/11

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date: 8 JAN 13

Archivist of the United States

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

☐ is not required ☐ is attached ☒ has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Department of Labor Records Officer (Alternate)	07/08/2011

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bureau of Labor Statistics Statistical Program Offices Aggregate Bucket Schedule (See Attached)	See applicable crosswalks	

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Bureau of Labor Statistics (BLS)
Statistical Programs Bucket Schedule
(07-07-2011) – Revised (6-11-2012)

The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the United States Congress, other Federal agencies, State and local governments, businesses, and labor organizations. BLS also serves as a statistical resource to the Department of Labor (DOL).

BLS surveys, indexes, and statistics fall into four main categories:

a. Consumer Expenditures and Prices, including the Consumer Price Index, Producer Price Index , US Import and Export Price Indexes.
b. Labor force statistics, including data on employment, unemployment, time use, job openings and labor turnover, mass layoffs, occupational employment and employment projections, and longitudinal data on the work experience of cohorts of the population.
c. Compensation and working conditions, including the Employment Cost Index, benefits, and workplace illnesses, injuries and fatalities.
d. Productivity, including major sector productivity and costs, industry labor productivity and costs, and multifactor productivity.

BLS data must satisfy a number of criteria, including relevance to current social and economic issues, timeliness in reflecting today's rapidly changing economic conditions, accuracy and consistently high statistical quality, and impartiality in both subject matter and presentation.

This bucket schedule is a media neutral schedule which covers all files and records in any medium (paper, electronic, digital, etc.) unless otherwise specified.

A. Planning

Overview

Planning documents consist of a portion of the administrative files for each of BLS' statistical programs. These subject files relate to the short- and long-term objectives of the programs, and document the strategies and methods that support the oversight and decision-making of each program.

1. Program Subject Files

Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products.

a. **Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**

Disposition: Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.

b. **Division Director Files**

Disposition: Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.

c. **Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**

Disposition: Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.

d. **Other Staff Member Files**

Disposition: Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.

2. Historical Segment of Program Subject Files

This segment contains a separate section of the program files and may be maintained after initial retention period has been met. The files are arranged by subject or project and contain materials that are considered to have a more historical reference use concerning actions, policies and products of the program. This segment may be drawn from planning or methodology files, as well as program subject files at varying levels, based on the business needs of the office.

Disposition: Temporary. Screen files every five years to bring forward materials of continuing value. Delete/destroy when no longer needed for reference.

3. Commissioner Briefing Packets

This series contains briefing packets which describe program status, proposed directions and other options that assist the Commissioner with short- and long-term decision-making.

Disposition: Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to WNRC 10 years after cutoff. **Pre-accession electronic records to NARA with associated files 10 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.

B. Concepts and Methods

Overview
When producing statistical information, BLS uses economic theories and standard practices when completing tasks such as sampling, modeling, and theoretical analysis of data. By designing systematic methods in gathering and interpreting economic and labor data, BLS provides reliable and useful statistical information.

1. Research and Program Development Files

Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology.

a. Office Copy of Final Reports and Professional Presentations
Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.

Disposition: Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.

b. Articles Published in Professional Journals and Conference Proceedings
Records consist of original manuscripts of program or mission-related articles written by BLS personnel and submitted to professional trade, technical, and commercial publications.

Disposition: Temporary. Cut off files annually or upon publication. Destroy 15 years after publication, or when no longer needed for business operations, whichever is later.

2. Survey Methodology Files

Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues.

a. Procedure Manuals, Public User Guides and Interviewer Training Manuals

Records include general or specific instructions for performing various statistical program activities, such as data collection and coding survey responses, estimate production, or report publication.

Disposition: **Permanent.** Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.

b. Technical Memorandums and Procedural Alerts

Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.

Disposition: Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.

3. Design and Improvement Project Files

Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.

Disposition: Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.

4. Researcher and Staff Working Files

This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.

Disposition: Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.

C. Configuration Management Files

Overview
Configuration management is the discipline that controls the evolution of an information system through:

- Identifying information system components.
- Creating and maintaining an information system baseline.
- Establishing roles and processes for changing systems in a controlled and orderly manner.
- Maintaining controls for making and reporting changes to a system and its current status.
- Verifying a system's configuration items according to a documented procedure.

1. Asset Management, Performance and Capacity Management Records

Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes.

~~**a. Data and Detailed Reports**~~
~~Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.~~
~~**Disposition**: Temporary. Delete/destroy 1 year after termination of system. (GRS) 24, Item 3b(1))~~

2. System Requirements and Specifications Files

Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.

Disposition: Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.

D. Frame Construction and Sample Selection

Overview
Activities that fall under the core business process of frame construction and sample selection are:

- Frame construction– creating the list of units in a target population, usually taken from a pre-existing list or database (frame universe).
- Frame refinement – reviewing and updating the frame to insure sample contains only valid units. The process of frame refinement focuses on verifying information needed to select the sample (such as size, location, classification).
- Sample selection – identifying the units in the frame for which data are collected. The sample must be of statistically sufficient size to support the calculation of estimates at the level of detail needed and small enough to be economical.
- Sample refinement – updating and reviewing information, such as addresses and phone numbers, necessary for data collection after the sample is selected.

1. Universe Databases for Frame Construction and Sample Selection

Universe databases contain information about all possible survey respondents.
Data are received from sources such as the Census Bureau and State and local governments.

a. Longitudinal Establishment Database (LEDB)

The Quarterly Census of Employment and Wages (QCEW) is the BLS program that obtains and publishes employment and wage data for the US by county and detailed industry. The QCEW data are stored in the LEDB. The LEDB is a successor database to the Universe Database (UDB). The LEDB contains employment and wage data information on 9 million business and government establishments gathered from sources such as the State Unemployment Insurance files and two other collections conducted by BLS. These are the Annual Refiling Survey (ARS) and the quarterly Multiple Worksite Report (MWR). The LEDB has two main purposes: to serve as the primary BLS sampling frame for establishment surveys and to produce timely and historically consistent information on job creation, destruction, and the life cycle of business establishments.

Disposition: Temporary. Cut off data 25 years after creation date or update. Delete/destroy on sooner than 50 years after cutoff, but no later than 100 years after cutoff.

b. Program-Specific Universe Databases

Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).

Disposition: Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.

~~**c. Input Files into the Universe Databases**~~
~~Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.~~
~~**Disposition**: Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)~~

d. Alternative Source Frames
Source files purchased or obtained to provide a survey frame or supplement existing data sources.
Disposition: Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 7 years after archived or when no longer needed for business operations.

2. Frame Construction Files
Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample frame files.
Disposition: Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.

3. Frame Refinement Files
Data are manipulated to refine the frame and produce datasets from which to draw a sample. Records include tables used to load additional data, electronic datasets, and verification reports.
Disposition: Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.

4. Sample Selection Files
Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.
Disposition: Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.

5. Sample Refinement Files

Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements.

a. **Final Sample Refinement Files**

Disposition: Temporary. Retain in active storage for the life of the sample. Delete/Destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.

b. **Temporary Sample Refinement Files**[1]

Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.

Disposition: Temporary. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.

[1] (GAO Exception less than one year retention)

E. Data Collection

Overview
Activities that fall under the core business process of data collection are:

- Creating and deploying a collection instrument – standard and tailored collection instruments are created for a specific unit and time frame, and include all formats of recording mechanisms.
- Scheduling data capture – data capture is scheduled so that the data represent a particular reference period and adequate resources for the capture task are allocated.
- Initiating data capture – the initiation of data capture and resampling includes tasks such as notifying units of their selection, securing their cooperation, validating that the unit is eligible to respond to the survey, and establishing a unit contact and a backup.
- Recurring data capture – collecting microdata after the establishment of a relationship with a respondent happens on a recurring basis for the particular reference period.

1. Master Database Files

The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII.

a. Master Database Files Containing RII (Microdata)

(1) Databases made available for research on a continuing basis
Disposition: Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.

(2) All other master files
Disposition: Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.

b. Aggregated Data (Non-confidential Macrodata)

(1) Aggregated data made available for research on a continuing basis

a. Record Copy

Disposition: Permanent. Cut off and archive files when data have rotated out of the survey. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.

b. All Other Copies

Disposition: Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy no sooner than 5 years, but no later than 25 years after data has rotated out of the survey.

(2) All other aggregated data

Disposition: Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy 10 years after cutoff.

2. Input Source Files

Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms.

~~**a. Non-electronic Documents**~~

~~Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.~~

~~**Disposition**: Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))~~

~~**b. Electronic Records**~~

~~Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).~~

~~**Disposition**: Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)~~

~~**c. Electronic Files or Records**~~

~~Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.~~

~~**Disposition**: Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)~~

d. Source Background Files

Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.

Disposition: Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.

3. Data Quality Review and Performance Measures

Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.

Disposition: Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.

F. Data Preparation and Review

Overview

Activities that fall under the core business process of data preparation and review are:

- Preliminary screening and editing of data – eliminating invalid data and outliers.
- Survey monitoring – tracking response rates and usable data to ensure that the survey will support the estimates within the planned margin of error. If a survey falls below targets, it may be necessary to allocate additional resources to capture data or expand the sample.
- Preparing microdata – performing additional screening and editing of data which includes applying analytical rules that depend on other surveys during the data reference period and adjustments for non-response.
- Applying rules of nondisclosure – suppressing segments of the data which if released, could be used to identify respondents.

1. Databases and Export Files

Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing). Examples include but are not limited to:

- Job Openings and Labor Turnover (JOLTS) National Database
- Mass Layoff Statistics (MLS) National Database
- American Time Use Survey (ATUS) Estimates Processing System (EPS) Database
- National Compensation Survey (NCS) Integrated Data Capture (IDC) System

Disposition: Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.

2. Production and Control Files

Records contain information and analysis of operations that occur during data preparation and review.

a. Reports/Statistical Data, Includes Data Sets and Data Files

Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.

Disposition: Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.

b. Reports/Statistical Data, Includes Data Sets and Data Files

These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to:

- Management and reference listings
- Edit and review listings
- Adjustments listings

- Preliminary-intermediate processing listings sheets and text drafts.
- Estimation reports and control files
- Preliminary data sets
- Batch files
- Data problem reports
- Response rate tables
- Variable levels
- Birth and death data sets

Disposition: Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.

3. Data Revision Files

Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.

Disposition: Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.

G. Data Analysis and Estimate Production

Overview
Activities that fall under the core business process of data analysis, and estimate and projection production are:

- Analyzing data – analyzing data to indentify changes over time and to understand the estimates. Processes include examining selected microdata, calculating additional estimates and special quality measures, matching units from different surveys, and comparing estimates to secondary data.
- Benchmarking data – reexamining a frame to determine the impact of changes in the economy on the accuracy of the survey. In some cases, benchmarking require revision of historical estimates and adjustment of the weights.
- Calculating estimates – computing measures of the target population. The calculations may involve merging data specifically collected for the survey with secondary data from other sources. Some common measures include aggregates, indexes, and the percentage of change over time.
- Calculating quality measures – includes calculating variances, accuracy, bias and effects.

1. Survey Profiles (Saved group of variables, weights, and measures)

System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.

Disposition: Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.

2. Data Sets (Input/Output)

Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication.

a. Comparison Data Sets

Accepted data are used to perform screening/revisions and sent to national office staff or program for review.

Disposition: Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.

b. Extracted Data Sets: (Original Estimates/Unchanged Data)

(1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain no RII.

Disposition: Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.

~~(2) All other extracted data sets.~~
~~**Disposition**: Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)~~

c. Adjusted Data Sets and Data Files

Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data.

(1) Historical estimation data sets (master aligned) containing no RII:

- Non-aligned seasonally adjusted data
- Aligned not-seasonally adjusted data
- Aligned seasonally adjusted estimates

Disposition: Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.

(2) All other adjusted data sets
Disposition: Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.

3. Intermediate Reports

Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.

Disposition: Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.

4. Validation Reports

Records consist of reports and data sets used to validate survey data during analysis and estimate production.

Disposition: Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.

5. Estimate Production Audit Trail Files

Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.

Disposition: Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.

H. Dissemination of Survey Results

Overview

Dissemination of survey results includes some or all of the following processes:

- Formatting data – transforming data into suitable formats to accommodate different release formats and products.
- Releasing data – releases generally occur according to a specific schedule through a variety of methods, including paper publication, web pages, and electronic transmission.
- Archiving data – storing data for future use, including data that are not part of the initial dissemination.
- Responding to customer inquiries – information and data release occurs in response to customer queries. Records may include complex responses requiring the development of special estimates from unpublished data and the merging of results from different surveys.
- Monitoring and marketing product use – monitoring the uses of survey results to assess user satisfaction and the demand for results, as well as, outreach materials used to market BLS products.

1. Output Files

Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports.

a. Output Data Sets (Unpublished Data). These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.

Disposition: Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.

b. Output Data Sets (Public Data). These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public.

1. Record Copy
   Disposition: Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.

2. All Other Copies
   Disposition: Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.

~~**c. Final Data Sets (LABSTAT Load Files).** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.~~

~~**Disposition**: Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)~~

d. Publications: A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office.

(1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.

a. Record Copy

Disposition: Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.

b. All Other Copies

Disposition: Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.

(2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials.

Note: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).

Disposition: Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.

Disposition: Permanent. Transfer directly to NARA those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* and the *Occupational Outlook Handbook* are regularly printed on paper.

e. **The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts**
Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions.

(1) **Drafts and Related Comments and Correspondence**
Disposition: Temporary. Cut off files annually. Destroy when superseded or obsolete.

(2) **Final Manuscripts (Program and Editorial Staff Copies)**
Disposition: Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.

3. Information Request Files

This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs.

a. **Standard Responses[2]:** Include information that is posted on the website or is drawn from published products.
Disposition: Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.

b. **Unique Responses:** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.
Disposition: Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.

[2] (GRS Exception has been sent to the Government Accountability Office (GAO))

3. Customer Inquiry System (CIS), Privacy Act System # DOL/BLS – 19

CIS is designed to enhance customer service by improving the availability of BLS information on automated systems; facilitating the dissemination of information about new data products to customers with corresponding interests; providing usage statistics associated with the BLS public access Internet site; and providing a frame from which to select an unbiased sample of customers for customer service surveys.

Maintaining the contact information of customers requesting BLS data and/or publications enables BLS to streamline the process for handling subsequent customer inquiries and requests by eliminating duplicative gathering of contact information.

a. **Master Database:** CIS loads, stores, retrieves, displays, and summarizes all BLS customer contact information and types of requests. The database contains two tables, the inquiry table and the customer table, which include information such as customer information, subject inquiry and outcome. The database contains information necessary to satisfy customer requests and enhance service to customers.

(1) Data that do not contain PII and/or the customer is on a BLS mailing list.
Disposition: Temporary. Delete/destroy 5 years after date of inquiry.

~~(2) Data that contain PII and/or the customer is not on a BLS mailing list.~~
~~**Disposition**: Temporary. Cut off files monthly. Delete 3 months after cutoff or when PII has been deleted, whichever is sooner. (GRS 14, Item 1)~~

(3) Internet protocol (IP) addresses.
Disposition: Temporary. Delete/destroy after general usage statistics are calculated, and no later than 90 days after receipt.

Note: CIS has an automated function which deletes records containing PII data based on customer type and sub-types 90 days after last contact with customer. Selected entries are made anonymous and the record containing the PII data is deleted.

~~**b. System Inputs:** Information is keyed directly into CIS by the responding program staff into the appropriate customer inquiry form based on the type of PII the customer provides. Inquiries are received by the programs using various methods. Data entry form includes general information such as customer type, data type, method of inquiry, and method of response. Additional input results from congressional inquiries, Freedom of Information Act requests, and controlled correspondence.~~
~~**Disposition**: Temporary. Delete/destroy after information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the electronic records, whichever is later. (GRS 20, Item 2a(4))~~

~~e. **System Outputs:** CIS statistical summary reports can be generated based on the mandatory fields. The summary reports include, but are not limited to: total inquiries by month, major media, customer type, type of inquiry, and method of inquiry.~~

~~**Disposition**: Temporary. Cut off files annually. Delete when the agency determines that they are no longer needed for administrative legal, audit, or other operational purposes. (GRS 20, Item 6)~~

Bureau of Labor Statistics (BLS)
Statistical Programs Bucket Schedule

I. System Documentation

Overview
Records related to system documentation are adequate to identify, service, and interpret system records and consist of:

- Codebooks and record layouts used to define values in a system.
- User Guides and Data Dictionaries
- External Findings Aids
- Additional documentation as needed to understand data in formats other than data files and databases

Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.

1. Types of Documentation

~~**a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records**~~

~~**Disposition:** Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)~~

b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records

Disposition: Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records.
GRS 20, Item 11a(1)

J. Information Technology (IT) Operations

Overview:
Records consist of hardcopy and electronic files that document strategies and procedures to protect, track, recover, locate, and maintain BLS' program related IT systems and data.

~~**1. Routine IT Maintenance Records**~~
~~Records relate to routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.~~
~~**Disposition**: Temporary. Delete/destroy when 3 years old or 1 year after termination of system, whichever is sooner. (GRS 24, Item 3b(2))~~

2. System Backups
Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center.

~~**a. Incremental Backup Tapes**~~
~~**Disposition**: Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))~~

~~**b. Full Backup Tapes**~~
~~**Disposition**: Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))~~

~~**3. Tape Library Files**~~
~~Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.~~
~~**Disposition**: Temporary. Delete/destroy when superseded or obsolete. (GRS 24, Item 4b)~~

~~**4. System Security**~~
~~Copies of records relate to system security, and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130.~~

~~**a. System Security Plans and Disaster Recovery Plans**~~
~~**Disposition**: Temporary. Delete/destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a)~~

~~**b. Documents Identifying IT Risks**~~

~~Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.~~

~~**Disposition**: Temporary. Delete/destroy 1 year after the system is superseded or obsolete. (GRS 24, Item 5b)~~

~~**5. Emergency Planning Records**~~

~~Records consist of documents accumulated during the formulation and implementation of contingency plans used by programs during emergency situations. These may include documents related to the planning of hot and cold site use, program relocation, system restoration, and vital document recovery plans.~~

~~**Note**: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration.~~

~~**a. Emergency Planning Case Files**~~

~~Case files are accumulated by offices responsible for the preparation and issuance of plans and directives, and consist of a copy of each plan or directive issued, with related background documents.~~

~~**Disposition**: Temporary. Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)~~

~~**b. Emergency Operations Test Files**~~

~~Files accumulate from tests conducted under agency emergency plans, such as instructions to members participating in a test, staffing assignments, messages, tests of communications and facilities, and reports.~~

~~**Disposition**: Temporary. Cut off files annually. Delete/destroy when 3 years old. (GRS 18, Item 28)~~

NATIONAL
ARCHIVES

Date: September 12, 2014

To: Memo for dossier N1-257-11-1

From: James G. Cassedy, ACNR

Subject: Approval of Crosswalks

All crosswalks referenced from superseded Bureau of Labor Statistics (Record Group 257) schedules were examined, reviewed, and corrected. All were found to appropriately reference superseded schedules to N1-257-11-1Aggregate Bucket Schedule.

James G. Cassedy

JGC – Oct. 29, 2014

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DOL / BLS/ OEUS /Office of the Associate Commissioner
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 1 – 10)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1 #4	#1: Associate Commissioner Program Executive Direction File #4: Deputy Associate Commissioner, Program Executive Direction File	#1 Permanent #4 Permanent	NC1-257-84-1, Items #1, #4
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#8b #9b	#8b: Major Program Project File (Project Working and Operational Records) #9b: Specific Program Project Files	#8b Temporary (5 Years) #9b Temporary (5 Years)	NC1-257-84-1, Item 8b, 9b
Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.**	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#8a	#8a: Major Program Project Files (Project Documentation Materials)	#8a: Permanent (20 years)	Nc1-258-84-1, Item #8a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 1 – 10)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#10	#10 Management Control Data File	#10 Temporary (5 years)	NC1-257-84-1, Item #10

DOL / BLS/ OEUS/ Data Development & OEUS Analysis
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#11 #14	#11: Division Chief Program Subject Files (Assoc. Commissioner) #14: Division Chief Program Subject File (Division Chief Employment and Unemployment Analysis)	#11 Temporary (5 Years) #14 Temporary (5 Years)	NC1-257-84-1, Items #11, #14,
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#48	#48 OEUS – General Program Correspondence File	#48 Temporary (5 Years)	NC1-257-84-1, Item #48
C. Configuration Management	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications;	C1. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	#44	#44 OEUS – Multipurpose Mounted Operating Program and Control Disk	#44 Temporary (Business Need)	NC1-257-84-1, Item #44

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.					
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#43	#43 OEUS – CEUA Development Disk	#43 Temporary (Business Need)	NC1-257-84-1, Item #43
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **b. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#16 #26 #27 #36 #37	#16 Current Population Survey (CPS) Monthly Microfiche Labor Force Household Data Source File #26 OEUS – Census Bureau CPS Machine Printouts of Supplemental Data #27 OEUS – Michofiche of CPS Supplemental Data #36 OEUS – Current Population Survey Monthly Microtapes #37 OEUS – Original CPS Basic Data Monthly Quarterly and Annual Macrotapes	#16 Temporary (30 Years) #26 Temporary (tablulated, published or microfiched) #27 Temporary (30 Years) #36 Temporary (25 Years) #37 Temporary (25 Years)	NC1-257-84-1, Items #16, #26, #27, #36, #37,
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a	E2c. Temporary. Delete/destroy after information has been transferred to the master	#38	#38 OEUS – Corrected Monthly, Quarterly, and Annual CPS Macrotapes	#38 Temporary (1 Year)	NC1-257-84-1, Items #38,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	file and verified. (GRS 20, Item 1b)				
Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#17	#17: CPS Hard-Copy CPS Source Printouts	#17 Temporary (5 Years)	NC1-257-84-1, Item #17,
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	#39	#39 OEUS – Special CPS Macrotapes Such as for the Black Labor Force Population, and Standard Occupational Classification Data	#39 Temporary (25 Years)	NC1-257-84-1, Item #39
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5	#40	#40 OEUS – Seasonal Adjustment XII ARIMA Program Tapes and Related Temporary Disk and Print Tapes (Historical Data)	#40 Temporary (1 Year)	NC1-257-84-1, Item #40

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: ▪ Non-aligned seasonally adjusted data ▪ Aligned not-seasonally adjusted data ▪ Aligned seasonally adjusted estimates	years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.				
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#40	#40 OEUS – Seasonal Adjustment XII ARIMA Program Tapes and Related Temporary Disk and Print Tapes (Non-Historical Data)	#40 Temporary (1 Year)	NC1-257-84-1, Item #40
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#32	#32 OEUS – Labor Force Statistics Intermediate Worksheets	#32 Temporary (Till tabulated or Pub.)	NC1-257-84-1 Item #32
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or	#25 #31	#25 OEUS – Production Papers from Monthly Employment Situation #31 OEUS – Historical Data Books Series Tabular Data	#25 Temporary (Business Use) #31 Temporary (Till Published)	NC1-257-84-1, Items #25, #31,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		revised.				
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. 1. Record Copy	H1b. Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#42A	#42A OEUS – Labor Force Segment of BLS LABSTAT Data Base	#42A Permanent (see item# 52)	NC1-257-84-1, Item #42A
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#45	#45 OEUS – Print or Publication Driver Tapes	#45 Temporary (Till reported or pub.)	NC1-257-84-1, Item #45
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#22 #24 #29	#22 OEUS – Microfiche Record Copy of the Publication, Employment and Earnings #24 OEUS – Record Copy of Monthly Employment Situation Press Release #29 OEUS – Record Copy of Press Release, and Other Publications (MLR, Special Reports or Bulletins)	#22 Permanent #24 Permanent #29 Permanent	NC1-257-84-1, Items #22, #24, #29,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	a. Record Copy					
Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses:** Include information that is posted on the website or is drawn from published products.	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	#34	#34 OEUS – Routine Requests for Information or Publications	#34 Temporary (3 Months)	NC1-257-84-1, Item #34
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#30	#30: OEUS CPS Questionnaire – Specifications Files	#30: Temporary (30 years)	NC1-257-84-1, Item #30
I. System Documentation	**1 Types of Documentation** b. Documentation related to Temporary Master Database Files and other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance	I1b. Temporary. Cut off archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records (GRS 20, Item 11a(1)	#51 #52	#51 OEUS – Program Listing Binders #52 OEUS – CEUA Data Base Documentation Files	#51 Temporary (obsolete) #52 Temporary (1 Year Except for Labor Force LABSTAT time series data, see Item #42A)	NC1-257-84-1, Items #51, #52,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 11-52)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	with the approved scheduled for the associated database or data file.					

DOL / BLS/ OEUS / LAUS
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#53	#53 LAUS – Division Chief Program Subject File	#53 Temporary (5 Years)	NC1-257-84-1, #53
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#48 #57 #77 #82 #83	#48 OEUS – General Program Correspondence File #57 LAUS – Branch Chief (Unit Supervisor) Program and Administrative Files #77 LAUS – Branch Chief (Unit Supervisor) Program and Administrative Files #82 LAUS – Files of Former Unit Supervisor, (Kim Hazelbaker) #83 LAUS – Branch Chief (Unit Supervisor) Program and Administrative Files	#48 Temporary (5 Years) #57 Temporary (5 Years) #77 Temporary (5 Years) #82 Temporary (3 Years) #83 Temporary (5 Years)	NC1-257-84-1, Items #48, #57, #77, #82, #83,
B. Concepts and Methods	**1. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical	B2a. Permanent. Cut off files when the document is superseded or made obsolete. Transfer paper records to WNRC 5 years after cutoff. Pre-accession	#55	#55 LAUS – Manual for Developing Local Area Unemployment Statistics and Related Standard Program and Standard Program Regional Issuances.	#55 Permanent	NC1-257-84-1, Item #55

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding survey responses, estimate production, or report publication.	electronic records to NARA with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.				
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#84	#84 LAUS – State Atypical Procedure File (deviations from handbook)	#84 Temporary (Business use)	NC1-257-84-1, Item #84,
B. Concepts and Methods	**2. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or document the mission and goals of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#86	#86 LAUS – State UI Data Base Project Results (Deliverables)	#86 Temporary (10 Years)	NC1-257-84-1, Item 86,
E. Data Collection	**1. Master Database Files**	E1b(2). Temporary. Cut off and archive files	#70	#70 LAUS – LAUS CPS and Research Data Base	#70 Temporary (30 Years)	NC1-257-84-1, Item #70

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	b. Aggregated Data (Non-confidential Macrodata) (2) All other aggregated data	when data have rotated out of the survey. Delete/destroy 10 years after cutoff.				
Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey questionnaires (schedules) both initiation and recurring, response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later.	#98 #99	#98 OSP State-Supplied LAUS Monthly Source Data Estimates (Hard Copy Files) #99 OSP State-Supplied LAUS Annual Benchmark Source Data (Hard Copy Files)	#98 Temporary (2 Years) #99 Temporary (2 Years)	NC1-257-84-1, Items #98, #99,
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	#68 #101	#68 LAUS – Input Punch Cards and Tapes for LAUS CPS-Research Data Base #101 OPS LAUS Input Macro Tapes	#68 Temporary (till saved to disk) #101 Temporary (till entry into database)	NC1-257-84-1, Item #68, #101
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a	E2c. Temporary. Delete/destroy after information has been transferred to the master	#66 #67	#66 LAUS – CPS Regional State and Local Area Macrotapes Source File #67 LAUS – Census Survey of Income and	#66 Temporary (5 Years) #67 Temporary	NC1-257-84-1, Items #38, #66, #67,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	file and verified. (GRS 20, Item 1b)		Education Microtapes	(Till tabulated or Pub.)	
ata Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#63	#63 LAUS – ETA Unemployment Insurance Claims Source Data Publications	#63 Temporary (Business Use)	NC1-257-84-1, Item #63,
E. Data ction	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#80	#80 LAUS – Edit-Scan Printouts on Status of LAUS Official Estimate Data Base	#80 Temporary (Till obsolete)	NC1-257-84-1, Item #80

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.					
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#64 #69 a/b/c #75	#64 LAUS – Working File for 10-State LAUS Table in Employment Situation (and Employment and Earnings) #69 LAUS – Preliminary CPS Data Extracted and Computer Processing and Control Files #75 LAUS – Special Tabulation Files (except final data set for publication)	#64 Temporary (2 Years) #69 Temporary (6 Months or till Pub.) #75 Temporary (Business need; Except for final data sets BLS survey results – see category H1b)	NC1-257-84-1, Item #64, #69a,b,c, #75,
G. Data Analysis and Estimate Production	**1. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **a. Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	#105	#105 OPS LAUS Official Estimates Program File	#105 Temporary (Business Use)	NC1-257-84-1, Item #105

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	office staff or program for review.					
ata Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain on RII.	G2b(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.	#103	#103 OPS LAUS Data Base Segment of the BLS LABSTAT Data Base	#103 Permanent (Accession after 30 years)	NC1-257-84-1, Item #103
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: ▪ Non-aligned seasonally adjusted data ▪ Aligned not-seasonally adjusted data ▪ Aligned seasonally adjusted estimates	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#74	#74 LAUS - Seasonal Adjustment XII ARIMA Program Tapes and Related Temporary Disk (Historical Data)	#74 Temporary (1 Year)	NC1-257-84-1, Item #74
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files**	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either	#74	#74 Seasonal Adjustment XII ARIMA Program Tapes and Related Temporary Disk (Non-Historical)	#40 Temporary (1 Year)	NC1-257-84-1, Item #74,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	(2) All other adjusted data sets	rotated into the next phase for processing or been published.				
Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#97	#97 LAUS – Intermediate Printouts/Job Runs, Worksheets	#97 Temporary (till tabulated or Pub.)	NC1-257-84-1 Item #97,
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public.	H1b. Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#75	#75 Special Tabulation Files (Final data sets leading to publication)	#75 Permanent (Only final data sets leading to BLS publication of survey results with documentation)	NC1-257-84-1, Item #75
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy.	H1d(1)a Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#77A #79	#77A LAUS – Record Copy of Microfiched LAUS Publications #79 LAUS – Record Copy of the Publication, Geographic Profile of Employment and Unemployment (Geographic Profile online – current 1990 – forward archive)	#77A Permanent #79 Permanent	NC1-257-84-1, Items #77A, #79

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#81	#81 LAUS – State and Metropolitan Area Empoyment and Unemployment Press Release File (Preliminary estimates)	#81 Temporary (5 Years)	NC1-257-84-1, Item #81
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses:** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	#106	#106 Special Tabulation Files (Hard Copies and Magnetic Tapes)	#106 Temporary (till tabulated)	NC1-257-84-1, Item #106
I. System Documentation	**1 Types of Documentation** a. Documentation related to Permanent Master Database Files and other Permanent Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated related records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable (GRS 20, Item 11a(2)	#108	#108 OPS LAUS Official Estimates Data Base System Documentation Files	#108 Temporary (1 years Except for permanent LAUS official estimates LABSTAT data series (Item #103)	NC1-257-84-1, Item #108,
I. System Documentation	**1 Types of Documentation** b. Documentation related to Temporary	I1b Temporary. Cut off archive documentation with associated files.	#72	#72 LAUS – Documentary Materials for Machine-Readable CPS LAUS Data and for LAUS CPS and Research Data Base	#72 Temporary (till Obsolete)	NC1-257-84-1, Item #72

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 53-109)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Master Database Files and other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	Delete/destroy upon authorized deletion of the related electronic records (GRS 20, Item 11a(1)				
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#71a-c	#71 LAUS – Back-up Tapes from Disk Write-to-Tape or Disk-Dump-to-Tape Operations	#71 Temporary (30 Years)	NC1-257-84-1, Item #71

DOL / BLS/ OEUS / OAR and OES
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#110 #111	#110 OAS Division Chronological Files #111 OAS Division Program Subject Files	#110 Temporary (5 Years) #111 Temporary (5 Years)	NC1-257-84-1, Items #110, #111,
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#116 #121 #124 #125	#116 OES State Correspondence Files #121 OES Regulated Industry Survey Administrative Files #124 OES State Progress Reports #125 OES Job Run Machine Printouts Maintained by the OES Supervisor	#116 Temporary (5 Years) #121 Temporary (Business Use) #124 Temporary (5 Years) #125 Temporary (Till tabulated or Pub.)	NC1-257-84-1, Items #116, #121, #124, #125,
A. Planning	**2. Historical Reference Segment of Program Subject Files** This segment contains a separate section of the program files and may be maintained after initial retention period has been met. The files are arranged by subject or project and contain materials that are considered to have a more historical reference use concerning actions, policies and products of the program. This segment may be drawn from planning or methodology files, as well as, program subject files at varying levels, based on the business needs of the office.	A2. Temporary. Screen files every five years to bring forward materials of continuing value. Delete/destroy when no longer needed for reference.	#119 (1)	#119 Annual Cyclical OES Surveys File	#119(1) Temporary (25 years or sooner after tabulation)	NC1-257-84-1, Items #119(1)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding survey responses, estimate production, or report publication.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#115	#115 OES Numbered Memorandum File and Occupational Employment Statistics	#115 Permanent	NC1-257-84-1, Item #115
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#123 #126	#123 OES Pretest-Survey Files #126 OES Technical Reference Working Files	#123 Temporary (till tabulated) #126 Temporary (till superseded or obsolete)	NC1-257-84-1, Item #123, #126,
D. Frame Construction and Sample Selection	**3. Frame Refinement Files** Data are manipulated to refine the frame and produce datasets from which to draw a sample. Records include tables used to load additional data, electronic datasets, and verification reports.	D3. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10	#134a	#134a OES Operational Tape Files (Parameter Tape Files)	#134a Temporary (25 Years)	NC1-257-84-1, Item #134a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		years after archived or when rotated out of the survey, whichever is later.				
ame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials, such as confidentiality waivers and agreements. **a. Final Sample Refinement Files**	D5a. Temporary. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#134b	#134b OES Operational Tape Files (State Sampling-Benchmark Tapes)	#134b Temporary (7 Years)	NC1-257-84-1, Item #134b
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	#130a #130b #130c #131	#130a OSP State Establishment Micro Data Tapes #130b OSP Final Control File Tapes #130c OSP Initial Control File Tapes #131 State Supplied OES Master Tapes, State Processing Management System (SPAM)	#130a Temporary (25 years) #130b Temporary (25 years) #130c Temporary (4 years) #131 Temporary (25 years)	NC1-257-84-1 Item #130a, #130b, #130c, #131

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey questionnaires (schedules) both initiation and recurring, response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later.				
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#146	#146 OES Magnetic Tapes on Occupational Employment from Outside Sources	#146 Temporary (Business Need)	NC1-257-84-1, Item #146
E. Data Collection	**3. Data Quality Review and Performance Measures**	E3. Temporary. Cut off files at the end	#119 (2)	#119(2): Annual Cyclical OES Surveys File	#119(2): Temporary (4 years)	NC`-257-84-1, Item 119(2)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.				
Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.	F2a. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#132	#132 OSP State Estimates Tape Files	#132 Temporary (25 Years)	NC1-257-84-1, Item #132
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes**	F2b. Temporary. Cut off files at the end of the collection	#127	#127 OES Intermediate Printouts, Job Runs, Worksheets	#127 Temporary (till Pub. Or obsolete)	NC1-257-84-1, Items #127, #147

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Data Sets and Data Files These data sets and data files are of short-term value and are only used until the estimates are developed.	period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#147	#147 OES Special Tabulation Files (except final data set for publication)	#147 Temporary (Business need; Except for final data sets BLS publication survey results)	
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#135	#135 OES Reported Data Revision – Update Tapes Files	#135 Temporary (6 Months)	NC1-257-84-1, Item #135
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **a. Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national office staff or program for review.	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	#133	#133 OES National Estimates Tape Files	#133 Temporary (25 Years or sooner after tabulation)	NC1-257-84-1, Item #133
G. Data Analysis and Estimate	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files**	G2c(2). Temporary. Delete/destroy 10 years after all	#141	#141 OES Edited National Estimates Files	#141 Temporary (15 Years)	NC1-257-84-1, Item #141

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Production	(2) All other adjusted data sets	essential information has either rotated into the next phase for processing or been published.				
G. Data Analysis and Estimate Production	**5. Estimate Production Audit Trail Files** Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.	G5. Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.	#138	#138 OES Job Run Printouts	#138 Temporary (3 Years)	NC1-257-84-1, Item #138
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. 1. Record Copy Production Language (TPL) files and Excel tables.	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#142	#142 OES Table Production Program Language Tapes (TPL)	#142 Permanent	NC1-257-84-1, Item #142
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance	#117	#117: OES Questionnaire Record Copy Files	#117: Temporary (30 years)	NC1-257-84-1, Item #117

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 110-148)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)				
stem Documentation	**1. Types of Documentation** b. Documentation related to Temporary Master Database Files and other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	I1b Temporary. Cut off archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records (GRS 20, Item 11a(1)	#140	#140 OES Survey Documentation Files	#140 Temporary (Till OES system is obsolete EXCEPT for documentation of permanent tape records (Item#142)	NC1-257-84-1, Item #140
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#137	#137 OES Disk to Tape Dumps – Writeouts	#137 Temporary (10 Days)	NC1-257-84-1, Item #137

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NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#149 #150 #162 #184 #185	#149 RDOA – ES 202 Program Subject Files #150 RDOA – ES 202 State Operations Review Files #162 RDOA – ES 202 Chronological Files #184 QCEW/OSP ES 202 Progress Status Reports #185 QCEW/OSP ES 202 Regional Office Worksheets	#149 Temporary (5 Years) #150 Temporary (7 Years) #162 Temporary (3 years) #184 Temporary (2 years) #185 Temporary (3 years)	NC1-257-84-1, Items #149, #150, #162, #184, #185,
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding survey responses, estimate production, or report publication.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. Transfer paper records to WNRC 5 years after cutoff. Pre-accession electronic records to NARA with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#180	#180 QCEW/OSP Record Copy of ES 202 Manual and Related Numerical Update Memoranda	#180 Permanent (Accession after 20 years)	NC1-257-84-1, Item #180
B. Concepts	**4. Researcher and Staff Working**	B4. Temporary.	#165	#165 RDOA Technical Reference/Working	#165 Temporary	NC1-257-84-1,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
and Methods	**Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.		Files	(till obsolete or superseded)	Item #165
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#151	#151 RDOA State Tax Bill Files	#151 Temporary (till obsolete or superseded)	NC1-257-84-1, Item #151
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#181	#181 QCEW/OSP ES 202 Civilian Defense Source Data Files	#181 Temporary (3 Years)	NC1-257-84-1, Item #181
E. Data Collection	**2. Input Source Files**	E2d. Temporary. Cut off files at the end of the	#160	#160 RDOA CETA Wage Index Files	#160 Temporary (till tabulated)	NC1-257-84-1, Items #160, #161

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	d. Source Background Files Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#161	#161 RDOA Health Care Finance Administration File (HCFA)	#161 Temporary (till tabulated or obsolete)	
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#182 #190 #191	#182 QCEW/OSP State Transmittal Records Involving Quarterly Supplied ES 202 Materials #190 QCEW/OSP ES 202 Edit and Updating Machine Listings #191 QCEW/OSP ES 202 Non-Economic Code Change File	#182 Temporary (3 Years) #190 Temporary (3 Years) #191 Temporary (3 Years)	NC1-257-84-1, Items #182, #190, #191
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (1) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#183	#183 QCEW/OSP State Estimates Files	#183 Temporary (3 Years)	NC1-257-84-1, Item #183

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#166	#166 RDOA – Intermediate Printouts/Job Runs/Worksheets	#166 Temporary (till tabulated or obsolete)	NC1-257-84-1 Items #166
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#171 #172 #176	#171 – QCEW/OSP Annual All State Publication Summary ES 202 Tapes #172 QCEW/OSP Annual SIC-Four Digit County Summary ES 202 Tapes #176 QCEW/OSP Tape Publication Language Tapes	#171 Temporary (25 Years or sooner after tabulation) #172 Temporary (25 Years or sooner after tabulation) #176 Temporary (25 years or sooner after tabulation)	NC1-257-84-1, Item #171, #172, #176
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#154 #155	#154 RDOA Record Copy of Employment and Wages (2) Quarterly Employment and Wages (1938 – 1974) (3) Annual Employment and Wages (1975 – 1979) #155 RDOA – ES 202 Program Press Releases	#154 Permanent #155 Permanent	NC1-257-84-1, Items #154, #155,

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NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing materials. **Note:** These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#164	#164 RDOA Working File for Publication of Employment and Wages	#164 Temporary (2 Years after Pub)	NC1-257-84-1, Item #164
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses:** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	#163	#163 RDOA Request for Information File	#163 Temporary (5 Years)	NC1-257-84-1, Item #163
I. System Documentation	**1 Types of Documentation** a. Documentation related to Temporary Master Database Files and other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	I1b Temporary. Cut off archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records (GRS 20, Item 11a(1)	#179	#179 QCEW/OSP OES 202 Program Documentation Files	#179 Temporary (1 Years after ES202 system is obsolete Except for guides documenting the perm records described in Item #167)	NC1-257-84-1, Item, #179
J. Information Technology (IT) Operations	**1. System Backups** Backup tapes are maintained for potential system restoration in the event of a	J2a. Temporary. Delete/destroy incremental backup	#173	#173 QCEW/OSP Regional Disk Dump to Tape Files	#173 Temporary (30 Days)	NC1-257-84-1, Item, #173, #174

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 149-191)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#174	#174 QCWE/OSP Program and Source Data Dump to Tape Files	#174 Temporary (30 Days)	

DOL / BLS/ OEUS / CES
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
A. Planning	1. **Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. b. **Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#192 #192A	#192 OEUS Division CES Program Files #192A OEUS Program Subject Files (Past Division Chiefs - DMIES)	#192 Temporary (10 Years) #192A Temporary (20 Years Except for non-duplicative early publication, tables, and articles)	NC1-257-84-1, Items #192, #192A
A. Planning	1. **Program Subject Files** c. **Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#197 #208 #209 #221 #222 #236 #248	#197 DMIES/790 – CES National Program Unit Supervisor (Branch Chief) Program Files #208 DMIES/790 Program Subject Files on Production of National 790 Estimates (Team Leader) #209 DMIES/790 Program Subject Files of Former CES National Estimates Production (Team Leader) #221: CES/DMIES - Unit Supervisory (Branch Chief) Program Subject Files #222: CES/DMIES – Program Subject Files of Former Branch-Chief, CES State-Area Programs #236: CES/DMIES/Benchmark – Program Subject Files of the Unit (Branch) #248: CES/DMIES – Regional Correspondence Files	#197 Temporary (5 Years) #208 Temporary (5 years) #209 Temporary (5 Years) #221: Temporary (5 Years) #222: Temporary (5 Years) #236: Temporary (5 Years) #248: Temporary (Immediately)	NC1-257-84-1, Items #197, #208, #209, #221, #222, #236, #248

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
A. Planning	1. **Program Subject Files** d. **Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#213	#213 DMEIS/790 Industry Analysts CES National Production Estimates Project File	#213 Temporary (1 Year)	NC1-257-84-1, Item #213
B. Concepts and Methods	1. **Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. a. **Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.	B1a. Permanent. Cut off files annually or upon project completion. Transfer paper records to WNRC 5 years after cutoff. Pre-accession electronic records to NARA with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#238 #250	#238: CES/DMIES/Benchmark – CES Benchmark Documentation Files #250: CES/DMIES/Benchmark – CES Instructional Memoranda Files	#238: Permanent #250 Permanent (merge w/Record Copy #262, 263, 264)	NC1-257-84-1, Items #238, #250, #262, #263, #266
B. Concepts and Methods	2. **Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. a. **Procedural Manuals, Public User Guides and Interviewer Training**	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after	#262 #263 #266	#262(1): CES/DMIES/OSP – Record Copy of the CES State Operating Manual and Pertinent Update Memoranda #263: CES/DMIES/OSP – Records Copy of CES Regional Office Guide and Related Update Memoranda #266: Revisions of State or Regional Office CES Manual	#262: Permanent #263: Permanent #266: Temporary (1 Year after issuance of revised manual)	NC1-257-84-1, Items #262, #263, #266

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	Manuals Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	cutoff in accordance with 36 CFR 1235 as applicable.				
Concepts l Methods	2. **Survey Methodology Files** b. **Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#264	#264: CES/DMIES/OSP – Record Copy of CES Informational Memoranda Series	#264: Temporary (Business Use)	NC1-257-84-1, Item 264
B. Concepts and Methods	3. **Design and Improvement Project Files** Records relate to individual projects designed to provide support for or document the mission and goals of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#217 #219 #220 #233 #243 #244 #293	#217 DMIES/790 National Estimates Revision Project Files #219 DMIES/790 Illinois-Rhode Island State Pilot Project Files #220 DMIES/790 Project and State Installation of Standard Employment and Earning System Software Package 233: Illinois/Rhode Island Demonstration CES State/Area Project Files #243: 790 Revision Program Development Files #244: 790 Revision Individual Project Files #293: National 790 Program Revision Projects Files	#217 Temporary (1 Years) #219 Temporary (5 Years) #220 Temporary (5 Years) #233: Temporary (2 Years) #243: Temporary (10 Years) #244: Temporary (10 Years) #293: Temporary (Disk Database (Final): 5 Years)	NC1-257-84-1, Item #217, #219, #220, #233, #243, #244, #293
B. Concepts and Methods	4. **Researcher and Staff Working Files**	B4. Temporary. Cut off files annually.	#218	#218 DMIES/790 Data Resources Inc. File	#218 Temporary (till obsolete)	NC1-257-84-1, Item #218, #235,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#235 #265 #267b #268b #305	#235 CES/DMIES – Analyst Working Files on the Development of Press Releases, Articles, and Manuals- Distribution Copies of Manual Updates and Other Instructional Memoranda #265 CES/DMIES/OSP Distribution Copies of Manual Updates and Other Instructional Memoranda #267b: OES Employment and Earnings System User Guide Record Copy Files (Manual Revision records); #268b: OES Employment and Earnings System Installation Guide Record Copy Files (Revision records) #305: CES Program Technical Reference – Working Files	#235 Temporary (Upon completion of manual or press release) #265 Temporary (Business use) #267b Temporary (1 Year) #268b Temporary (1 Year) #305 Temporary (till superseded or obsolete)	#265, #267b, #268b, 305
C. Configuration Management Files	2. **System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#284 #294a #294b	#284: CES National Estimates Data Processing Program Disk Files; Temporary #294a: Projects Involving Installation of Employment Earning Program Package in States (Illinois) #294b: Projects Involving Installation of Employment Earning Program Package in States (Rhode Island)	#284 Temporary (till superseded or obsolete) #294a Temporary (till superseded or obsolete) #294b Temporary (Upon termination of agreement between State and Bureau or No business use)	NC1-257-84-1, Item #284, #294a, #294b
D. Frame Construction and Sample Selection	2. **Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates	#258 #259	#258: CES/DMIES/OSP – CES Registry Master Identification Files #259: CES/DMIES/OSP – Microfiche Copies of Master CES Registry	#258: Temporary (till superseded) #259: Temporary (till superseded)	NC1-257-84-1, Item #258, #259

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	in the sample. Records include sample frame files.	out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.		Identification Files		
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#253	#253: CES/DMIES/OSP – National Telephone Company Sample File Listings	#253: Temporary (4 Months)	NC1-257-84-1, Item #253
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. a. **Final Sample Refinement Files**	D5a. Temporary. Retain in active storage for the life of the sample. Delete/Destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#254 #256	#254: Edit Listing of National-Telephone Company Screening Schedules #256: Edit-Screening Listings of National All State Data	#254: Temporary (till superseded) #256: Temporary (1 Month)	NC1-257-84-1, Items #254, #256
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which	E1a(1). Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years	#296	#296: CES State/Area Data Base File	#296: Temporary (25 Years)	NC1-257-84-1, Item #296

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (1) Databases made available for research on a continuing basis	after all essential information has been analyzed, tabulated, edited or when superseded or revised.				
E. Data Collection	**1. Master Database Files** **b. Aggregated Data (Non-confidential Macrodata)** (1) Aggregated data made available for research on a continuing basis b. All Other Copies	E1b(1)b. Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy no sooner than 5 years, but no later than 25 years after data has rotated out of the survey.	#272a/b	#272 a/b: CES Macro State and Area Machine Listings	#272: Temporary (6 Months)	NC1-257-84-1, Item #272a/b
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#252 #269 #288 #310	#252: National - Telephone Company 790 Schedules #269: CES Forest Service – Railroad – Shipyard Tabulations #288: CES Registry Input Punch Cards #310: CES Program Punched Cards	#252:Temporary (3 Years) #269: Temporary (till tabulated) #288: Temporary (till superseded) #310: Temporary (1 Month after closing for the month)	NC1-257-84-1, Items #252, #269, #288, #310

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
E. Data Collection	2. Input Source Files b. Electronic Records Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	#289	#289: CES Registry Input Tapes	#289: Temporary (2 Months)	NC1-257-84-1, Item #289
E. Data Collection	3. Data Quality Review and Performance Measures Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#223 #226 #228	#223: CES/DMIES – Survey of All-State, State/Area Statistical Procedures #226: CES/DMIES – CES State-Area On-Site Review Files #228: Monthly Machine Listing of the Status of CES-State/Area Data Base	#223: Temporary (till tabulated) #226: Temporary (1 Year) #228: Temporary (until superseded)	NC1-257-84-1, Items #223, #226, #228

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	respondents, generic leveling, and imputations where responses are missing or unusable.					
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing). Examples include but are not limited to:	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#290	#290: CES Registry Disk Data Base	#290:Temporary (Business Use)	NC1-257-84-1, Item #290
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.	F2a. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#276 #277abc	#276: CES Microdata Tapes #277abc: CES National Program Monthly Estimates Macro Data	#276: Permanent (Contains confidential data) #277a/b/c: Temporary (1 Year)	NC1-257-84-1, Items #276, #277abc
Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#224 #225 #273 #274 #275	#224: CES State and Area Monthly Transmittals #225: CES Annual State and Area Transmittals #273: CES National Program Input Tapes #274: CES Sample Microdata Screen and Edit Tapes #275: CES Sample Microdata for National Estimates Disks	#224: Temporary (1 Year) #225 Temporary (5 Years) #273: Temporary (15 Days) #274: Temporary (1 Month) #275: Temporary (16 Month Cycle)	NC1-257-84-1, Items #224, #225, #273, #274, #275

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#230 #240 #257 #260 #261 #292	#230: CES/DMIES – CES State/Area Correction Files #240: CES/DMIES/Benchmark – CES Benchmark Edit and Revision Printouts #257: CES/DMIES/OSP – National State 790 Update Files #260: Weekly Master CES Registry Updates Listings #261: CES/DMIES/OSP – Regional Registry Update Input File #292: CES Registry Revision Tapes	#230: Temporary (2 Years) #240: Temporary (1 Year or when superseded) #257: Temporary (3 Months) #260: Temporary (Till superseded) #261: Temporary (6 Months) #292 a/b/c: Temporary (2 Months - 3 Years)	NC1-257-84-1, Items #230, #240, #257, #260, #261, #292
G. Data Analysis and Estimate Production	**1. Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#234 #241 #281 #282	#234: CES State/Area Annual Benchmark Comparison Listings #241: BEA U.S. Total Summaries of ES 202 Data Machine Listings #281: CES Annual Benchmark Disk Files #282: Source Code Library Disk File	#234 Temporary (Till superseded) #241 Temporary (10 Years) #281: Temporary (Till revision completion or restratification of database) #282: Temporary (till obsolete or superseded)	NC1-257-84-1, Items #234, #241, #281, #282
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or	#242 #270	#242: CES/DMIES/Benchmark – CES Seasonal Adjustment Run Printouts #270: CES Benchmark – Seasonal Adjustment Records	#242: Temporary (10 Years) #270: Temporary (5 Years)	NC1-257-84-1, Items #242, #270

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
		been published.				
G. Data Analysis and Estimate Production	3. **Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#306	#306: CES Intermediate Printouts, Job Runs, and Worksheets	#306: Temporary (till tabulated or obsolete)	NC1-257-84-1, Item #306
G. Data Analysis and Estimate Production	4. **Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#239	#239: CES Annual Benchmark Original Printout Files	#239 Temporary (10 Years)	NC1-257-84-1, Item #239
H. Dissemination Survey Results	1. **Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. a. **Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	#278	#278: CES National Macro Estimates Time Series Disk	#278: Temporary (30 Years or till obsolete)	NC1-257-84-1, Item #278
H.	1. **Output Files**	H1b(1). Permanent.	#280	#280: CES National Industry Employment,	#280: Permanent	NC1-257-84-1,

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
Dissemination of Survey Results	**b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	Cut off and archive changed data set annually.. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#297	Hours, and Earnings Segment of LABSTAT Data Base #297: LABSTAT Segment for CES State and Area Industry Employment, Hours and Earnings.	#297: Permanent	Item #280, #297
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#279 #285 #286 #301	#279: CES National Estimates LABSTAT Transmittal Tapes #285: CES Table Production Language Tapes #286: CES Print or Publication Driver Tapes #301: CES State/Area Table Production Language Tapes for Annual Publication.	#279: Temporary (30 Days) #285: Temporary (10 Days) #286: Temporary (Till completion or Pub.) #301: Temporary (3 Months)	NC1-257-84-1, Items #279, #285, #286, #301
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other	H1d(1)a Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#200(1) #201(1) #201C	#200(1) DMIES/790 Record Copy of Real Earnings Press Release File #201(1) DMIES/790 Record Copy of Miscellaneous CES-Based Publications, Articles, and Press Releases #201C DMIES/790 Monthly Press Release "State and Metropolitan Area Employment and Unemployment" Record Copy File	#200(1) Permanent (Accession after 15 Years) #201(1) Permanent (Accession after 15 Years) #201C Permanent (Accession after 15 Years)	NC1-257-84-1, Items #200(1), #201(1), #201C

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	periodicals. a. Record Copy					
emination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#216	#216 DMEIS/790 Real Earnings Press Releases Background File	#216 Temporary (till tabulated or Pub.)	NC1-257-84-1, Item #216
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	#291	#291: CES Monthly Registry Status Tapes	#291: Temporary (4 Months)	NC1-257-84-1, Item #291
I. System Documentation	**1 Types of Documentation** a. Documentation related to Permanent Master Database Files and other Permanent Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated related records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable	#249 #267a #268a	#249: CES Record Copy Set of the 790 Schedules and Labor Turnover Schedules #267a: CES Employment and Earnings System Users Guide Record Copy Files #268a: CES Employment and Earnings System Installation Guide Record Copy Files	#249: Permanent (20 years) #267a: Permanent (Accession after 20 Years old) #268a: Permanent (Accession after 20 Years old)	NC1-257-84-1, Items #249, #267a, #268a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		(GRS 20, Item 11a(2)				
I. System Documentation	1 **Types of Documentation** b. Documentation related to Temporary Master Database Files and other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved scheduled for the associated database or data file.	I1b Temporary. Cut off archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records (GRS 20, Item 11a(1)	#287

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 192-310)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#300	Transfer-Benchmark Tapes #300: CES State/Area Migration (Transaction) Tapes	(Upon completion of benchmarking revisions) #300: Temporary (1 Year)	

DOL / BLS/ OEUS /Division Statistical Methods
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 311-317)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#311 #318	#311: Division Program Subject File #318: Headquarters – Regional Coordination Subject File	#311: Temporary (5 Years) #318: Temporary (6 Years)	NC1-257-84-1, Items #311, #318
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#312	#312: Unit (Branch) Program Project Files	#312: Temporary (5 Years)	NC1-257-84-1, Item #312
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#313 #314 #315 #316	#313: Machine-Readable Records and Related Printouts Pertaining to CPS Methodological Surveys #314: OSH Hours of Work Statistical Methods Surveys #315: ES 202, and OES Statistical Methods Surveys #316: 790 Revision and Special Survey Statistical Methods Surveys	#313: Temporary (Till tabulated EXCEPT for final data sets) #314: Temporary (3 Years) #315: Temporary (till 2 survey cycles) #316: Temporary (Business use)	NC1-257-84-1, Items #313, #314, #315, #316
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder	#317	#317: Technical Reference Working Files	#317: Temporary (till superseded or obsolete)	NC1-257-84-1, Item #317

DOL / BLS/ OEUS /Division Statistical Methods
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 311-317)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	personnel covering their assigned areas of work.	of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.				

DOL / BLS/ OEUS / OFO Cooperative Programs
NARA Crosswalk (12/16/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 318-320)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#318	#318: Headquarters – Regional Coordination Subject File	#318: Temporary (6 Years)	NC1-257-84-1, Item #318
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#320	#320: Technical Reference Working Files	#320: Temporary (till superseded or obsolete)	NC1-257-84-1, Item #320
Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#319	#319: Machine-Readable and Related Records on Survey Status, and Mailing, Distribution, and Inventorying Survey Supplies	#319 Temporary (hold for 8 quarters or completion of project)	NC1-257-84-1, Item #319

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-84-1, Items 318-320)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.					

DOL / BLS/ ATUS (American Time Use Survey)
NARA Crosswalk (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.		Office of Employment and Unemployment Statistics (OEUS)		NC1-257-84-1, #1, #4, #8(a), #8(b), #9a, #9b
			#1	#1: Associate Commissioner Program Executive Direction File	#1 = Permanent. Break file every 5 years and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Deputy Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#4	#4: Deputy Associate Commissioner, Program Executive Direction File	#4 = Permanent. Break file every 5 and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#8 (a)&(b)	#8(a)&(b) Program Manager Major Program Project File a = Project Documentation b = Project Working and Operational Records	#8a = Permanent. Offer for transfer to NARA in 10 year blocks when most recent record is 20 years old. #8b = Temporary. Retain in office for 5 years after close of project and retire to WNRC. Destroy 5	

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
					years thereafter.	
			#9 (a)&(b)	#9(a)&(b) Program Manager Specific Program Management Project Files a = Project Documentation b = Project Operational and Working Papers	#9a = Temporary. Destroy 25 years after completion of project. #9b = Temporary. Destroy 5 years after close of project.	
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.		OEUS - Division of Data Development and User Services and Division of Employment and Unemployment Analysis		NC1-257-84-1, #11, #14, #53, #111, #192, #192A & #311
			#11	#11: Div. Data Dev & User Services Division Program Subject Files	#11, #14, #53 = Temporary. Break file at least every 5 years, and bring active material to the current file as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later.	
			#14	#14: Div. Chief Emp/Unemp Analysis Division Chief Program Subject Files		
			#53	#53: Bureau Labor Force –Current Population Survey: Div. of Local Area Unemp. Stats Division Chief Program Subject Files		
			#111	#111: Div. of Occupational and Admin Stats Division Program Subject File	#111 = Temporary. Break file every 5 years and bring forward active materials to the new file as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later.	
			#192	#192: Div. of Monthly Industry Emp. Stats Division CES Program Subject File	#192 = Temporary. Destroy when 10 years old or when no longer needed for current	

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
					business whichever is sooner.	
			#192A	#192A: Div. of Monthly Industry Emp. Stats Program Subject Files of Present and Past Division Chiefs	#192A = Temporary. Destroy when 20 years old. Store at WNRC if volume warrants.	
			#311	#311: Div. of Statistical Methods Division Program Subject Files	#311 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#57 #77 #83 #221 #222	LAUS/CPS - Branch Chief (Unit Supervisor) Program and Administrative Files #77: LAUS/State Emp. Security Agency Branch Chief (Unit Supervisor) Program and Administrative Files #83: LAUS/Method and Concepts Branch Chief (Unit Supervisor) Program and Administrative Files #221: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning Unit Supervisor (Branch Chief) Program Subject Files #222: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning Program Subject Files of Former Branch Chiefs, CES State-Area	#57, #77, #83 = Temporary. Destroy when 5 years old or when no longer needed for current business whichever is sooner. #221 = Temporary. Break file every 5 years and bring forward active materials to the new files as required. Destroy when 5 years old or when no longer needed for current business, whichever is later. #222 = Temporary. Bring forward active materials to current Branch Program subject file. Destroy remainder	NC1-257-84-1, #57, #77, #83, #221, #222, #236, #312, #318

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
				Program	by December 1984.	
			#236	#236: Div. of Monthly Industry Emp. CES Benchmarking and Estimation Techniques Program Subject File of the Unit (Branch)	#236 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
			#312	#312: Div. of Statistical Methods (OEUS) Unit (Branch) Program – Project Files	#312 = Temporary. Destroy when 5 years old, or when no longer needed for current business, whichever is later.	
			#318	#318: Div. of Cooperative Program Coord. Field Ops. Headquarters – Regional Coordination Subject Files	#318 = Temporary. Break file annually and bring forward active materials. Destroy when 6 years old or when no longer needed for current business, whichever is sooner. If volume warrants, transfer files to WNRC when 3 years old and store for 3 years before destruction.	
A. Planning	**2. Commissioner Briefing Packets** This series contains briefing packets which describe program status, proposed directions and other options that assist the Commissioner with short- and long-term decision-making.	A2. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to WNRC 10 years after cutoff. **Pre-accession electronic**	N.A.	Commissioner Briefing Packets	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
		records to NARA with associated files 10 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.				
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Final Reports Including Internal Reports and Memorandums	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**1. Research and Program Development Files** **b. Articles Published in Professional Journals and Conference Proceedings** Records consist of original manuscripts of program or mission-related articles written by BLS personnel and submitted to professional trade, technical, and commercial publications.	B1b. Temporary. Cut off files annually or upon publication. Destroy 15 years after publication, or when no longer needed for business operations, whichever is later.	N.A.	Articles Published in Professional Journals and Conference Proceedings	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals,** Public **User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding, survey responses, estimate production, or report publication.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	**1. ATUS User Guide** The manual provides detailed instructions and guidelines for processing the survey data. **2. ATUS Public User Guide** The user guide provides detailed instructions and guidelines for public use in generating estimates and printing reports. **3. Interviewer Training Manual** Instructions for the Census Interviewers in reference to the do's and do not's of collecting survey data.	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	N.A.	Technical Memos and Procedural Alerts (Desk Aid) Provides supplemental updates of technical information in reference to adding, amending and clarifying data collection procedures.	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis,	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Temporary Data Sets, Collection Instruments, System Specifications, Redesign and Installation and Testing Records	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	and adjustment; publication criteria; and publication procedures.					
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, working papers, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Researcher and Staff Working Files	Unscheduled	Not Applicable (N.A.)
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	N.A.	Data and Detailed Reports	Temporary. Destroy/delete 1 year after termination of system.	GRS 24, Item 3b(1)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	release or version management.					
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	N.A.	System Requirements and Specifications Files	Unscheduled	Not Applicable
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	N.A.	Electronic Files or Records (SAS Data Files)	Temporary. Delete after information has been transferred to the master file and verified	GRS 20, Item 1b
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing).	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Databases and Export Files ATUS EPS Database which checks the values, variables and compiles feed back information and sends the information back to Census.	Unscheduled	Not Applicable (N.A.)
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential	N.A.	Reports/Statistical Data, includes Data Sets and Data Files • Edit Review Programs • Preliminary Data Sets	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	b. Reports/Statistical Data, includes Data Sets and Data Files These data sets and data files are of short-term value and are only used until the estimates are developed.	information has been analyzed, tabulated, edited, or when superseded or obsolete.		• Quarterly Data Review Files • Data Problem Reports • Response Rate Tables • Variable Levels (unzipped program-reports to economists- economists who report differences to Census for updates) • CPS Weights Check (unzipped program-reports to economists- economists who report differences to Census for updates)		
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	N.A.	Data Revision Files	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	N.A.	All Other Adjusted Data Sets Time Series Data Sets which are a consolidation of public use files, used so programs run faster, and are located on the internal network drive.	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Standard Error Output Produced from interim data sets used to interpret data and making data comparisons.	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	N.A.	Output Data Sets (Unpublished Data)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public.	H1b. Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	N.A.	Output Data Sets (Public Data) Annual ATUS data sets containing respondent-level information, but not containing Personally Identifying Information (PII) or Respondent Identifying Information (RII).	Unscheduled	Not Applicable (N.A.)

DOL / BLS/ ATUS (American Time Use Survey)
NARA Crosswalk (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Permanent Publications include: • News/Press Releases • Issuances • Survey Publications • Monthly Labor Review	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N.A.	Temporary Publications include: • Tables • Charts • Pre-Publications • Annually • Quarterly • Monthly • BLS Marketing Materials	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. **(1) Drafts and Related Comments and Correspondence**	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	N.A.	Drafts and Related Comments and Correspondence	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** **(2) Final Manuscripts (Program and Editorial Staff Copies)**	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.	N.A.	Final Manuscripts (Program and Editorial Staff Copies)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	N.A.	**Standard Responses:** Include information that is posted on the website or is drawn from published products.	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	be responded to directly by the programs. **a. Standard Responses:** Include information that is posted on the website or is drawn from published products.					
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	N.A.	**Unique Responses:** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	Unscheduled	Not Applicable (N.A.)
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Documentation needed to understand a permanent data series or record.	I1c(1). Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	N.A.	Other Electronic Records (ATUS Data Dictionary)	Unscheduled	Not Applicable (N.A.)
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Documentation needed to understand other types of temporary electronic records.	I1c(2). Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	N.A.	Other Electronic Records (Finding Index)	Unscheduled	Not Applicable (N.A.)
J. Information	**2. System Backups**	J2a. Temporary.	N.A.	Incremental Backup tapes	Destroy/delete	GRS 24, Item 4a(1)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
Technology (IT) Operations	Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))			incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy.	
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	N.A.	Full Backup Tapes	Temporary. Destroy/delete full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. .	GRS 24, Item 4a(2)
J. Information Technology (IT) Operations	**3. Tape Library Files** Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	J3. Temporary. Delete/destroy when superseded or obsolete. (GRS 24, Item 4b)	N.A.	Tape library	Temporary. Destroy/ delete when superseded or obsolete.	GRS 24, Item 4b
J. Information Technology (IT) Operations	**4. System Security** Copies of records relate to system security and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130.	J4a. Temporary. Delete/destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a)	N.A.	System Security Plans and Disaster Recovery Plans	Temporary. Destroy/ delete 1 year after system is superseded.	GRS 24, Item 5a

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	a. System Security Plans and Disaster Recovery Plans					
J. Information Technology (IT) Operations	**4. System Security** **b. Documents Identifying IT Risks** Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.	J4b. Temporary. Delete/destroy 1 year after the system is superseded or obsolete. (GRS 24, Item 5b)	N.A.	Documents Identifying IT Risks	Temporary. Destroy/ delete 1 year after the system is superseded.	GRS 24, Item 5b
J. Information Technology (IT) Operations	**5. Emergency Planning Records** Records consist of documents accumulated during the formulation and implementation of contingency plans used by programs during emergency situations. These may include documents related to the planning of hot and cold site use, program relocation, system restoration, and vital document recovery plans. **Note**: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration. **a. Emergency Planning Case Files** Case files are accumulated by offices responsible for the preparation and issuance of plans and directives and consist of a copy of each plan or directive issued, with related background documents.	J5a. Temporary. Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)	N.A.	Emergency Planning Case Files	Temporary. Cut off files at the end of the calendar year. Destroy/ delete 3 years after issuance of a new plan or directive.	GRS 18, Item 27
J. Information Technology (IT) Operations	**5. Emergency Planning Records** **b. Emergency Operations Test Files** Files accumulated from tests conducted	J5b. Temporary. Cut off files annually. Delete/destroy when 3 years old. (GRS 18,	N.A.	Emergency Operations Test Files	Temporary. Cut off files at the end of the calendar year. Destroy/ delete when 3 years old.	GRS 18, Item 28

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	under agency emergency plans, such as instructions to members participating in a test, staffing assignments, messages, tests of communications and facilities, and reports.	Item 28)				

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
Inventory Findings (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.		Office of Employment and Unemployment Statistics (OEUS)		NC1-257-84-1, #1, #4, #8(a), #8(b), #9a, #9b
			#1	#1: Associate Commissioner Program Executive Direction File	#1 = Permanent. Break file every 5 years and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Deputy Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#4	#4: Deputy Associate Commissioner, Program Executive Direction File	#4 = Permanent. Break file every 5 and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#8 (a)&(b)	#8(a)&(b) Program Manager Major Program Project File a = Project Documentation b = Project Working and Operational Records	#8a = Permanent. Offer for transfer to NARA in 10 year blocks when most recent record is 20 years old. #8b = Temporary. Retain in office for 5	

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
Inventory Findings (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					years after close of project and retire to WNRC. Destroy 5 years thereafter.	
			#9 (a)&(b)	#9(a)&(b) Program Manager Specific Program Management Project Files a = Project Documentation b = Project Operational and Working Papers	#9a = Temporary. Destroy 25 years after completion of project. #9b = Temporary. Destroy 5 years after close of project.	
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.		OEUS - Division of Data Development and User Services and Division of Employment and Unemployment Analysis		Not Applicable (N.A.) NC1-257-84-1, #11, #14, #53, #111, #192, #192A & #311
			#11	#11: Div. Data Dev & User Services Division Program Subject Files	#11, #14, #53 = Temporary. Break file at least every 5 years, and bring active material to the current file as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later.	
			#14	#14: Div. Chief Emp/Unemp Analysis Division Chief Program Subject Files		
			#53	#53: Bureau Labor Force –Current Population Survey: Div. of Local Area Unemp. Stats Division Chief Program Subject Files		
			#111	#111: Div. of Occupational and Admin Stats Division Program Subject File	#111 = Temporary. Break file every 5 years and bring forward active materials to the new file as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later.	

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
Inventory Findings (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
			#192	#192: Div. of Monthly Industry Emp. Stats Division CES Program Subject File	#192 = Temporary. Destroy when 10 years old or when no longer needed for current business whichever is sooner.	
			#192A	#192A: Div. of Monthly Industry Emp. Stats Program Subject Files of Present and Past Division Chiefs	#192A = Temporary. Destroy when 20 years old. Store at WNRC if volume warrants.	
			#311	#311: Div. of Statistical Methods Division Program Subject Files	#311 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#57 #77 #83 #221	LAUS/CPS - Branch Chief (Unit Supervisor) Program and Administrative Files #77: LAUS/State Emp. Security Agency Branch Chief (Unit Supervisor) Program and Administrative Files #83: LAUS/Method and Concepts Branch Chief (Unit Supervisor) Program and Administrative Files #221: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning Unit Supervisor (Branch Chief) Program Subject Files	#57, #77, #83 = Temporary. Destroy when 5 years old or when no longer needed for current business whichever is sooner. #221 = Temporary. Break file every 5 years and bring forward active materials to the new files as required. Destroy when 5 years old or when no longer needed for current business, whichever is	NC1-257-84-1, #57, #77, #83, #221, #222, #236, #312, #318

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
Inventory Findings (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					later.	
			#222	#222: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning Program Subject Files of Former Branch Chiefs, CES State-Area Program	#222 = Temporary. Bring forward active materials to current Branch Program subject file. Destroy remainder by December 1984.	
			#236	#236: Div. of Monthly Industry Emp. CES Benchmarking and Estimation Techniques Program Subject File of the Unit (Branch)	#236 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
			#312	#312: Div. of Statistical Methods (OEUS) Unit (Branch) Program – Project Files	#312 = Temporary. Destroy when 5 years old, or when no longer needed for current business, whichever is later.	
			#318	#318: Div. of Cooperative Program Coord. Field Ops. Headquarters – Regional Coordination Subject Files	#318 = Temporary. Break file annually and bring forward active materials. Destroy when 6 years old or when no longer needed for current business, whichever is sooner. If volume warrants, transfer files to WNRC when 3 years old and store for 3 years before destruction.	

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
Inventory Findings (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	N.A.	Other Staff Members Contain program communications and correspondence to and from program team members, used to coordinate the directions and actions of related to the various program knowledge areas.	Unscheduled	Not Applicable (N.A.)
A. Planning	**3. Commissioner Briefing Packets** This series contains briefing packets which describe program status, proposed directions and other options that assist the Commissioner with short- and long-term decision-making.	A2. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to WNRC 10 years after cutoff. **Pre-accession electronic records to NARA with associated files 10 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Commission Briefing Packets	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Office Copy of Final Reports Including Internal Reports and Memorandums	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.					
B. Concepts and Methods	**1. Research and Program Development Files** **b. Articles Published in Professional Journals and Conference Proceedings** Records consist of original manuscripts of program or mission-related articles written by BLS personnel and submitted to professional trade, technical, and commercial publications.	B1b. Temporary. Cut off files annually or upon publication. Destroy 15 years after publication, or when no longer needed for business operations, whichever is later.	N.A.	Articles Published in Professional Journals and Conference Proceedings	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals,** Public **User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding, survey responses, estimate production, or report publication.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	JOLTS Procedures Manual. The manual provides detailed instructions and guidelines for processing the survey data.	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts**	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no	N.A.	Technical Memos and Procedural Alerts Instructions for the Data Collection Center (DCC) in reference to the do's and do not's of collecting survey data. Maintain on shared	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.		drive by Program Development Surveys Procedures Branch.		
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Temporary Data Sets, Collection Instruments, System Specifications, Redesign and Installation and Testing Records	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, working papers, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Researcher and Staff Working Files	Unscheduled	Not Applicable (N.A.)
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational	C1a. Temporary. Delete/destroy 1 year after termination of system. GRS) 24, Item 3b(1)	N.A.	Data and Detailed Reports	Temporary. Delete/destroy 1 year after termination of system.	GRS 24, Item 3b(1)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.					
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	N.A.	System Requirements and Specifications Files	Unscheduled	Not Applicable
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** Universe databases contain information about all possible survey respondents. Data are received from sources such as the Census Bureau and State and local governments. **c. Input Files into the Universe Databases** Records or electronic files used to create	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	N.A.	Input Files into the Universe Database(s) JOLTS Respondents are selected by random sample. And loaded into TOPCATI.	Temporary. Delete/destroy after information has been transferred to the master file and verified.	GRS 20, Item 1b

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records..					
D. Frame Construction and Sample Selection	**2. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample frame files.	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	N.A.	Frame Construction Files	Unscheduled	Not Applicable (N.A.)
D. Frame Construction and Sample Selection	**3. Frame Refinement Files** Data are manipulated to refine the frame and produce datasets from which to draw a sample. Records include tables used to load additional data, electronic datasets, and verification reports.	D3. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	N.A.	Frame Refinement Files	Unscheduled	Not Applicable (N.A.)
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	N.A.	Railroad and Main Sample Frame Electronic data output as SAS files and stored on the UNIX server as text files in a spreadsheet format. The data sets are retained 2 years for active use and then zipped into an archive format for semi-current use. Verification Reports Sample verification reports such as count summaries locally and nationally by reporting strategies and employment weights.	Unscheduled	Not Applicable (N.A.)

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
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Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials, such as confidentiality waivers and agreements. **a. Final Sample Refinement Files**	D5a. Temporary. Retain in active storage for the life of the sample. Delete/Destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	N.A.	Sample Refinement Files • Overlap Reports. Sample Refinement Reports run to identify overlapping units between the new sample and earlier samples (1 national report and regional reports) for adjustment by program and regional office. • Sample Spreadsheet Shared with regional office and used for sample validation. • Updated Electronic Sample File • Initiation Sample Screening Sheets and Confidentiality Waivers. Used when performing refinement of new sample units to confirm addresses and other unit identifiers.	Unscheduled	Not Applicable (N.A.)
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (1) Databases made available for research on a continuing basis	E1a(1). Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.	N.A.	Master Database files containing Respondent Identifying Information (Microdata) TopCATI collects and processes data from respondents. Once in the survey, information is collected from respondents both electronically and in paper form.	Unscheduled	Not Applicable (N.A.)
E. Data	**1. Master Database Files**	E1b(2). Temporary.	N.A.	Aggregated Data (macro data)	Unscheduled	Not Applicable

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Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Collection	**b. Aggregated Data (Non-confidential Macrodata)** (2) All other aggregated data	Cut off and archive files when data have rotated out of the survey. Delete/destroy 10 years after cutoff.		TopCATI (Read Only) JOLTS Server		(N.A.)
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	N.A.	Non-electronic Documents Faxed forms E-mail printouts USPS Mail Forms	Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later.	GRS 20, Item 2a(4)
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	N.A.	Electronic Records Phone into TopCATI	Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later.	GRS 20, Item 2b
E. Data Collection	**2. Input Source Files**	E2c. Temporary. Delete/destroy after	N.A.	Electronic Files or Records	Temporary. Delete/destroy after	GRS 20, Item 1b

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	c. Electronic Files or Records Records are used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	information has been transferred to the master file and verified. (GRS 20, Item 1b)		Touch Data Entry (TDE) Internet Collection Special Arrangement Reports	information has been transferred to the master file and verified.	
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing).	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Job Openings and Labor Turnover (JOLTS) National Database	Unscheduled	Not Applicable (N.A.)
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.	F2a. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Reports/Statistical Data, includes Data Sets and Data Files Regional Ratio Control Files containing national ratios for total only (pct. files) and regional ratios by industry (state files) prepared annually. The most recent two years are updated annually.	Unscheduled	Not Applicable (N.A.)
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	N.A.	Reports/Statistical Data, includes Data Sets and Data Files • CES data files containing Seasonally Adjusted (SA) and Non seasonally Adjusted (NSA) employment estimates for selected industries received monthly. • Birth and death data sets updated monthly.	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				• Reporting method control files containing information on how and with which unit data are reported updated monthly. • Interim and production versions of the JOLTS reported data by schedule number updated monthly. • Monthly Export File Sent via e-mail to Estimation (Paper copies are produced for short-term use and then shredded) • Monthly Data Review Files Created by JOLTS staff monthly to analyze the quality of our hires and separations data • Data Comparisons Project containing graphs of JOLTS data against other data series for quality assessment purposes		
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	N.A.	Data Revision Files	Unscheduled	Not Applicable (N.A.)

DOL / BLS/ JOLTS (Job Openings and Labor Turnover Survey)
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Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain on RII.	G2b(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR1235 as applicable.	N.A.	Extracted Data Sets(Original Estimates/Unchanged Data) Master = Original data Clean data set	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: ▪ Non-aligned seasonally adjusted data ▪ Aligned not-seasonally adjusted data ▪ Aligned seasonally adjusted estimates	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.	N.A.	Adjusted Data Sets & Data Files Master Revised = Aligned data Input to the published file	Unscheduled	Not Applicable (N.A.)

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	N.A.	Intermediate Reports Inputs to annual estimates and error estimates prepared monthly.	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production. .	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Validation Reports Analytical outputs comprised of alignment tables, peak trough report, and significant change tables prepared monthly. The peak trough outputs contain the entire series and are revised each month. The significant change and alignment outputs are a snap shot of the latest 2 months. Annual estimates These are for the original NSA estimates. Only the latest 2 years are updated unless the entire series is re-done. Standard Error Data Sets Standard error output data sets prepared annually.	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**5. Estimate Production Audit Trail Files** Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.	G5. Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.	N.A.	Estimate Production Audit Trail Files	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data	H1b. Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR	N.A.	Output Data Sets (Pubic Data)	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	maintained in the LABSTAT database for distribution to and access by the public.	1235 as applicable.				
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	N.A.	Final Data Sets (LABSTAT Load Files)	Temporary. Delete after information has been transferred to the master file and verified.	GRS 20, Item 1b
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Permanent Publications include: • News/Press Releases • Issuances • Survey Publications • Monthly Labor Review	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for	N.A.	Temporary Publications include: • Tables • Charts • Pre-Publications • Annually • Quarterly • Monthly • BLS Marketing Materials	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	administrative, legal, audit, or other operational purposes.				
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Transfer directly to NARA those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* and the *Occupational Outlook Handbook* are regularly printed on paper.	N.A.	Historical Publications	Unscheduled	Not Applicable (N.A.
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. **(1) Drafts and Related Comments and Correspondence**	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	N.A.	Drafts and Related Comments and Correspondence	Unscheduled	Not Applicable (N.A.)

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Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** **(2) Final Manuscripts (Program and Editorial Staff Copies)**	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.	N.A.	Final Manuscripts (Program and Editorial Staff Copies)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses:** Include information that is posted on the website or is drawn from published products.	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	N.A.	**Standard Responses:** Includes information that is posted on the website or is drawn from public publications.	Unscheduled	Not Applicable (N.A.)
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Documentation needed to understand a	I1a(1). Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the	N.A.	Documentation Related to Master Database Files Containing RII (Micro data) and Aggregated Data (Non-confidential Macrodata) TopCATI JOLTS Server	Unscheduled	Not Applicable (N .A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	permanent data series or record. **Note: All system documentation must be retired with the appropriate master database files and follow the same retention period.**	documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)				
J. Information Technology (IT) Operations	**1. Routine IT Maintenance Records** Records relate to routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	J1. Temporary. Delete/destroy when 3 years old or 1 year after termination of system, whichever is sooner. (GRS 24, Item 3b(2))	N.A.	Routine IT Maintenance Records	Temporary. Delete/destroy when 3 years old or 1 year after termination of system, whichever is sooner.	GRS 24, Item 3b(2)
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	N.A.	Incremental Backup tapes	Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy.	GRS 24, Item 4a(1)
J. Information Technology (IT) Operations	**2. System Backups** b. **Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	N.A.	Full Backup Tapes	Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy.	GRS 24, Item 4a(2)

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J. Information Technology (IT) Operations	**3. Tape Library Files** Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	J3. Temporary. Delete/destroy when superseded or obsolete. (GRS 24, Item 4b)	N.A.	Tape library	Temporary. Destroy/ delete when superseded or obsolete.	GRS 24, Item 4b
J. Information Technology (IT) Operations	**4. System Security** Copies of records relate to system security and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130. **a. System Security Plans and Disaster Recovery Plans**	J4a. Temporary. Delete/destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a)	N.A.	System Security Plans and Disaster Recovery Plans	Temporary. Destroy/ delete 1 year after system is superseded.	GRS 24, Item 5a
J. Information Technology (IT) Operations	**4. System Security** **b. Documents Identifying IT Risks** Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.	J4b. Temporary. Delete/destroy 1 year after the system is superseded or obsolete. (GRS 24, Item 5b)	N.A.	Documents Identifying IT Risks	Temporary. Destroy/ delete 1 year after the system is superseded.	GRS 24, Item 5b
J. Information Technology (IT) Operations	**5. Emergency Planning Records** Records consist of documents accumulated during the formulation and implementation of contingency plans used by programs during emergency situations. These may include documents related to the planning of hot and cold site use, program relocation, system restoration, and vital document recovery plans.	J5a. Temporary. Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)	N.A.	Emergency Planning Case Files	Temporary. Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive.	GRS 18, Item 27

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	Note: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration. **a. Emergency Planning Case Files** Case files are accumulated by offices responsible for the preparation and issuance of plans and directives, and consist of a copy of each plan or directive issued, with related background documents.					
J. Information Technology (IT) Operations	**5. Emergency Planning Records** **b. Emergency Operations Test Files** Files accumulate from tests conducted under agency emergency plans, such as instructions to members participating in a test, staffing assignments, messages, tests of communications and facilities, and reports.	J5b. Temporary. Cut off files annually. Delete/destroy when 3 years old. (GRS 18, Item 28)	N.A.	Emergency Operations Test Files	Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	GRS 18, Item 28

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A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.		Office of Employment and Unemployment Statistics (OEUS)		NC1-257-84-1, #1, #4, #8(a), #8(b), #9a, #9b
			#1	#1: Associate Commissioner Program Executive Direction File	#1 = Permanent. Break file every 5 years and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Deputy Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#4	#4: Deputy Associate Commissioner, Program Executive Direction File	#4 = Permanent. Break file every 5 and bring active materials to the new files as required. 1 year later bring the old materials together with the cutoff files of the Associate Commissioner and retire to WNRC. Transfer to NARA 10 year blocks when 20 years old.	
			#8 (a)&(b)	#8(a)&(b) Program Manager Major Program Project File a = Project Documentation b = Project Working and Operational Records	#8a = Permanent. Offer for transfer to NARA in 10 year blocks when most recent record is 20 years old. #8b = Temporary. Retain in office for 5 years after close of project and retire to WNRC. Destroy 5 years	

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			#9 (a)&(b)	#9(a)&(b) Program Manager Specific Program Management Project Files a = Project Documentation b = Project Operational and Working Papers	thereafter. #9a = Temporary. Destroy 25 years after completion of project. #9b = Temporary. Destroy 5 years after close of project.	
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#11 #14 #53 #111	OEUS - Division of Data Development and User Services and Division of Employment and Unemployment Analysis #11: Div. Data Dev & User Services Division Program Subject Files #14: Div. Chief Emp/Unemp Analysis Division Chief Program Subject Files #53: Bureau Labor Force –Current Population Survey: Div. of Local Area Unemp. Stats Division Chief Program Subject Files #111: Div. of Occupational and Admin Stats Division Program Subject File	#11, #14, #53 = Temporary. Break file at least every 5 years, and bring active material to the current file as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later. #111 = Temporary. Break file every 5 years and bring forward active materials to the new file as required. Destroy when 5 years old or	Not Applicable (N.A.) NC1-257-84-1, #11, #14, #53, #111, #192, #192A & #311

Big Bucket Schedule			Current Schedule			
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					when no longer needed for current business, whichever comes later.	
			#192	#192: Div. of Monthly Industry Emp. Stats Division CES Program Subject File	#192 = Temporary. Destroy when 10 years old or when no longer needed for current business whichever is sooner.	
			#192A	#192A: Div. of Monthly Industry Emp. Stats Program Subject Files of Present and Past Division Chiefs	#192A = Temporary. Destroy when 20 years old. Store at WNRC if volume warrants.	
			#311	#311: Div. of Statistical Methods Division Program Subject Files	#311 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#57 #77 #83 #221	LAUS/CPS - Branch Chief (Unit Supervisor) Program and Administrative Files #77: LAUS/State Emp. Security Agency Branch Chief (Unit Supervisor) Program and Administrative Files #83: LAUS/Method and Concepts Branch Chief (Unit Supervisor) Program and Administrative Files #221: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning	#57, #77, #83 = Temporary. Destroy when 5 years old or when no longer needed for current business whichever is sooner. #221 = Temporary. Break file every 5 years and bring forward active	NC1-257-84-1, #57, #77, #83, #221, #222, #236, #312, #318

Big Bucket Schedule			Current Schedule			
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				Unit Supervisor (Branch Chief) Program Subject Files	materials to the new files as required. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
			#222	#222: Div. of Monthly Industry Emp. CES State & Area Emp. Hours & Earning Program Subject Files of Former Branch Chiefs, CES State-Area Program	#222 = Temporary. Bring forward active materials to current Branch Program subject file. Destroy remainder by December 1984.	
			#236	#236: Div. of Monthly Industry Emp. CES Benchmarking and Estimation Techniques Program Subject File of the Unit (Branch)	#236 = Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later.	
			#312	#312: Div. of Statistical Methods (OEUS) Unit (Branch) Program – Project Files	#312 = Temporary. Destroy when 5 years old, or when no longer needed for current business, whichever is later.	
			#318	#318: Div. of Cooperative Program Coord. Field Ops. Headquarters – Regional Coordination Subject Files	#318 = Temporary. Break file annually and bring forward active materials. Destroy when 6 years old or when no longer needed for current business, whichever is sooner. If volume warrants, transfer files to WNRC when 3 years old and store for 3 years before	

Big Bucket Schedule			Current Schedule			
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					destruction.	
A. Planning	**2. Commissioner Briefing Packets** This series contains briefing packets which describe program status, proposed directions and other options that assist the Commissioner with short- and long-term decision-making.	A2. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to WNRC 10 years after cutoff. **Pre-accession electronic records to NARA with associated files 10 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Joint Economy Packages (JEC)	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Office Copy of Final Reports Including Internal Reports and Memorandums	Unscheduled	Not Applicable (N.A.)

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	include research paper abstracts, presentation slides, and handouts.					
B. Concepts and Methods	**1. Research and Program Development Files** **b. Articles Published in Professional Journals and Conference Proceedings** Records consist of original manuscripts of program or mission-related articles written by BLS personnel and submitted to professional trade, technical, and commercial publications.	B1c. Temporary. Cut off files annually or upon publication. Destroy 15 years after publication, or when no longer needed for business operations, whichever is later.	N.A.	Articles Published in Professional Journals and Conference Proceedings	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals,** Public **User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding, survey responses, estimate production, or report publication.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	**a. MLS Procedures Manual.** The manuals provide detailed instructions and guidelines for processing statistical data. • FSMS Production Instructions Monthly • FSMS Production Instructions Quarterly • MLS Procedures for Monthly Releases – Scorecard • MLS Procedures for Quarterly Releases – Scorecard • MLS Quarterly Press Release Procedures • MLS Monthly Press Release Procedures	Unscheduled	Not Applicable (N.A.)

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	N.A.	**b. Technical Memos and Procedural Alerts** Supplemental updates of technical information and procedural alerts in reference to adding, amending, and clarifying data collection procedures.	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Temporary Data Sets, Collection Instruments, System Specifications, Redesign and Installation and Testing Records	Unscheduled	Not Applicable (N.A.)
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, working papers, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	N.A.	Researcher and Staff Working Files	Unscheduled	Not Applicable (N.A.)

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	N.A.	Data and Detailed Reports	Temporary. Destroy/delete 1 year after termination of system.	GRS 24, Item 3b(1)
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.				
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories:	E1a(1). Permanent. Temporary. Cut off and archive files when the frame/sample rotates out of the survey.	N.A.	MLS National Database	Unscheduled	Not Applicable (N.A.)

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	expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (1) Databases made available for research on a continuing basis	Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.				
E. Data Collection	**1. Master Database Files** **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	N.A.	State WinMLS Transmission	Unscheduled	Not Applicable (N.A.)
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	N.A	Non-electronic documents	Temporary. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as a backup to, the master file, whichever is later.	GRS 20, Item 2a(4)

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	medium and are not required for legal purposes.					
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	N.A.	Electronic Records	Temporary. Delete when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later.	GRS 20, Item 2b
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	N.A.	Transmission Files	Temporary. Delete after information has been transferred to the master file and verified.	GRS 20, Item 1b
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses);	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	N.A.	Source Background Files	Unscheduled	Not Applicable (N.A.)

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	labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.					
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	N.A.	Data Quality Review and Performance Measures	Unscheduled	Not Applicable (N.A.)
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review,	F1. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed,	N.A.	MLS National Database	Unscheduled	Not Applicable (N.A.)

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	statistical summary production, and repricing).	tabulated, edited, or when superseded or revised.				
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	N.A.	Reports/Statistical Data, includes Data Sets and Data Files • Management and Reference Listings • Edit and Review Listings • Adjustment Listings • Information Analysis Branch Preliminary-Intermediate Processing Listing Sheets and text drafts • Estimation Reports and Control Files • Monthly Data Review Files • Preliminary Data Sets • Batch Files • Quarterly Data Review Files	Unscheduled	Not Applicable (N.A.)
F. Data Preparation and Review	**2. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	N.A.	Data Revision Files	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**1. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar)	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted,	N.A.	Comparison Data Sets Accepted data used to perform screening/revisions and sent to the	Unscheduled	Not Applicable (N.A.)

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	used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. a. **Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national office staff or program for review.	and tabulated, as appropriate.		(MLS) program staff for review.		
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** b. **Extracted Data Sets (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain on RII.	G2b(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.	N.A.	Extracted Data Sets (Original Estimates/Unchanged Data)	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** b. **Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	N.A.	All Other Extracted Data Sets	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20, Item 5
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** c. **Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data.	G2c(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.	N.A.	Adjusted Data Sets and Data Files	Unscheduled	Not Applicable (N.A.)

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	(1) Historical estimation data sets (master aligned) containing no RII: ▪ Non-aligned seasonally adjusted data ▪ Aligned not-seasonally adjusted data ▪ Aligned seasonally adjusted estimates					
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	N .A.	All Other Adjusted Data Sets	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	N.A.	Intermediate Reports	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	N.A.	Validation Reports	Unscheduled	Not Applicable (N.A.)
G. Data Analysis and Estimate Production	**5. Estimate Production Audit Trail Files** Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.	G5. Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.	N.A.	Estimate Production Audit Trail Files	Unscheduled	Not Applicable (N.A.)

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H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	N.A.	Output Data Sets (Unpublished Data)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public.	H1b. Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	N.A.	Output Databases (Public Data)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	N.A.	Final Data Sets (LABSTAT Load Files)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all	N.A.	Permanent Publications include: • News/Press Releases • Issuances • Survey Publications	Unscheduled	Not Applicable (N.A.)

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	schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.		d(1)(a) Hard Copy Records d(1)(b) Electronic Records		
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly, monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N.A.	Temporary Publications include: • Tables • Charts • Pre-Publications • Annually • Quarterly • Monthly	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Transfer directly to NARA those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* and the *Occupational Outlook Handbook* are regularly printed	N.A.	Historical Publications	Unscheduled	Not Applicable (N.A.)

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		on paper.				
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. **(1) Drafts and Related Comments and Correspondence**	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	N.A.	Drafts and Related Comments and Correspondence	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** **(2) Final Manuscripts (Program and Editorial Staff Copies)**	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.	N.A.	Final Manuscripts (Program and Editorial Staff Copies)	Unscheduled	Not Applicable (N.A.)
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	N.A.	Standard Responses: Includes information that is posted on the website or is drawn from public publications.	Unscheduled	Not Applicable (N.A.)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses:** Include information that is posted on the website or is drawn from published products.					
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	N.A.	Unique Responses: Includes information that is manipulated and compiled to provide additional information or clarifications that aren't found on the website or in public publications.	Unscheduled	Not Applicable (N.A.)
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Documentation needed to understand a permanent data series or record. *Note: All system documentation must be retired with the appropriate master database files and follow the same retention period.*	I1a(1). Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	N.A.	MLS National Database	Unscheduled	Not Applicable (N .A.)

DOL / BLS/ MLS (Mass Layoff Statistics)
NARA Crosswalk (07/24/2012)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Documentation needed to understand other types of temporary electronic records *Note: All system documentation must be retired with the appropriate master database files and follow the same retention period.*	I1a(2). Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	N.A.	State WinMLS Transmission and/or	Unscheduled	Not Applicable (N.A.)
J. Information Technology (IT) Operations	**1. Routine IT Maintenance Records** Records relate to routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	J1. Temporary. Delete/destroy when 3 years old or 1 year after termination of system, whichever is sooner. (GRS 24, Item 3b(2))	N.A.	Routine IT Maintenance Records	Temporary. Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.	(GRS 24, Item 3b(2))
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	N.A.	Incremental Backup tapes	Destroy/delete incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy.	GRS 24, Item 4a(1)
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent	N.A.	Full Backup Tapes	Temporary. Destroy/delete full backup tapes when	GRS 24, Item 4a(2)

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))			second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. .	
J. Information Technology (IT) Operations	**3. Tape Library Files** Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	J3. Temporary. Delete/destroy when superseded or obsolete. (GRS 24, Item 4b)	N.A.	Tape library	Temporary. Destroy/ delete when superseded or obsolete.	GRS 24, Item 4b
J. Information Technology (IT) Operations	**4. System Security** Copies of records relate to system security and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130. **a. System Security Plans and Disaster Recovery Plans**	J4a. Temporary. Delete/destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a)	N.A.	System Security Plans and Disaster Recovery Plans	Temporary. Destroy/ delete 1 year after system is superseded.	GRS 24, Item 5a
J. Information Technology (IT) Operations	**4. System Security** **b. Documents Identifying IT Risks** Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.	J4b. Temporary. Delete/destroy 1 year after the system is superseded or obsolete. (GRS 24, Item 5b)	N.A.	Documents Identifying IT Risks	Temporary. Destroy/ delete 1 year after the system is superseded.	GRS 24, Item 5b
J. Information	**5. Emergency Planning Records**	J5a. Temporary.	N.A.	Emergency Planning Case Files	Temporary. Cut off files	GRS 18, Item 27

Big Bucket Schedule			Current Schedule			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Technology (IT) Operations	Records consist of documents accumulated during the formulation and implementation of contingency plans used by programs during emergency situations. These may include documents related to the planning of hot and cold site use, program relocation, system restoration, and vital document recovery plans. **Note**: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration. **a. Emergency Planning Case Files** Case files are accumulated by offices responsible for the preparation and issuance of plans and directives and consist of a copy of each plan or directive issued, with related background documents.	Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)			at the end of the calendar year. Destroy/ delete 3 years after issuance of a new plan or directive.	
J. Information Technology (IT) Operations	**5. Emergency Planning Records** **b. Emergency Operations Test Files** Files accumulated from tests conducted under agency emergency plans, such as instructions to members participating in a test, staffing assignments, messages, tests of communications and facilities, and reports.	J5b. Temporary. Cut off files annually. Delete/destroy when 3 years old. (GRS 18, Item 28)	N.A.	Emergency Operations Test Files	Temporary. Cut off files at the end of the calendar year. Destroy/ delete when 3 years old.	GRS 18, Item 28

DOL / BLS / OPLC / International Price Programs (IPP)
NARA Crosswalk (02/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1 #2a/c	#1: OPLC Associate Commissioner Program Direction Files #2a/c: OPLC Deputy Associate Commissioner Program Files, a) Current OPLC Deputy Associate Commissioner Program Files c) CCES-CPOPS Segment of Barron File.	#1 Permanent (Transfer to NARA after 20 years) #2a: Temporary (when no longer needed #2c: Permanent (transfer with #1)	NC1-257-85-2, Items: #1, #2a/c
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#7 #8	#7: IPP Division Chief Program and Administrative Files #8: IPP Division Correspondence Files	#7: Temporary (5 years) #8: Temporary (5 years)	NC1-257-85-2, Items: #7, #8
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#4 #15 #42b #74a/b #75 #77	#4: Assoc. Comm. Office Chronological Files #15: Branch Chief Program Direction and Reference Files #42b: Branch Chief Administrative Program Subject File, (b) Project File Segment. #74a/b: Current IPP Branch Program	#4: Temporary (5 years) #15 Temporary (5 Years) #42b: Temporary (3 Years) #74a,b Temporary (Business Need)	NC1-257-85-2, Items: #4, #15, #42b, #74a/b, #75, #77

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
				Subject File. a. Hard Copy; b. Machine Readable Files #75: IPP Branch Correspondence Chronological File #77: Inactive IPP Branch Program Subject Files.	#75 Temporary (7 Years) #77 Temporary (7 Years)	
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#13 #39a	#13: IPP Technical Memoranda (Procedures) #39a: International Price Program Procedure Manuals Record Copy File Initiation • Data Collection Procedures (DCP) • Initiation User Procedures • Internal User Training (PRIMO) Power Point Presentations • Business Process Flow Diagrams • Field Training from OFO (CBT = Computer Based Training)	#13: Permanent (20 Years) #39: Permanent (20 Years)	NC1-257-85-2, Items: #13, #39
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#24 #37 #72 #85 #317	#24: Quarterly Industry Analytical Notes Files #37: IPP Technical Reference Working Files #72: IPP Technical Reference Working Files (Records Common to IPP)	#24: Temporary (2 years) #37: Temporary (when no longer needed) #72: Temporary (when no longer	NC1-257-85-2, Items #24, #37, #72, #85, #317

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	areas of work.			#85: IPP Technical Reference – Working File #317: Technical Reference/Working File	needed) #85: Temporary (when no longer needed) #317: Temporary (when no longer needed)	
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	#50a/c	#50a/c: IPP System Data Management Files a) Periodic data set status files c) Periodic listings of disk space utilization	#50a/c: Temporary (2 years)	NC1-257-85-2, Item #50a/c

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	management.					
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **b. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#78b #79	#78b: IPP Sample Frame Tapes #79: Census Export and Import Concordance Tapes	#78b: Temporary (return or scratch) #79: Temporary (10 years or when tabulated, analyzed or published)	NC1-257-85-2, Items #78b, #79
D. Frame Construction and Sample Selection	**4.Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#54 #56a #81	#54: Establishment Contact Report Files #56:IPP Initiation Printout-Listing Sheet Files a. "D" Forms and Quarterly Mapping Printout #81: IPP Final Sample Tape Files	#54: Temporary (2 years) #56a: Temporary (5 weeks after close) #81: Temporary (10 years)	NC1-257-85-2, Items #54, #56a
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Temporary. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#21 #23 #83a	#21: Export and Import Prices Company Files #23: Exporter and Importer Samples Printout Listings #83a: IPP Sampling System Machine Printout Listings (Items 1-4 and 6 as listed below) (1) Concordance Listings (2) Tariff of United States Annotated Check Listings (3) First Stage Sample Reports (4) Establishments Name and	#21: Temporary (5 Years after comp. goes out of business) #23: Temporary (when no longer needed) #83a: Temporary (10 Years or when no longer needed)	N1-257-00-2 Items: #1a/b Superseded: NC1-257-85-2, Item #21 NC1-257-85-2, Items: #23, #81, #83a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
				Address Listings (6) Second Stage Sample Records		
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#83b	#83b: IPP Sampling System Machine Printout Listing (Items 5 and 7 as listed below) (5) Program Office Review Listings (7) Regional Office Listings	#83b: Temporary (2 years)	NC1-257-85-2, Item #83b
E. Data Collection	**2. Input Source Files** **a. Non-electronic Documents**	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#59 #61 #68	#59: IPP Export-Import Repricing Schedules Files #61: IPP Export-Import Coding "D" Forms Files #68: IPP Data Punched Cards	#59: Temporary (2 Years) #61: Temporary (2 years) #68: Temporary (verified or when no longer needed)	N1-257-00-2, Item #2 Superseded: NC1-257-85-2, Items: #59, #61, #68
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item	#53 #60	#53 New Company Price Initiation File #60 New Product Initiation Schedules	#53 = Temporary (2 years) #60 = Temporary (2 years)	NC1-257-85-2, Items: #53, #60

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	not limited to work files, valid transaction files, and intermediate input/output records.	1b)				
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#45 #52 #63a-d #65 #67 #318	#45: Other IPP Data Bases Involved in Improving the Import and Export Prices Indexes Program (Regional Office Workloads) #52: IPP Current Quarter Selected Printout Listing Sheets #63a-d: IPP Export-Import Repricing Schedule Logs #65:IPP Internal Work Load Summary Records #67: Computer Technicians Staff Control Logs #318: Intermediate Printouts, Job Runs, Worksheets	#45: Temporary (when no longer needed) #52: Temporary (superseded or solution of problem) #63a-d: Temporary (2 processing cycles) #65: Temporary (when no longer needed) #67: Temporary (when no longer needed) #318: Temporary (analyzed, tabulated, published or obsolete)	NC1-257-85-2, Item #45, #52, #63a-d, #65, #67, #318

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	leveling, and imputations where responses are missing or unusable.					
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing).	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#44a	#44a: Export-Import Price Indexes Production Database (IPP Production Database)	#44a: Temporary (tabulated, analyzed or superseded)	NC1-257-85-2, Item #44a
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#55 #57 #58 #62	#55: IPP Data Base Change Source Document Files #57: IPP Initiation Change-Control Binders #58: IPP Initiation Printouts of Batch Runs-Change Updates #62: IPP Export-Import Coding "C" Forms Files	#55: Temporary (2 years) #57: Temporary (when no longer needed) #58: Temporary (quarterly cycle) #62: Temporary (2 years)	NC1-257-85-2, Item #55, #57, #58, #62
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#43a #80	#43a: IPP-Sample Tracking System Data Base Files #80: IPP Aggregated Dollar Value Weight Tape Files	#43a: Temporary (superseded, analyzed, or tabulated) #80: Temporary (10 years or tabulated, analyzed or published)	NC1-257-85-2, Item #43a, #80

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#25 #26 #36 #70 #71 #84	#25: U.S. Export and Import Price Indexes History Tables #26: Survey Control, Processing and Reference Machine Printouts #36: IPP Intermediate Printouts, Job Runs, Worksheets (Records Common to IPP) #70: Microfiche Reference Copies of IPP Machine Listings #71: IPP Intermediate Printouts, Job Runs, Worksheets #84: IPP Intermediate Printouts, Job Runs, Worksheets	#25: Temporary (when replaced) #26: Temporary (when replaced) #36: Temporary (analyzed, tabulated or published) #70: Temporary (when no longer needed) #71: Temporary (when superseded) #84: Temporary (Analyzed, tabulated or published, superseded or obsolete)	NC1-257-85-2, Items: #25, #26, #36, #70, #71, #84
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#27 #28 #46	#27: Quarterly Survey Data Final Printout Listings #28: Microfiche Files of International Prices Machine Printouts #46: Microfiche Files of International Prices Machine Printouts	#27: Temporary (when replaced) #28: Temporary (analyzed, tabulated or published) #46: Temporary (analyzed, tabulated or published)	NC1-257-85-2, Items #27, #28, #46
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** 2. All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#20	#20: Export and Import Price Indexes LABSTAT Files (Monthly Updates and over 1000 time series) Reloaded and Updated (Not maintained / can be generated)	#20: Permanent. (30 Years)	NC1-257-85-2, Items: #20 Contains RII data. Due to CIPSEA regulations these records are not

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
				IPP indexes in LABSTAT Load files go back as far as 1974 for some series, until present.		considered permanent.
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#16: #31:	#16: U.S. Export and Import Price Indexes Press Release Record Copy #31a: International Price Bulletin and Research Publications Record Copy File (Record Copy)	#16: Permanent (15 years) #31a: Permanent (15 years)	NC1-257-85-2, Items #16, #31a
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#17 #31	#17: Other Press Release Copies Files #31: International Price Bulletin and Research Publications Record Copy File (All Other Copies)	#17: Temporary (when no longer needed) #31b: Temporary (when no longer needed)	NC1-257-85-2, Items #17, #31b
H. Dissemination	**1. Output Files**	H1e(1). Temporary. Cut off files annually. Destroy when	#19	#19: Division Copies of Monthly	#19: Temporary (when no longer	NC1-257-85-2, Item #19

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
of Survey Results	e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence	superseded or obsolete.		Labor Review Articles	needed)	
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#48	#48: IPP Data Dictionary File.	#48 Permanent. (20 years)	NC1-257-85-2, Items: #48
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** • UDB Production Database • PRIMO Initiation System	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#50b	#50b: IPP System Data Management Files	#50b Temporary (when superseded)	NC1-257-85-2, Items: #50b Each IPP system (such as the data-initiation system, "PRIMO"), contains help

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 1-86 and 317-318)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	• IPP Production • Sample Tracking • Forms w/in Production • The IPP Version Manager Library System Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.					system documentation. It is maintained indefinitely, and updated as needed. Each set of documentation is stored within its respective system.
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#43b #44b/c #47	#43b: IPP Sample Tracking System Data Base Files (tape backup files) #44b/c: Export-Import Prices Indexes Production Database (tape backup files / mass storage backup files) #47: IPP Computer Program Disk Files and Printout Library Files	#43b: Temporary (2 weeks) #44b/c: Temporary (2 weeks) #47: Temporary (when superseded)	NC1-257-85-2, Items #43b, #44b/c, #47

DOL / BLS / OPLC / Producer Price Index (PPI)/
Office of Assistant Commissioner (OAC) & Quality Assurance Staff (QAS)
NARA Crosswalk (2/20/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 87-108)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#95 #96a	#95: Producer Price Index Revision (PPIR) Development Files #96a: PPIR Development Committee Files – Record Copy Set	#95: Permanent. (20 years) #96a: Permanent. (Combine with item #95)	NC1-257-85-2, Items:#95, #96a
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#88 #93 #101b	#88: Division Correspondence Files #93: Division Program Direction Subject Files #101b: Quality Management Subject Files – Project Records	#88: Temporary (5 years old) #93: Temporary (10 years) #101b: Temporary: (10 years)	NC1-257-85-2, Item: #88, #93, #101b
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-**	#94	#94: Weighting and Related Methodology Historical Files	#94: Permanent (20 years)	NC1-257-85-2, Items: #94

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 87-108)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	**accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.				
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#106	#106: Quality Assurance Technical Reference/ Working Files	#106: Temporary. (When superseded or obsolete)	NC1-257-85-2, Items #106
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#98	#98: Inactive Motor Vehicle Quality Adjustment Files	#98: Temporary Combine with item #134 (1979 to date: destroy when previous sample for the industry is replaced by a recycled sample.)	NC1-257-85-2, Item #98

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 87-108)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	the survey and statistical data. (2) All other adjusted data sets					
G. Data Analysis and Estimate Production **Estimation Unit**	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#105	#105: Intermediate Printouts, Job Runs, Worksheets	#105: Temporary. (when superseded or obsolete)	NC1-257-85-2, Items: #105
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#102:	#102: "Quality Quarterly" Newsletter Record Copy	#102: Permanent. (To NARA when 15 years old)	NC1-257-85-2, Items #102
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor***	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	#103:	#103: Quality Newsletter Original Articles Files	#103: Temporary: (5 years old)	NC1-257-85-2, Items #103

DOL / BLS / OPLC / Producer Price Index (PPI)/
Office of Assistant Commissioner (OAC) & Quality Assurance Staff (QAS)
NARA Crosswalk (2/20/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 87-108)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	***Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence					

DOL / BLS / OPLC / Producer Price Index (PPI)\
Branch of Durable Goods (BGD) and Branch of Non-Durable Goods Industry Prices (BNDG)
NARA Crosswalk (2/20/2014)

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning **[illegible]gement**	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#109a #110 #111 #112 #126 #127	#109a: Branch Chief Program and Administrative Subject and Listing Sheet Files – a) Program Records #110: Branch Chronological Files #111: Inactive file of Former Branch Chief, Buford Paschal #112: Team Leader Program and Administrative Subject and Listing Sheet Files 1) Program Files #126 Team Leader Industry Study Files #127: Industry Analyst Industry Study Files	#109a: Temporary. (10 Years old or when no longer needed) #110: Temporary. (3 years old) #111: Temporary (Bring forward PPI related to team leader; destroy all else) #112: Temporary. Destroy when 5 years old) #126: Temporary. Destroy dup copies and superseded drafts after study. #127: Temporary. Destroy dup copies and superseded drafts after study.	NC1-257-85-2, Item: #109a, #110, #111, #112, #126,#127
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#114 #145	#114: Procedure Development Files, Multi-SIC Company Program #145: Producer Prices Technical Reference, Background, Published Source Data or Work Files	#114: Temporary. (When superseded) #145: Temporary. (Business Use)	NC1-257-85-2, Items #114, #137, #145
D. Frame Construction	**1. Sample Selection Files** Records relate to a sample of business	D4. Temporary. Retain in active storage for the	#123	#123: Central Sample Development or Recycling Industry Study Files including	#123: Temporary (replace previous	NC1-257-85-1, Item #123

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
and Sample Selection	establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.		Pretest Records.	when replacement sample produces price data	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Temporary. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#113 #115 #137 #138 #139	#113: Multi-SIC Industry Company Participation Files #115: Multi-SIC Company Subdivision Identification Files #137: Inactive File on Farm Machinery, Copiers, and Photography Companies Specifications – Pricing #138: Inactive File on steel and Metals Pricing #139: WPI Steel – Metal Company Correspondence File	#113: Temporary. (Business Need) #115: Temporary. (Business Use) #137: Temporary (business need) #138: Temporary. (business use) #139: temporary. 10 Years old	NC1-257-85-2, Items #113, #115, #137, #138, #139
E. Data Collection **Repricing Unit** **Regional Offices**	**2. Input Source Files** **a. Non-electronic Documents**	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#142 #143 #144	#142: Department of Energy Reports on Electric Power #143: Source Data Files for PPI and PPIR Indexes, Food, and Farm Products Prices. #144: PPI Average Price Tables for Selected Food and Farm Product Producer Prices	#142: Temporary (business use) #143: Temporary. (Business Use) #144: Temporary. (Business Use or obsolete)	NC1-257-85-2, Items #142, #143, #144

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	#121	#121: Central Collection Data Base Machine Listing Update Files	#121: Temporary. Destroy when replaced by updated status machine listing sheets.	NC1-257-85-2, Item #121,
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#135	#135: Company Literature a) Company Produced (government owned) b) Wards Automotive c) Weekly Automotive News d) Annual Automotive News	#135: Temporary (2 to 10 years)	NC1-257-85-2, Item #135a-d
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate,	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical	#116 #119 #120 #130	#116: Repricing Monitoring Files, Multi-SIC Companies #119 Control Log on Transmittal of Industry Study Documents #120: Central Translation Coding Sheet Files	#116: Temporary. (Business Use) #119: Temporary. (when replaced) #120: Temporary.	NC1-257-85-2, Item #116, #119, #120, #130

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	products and projections, whichever is later.		#130: Repricing Revision Document Log Books	(When entered into database) #130: Temporary (upon approval of this schedule)	
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#117 #118 #124	#117: Higher Level SIC Industry Index Files #118: Record Copy Set of Define and Enter Listings – 1) Central Set & 2) Analyst Copies #124: COM Microfiche Summary Index Reference Files	#117: Temporary. (2 Years or obsolete) #118: Temporary. 1) Central Set - Destroy industry listing sheets when superseded by completion of recycling sample segment involving the particular industries. 2) Analyst copies – business use #124: Temporary (business use)	NC1-257-85-2, Item #117, 118, #124

DOL / BLS / OPLC / Producer Price Index (PPI)\
Branch of Durable Goods (BGD) and Branch of Non-Durable Goods Industry Prices (BNDG)
NARA Crosswalk (2/20/2014)

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#128 #129	#128: Collected Establishment and Item Listing Sheets and Related Company Records - 1)Preliminary Collection listing sheet and revision forms, 2) Final Establishment collection listing sheet & 3) Monitoring Files on Repricing #129: Individual Establishment Repricing Revision Files	#128: Temporary (when superseded) #129: temporary. 6 months; except for motor vehicle change documentation which is 2 years.	NC1-257-85-2, Item #128, #129,
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#122	#122: WPI Interim Weight Adjustment Files	#122: Temporary (destroy when PPI system is phased out)	NC1-257-85-2, Item #122
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. c. **Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#133 #134	#133: Data Base on Quality Adjustments for Motor Vehicles #134: Motor Vehicle Quality Adjustment Estimation Files	#133: Temporary. Scratch when all info is analyzed. #134: Temporary. Prior to 1979: 20 years old. Post 1979: (when replaced by recycled sample)	NC1-257-85-2, Items #133, #134

DOL / BLS / OPLC / Producer Price Index (PPI)\
Branch of Durable Goods (BGD) and Branch of Non-Durable Goods Industry Prices (BNDG)
NARA Crosswalk (2/20/2014)

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production **Estimation Unit**	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#131(1) #146	#131: Analyst Machine Listing Sheet Monitoring Files for Repricing or Index Estimation – (1) Preliminary Listings #146: Producer Prices Intermediate Printouts Job Runs, or worksheets.	#131(1): Temporary (when superseded) #146: Temporary. (Business Use)	NC1-257-85-2, Items: #131, #146
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#131(2)	#131: Analyst Machine Listing Sheet Monitoring Files for Repricing or Index Estimation – (2) Final Listings a) Cell Assignment Listing and Nonactive Review Listing b) Price review, Aggregate Index Analysis, Detailed Cell Index Listing and others	#131(2) Temporary. a. Destroy upon receipt of next month's listing b. 1 year old except for motor vehicle cell listing - 5 years old	NC1-257-85-2, Item #131(2)a/b
H. Dissemination Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#132(1) #136a #141(1)	#132(1): Annual Motor Vehicle Quality Adjustment Press Release File (1) Record Copy #136a: Durable Goods Special Price Index Issuances a) Record Copy #141: Special Issuances on Producer Prices for Bituminous Coal and Refined Petroleum Products (1) Record Copy	#132(1) Permanent. (To Nara at 15 years) #136a) Permanent. To NARA when 15 years old) #141(1) Permanent. (to NARA when 15 years old)	NC1-257-85-2, Items 132(1), 136a, 141(1)

DOL / BLS / OPLC / Producer Price Index (PPI)\
Branch of Durable Goods (BGD) and Branch of Non-Durable Goods Industry Prices (BNDG)
NARA Crosswalk (2/20/2014)

Big Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 109-147)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Record Copy					
emination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#132(2) #136b #141(2)	#132(2): Annual Motor Vehicle Quality Adjustment Press Release File (2) All other copies #136b: Durable Goods Special Price Index Issuances b) All other copies #141: Special Issuances on Producer Prices for Bituminous Coal and Refined Petroleum Products (2) All other copies	#132(2) Temporary (business use) #136b: Temporary (business use) #141(2). Temporary. (Business use)	NC1-257-85-2, Items #132, 136b, 141(2)
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** 1. UDB Production Database 2. IPP Production 3. Sample Tracking 4. Forms w/in Production 5. The IPP Version Manager Library System Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#140	#140: Specifications and Guidelines for Reporting on Various WPI Machinery Commodities	#140: Temporary. 10 Years old	NC1-257-85-2, Item 140

BLS / OPLC / PPI / Branch of Index Analysis and Control (BIAC)
NARA Crosswalk (2/20/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 148-169)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#148a #149 #153(1)	#148: Branch Chief Program and Administrative Subject, and Listing Sheet Files a. Program Records #149: Branch Correspondence Files #153: Team Leader Program Subject--Listing Sheet Files (1). Program Subject Files	#148a: Temporary (5 years) #149: Temporary (5 years) #153(1): Temporary (5 years)	NC1-257-85-2, Items: #148a, #149, #153(1)
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#151	#151: Branch Internal Processing Instructions Files	#151: **Temporary** (when obsolete or no longer needed)	NC1-257-85-2, Item: #151
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts**	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no	#161	#161: Field Liaison Records	#161: Temporary (5 years or when no longer needed)	NC1-257-85-2, Item: #161

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 148-169)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.				
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#162 #168	#162: PPI/PPIR Interface Analysis Work File #168: Producer Prices Technical Reference/Working Files	#162: Temporary (when obsolete or no longer needed) #168: Temporary (when superseded, obsolete, or no longer needed)	NC1-257-85-2, Items: #162, #168
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. **b. Temporary Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#159 #166:	#159: Reporter Delinquency Follow-up Files #166: Price Notes Consolidated File	#159: Temporary (1 year or when no longer needed) #166: Temporary (no longer needed)	NC1-257-85-2, Items: #159, #166
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential	#163 #164 a,b,c	#163: Control Team Producer Prices Final Machine Listings #164a,b,c: Analysis Team PPIR Summary Level Analysis Machine Listing Sheets	#163: Temporary (superseded, obsolete or no longer needed) #164a,b,c: Temporary (upon issuance,	NC1-257-85-2, Items: #163, #164a,b,c

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 148-169)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Reports/Statistical Data, includes Data Sets and Data Files These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to:	information has been analyzed, tabulated, edited, or when superseded or obsolete.			superseded or published)	
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#160	#160: Form 50 Repricing Revision Files	#160: Temporary (6 months)	NC1-257-85-2, Item: #160
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#167	#167: PPIR/PPI Intermediate Printouts, Job Runs, Worksheets	#167: Temporary (when analyzed, tabulated, or published)	NC1-257-85-2, Item: #167
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods,	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#154(1) #155(1)	#154: Record Copy of Monthly Press Release "Producer Price Indexes," Monthly Bulletin and Annual Supplement, "Producer Prices and Price Indexes (1). The Record Copy Set of each of the three publications #155: Tuesday Spot Market Index Publication Record Copy File (1). Record Copy	#154(1): Permanent (15 years) #155(1): Permanent (15 years)	NC1-257-85-2, Item: #154(1), #155(1)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 148-169)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy					
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#154(2) #155(2)	#154: Record Copy of Monthly Press Release "Producer Price Indexes," Monthly Bulletin and Annual Supplement, "Producer Prices and Price Indexes (2). <u>All other copies</u> #155: Tuesday Spot Market Index Publication Record Copy File (2). <u>All other copies</u>	#154(2): Temporary (when no longer needed) #155(2): Temporary (when no longer needed)	NC1-257-85-2, Item: #154(2), #155(2)
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary <u>ONLY</u> if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#156	#156: Separates of Tables Published in the Monthly Bulletin or the Annual Supplement.	#156: Temporary (upon issuance or when no longer needed)	NC1-257-85-2, Item #156
H. Dissemination	**1. Output Files**	H1d3. Permanent. Cut off files at the end of the	#157	#157: LABSTAT Machine-Readable Historical Producer Price Indexes	#157: Permanent (30 years)	NC1-257-85-2, Item: #157

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 148-169)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
of Survey Results	**d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.				

BLS / OPLC/ PPI / Branch of Service Industry Prices (BSIP)
NARA Crosswalk (2/20/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#171 #174 #175b #179	#171: Branch Correspondence Files #174: Branch Current Indexes Program Subject Files #175: Service Industry Program Development Files b. Other Programs #179: Transportation Price Indexes Subject Files	#171: Temporary (5 years) #174: Temporary (5 years) #175b: Temporary (10 years) #179: Temporary (5 years)	NC1-257-85-2, Items: #171, #174, #175b, #179
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#177 #192 #197	#177: Service Industries Central Reference Files #192: Postal Service Index Base of Prices and Weights Background Files #197: Technical Reference/Working Files	#177: Temporary (when no longer needed) #192: Temporary (when no longer needed) #197: Temporary (when no longer needed)	NC1-257-85-2, Items: #177, #192, #197
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **a. Alternative Source Frames** Source files purchased or obtained to provide a survey frame or supplement existing data sources.	D1d. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 7 years after archived or when no longer needed for business operations.	#189	#189 : Sample Development Reference Tapes	#189: Temporary (superseded or no longer needed)	NC1-257-85-2, Item #189
D. Frame Construction	**4. Sample Selection Files** Records relate to a sample of business	D4. Temporary. Retain in active storage for the	#175a	#175 : Service Industry Program Development Files a. Installed Programs	#175a: Temporary (transfer to Item #176)	NC1-257-85-2, Items: #175a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
and Sample Selection	establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.				
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. **a. Temporary Sample Refinement Files**	D5a. Temporary Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#176	#176 : Industry Study Files for Service Industries	#176: Temporary (recycling upon publication)	NC1-257-85-2, Item #176
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#178 #185	#178: Transportation Company Files #185: Telephone Service Company Files	#178: Temporary (5 years or when no longer needed) #185: Temporary (when no longer needed)	NC1-257-85-2, Items: #178, #185

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#180a #186a/ b	#180: Rail Freight Repricing Schedules a. Record Copies #186: Telephone Service Price Schedules and Other Source Document Files a. Schedules/Documents Reporting No Change b. Others	#180a: Temporary (one year old or when no longer needed) #186ab: Temporary (when monthly index production cycle is completed, tabulated or published)	NC1-257-85-2, Items: #180a, #186ab
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#183	#183: Rail Freight Prices Reference and Source Data Tapes	#183: Temporary (when obsolete, superseded, or no longer needed)	NC1-257-85-2, Items: #183
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data	F2a. Temporary. Delete/destroy no sooner than 10 years	#182a	#182: Rail Freight Price Indexes Computer Files a. Historical Price Data Sets	#182a: Temporary (15 years after conversion or when analyzed, tabulated, or	NC1-257-85-2, Items: #182a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.	after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.			published)	
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#182b #184a/b #187 #188a #195a/b	#182: Rail Freight Price Indexes Computer Files b. Current Pricing Schedule Data Files #184: Rail Freight Prices Machine Listings a. Cumulative Monthly History Price Index Tables b. Other Listings #187: Telephone Services Price Indexes History Tables Printout #188: Telephone Service Indexes Disk-Tape Files a. Disk Files #195: Postal Service Price Indexes Computer Files a. Base Data Sets b. Other data sets	#182b: Temporary (when analyzed, tabulated, or published) #184: Temporary (when replaced, tabulated or published) #187: Temporary (when replaced) #188a: Temporary (when superseded, revised, obsolete, analyzed, tabulated, or published) #195a/b: Temporary	NC1-257-85-2, Items: #182b, #184, #187, #188a, #195a/b
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#191	#191: Postal Service Indexes Base of Prices and Weights Documentation Files	#191: Temporary (replaced or no longer needed)	NC1-257-85-2, Item: #191
G. Data Analysis and	**3. Intermediate Reports** Records consist of program listings,	G3. Temporary. Cut off files annually.	#190 #196	#190: Telephone Prices Machine Listing Reference Copies	#190: Temporary (when no longer needed)	NC1-257-85-2, Items: #190, #196

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Estimate Production	printouts, job runs, worksheets, and pre-publication listings used to review survey data.	Delete/destroy when no longer needed for business operations.		#196: Intermediate Printouts, Job Runs, Worksheets	#196: Temporary (when analyzed, tabulated, or published)	
ata ysis and Estimate Production	**5. Estimate Production Audit Trail Files** Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.	G5. Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.	#194	#194: Postal Service Monthly Price Indexes Printout Listings	#194: Temporary (when no longer needed)	NC1-257-85-2, Items: #194
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#193a	#193a: Postal Prices Indexes History Tables Printout	#193a: Permanent (1 year after discontinued)	NC1-257-85-2, Item: #193a
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published	#193b	#193b: Postal Price Indexes History Tables Printout (Other copies)	#193b: Temporary (when no longer needed)	NC1-257-85-2, Item #193b

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2 Items 170-198)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	data set no sooner than 5 years, but no later than 25 years after annual cut-off.				
stem mentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#180b #186a/b	#180b: Rail Freight Repricing Schedules (Apprise Blank Schedules) #186a/b: Telephone Service Price Schedules and Other Source Document Files. (Blank Schedules)	#180b: Temporary (when no longer needed) #186a/b: Temporary (when production cycle is completed or published)	NC1-257-85-2, Items: #180b, #186a/b
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#182c #195c	#182: Rail Freight Price Indexes Computer Files c. Program Documentation Disk, Tape, and Hard Copy Files #195: Postal Service Price Indexes Computer Files c. Program Documentation Disk, Tape, and Hard Copy Files	#182c: Temporary (Dispose of with related data files) #195c: Temporary (Dispose of with related data files)	NC1-257-85-2, Items: #182c, #195c
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. **a. Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#182d #188b #195d	#182: Rail Freight Price Indexes Computer Files d. Tape back-up files #188: Telephone Service Indexes Disk-Tape Files b. Tape Files #195: Postal Service Price Indexes Computer Files d. Tape back-up files	#182d: Temporary (when no longer needed) #188b: Temporary (when no longer needed) #195d: Temporary (when no longer needed)	NC1-257-85-2, Items: #182d, #188b, #195d

DOL / BLS / OPLC/OSP – Industrial Prices and Industrial Relations (IPIR)
NARA Crosswalk (02/21/2014)

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#201	#201: Division Correspondence Files	#201: Temporary (5 years)	NC1-257-85-2, Item #201
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#200 #202 #205 #207 #221	#200: Project Manager Program Subject Files #202: Former Project Manager Administrative/Program Subject Files (Program Only) #205: Branch Administrative – Program Subject Files (Program Only) #207: Program/Administrative Subject Files at Team and Subordinate Supervisory Levels (Program Only) #221: PPIR/PPI System Service Branch Chiefs Administrative and Program Subject Files (Program Only)	#200: Temporary (5 years) #202: Temporary (approval of schedule) #205: Temporary (no longer needed) #207: Temporary (3 years) #221: Temporary (6 years)	NC1-257-85-2, Items #200, #202, #205, #207, #221
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records**	#208a #209 #211a	#208a: Record Copy of PPIR Methodological Directives Manuals #209a : Record Copy of 4-Digit SIC Industry Product-Transaction Checklists –	#208a: Permanent (20 years) #209a: Permanent (20 years)	NC1-257-85-2, Item #208a, #209a, #211a

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.		Industry Synopses and Related Collection Forms a. Record Copy Set #211a: Project – Work Files for PPIR Manual or Other Issuance Developments (Manuals – Directives that are issued)	#211a: Temporary (no longer needed)	
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#209b #212	#209b: Record Copy of 4-Digit SIC Industry Product-Transaction Checklists – Industry Synopses and Related Collection Forms b. Other Copies #212: Project – Work Files on Publication of Checklists – Industry Synopses	#209b: Temporary (when no longer needed) #212: Temporary (3 years)	NC1-257-85-2, Item #209b, #212
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#217a/b #220	#217a/b: PAC II System Data Bases (Data Files / Program Files) #220: Quality Control or other Procedural Project Files	#217: Temporary (inactive project = 3 years/ no longer needed) #220: Temporary (no longer needed)	NC1-257-85-2, Item #217a/b, #220
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications.	#265	#265: Technical Reference, Background and Working Files	#265: Temporary (when superseded, obsolete or no longer needed)	NC1-257-85-2, Item:, #265

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.				
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	#233 #239	#233: PPIR Sample System Development – Revision Files #239: APPRISE System Control and Batch Management Files	#233: Temporary (after superseded, testing completion, debugging) #239: Temporary (no longer needed)	NC1-257-85-2, Item #233, #239
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **a. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#229a #230a	#229: PPIR Sample System Data Base Files (Disk Data Base Files) #230s: Revision Sample Unit Machine Readable Files (Main File)	#229a: Temporary (no longer needed) #230a: Temporary (after recycling sample)	NC1-257-85-2, Item #229a, #230a

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Survey Longitudinal Database).					
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **b. Input Files into the Universe Databases** Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#229c	#229c: PPIR Sample System Data Base File (Revision, Input Tapes)	#229c: Temporary (one month)	NC1-257-85-2, Item #229c
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#215 #216a	#215: Listing Sheets – Microfiche of Final Sample Frame/Cluster – Final Sample Refinement #216a : Preliminary Data Sets – Listing Sheets in Frame-Sample Refinement (Preliminary Check Lists)	#215: Temporary (superseded) #216a: Temporary (as superseded, until final listings are obtained)	NC1-257-85-2, Item #215, #216a
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. **a. Temporary Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Temporary Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#214 #216b	#214 : Final Sample Frame/Cluster, and Sample Refinement Project Files #216b : Preliminary Data Sets – Listing Sheets in Frame-Sample Refinement (Preliminary Data Sets)	#214: Temporary (after recycling and publication) #216b: Temporary (scratch as superseded, until final entries are made)	NC1-257-85-2, Item #214, #216b

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#231 #232 #247	#231 : Sample System Update Transaction Machine Readable Files #232 : Sample System Job Log Machine Readable File #247 : Non-Productive Initiation Collection Documents.	#231: Temporary (no longer needed) #232: Temporary (no longer needed) #247: Temporary (after completion of recycling)	NC1-257-85-2, Item #231, #232, #247
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#246 #251 #252 #256	#246: Productive Initiation Collection Documents #251: PPI (WRI) Index Establishment-Reported Commodity Price-Specification Files (Shuttle Schedules) #252: WPI Composite Summary Sheets #256: Producer Price Repricing Schedules Files	#246: Temporary (upon completion of recycling) #251: Temporary (5 months) #252: Temporary (upon approval of schedule) #256: Temporary (5 months)	NC1-257-85-2, Items: #246, #251, #252, #256
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master	#218 #236a #237	#218: PAC II System Input Data Sets, and Related Listing Sheets #236a: OCR Scanner Input Data Sets (Data Files) #237: PPI LABSTAT Time Series Data Tapes	#218: Temporary (1 month) #236a: Temporary (after successful data entry) #237: Temporary (6 months)	NC1-257-85-2, Item, #218, #236a, #237

[1] (GAO Exception less than one year retention)

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		file or database, whichever is later. (GRS 20, Item 2b)				
ata ction	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#235b	#235b: PPIR Collection System Data Base Files (Disk or Temporary Input and Processing Files)	#235b: Temporary (no longer needed)	NC1-257-85-2, Item, #235b
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#213 #219 #250a/b #253a/b #255 #257 #260a-d #263a/b #264b,c,d	#213: Before Log-in Special Progress Reporting System #219: PAC II System Management Report Machine Listings #250a/b: Collection Team PPIR System Control or Log Books #253a/b: WPI Monthly Price Entry and Monthly WPI Index Summary Listing Sheets (Monthly Price Entry Sheets) #255: PPI (WPI) Schedule Log Files #257: PPIR Repricing Batch Face Sheet Files #260a-d: PPIR Repricing Schedules Logs #263a/b: PPIR Reference and Processing Machine Listings Files #264b,c,d: Inactive Files of Discontinued PPIR Machine Listings (b. 726 Control Listings, c. SO50 Reference Listings and d. Other Listings)	#213: Temporary (no longer needed) #219: Temporary (no longer needed #250a/b: Temporary (six months) #253a/b: Temporary (6 months or no longer needed) #255: Temporary (5 months) #257: Temporary (1 year or no longer needed) #260a-d: Temporary (4 months to 1 year or when no longer needed) #263a/b: Temporary (6 months, replaced or when no longer	NC1-257-85-2, Item #213, #219, #250a/b, #253a/b, #255, #257, #260a-d, #263a/b, #264b,c,d

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	or unusable.				needed) #264b,c,d: Temporary (upon approval of this schedule)	
ata Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#206 #254 #266	#206: Word Processing Media Files (Analysts – Finished Issuance) #254: WPI Aggregation Summary Listing Sheets #266: Intermediate Printouts, Job Runs, Worksheets	#206: Temporary (no longer needed) #254: Temporary (6 months or no longer needed) #266: Temporary (analyzed, tabulated, published or no longer needed)	NC1-257-85-2, Item #206 NC1-257-85-2, Item #254, #266
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608.Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#248 #249 #258 #259	#248: Machine Printouts Reflecting Review and Correction of Keypunching Errors in Collection Documents. #249: Initiation Data Base Correction Forms #258: Form 50 Repricing Revision Files #259: Inactive SO 726 Repricing revision Form Files	#248: Temporary (one month) #249: Temporary (two weeks) #258: Temporary (6 months) #259: Temporary (upon approval of this schedule)	NC1-257-85-2, Item, #248, #249, #258, #259
G. Data Analysis and Estimate Production.	**1. Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#241a	#241a: PPIR Weight Data Base Disk and Tape Files (Disk Data Base Files)	#241a: Temporary (analyzed, tabulated, published or superseded)	NC1-257-85-2, Item, #241a

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	measurements, estimation impacts, and benchmarking.					
ata Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	#235a #238a	#235a: PPIR Collection System Data Base Files (History Master Files) #238a: APPRISE Data Base Files (Disk Data Files and Historical Tape Files)	#235a: Temporary (analyzed, tabulated, issued or no longer needed) #238a: Temporary (tabulated, analyzed, or superseded)	NC!-257-85-2, Item, #235a, #238a
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#240a #242a #243a	#240a: Define and Enter Data Base Disk and Tape Files (Disk Data Base Files) #242a: PPIR Item Data Base Disk and Tape Files (Disk Data Based Files) #243a: PPIR Aggregated Data Base Disk and Tape Files (Disk Data Base Files)	#240a: Temporary (analyzed, tabulated, published or superseded) #242a: Temporary (tabulated, analyzed, published or superseded) #243a: Temporary (tabulated, analyzed, published or superseded)	NC1-257-85-2, Item, #240a, #242a, #243a
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#253a #261a/b #262a/b #264a	#253a: WPI Monthly Price Entry and Monthly WPI Index Summary Listing Sheets (Index Summary Listings/Preliminary Listings) #261a/b: PPIR Monthly Price Review Listings (Hard Copy and Microfiche) #262a/b: PPIR Detailed Cell Listing Files (Hard Copy and Microfiche)	#253a: Temporary (when superseded) #261a/b: Temporary (2 years or next listing) #262a/b: Temporary (2 years or next listing) #264a: Temporary (upon approval of this	NC1-257-85-2, Item: #253a, #261a/b, #262a/b, #264a

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				#264a: Inactive Files of Discontinued PPIR Machine Listings (a. Price Qualifier Listings)	schedule)	
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#253b	#253b: WPI Monthly Price Entry and Monthly WPI Index Summary Listing Sheets (Index Summary Listings/Final Listings)	#253b: Temporary (6 months or no longer needed)	NC1-257-85-2, Item #253b
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	#244	#244: Historical Subfile Tapes (Unpublished)	#244: Temporary (one year)	NC1-257-85-2, Item #244
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public.	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#244	#244: Historical Subfile Tapes (Published)	#244: Temporary (one year)	NC1-257-85-2, Item #244

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	(1) Record Copy					
H. Dissemination urvey ilts	**1. Output Files** **b. Output Data Sets (Public Data)** (2) All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#234a	#234a: Producer Price Indexes (PPI) Production Data Base Disk and Tape Files (Disk Data Base Files)	#234a: Temporary (tabulated, analyzed or superseded)	NC!-257-85-2, Item, #234a
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#210a	#210a: Record Copy of PPIR Newsletter (Record Copy)	#210a: Permanent (15 years)	NC1-257-85-2, Item #210a
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#210b	#210b: Record Copy of PPIR Newsletter (All Other Copies)	#210b: Temporary (no longer needed)	NC1-257-85-2, Item #210b

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#209a #226a #256	#226a: Data Dictionaries and Other System Documentation (Documentary Materials) #256: Producer Prices Repricing Schedules Files (Blank Schedules)	#226a: Permanent (20 years) #256: Temporary (5 months)	NC1-257-85-2, Item #226a, #256
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#226b #227	#226b: Data Dictionaries and Other System Documentation (Temporary Data Sets) #227: Computer Program Library and Related Files	#226a: Temporary (no longer needed) #227: Temporary (no longer needed)	NC1-257-85-2, Item #226b, #227
J. Information Technology Operations	**1. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#229b #230b #234b #235c #238b #240b #241b #242b #243b	#229b: PPIR Sample System Data Base File (Tape Backup Files) #230b: Revision sample Unit Machine Readable Files (Backup Files) #234b : Producer Price Indexes (PPI) Production Data Base Disk and Tape Files (Tape Backup Files) #235c: PPIR Collection System Data Base Files (Tape Backup Files) #238b: APPRISE Data Base Files (Tape Backup Files) #240b: Define and Enter Data Base and	#229b: Temporary (one month) #230b: Temporary (superseded – later backup) #234b: Temporary (seven months) #235c: Temporary (one week) #238b: Temporary (two weeks) #240b: Temporary	NC1-257-85-2, Item #229b, #230b, #234b, #235c, #238b, #240b, #241b, #242b, #243b

Statistical Program Bucket Schedule N1-257-11-1			Current Legacy Schedule NC1-257-85-2, Items 200-267			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				Tape Files (Backup Tape Files) #241b: PPIR Weight Data Base Disk and Tape Files (Tape Backup Files) #242b PPIR Item Data Base Disk and Tape Files (Tape Backup Files) #243b PPIR Aggregated Data Base Disk and Tape Files (Tape Backup Files)	(two weeks) #241b: Temporary (two weeks) #242b: Temporary (two weeks) #243b: Temporary (two weeks)	

DOL / BLS / OPLC/ PPI/ Division of Statistical Methods (DSM) - PPIR Branch
NARA Crosswalk (2/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-85-2, Items# 268-291)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#268 #272 #286 #287	#268: PPIR Branch Program Subject Files #272: Branch Correspondence Files #286: Team Leader-Mathematical Statistician PPIR Mining- Manufacturing Sample Development Project Folder Files #287: Team Leader-Mathematical Statistician PPIR Service Industry Sample Development Project Folder Files	#268: Temporary. (Business Use) #272: Temporary. (5 Years) #286: Temporary. (Destroy inactive project files when all essential information has been analyzed or tabulated.) #287: Temporary. a. Documents Reflecting Significant Results. Transfer to the Branch files, such as the Sample Design Documentation Files or the PPIR Branch Program Subject files b. Other Records. Destroy inactive project files when all essential information has been analyzed or tabulated.	N1-257-85-2, Items: #268, #272, #286, #287
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#273 #284 #288(1 a/b)	#273: Sample Design Documentation Files #284: Mathematical Statistician Estimation System Enhancement Files #288(1): Machine Readable-Printout Files Involving SMD PPIR Sample development Projects 1. <u>Project Machine Readable Files and Related Printouts</u> a. For active projects b. For inactive projects	#273: Temporary. (Till industry sample is recycled or replaced). #284: Temporary (business use) 288(1a/b): Temporary. (Destroy when updated or superseded; analyzed or tabulated)	N1-257-85-2, Items: #273, #284, #288a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-85-2, Items# 268-291)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#290	#290: PPIR Technical Reference - Working Files	#290: Temporary. (superseded or obsolete)	N1-257-85-2, Item: #290
D. Frame Construction and Sample Selection	**1. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample frame files.	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#276	#276: PPIR Frame Directories Listings a. Preliminary Listings b. Final Sampling Frame Listings	#276: Temporary. a. Destroy when superseded by revised listings. b. Destroy when the sample for the industry is replaced by a recycled sample.	N1-257-85-2, Items: #276
D. Frame Construction and Sample Selection	**2. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#275 #277 #283	#275: PPIR Frame/Sample Production Control Forms and Logs #277: PPIR Sample Directories a. Preliminary Listings b. Final Sample Listings #283 : PPIR Initiation Collection Worksheets and Other Documents	#275: Temporary (business use) #277: Temporary. a. Destroy when superseded by revised listings. b. (1) When mathematical statisticians' microfiche listings are received, destroy the corresponding paper listing. (2) Microfiche and other paper listings: destroy	N1-257-85-2, Items: #275, #277, #283

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-85-2, Items# 268-291)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					when the sample for the industry is replaced by a recycled sample. #283 : Temporary. (Business Need)	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#280a/ b/c	#280: Frame/Sample Analysis Machine Listing Files a. Preliminary and Temporary Listings and Those Replaced by Updated Listings b. Relative Percent Monitoring Listing c. Other Final Listings	#280: Temporary. a. Business Use b. Business Use c. Destroy when the sample for the industry is replaced by a recycled sample.	N1-257-85-2, Items: #280a/b/c
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#281	#281: Frame/Sample Analysis COM Listings	#281: Temporary (when analyzed, tabulated or issued)	N1-257-85-2, Items: #281
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#279	#279: Collection Review Machine Listing Files a. Preliminary Collection Listing Sheets and Revision Notification Forms b. Final Establishment Collection Listing Sheets	#279: Temporary. a. Destroy when superseded by revised listing b. Destroy when the sample for the industry is replaced by a recycled sample.	N1-257-85-2, Item: 279

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-85-2, Items# 268-291)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.					
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#285	#285: Generalized Sample Variance System Files	#285: Temporary. (When superseded, analyzed or tabulated)	N1-257-85-2, Items: #285
G. Data Analysis and Estimate Production	3. **Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#278 #282 #289 #291	#278: PPIR Frame Establishment Sources Listings Files #282: Mathematical Statistician Weight Change Files #289: PPIR Intermediate Printouts, Job Runs, Worksheets #291: PPIR Sampling Intermediate Machine Processing Files	#278: Temporary (until analyzed, tabulated or issued) #282: Temporary (replaced by recycled sample) #289: Temporary. (till superseded or obsoleted) #291: Temporary. (Apply the retention periods of GRS 20, Part II, Items 1 through 14, as applicable.)	N1-257-85-2, Items: #278, #282, #289, #291
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL	#288(2)	#288: Machine Readable-Printout Files Involving SMD PPIR Sample development Projects 2. Security Tapes	#288(2): Temporary. Scratch when replaced by updated dumps to tape.	N1-257-85-2, Items: #288(2)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-85-2, Items# 268-291)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		policy. (GRS 24, Item 4a(1))				

BLS / Office of Price and Living Conditions / Division of Field Collection Activities
NARA Crosswalk (2/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 292-316)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#293	#293: Team Leaders Program Subject Files for Industrial Prices	#293: Temporary (5 years)	NC1-257-85-2 Item #293
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#303 #307a	#303: Record Copy of PPIR Operating Instructions #307: Record Copy of International Price Program Operations Memorandums a. Record Copy Set	#303: Permanent (25 years) #307a: Permanent (20 years)	NC1-257-85-2 Items #303, #307a
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts**	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no	#302	#302: PPIR Regional Office Printing Control Files	#302: Temporary (5 years or when no longer needed)	NC1-257-85-2 Item #302

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 292-316)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.				
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#307b	#307: Record Copy of International Price Program Operations Memorandums b. Other copies	#307b: Temporary (when no longer needed)	NC1-257-85-2 Item #307b
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#304	#304: PPIR Sample Segment Listing Files	#304: Temporary (when replaced)	NC1-257-85-2 Item #304
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#294 #301 #308	#294: PPIR Collection Schedules Transmittal Lists (50-3/SO- 63) Files #301: PPIR Regional establishment Refusal Report File #308: IPP Collection Schedules Transmittal Lists (50-3) Files	#294: Temporary (on close-out of the PPIR sample segment) #301: Temporary (after recycling of the industry sample has been completed) #308: Temporary (3 years after close of	NC1-257-85-2 Items #294, #301, #308

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 292-316)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					initiation collection activity)	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#295 #300	#295: Logs of PPIR Collection Schedules Transmittal Lists #300: PPIR Central Office Clearance System for Reported Price Information Files	#295: Temporary (once all industries in the sample are recycled) #300: Temporary (when superseded updated, or no longer needed)	NC1-257-85-2 Items #295, #300
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#309 #312 #313	#309: IPP Schedule Control Machine Listings #312: IPP Weekly Progress or Other Weekly Status Reports Files #313: IPP Workload Projections Machine Listings	#309: Temporary (5 years after close of initiation collection activity) #312: Temporary (8 years or when no longer needed) #313: Temporary (4 months)	NC1-257-85-2 Item #309, #312, #313

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 292-316)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.					
ata aration and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#298a/ b/c #299 #310a/ b/c #316	#298: Special PPIR Handling System Data Files a. Inactive Master Data Set b. Listing sheets reflecting status or summaries of active-master data sets c. Active data set #299: PPIR Repricing Field Follow-Up System Data Files #310: IPP Special Handling System Files a. Inactive Master Data Set b. Listing sheets reflecting status or summaries of active-master data sets c. Active data set #316: Microfiche Copies of IPP Machine Listings Files	#298a/b: Temporary (when no longer needed) #298c: Temporary (when system is replaced or terminated) #299: Temporary (when no longer needed) #310a/b: Temporary (when no longer needed) #310c: Temporary (when system is replaced or terminated) #316: Temporary (when no longer needed)	NC1-257-85-2 Items #298a/b/c, #299, #310a/b/c, #316
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#296 #297a/ b #311a/ b	#296: PPIR Problem Information/Clarification (608 Forms) Files #297: Log of PPIR Problem Information/Clarification Requests (608 Forms). a. Tickler Copies of Request b. Logs #311: IPP Problem Information/Clarification (608 Forms) Files a. Logs and Copies of Final Response	#296: Temporary (10 years or when no longer needed) #297a/b: Temporary (when no longer needed) #311a/b: Temporary (when no longer needed)	NC1-257-85-2 Items #296, #297a/b, #311a/b

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-85-2, Items 292-316)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.			b. Pending Requests Tickler Files		
formation nology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#298d #310d	#298: Special PPIR Handling System Data Files d. Disk-to-tape security back-up tapes #310: IPP Special Handling System Files d. Disk-to-tape security back-up tapes	#298d: Temporary (when superseded) #310d: Temporary (when superseded)	NC1-257-85-2 Items #298d, #310d

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1 #2	#1: Office of the Associate Commissioner for Wages and Industrial Relations) Associate Commissioner Program Executive Direction File #2: Speech, Conference and Seminar File, Associate Commissioner	#1: Permanent. Retire to WNRC when 4 years old. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old. #2: Permanent: Offer to transfer to the National Archives of the United States in 10 year blocks when the most recent record is 20 years old.	
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#14 #15 #87 #89 #98 #109 (1) /(2) #138 #169	#14: Division Correspondence File #15: Division of Occupational Pay and Employee Benefit Levels) Division Chief's Program Direction File #87: Division Chief's Program Subject File #89: Division of Employment Cost Trends) Division Chronological File #98: Employment Cost Index Record) ECI Production Activities Subject File #109(1)/(2): Administrative/Program Subject File of Division Chief #138: Program Subject Files of Former Project Directors for Work Stoppage	#14: Temporary. Destroy when 5 years old or when no longer needed for current business, whichever is later. #15: Destroy when 5 years old or when no longer needed for current business, whichever is later. #87: Temporary. Destroy when five years old or when no longer needed for current business, whichever comes later. #89: Temporary. Destroy when 3 years old #98: Temporary. Destroy when five years old. #109(1): Destroy when 3 years old pr when no longer required for current business, whichever is later.	

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
			#170 #177 #178 #180 #181 #214 #216	#169a: Division Program and Administrative Subject File #170: Division Chronological File #177: Division Program and Administrative Subject File #178: Division Wages and Industrial Relations Program Survey Files #180: Division Chief Program – Administrative Subject File #181: Division Reading File #214: Division Chief Program Subject File #216: Division Reading File	#109(2): Destroy when 3 years old or when no longer needed for current business, whichever is sooner. #138: Destroy as of January 1991. If space is needed, transfer to WNRC. #169a: Program Direction Files. Permanent. Offer for transfer to the National Archives of the United States in 10 year blocks when the most recent record is 20 years old; after all confidential materials are eliminated. #170: Destroy when 3 years old. #177: Destroy when 10 years old or when no longer needed for current business, whichever is sooner. Transfer to WNRC, if volume warrants, when 3 years old, and destroy when 10 years old. #178: Destroy when 10 years old or when no longer needed for current business, whichever is sooner. Transfer to WNRC, if volume warrants, when 3 years old, and destroy when 10 years old. #180: Destroy when 6 years old or when no longer needed for current business, whichever is later. #181: Destroy when 5 years old. #214: Destroy when 5 years old or when no longer needed for current business, whichever comes later. #216: Destroy when 5 years old.	
A. Planning	**1. Program Subject Files**	A1c. Temporary.	#20	#20: EBS Project Director's File	#20: Temporary. Destroy 10 years old or	

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files	Cut off files annually. Delete/destroy 5 years after cutoff.	#21 #93 #184	#21: Project Director's Inactive File #93: Field Collection and Coordination Activity Subject Files 184: Division Procedural, Data Processing, and Administrative Manual File (Administrative Manuals)	when no longer needed for current business, whichever is sooner #21: Temporary. Destroy in January 1990. If space requires, transfer to WNRC #93: Temporary. Destroy when 10 years old or no longer needed for current business, whichever is sooner #184: Temporary. Destroy when obsolete, revised or no longer needed for current business.	
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#85	#85: Technical Reference/Working Files	#85: Destroy when superseded, obsoleted, or no longer needed for current business.	
A. Planning	**2. Historical Reference Segment of Program Subject Files** This segment contains a separate section of the program files and may be maintained after initial retention period has been met. The files are arranged by subject or project and contain materials that are considered to have a more historical reference use concerning actions, policies and products of the program. This segment may be drawn from planning or methodology files, as well as program subject files at varying levels, based on the business needs of the office. Only copies of records from a permanent series can be included in this temporary segment. All original files must be retained with their original record series.	A2. Temporary. Screen files every five years to bring forward materials of continuing value. Delete/destroy when no longer needed for reference.	#91 #94 #95	#91: ECI Planning Subject File #94: ECI Federal Government Expansion Files #95: State and Local Government Development File	#91: Temporary. Destroy when 10 years old or no longer needed for current business, whichever occurs later. #94: Destroy January 1994. #95: Temporary. Destroy when 10 years old or no longer required for current business whichever occurs later.	
A. Planning	**3. Commissioner Briefing Packets**	A3. Permanent.				

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	This series contains briefing packets which describe program status, proposed directions and other options that assist the Commissioner with short- and long-term decision-making.	Cut off files annually and screen for non-record materials. **Transfer paper records** to WNRC 10 years after cutoff. **Pre-accession electronic records to NARA with associated files 10 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.				
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#92	#92: ECI Project Research Files	#92: Destroy when 10 years old or when no longer required for current business, whichever occurs later.	
B. Concepts and Methods	**1. Research and Program Development Files** **b. Articles Published in Professional Journals and Conference Proceedings** Records consist of original manuscripts of program or mission-related articles written by BLS personnel and submitted to professional trade, technical, and commercial publications.	B1b. Temporary. Cut off files annually or upon publication. Destroy 15 years after publication, or when no longer needed for business operations, whichever is later.				

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#19 #184 #258a #259a	#19: Employee's Benefits Selected Survey Documentation Files #184: Division Procedural, Data Processing, and Administrative Manual File (Program Manuals) #258a: Wages and Industrial Relations Survey Manuals Files #259a: Wages and Industrial Relations Surveys Technical Memoranda Files	#19: Permanent. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old. #184: Destroy when obsoleted, revised, or no longer needed for current business, as appropriate. #258a: Record Copy. Permanent. Offer for transfer to the National Archives of the United States in 5 year blocks when the most recent record is 20 years old. #259a: Permanent. Offer for transfer to the National Archives of the United States in 5 year blocks when the most recent record is 20 years old.	#93: #185. #261: .
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#182 #186 #187 #259a	#182: Division Chief File of Wages and Industrial Relations Surveys Instructional Issuances #186: Division Record Copy of Wages and Industrial Relations Technical Memorandum Files #187: WIRT Technical Memoranda – Program Notes Backup Files #259a: Wages and Industrial Relations Surveys Technical Memoranda Files	#182: Destroy when no longer needed for current business. #186: Destroy when no longer needed for current business. #187: Destroy when no longer needed for current business.	
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms;	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.				

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.					
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#85 #105 #167 #176 #212 #260 #264	#85: Technical Reference/Working Files #105: Hourly Earnings Index Working File #167: Technical Reference/Working Files #176: Technical Reference/Working Files #212: Technical Reference/Working Files #260: Survey Procedures Project Files #264: Technical Reference/Working Files	#85: Destroy when superseded, obsoleted, or no longer required for current business. #105: Destroy when no longer needed for current business. #167: Destroy when superseded, obsoleted, or no longer required for current business. #176: Destroy when superseded, obsoleted, or no longer required for current business. #212: Destroy when superseded, obsoleted, or no longer required for current business. #260: Destroy when no longer needed for current business. #264: Destroy when superseded, obsoleted, or no longer required for current business, as appropriate.	
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	#241 #242 #266	#241: EBS System Development Tape or Disk Files #242: EBS Source and other Program Listing Sheets, and Tape or Disk Files #266: Division System Development Files	#241: Delete when superseded or obsoleted, or upon successful development or refinement of the new or revised system, as appropriate. #242: Destroy when obsoleted or revised, or no longer required for current business, as appropriate. #266: Destroy developmental machine-readable and hard copy records when superseded or obsoleted, or after completion	

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.				of full system documentation and transfer of machine-readable programs and other system data to system users, as appropriate.	
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.				
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** Universe databases contain information about all possible survey respondents. Data are received from sources such as the Census Bureau and State and local governments. **a. Longitudinal Database (LEDB)** The Quarterly Census of Employment and Wages (QCEW) is the BLS program that obtains and publishes employment and wage data for the US by county and detailed industry. The QCEW data are stored in the LEDB. The LEDB is a successor database to the Universe Database (UDB). The LEDB contains employment and wage data information on 9 million business and government establishments	D1a. Temporary. Cut off data 25 years after creation date or update. Delete/destroy on sooner than 50 years after cutoff, but no later than 100 years after cutoff.				

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	gathered from sources such as the State Unemployment Insurance files and two other collections conducted by BLS. These are the Annual Refiling Survey (ARS) and the quarterly Multiple Worksite Report (MWR). The LEDB has two main purposes: to serve as the primary BLS sampling frame for establishment surveys and to produce timely and historically consistent information on job creation, destruction, and the life cycle of business establishments.					
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **b. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.				
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **c. Input Files into the Universe Databases** Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)				
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **d. Alternative Source Frames** Source files purchased or obtained to provide a survey frame or supplement existing data	D1d. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 7 years after archived or when no longer needed for business operations.				

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	sources.					
D. Frame Construction and Sample Selection	**2. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample frame files.	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.				
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#22 #96 #233 #235	#22: Employee's Benefits Schedules (3111) Files #96: State and Local Government Sample Selection Schedules #233: Employee's Benefits Surveys Questionnaire Receipt 3111 Monitor File #235: EBS Sample Tape Files	#22: Temporary. Destroy when 7 years old. #96: Destroy January 1992. Transfer to WNRC if space is required. #233: Delete from disk after completion of an annual EBS survey cycle. #235: Scratch when 18 months old.	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. **a. Final Sample Refinement Files**	D5a. Temporary. Retain in active storage for the life of the sample. Delete/Destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#97	#97: Replenishment Sample Schedules File	#97: Destroy when analysis is complete.	
D. Frame Construction	**5. Sample Refinement Files**	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy				

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
and Sample Selection	**b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	2 weeks after cutoff or when no longer needed for business operations.				
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (1) Databases made available for research on a continuing basis	E1a(1). Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.	#236 #237	#236: EBS System Microdata Base or Master Files (1) The 3111 Microdata Master File (2) The EBS Database (3) The Survey Control Data Base #237: EBS Microdata History Tape Files	#236: Upload database including 3111 Master Tape file upon completion of survey cycle and after generation of survey history tapes. #237: Delete data when 25 years old or after all essential information has been analyzed, tabulated, or published, whichever is sooner.	
E. Data Collection	**1. Master Database Files** **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.				
E. Data Collection	**1. Master Database Files**	E1b(1)a. Permanent. Cut off and archive files when data have rotated out of the				

[1] (GAO Exception less than one year retention)

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	b. Aggregated Data (Non-confidential Macrodata) (1) Aggregated data made available for research on a continuing basis a. Record Copy	survey. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.				
E. Data Collection	**1. Master Database Files** **b. Aggregated Data (Non-confidential Macrodata)** (1) Aggregated data made available for research on a continuing basis b. All Other Copies	E1b(1)b. Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy no sooner than 5 years, but no later than 25 years after data has rotated out of the survey.				
E. Data Collection	**1. Master Database Files** **b. Aggregated Data (Non-confidential Macrodata)** (2) All other aggregated data	E1b(2). Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy 10 years after cutoff.				
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#27 #28	#27: 3111 Schedule Machine Listing File #28: Current Edit and Review Machine Listing of EBS Input Data	#27: Destroy after all essential information has been analyzed, tabulated or published. #28: Destroy after successful entry of corrected information into data file.	

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	to create, update, or modify the records in an electronic medium and are not required for legal purposes.					
E. Data Collection	**2. Input Source Files** **b. Electronic Records** Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	E2b. Temporary. Delete/destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	#234 #247c	#234: EBS System Update Tapes #247c: Employment Cost Index System and Data Disk Files	#234: Delete when 2 months old. #247c: Transient Data. Delete when 2 quarters old.	
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)				
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#23 #24 #25 #26	#23: Coding Manual File #24: Benefit Plan Descriptive Brochures File #25: Coding Manual Update File #26: Microfiche File of Employee Benefit Data	#23: Destroy after completion of annual survey cycle. #24: Destroy when latest supplied material is 3 years old or when plan book is replaced, whichever is sooner. #25: Destroy after completion of annual survey cycle. #26: Destroy when no longer needed for current business.	

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#185 #188 #255 #257	#185: Inactive Survey Procedures and Regional Control Files #188: Quality Assurance Program Reinterview-Observation Files #255: ECI Administrative Management Disk Files #257: Section Supervisor Project Management Files	#185: Destroy as of January 1988 #188: Destroy when 5 years old or when no longer needed for current business, whichever is sooner. #255: Delete when replaced or obsoleted. #257: Destroy when 10 years old or no longer needed for current business, whichever occurs sooner.	
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing). Examples include but are not limited to: • Job Openings and Labor Turnover (JOLTS) National Database • Mass Layoff Statistics (MLS) National Database • American Time Use Survey (ATUS) Estimates Processing System (EPS)	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#247b #249 #253	#247b: Employment Cost Index System and Data Disk Files #249: ECI Revised Phase 2 Master File (RP2MF) #253: RP2MF Microfiche File	#247b: Time Series Data. Delete when 5 quarters old, or when replaced. #249: Delete when 10 years old or when all essential information has been extracted and published, whichever occurs sooner. #253: Destroy when 10 years old or when no longer when no longer needed for current business, whichever occurs sooner.	

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	Database • National Compensation Survey (NCS) Integrated Data Capture (IDC) System					
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios, or indexes in subsequent years such as regional ratio control files.	F2a. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.				
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed.	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#247d	#247d: Employment Cost Index System and Data Disk Files	#247d: Analytical Data. Delete quarterly data when essential information has been analyzed, extracted, and published.	
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.				

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#251 #252	#251: ECI Sample Respondent Losses Tape File #252: ECI Respondent Replenishment Group Tape Files	#251: Delete when weighting adjustments to the ECI data base have been made to reflect the latest decennial census results. #252: Delete when weighting adjustments to the ECI data base have been made to reflect the latest decennial census results.	
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. a. **Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national office staff or program for review.	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.				
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** b. **Extracted Data Sets: (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain no RII.	G2b(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.				
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** b. **Extracted Data Sets (Original Estimates/Unchanged Data)**	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS				

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	(2) All other extracted data sets.	20, Item 5)				
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: ▪ Non-aligned seasonally adjusted data ▪ Aligned not-seasonally adjusted data ▪ Aligned seasonally adjusted estimates	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.				
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.				
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#86 #106 #168 #263	#86: Intermediate Printouts, Job Runs, Worksheets #106: Intermediate Printouts/Job Runs/Worksheets #168: Intermediate Printouts, Job Rums, Worksheets #263: Intermediate Printouts, Job Rums, Worksheets	#86: Temporary. Destroy when essential information has been analyzed, tabulated, or published, or when obsoleted or revised, as appropriate. #106: Destroy when all essential information has been tabulated or published or when data have been obsoleted or revised, as appropriate. #168: Destroy when essential information has been analyzed, tabulated, or published,	

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					or when obsoleted or revised, as appropriate. #263: Destroy when all essential information has been tabulated or published or when data have been obsoleted or revised, as appropriate.	
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.				
G. Data Analysis and Estimate Production	**5. Estimate Production Audit Trail Files** Records consist of the final packet received after posting to the BLS Labor Statistics public database, LABSTAT. Documentation includes press releases, LABSTAT job runs, final statistical tables, and sign off sheets.	G5. Temporary. Cut off files annually. Delete/destroy 10 years after publication of related data.				
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.				
H. Dissemination	**1. Output Files**	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal	#18-1	#18-1: Tape Files Covering Annual Data from Area Wage Surveys (AWS) Service Contract	#18-1: Permanent. Offer for transfer to the National Archives of the United States when	

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of Survey Results	**b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#84 #108a #247-1	Surveys (SCA), and Employee Benefits Surveys (EBS). #84: Non-recurring or Special Surveys Files #108a: Employer Expenditures for Employee Compensation Tapes #247-1: Employment Cost Index LABSTAT Files	30 years old. #84: Permanent. Final data sets leading to publication of survey results, with documentation. Submit SF258 to NARA 3 years after publication of results. If rejected by NARA, destroy immediately. #108a: Record Copy (sanitized split file). Permanent. Offer a copy of these tapes and documentation for transfer to the National Archives of the United States in 1992, or earlier if mutually agreeable. #247-1: Permanent. Offer for transfer to the National Archives of the United States when 30 years old.	
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** (2) All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.				
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#239 #240	#239: EBS able Production Disk File #240: EBS Bulletin Driver Tape File	#239: Scratch TPL production data after 18 months. #240: Scratch after final issuance of the annual bulletin.	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as	#11a #12a	#11a: Former Library Copy of Industry Wage Survey Issuances #12a: Former Library Record Copy of Area Wage Survey Issuances	#11a: Permanent. Offer for transfer to the Archives of the United States in 15 year blocks when the most recent record is 35 years old.	

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Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	applicable.	#99a #107 #110a #123 #141a #142 #144	#99a: Record Copy of EC Press Releases #107: Employer Expenditure for Employee Compensation Bulletins #110a: Central Division Bulletin and Summary Record Copy Files #123: Annual Work Stoppages Analysis Report Files #141a: Microfiche of Weekly Work Stoppage Summary and of Former Monthly Work Stoppage Press Releases #142: Annual Work Stoppage Analysis Report File #144 Union Directory Membership Bulletin Files	#12a: Permanent. Offer to the Archives of the Untied Stated in blocks of 15 years when the most recent record is 15 years old. #99a: Record Copy. Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #107: Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #110a: Record Copy. Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #123: For record copy, see item 110, as required merge any copies from this set to the record copy set to fill possible gaps. Destroy remainder when no longer needed for current business. #141a: Record Copy of Microfiche. Original camera negative and one duplicate per 41 CFR 101-11-509(a)(2). Permanent. Offer for transfer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #142: See Item 110 for record copy of such files. #144: See Item 110 for record copy of such files.	
H. Dissemination	**1. Output Files**	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the	#100	#100: Press Release Background File	#100: Destroy when 6 years old or when no longer needed for current business,	

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
of Survey Results	**d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#101 #102 #103	#101: Employment Cost Index Historical Data Printout #102: ECI Analytical Tables (Printouts) #103: Benefits Cost Levels File	whichever occurs later. #101: Destroy when replaced by the next cumulative updated quarterly listing. #102: Destroy when 6 years old or when no longer needed for current business, whichever occurs later. #103: Destroy when 10 years old or when no longer needed for current business, whichever occurs later.	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note:** These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.				
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.				

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.				
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** (2) Final Manuscripts (Program and Editorial Staff Copies)	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.				
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.				

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	directly by the programs. a. **Standard Responses**[2]: Include information that is posted on the website or is drawn from published products.					
H. Dissemination of Survey Results	**2. Information Request Files** **b. Unique Responses** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.				
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** **Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.**	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)				
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** **Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.**	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#243 #247a #256	#243: EBS System Documentation Files #247a: Employment Cost Index System and Data Disk Files #256: ECI System Documentation Machine Listing	#243: Destroy when obsoleted or revised, or when no longer needed for current business, as appropriate. #247a: System Documentation. Delete when replaced, revised, or obsoleted. #256: Destroy when revised or obsoleted.	

[2] (GRS Exception has been sent to the Government Accountability Office (GAO))

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
J. Information Technology (IT) Operations	**1. Routine IT Maintenance Records** Records relate to routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	J1. Temporary. Delete/destroy when 3 years old or 1 year after termination of system, whichever is sooner. (GRS 24, Item 3b(2))				
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. **a. Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#203 #238 #248a/b #262a/b	#203: Discontinued SO-1, Regional System Tapes #238: EBS Data Base Backup Tapes #248a/b: ECI System and Data Backup Tapes #262a/b: Wages and Industrial Relations Manual Text Backup Tapes	#203: Destroy when 15 years old or when all essential information has been analyzed or tabulated, whichever is later. #238: Scratch when 5 weeks old. #248a: Program Files. Delete as revised or obsoleted. If system is discontinued, destroy one year after discontinuance or when no longer needed for current business, whichever comes later. #248b: Data Files. Delete as updated from disks. #262a: Textual Files. Delete when replaced or obsoleted. #262b: Program Files. Delete when replaced or obsoleted.	
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))				

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 05/14/2013

Bucket Schedule N1-257-11-1 **This section once approved by NARA will replace your current records schedule.**			**Current Record Schedule N1-257-86-2** **The purpose of this section is to align the current schedule to the bucket schedule.** **Please add any series/title that do not show up in the current schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
J. Information Technology (IT) Operations	**3. Tape Library Files** Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	J3. Temporary. Delete/destroy when superseded or obsolete. (GRS 24, Item 4b)				
J. Information Technology (IT) Operations	**4. System Security** Copies of records relate to system security, and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130. **a. System Security Plans and Disaster Recovery Plans**	J4a. Temporary. Delete/destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a)				
J. Information Technology (IT) Operations	**4. System Security** **b. Documents Identifying IT Risks** Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.	J4b. Temporary. Delete/destroy 1 year after the system is superseded or obsolete. (GRS 24, Item 5b)				
J. Information Technology (IT) Operations	**5. Emergency Planning Records** Records consist of documents accumulated during the formulation and implementation of contingency plans used by programs during emergency situations. These may include documents related to the planning of hot and cold site use, program relocation, system restoration, and vital document recovery plans.	J5a. Temporary. Cut off files annually. Delete/destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)				

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
	Note: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration. **a. Emergency Planning Case Files** Case files are accumulated by offices responsible for the preparation and issuance of plans and directives, and consist of a copy of each plan or directive issued, with related background documents.					
J. Information Technology (IT) Operations	**5. Emergency Planning Records** Note: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration. **b. Emergency Operations Test Files** Files accumulate from tests conducted under agency emergency plans, such as instructions to members participating in a test, staffing assignments, messages, tests of communications and facilities, and reports.	J5b. Temporary. Cut off files annually. Delete/destroy when 3 years old. (GRS 18, Item 28)				

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 12/05/2013 PUBLICATIONS ONLY

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#99a #107 #110a	National Compensation Survey (NCS) is the current publication that covers a number of products, including EC/ECI and ECB as noted below and all future survey products. #99a: Record Copy of EC Press Releases #107: Employer Expenditure for Employee Compensation Bulletins #110a: Central Division Bulletin and Summary Record Copy Files	#99a: Record Copy. Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #107: Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #110a: Record Copy. Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old.	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#100 #101 #102 #103	#100: Press Release Background File #101: Employment Cost Index Historical Data Printout #102: ECI Analytical Tables (Printouts) #103: Benefits Cost Levels File	#100: Destroy when 6 years old or when no longer needed for current business, whichever occurs later. #101: Destroy when replaced by the next cumulative updated quarterly listing. #102: Destroy when 6 years old or when no longer needed for current business, whichever occurs later. #103: Destroy when 10 years old or when no longer needed for current business, whichever occurs later.	
H. Dissemination	**1. Output Files**	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication	#11a	#11a: Former Library Copy of Industry Wage Survey Issuances	#11a: Permanent. Offer for transfer to the Archives of the United States in 15 year	#11a

Bureau of Labor Statistics / National Compensation Survey (NCS)/OCWC/OWIR/
Program Bucket Schedule Crosswalk – 12/05/2013 PUBLICATIONS ONLY

Bucket Schedule N1-257-11-1 This section once approved by NARA will replace your current records schedule.			Current Record Schedule N1-257-86-2 The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp Years)**	**Comments**
of Survey Results	**d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.	#12a #110a #123 #141a #142 #144	#12a: Former Library Record Copy of Area Wage Survey Issuances #110a: Central Division Bulletin and Summary Record Copy Files #123: Annual Work Stoppages Analysis Report Files #141a: Microfiche of Weekly Work Stoppage Summary and of Former Monthly Work Stoppage Press Releases #142: Annual Work Stoppage Analysis Report File #144 Union Directory Membership Bulletin Files	blocks when the most recent record is 35 years old. #12a: Permanent. Offer to the Archives of the Untied Stated in blocks of 15 years when the most recent record is 15 years old. #110a: Record Copy. Permanent. Offer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #123: For record copy, see item 110, as required merge any copies from this set to the record copy set to fill possible gaps. Destroy remainder when no longer needed for current business. #141a: Record Copy of Microfiche. Original camera negative and one duplicate per 41 CFR 101-11-509(a)(2). Permanent. Offer for transfer to the National Archives of the United States in blocks of 15 years when the most recent record is 15 years old. #142: See Item 110 for record copy of such files. #144: See Item 110 for record copy of such files.	#12a #99a #107 #110a #123 #141a #142 #144

DOL / BLS / OPT / Office of the Associate Commissioner
NARA Crosswalk (12/05/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 1 – 15)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1	#:1 Program Direction Files, Associate Commissioner	#1: Permanent (20 years)	NC1-257-86-3, Item #1
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#6	#6: Office Correspondence File	#6: Temporary (5 years)	NC1-257-86-3, Item #6
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#15	#15: Productivity and Related Measures Issued Through the LABSTAT	#15: Permanent (30 years)	NC1-257-86-3, Item #15
H. Dissemination of Survey Results	**1. Output Files** **d. Publications**	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA	#10	#10: Historical Publications and Technology Publications File	#10: Permanent (15 years)	NC1-257-86-3, Item #10

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 1 – 15)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	(3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.				

Bureau of Labor Statistics / OPT/Division of Industry Productivity Studies (DIPS)
Program Bucket Schedule Crosswalk Document – 05/22/2013

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
A. Planning	**1. Program Subject Files** **b. Division Director Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products.	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#17 #18 #19 #26 #46	#17: Division Program Subject Files #18: Division Chief Program Subject Files #19: Division Alphabetic Letter File #26: Manuscripts of Selected Industries Bulletins and Other Publications Files #46: Industry Multi-Factor Program Subject Files	#17: Temporary #18: Temporary #19: Temporary #26: Temporary #46: Temporary	N1-257-86-3, items 17, 18, 19, 26, 46
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#43 #52a/b	#43: Technology Program Subject Files #52a/b: State and Local Government Productivity Measurement Program Files	#43: Temporary #52a/b: Temporary	N1-257-86-3, items 43, 52a/b
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#49	#49: Annual Federal Civilian Productivity Survey Subject Documentation Files	#49: Permanent.	N1-257-86-3, item 49

Bureau of Labor Statistics / OPT/Division of Industry Productivity Studies (DIPS)
Program Bucket Schedule Crosswalk Document – 05/22/2013

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records to** WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#21 #22	#21: Individual Industry Statistical Methodology Documentation #22: Central Division Detailed Industry Files on Published Industries	#21: Permanent. #22: Permanent.	N1-257-86-3, items 21, 22
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#23 #24 #44 #47 #53 #57	#23: Division Technical Notes Files #24: Division Feasibility Study File #44: Technology Publication Project #47: Central Divisional Detailed Industry Files on Multi-Factor Productivity #53: Annual Federal Productivity Survey Dissemination and Collection Files #57: Computer Program Files, Federal Survey	#23: Temporary #24: Temporary #44: Temporary #47: Temporary #53: Temporary #57: Temporary	N1-257-86-3, items 23, 24, 44, 47, 53, 57
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **c. Input Files into the Universe Databases** Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#56 #58	#56: Intermediate Computer Printouts, Annual Federal Productivity Survey #58: Intermediate Processing Tape Files, Federal Survey	#56: Temporary #58: Temporary	N1-257-86-3, items 56, 58

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#54	#54: Annual Federal Productivity Survey Punch Cards	#54: Temporary	N1-257-86-3, Item 54
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#32a/b #33 #34 #35 #37 #45 #59 #60	#32a/b: Central Divisional Census of Manufacturers, Bureau of Mines, and BLS Price Index Publications Files #33: Census Bureau Current Industrial Reports (CIR) #34: Central Divisional Price Deflator Subject File #35: Central Printout Files Covering Unpublished Industry Productivity Indexes #37: Division Nonproduction Worker File #45: Industry Multi-Factor Productivity Source Data and Background Files #59: Census Bureau Census/Survey of Government Tape #60: Federal Government Survey, Inactive Background Files	#32a/b: Temporary #33: Temporary #34: Temporary #35: Temporary #37: Temporary #45: Temporary #59: Temporary #60: Temporary	N1-257-86-3, items 32a/b, 33, 34, 35, 37, 45, 59, 60
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes**	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy	#39	#39: Industry Productivity Program Punch Cards	#39: Temporary	N1-257-86-3, item 39

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
	Data Sets and Data Files These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.				
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets: (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain no RII.	G2b(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.	#38a/b	#38a/b: Division Labor Productivity Indexes Disk-Tape Files	#38a/b: Permanent.	N1-257-86-3, item 38a/b
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	#48a/b #50	#48a/b: Industry Multi-Factor Productivity Index Disk-Tape Files #50: Microfiche Files on All Element Detail and Various Measures of the Annual Federal Productivity Survey	#48a/b: Temporary #50: Temporary	N1-257-86-3, items 48a/b, 50
G. Data Analysis and Estimate	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review	G3. Temporary. Cut off files annually. Delete/destroy when no longer	#63	#63: Intermediate Printouts, Job Runs, Worksheets	#63: Temporary	N1-257-86-3, item 63

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
Production	survey data.	needed for business operations.				
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#64	#64: Non-Recurring or Special Surveys Files	#64: Permanent. (Final data sets leading to survey results, with documentation.)	N1-257-86-3, item 64
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#40	#40: Tapes or Disk Files on Publication of the Annual Bulletin "Productivity Measures in Selected Industries."	#40: Temporary	N1-257-86-3, item 40
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#29 #61	#29: Monthly Labor Review File #61: Federal Survey, Inactive Machine Listing-Sheets of Survey Results	#29: Temporary #61: Temporary	N1-257-86-3, items 29, 61
H. Dissemination	**1. Output Files**	H1d(2). Temporary. Cut off files at the end of the calendar year in	#27	#27: Individual Industry Annual Published Index and Rate of Change Printouts	#27: Temporary	N1-257-86-3, items 27, 36, 51

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
of Survey Results	**d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note:** These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#36 #51	#36: Unpublished Deflated Values Matrix Table File #51: Annual Federal Productivity Survey – Federal Summary and Functional Summary Measures Listing Sheets	#36: Temporary #51: Temporary	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d(3). Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.	#25 #28 #55	#25: Division Publications Record Copy Files #28: Obsolete Output Per Man Hour Indexes, by Industry #55: Federal Productivity Survey Database Tapes	#25: Permanent. See Office Publication File (Item 10). #28: Permanent. See Office Publication File (Item 10). #55: Permanent.	N1-257-86-3, items 25, 28, 55
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** **Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.**	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#41a/b	#41a/b: Industry Division Source Program Documentation Files	#41a/b: Permanent.	N1-257-86-3, item 41a/b
I. System Documentation	**2. Types of Documentation** **b. Documentation Related to Temporary Master**	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy	#41c	#41c: Industry Division Source Program Documentation Files	#41c: Temporary.	N1-257-86-3, item 41c

Bureau of Labor Statistics / OPT/Division of Industry Productivity Studies (DIPS)
Program Bucket Schedule Crosswalk Document – 05/22/2013

Big Bucket Schedule: N1-257-11-1 **Once approved by NARA, this schedule will replace records schedule N1-257-86-3, items 16-64.**			**Current Schedule: N1-257-86-3, Items 16 – 64** **The purpose of this section is to align the current schedule to the bucket schedule.**			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**NARA Authority and Retention (Perm/Temp)**	**NARA Authority**
	Database Files and Other Temporary Electronic Records **Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.**	upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)				

DOL / BLS / OPT / Division of Productivity Research
NARA Crosswalk (12/05/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 65 – 77)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#67	#67: Division Program Subject Files	#67: Temporary (5 years)	NC1-257-86-3, Item #67
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#70	#70: Continuing or One-Time Productivity Research Project Files (Except Hours at Work Survey)	#70: Temporary (when obsolete) Except Final Data Sets (3 years after publication)	NC1-257-86-3, Item #70
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#71a #72 #73 #95 #96	#71a: Hours at Work Survey (Survey Documentation Manual, "Monthly Labor Review" articles, and Programs) #72: Technical Reference/ Working Files #73: Intermediate Printouts, Job Runs, Work Sheets	#71a: Temporary (when no longer needed) #72: Temporary (when no longer needed) #73: Temporary (when no longer needed)	NC1-257-86-3, Items #71a, #72, #73, #95, #96

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 65 – 77)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				#95: Intermediate Printouts, Job Runs, Work Sheets #96: Technical Reference/ Working Files	#95: Temporary (when no longer needed) #96: Temporary (when no longer needed)	
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#71e	#71e : Hours to Work Survey (Survey Sample Listings)	#71e: Temporary (after two survey cycles)	NC1-257-86-3, Item #71e
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#69b #71b	#69b: Division Source Data or Background Publication or Machine Readable Files (Published Source Data) #71b: Hours at Work Survey (Returned Questionnaires)	#69b: Temporary (when obsolete) #71b: Temporary (5 years)	NC1-257-86-3, Items #69b, #71b
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#69a #75	#69a: Division Source Data or Background Publication or Machine Readable Files (Transfer tapes from Government Agencies)	#69a: Temporary (delete after entry) #75: Temporary (when obsolete or published)	NC1-257-86-3, Items #69a, #75

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 65 – 77)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	input/output records.			#75: Multi-factor Productivity Data Production Disk Files		
ata Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing). Examples include but are not limited to: • Disk Data Base Files	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#71d #74	#71d: Hours to Work Survey (time series, respondent and other data) #74: Labor Productivity and Cost Data Base Disk Files	#71d: Temporary (when no longer needed) #74: Permanent (snap shot upon annual formulation)	NC1-257-86-3, Items #71d, #74
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#71c	#71c: Hours to Work Survey (Final Survey Ratios of Hours Worked to Paid Listings)	#71c: Temporary (when no longer needed)	NC1-257-86-3, Item #71c
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers,	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years	#68a	#68a: Division Publication or Issuance File (Unpublished Historical Time Series)	#68a: Temporary (when no longer needed)	NC1-257-86-3, Item #68a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-86-3, Items 65 – 77)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	after archived.				
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#68b	#68b: Division Publication or Issuance File (Record Copies of News Releases and One-Time Publications)	#68b: Permanent (15 years)	NC1-257-86-3, Item #68b
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#76a,b,c	#76: Research Division Disk-to-Tape Back-up or Other Tape Files	#76a,b,c: Temporary (6 months -3 years or when obsolete)	NC1-257-86-3, Item #76a,b,c

DOL / BLS / OPT / International Labor Comparisons (ILC)
NARA Crosswalk (04/25/2013)

Big Bucket Schedule			Current Schedule (N1-257-86-3, Items 15, and 78 thru 94)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#78	#78: Foreign Labor Division Program Subject Files	#78: Temporary	N1-257-86-3, Item 78
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#91	#91: Trade Monitoring Subject Files (Inactive)	#91: Temporary	N1-257-86-3, Item 91
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#80	#80: Foreign Labor Division Chronological Files	#80: Temporary	N1-257-86-3, Item 80
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#85 #86	#85: Files of Former BLS Official, William Shelton (Foreign Labor) #86: Economist Research and Reference Files (Foreign Labor)	#85: Temporary #86: Temporary	N1-257-86-3, Items, 85, 86
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey	#87 #93	#87: Publications Research and Reference (Foreign Labor) #93: Trade Monitoring Source Data Tapes	#87: Temporary #93: Temporary	N1-257-86-3, Items 87, 93

Big Bucket Schedule			Current Schedule (N1-257-86-3, Items 15, and 78 thru 94)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	schedules, email, faxed information, telephones, and other recording mechanisms. **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	period, or when no longer needed for business operations, whichever is later.				
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#88 #90 #92 #94	#88: Foreign Labor Statistics Disk Files #90: Foreign Labor Statistics Table Production Disk and Tape #92: Trade Monitoring System Statistics Final Tables (Data is also stored in LABSTAT) Trade Monitoring Intermediate and Reference Printout Listings	#87: Temporary #90: Temporary #92: Temporary #94: Temporary	N1-257-86-3, Items 88, 90, 92, 94

DOL / BLS / OPT / International Labor Comparisons (ILC)
NARA Crosswalk (04/25/2013)

Big Bucket Schedule			Current Schedule (N1-257-86-3, Items 15, and 78 thru 94)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#15	LABSTAT Files – Productivity and Related Measures (Foreign Labor Statistics) (Trade Monitoring Program)	#15: Permanent.	N1-257-86-3, Item 15
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#81	#81: Foreign Labor Division Statistical Publications/Issuances Files	#81: Permanent.	N1-257-86-3, Item 81
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. **a. Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#89a/b	#89a/b: Foreign Labor Statistics Disk-to-Tape (Backup Files) a. Weekly Dump Tapes b. Monthly Dump Tapes	#89a/b: Temporary	N1-257-86-3, Item 89a/b

Bureau of Labor Statistics / OEUS/OEP
NARA Crosswalk (12/16/2013)

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#97a/b	#97a/b: Associate Commissioner's Program and Administrative Subject Files	#97a: Temporary Except for chairperson records of committees/sub-groups. Break file every 5 years and bring active materials forward. Destroy other materials when 5 years old. #97b: Temporary Chairperson committee/sub-group records. Destroy 10 years after chaired organization is discontinued or when no longer required for current business, whichever occurs first.	N1-257-86-3, Item #97a/b
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#118 #123	#118: Planning Officer Committee Files #123: Division Input Files for President's Report on National Housing Goals	#118: Temporary. (10 Years) #123: Temporary (till tabulated or issued)	N1-257-86-3, Item
Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#99 #120 #129	#99: Office Chronological Files #120: Program Manager Occupational Outlook Administrative and Program Subject Files #129: Project Leader Special Research Project Files	#99: Temporary (5 years) #120: Temporary (2 years) #129: Temporary (till tabulated or issued Except for Perm final data sets)	N1-257-86-3, Items #99, #120, #129, #131

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
			#131	#131: Project Leader File Copy Correspondence Files	#131: Temporary. (5 years)	
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#119	#119: Economist Correspondence Files	#119: Temporary. (3 years or till obsolete)	N1-257-86-3, Item, #119
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. Transfer paper records to WNRC 5 years after cutoff. Pre-accession electronic records to NARA with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#121	#121: Occupational Outlook Technical Memoranda Record Copy Files	#121: Permanent. (Accession after 20 years)	N1-257-86-3, Item #121
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is	#103 #117	#103: Statistical Methodology Files of Dr. James W. Longley #117: Special Project Files (excluding final reports)	#103: Temporary. (when obsolete or no longer needed) #117: Temporary. (when obsolete or no longer needed)	N1-257-86-3, Items, #103, #117, #132

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	program personnel covering their assigned areas of work.	later.	#132	#132: Individual Occupation-Industry Outlook Background Files	#132: Temporary. (when obsolete or no longer needed)	
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#115b	#115b: System Development Project Files	#115b: Temporary. (when obsolete or no longer needed)	N1-257-86-3, Item #115b
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#109	#109: Machine Listings of Bureau of Economic Analysis Industry Input and Output Tables	#109: Temporary. (when obsolete or no longer needed)	N1-257-86-3, Item #109
E. Data Collection	**2. Input Source Files**	E2d. Temporary. Cut off files at the end of the survey period.	#134	#134: Occupational Outlook General Source	#134: Temporary. (when obsolete or no	N1-257-86-3, Items #134, #140

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	d. Source Background Files Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#140	Data and Background Files #140: Source Data Tape and Printout Files for the National Industry/ Occupational Matrix	longer needed) #140: Temporary. (when obsolete no longer needed)	
F. Data Preparation and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing).	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#108a	#108a: Economic Growth Industry Input/Output Matrix Data Base	#108a: Temporary (Data files: 20 years)	N1-257-86-3, Item #108
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#106 #107 #108c	#106: Aggregate Economic Projections and Underlying Data Disk and Tape Files #107: Printout Listings - Final Tables and Underlying Data, Aggregate Economic Projections #108c: Economic Growth Industry Input/Output Matrix Data Base, Item c: Temporary Work Files	#106: Temporary (when obsolete no longer needed) #107: Temporary (when obsolete no longer needed) #108c: Temporary (2 year cycle/no longer needed)	N1-257-86-3, Items #106, #107, #108c, #141, #142c

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
	• Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets		#141 #142c	#141: National Matrix Data Base Files and Related Listing Sheets #142c: National Matrix Periodic Update Data Sets and Related Printouts / Duplicate sets of full and public tapes and listing sheets for a period	#141: Temporary (when obsolete no longer needed) #142c: Temporary(when obsolete no longer needed)	
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **a. Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national office staff or program for review.	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	#110a, b, c, d	#110a, b, c, d: Industry Output Data and Employment Projections Disk and Tape Files	#110a: Time Series Data. Temporary. #110b: Files of Projection Data. Temporary #110c: Machine Readable Program Files. Temporary. #110d: Temporary Work Files. Temporary. (2 year cycle/no longer needed)	N1-257-86-3, Item #110
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#111	#111: Printout Listings, Industry Output and Employment Data	#111: Temporary. (15 years)	N1-257-86-3, Item #111
G. Data Analysis and Estimate	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business	#109	#109: Machine Listings of Bureau of Economic Analysis Industry Input and	#109: Temporary (when obsolete or no longer needed)	N1-257-86-3, Item #109

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
Production	publication listings used to review survey data.	operations.		Output Tables		
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#104 #112 #142b #151	#104: Labor Force Projections Machine-Readable Files #112: Economic Growth Data Public Tapes #142b: National Matrix Periodic Update Data Sets and Related Printouts #151: Occupational Outlook – Matrix Research and Special Project Files (Final Data Set)	#104: Permanent. (Accession when released to the public) #112: Permanent. (Accession when released to the public) #142b:Permanent Record copy of the public matrix tapes for matrixes. (Accession when released to the public) #151: Permanent (Submit SF115 3 years after publication)	N1-257-86-3, Items #104, #112, #142b, 151
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** (2) All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#105 #142a #151	#105: Labor Force Projections Microfiche Files #142a: National Matrix Periodic Update Data Sets and Related Printouts #151: Occupational Outlook – Matrix Research and Special Project Files	#105: Temporary. (till tabulated or Pub.) #142a: Temporary Record copy set of both full and public matrix listing sheets, microfiche, and tapes. Temporary. #151: Permanent (Submit SF115 3 years after publication)	N1-257-86-3, Items #105, #142a, #151

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#117 #151	#117: Special Project Files (Note: This item is permanent if a final report is issued.) #151: Occupational Outlook – Matrix Research and Special Project Files (Final Publication)	#117: Temporary. (except Perm final data sets) #151: Permanent (3 years after publicatoin)	N1-257-86-3, Item #117, #151
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#135b #138 #139	#135b: Record and Distribution Copy Files of the "Occupational Outlook Quarterly." #138: Promotional - Flyer Issuances Files #139: Slides and Film Strips and Scripts for Occupational Outlook Handbook	#135b: Temporary All other copies. #138: Temporary. (when obsolete or no longer needed) #139: Temporary (when obsolete or no longer needed)	N1-257-86-3, Items #135b, #138, #139
H. Dissemination	**1. Output Files**	H1d(2). Temporary. Cut off files at the end of the calendar year in which	#116	#116: Publications Development Coordination	#116: Temporary. (3 years)	N1-257-86-3, Items, #116, #124,

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
of Survey Results	**d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary <u>ONLY</u> if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	 #124 #130 #133 #137	Files #124: Background Files on the Issuance of the Biennial Publications on Outlook #130: Outlook Transparency Files #133: Special-Research Project Files on Occupational Outlook #137: Manuscripts and Author Files. "Occupational Outlook Quarterly" or "Monthly Labor Review."	 #124: Temporary. (till superseded or Pub.) #130: Temporary (till superseded) #133: Temporary (except final data sets submit to NARA) #137: Temporary. (2 years)	#130, #133, #137
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.	#122	#122: Division Files of Occupational Outlook Publications	#122: Temporary. (when obsolete or no longer needed) Permanent: Record copy set of the Occupational Outlook Handbook issued during 1946, 1949, 1950, 1957, and 1959, in cooperation with Veterans Administration and any other copies needed as record copies shall be permanent. Offer these issues for transfer to the Archives of the United States as a block when recent record is 30 years old.	N1-257-86-3, Items #122, #135

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	Item Description / Title	Retention	Item #	Title	Retention	NARA Authority
			#135a	#135a: Record and Distribution Copy Files of the "Occupational Outlook Quarterly."	#135a: Record copies of early VA issues or other early issues Permanent. Break file every 5 years. Transfer to the WNRC. Offer for transfer to the Archives of the United States in five year blocks when the most recent record is 30 years old.	
I. System Documentation	**1. Types of Documentation** a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#108b	#108b: Economic Growth Industry Input/Output Matrix Data Base / System Files (System files relate to the associated #108a data files listed in H1b1.)	#108b: System files. Temporary. Delete when obsoleted or revised or when the industry input/output system is discontinued.	N1-257-86-3, Item #108b
I. System Documentation	**1. Types of Documentation** b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#114	#114: Economic Growth Data Base Systems Documentation Files	#114: Temporary. (when obsolete or no longer needed)	N1-257-86-3, Item #114
J. Information	**2. System Backups**	J2b. Temporary.	#113	#113: Economic Growth	#113: Temporary.	N1-257-86-3,

Big Program Bucket Schedule (N1-257-11-1)			Current Legacy Record Schedule (N1-257-86-3, items 97-154)			
Record Category	**Item Description / Title**	**Retention**	**Item #**	**Title**	**Retention**	**NARA Authority**
Technology (IT) Operations	**b. Full Backup Tapes**	Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))		Disk-to-Tape Dump Backup Files	(when obsolete or no longer needed)	Item #113

DOL / BLS / Regional Offices
NARA Crosswalk (12/09/2013)

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1b1 #2a #3a	#1b1: Program Planning Files #2a: Office Monthly Progress Report Files #3a: Chronological – Reading Files of Regional Commissioner	#1b1:Permanent for records 1982 and earlier (10 years) #2a: Permanent for 1980 and earlier (10 years) #3a: Permanent for 1982 and earlier (Immediately)	N1-257-86-4, Items: #1b1, 2a, 3a,
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#1b2 #2b #3b #4 #14 #27 #68	#1b2: Program Planning Files #2b: Office Monthly Progress Report Files #3b: Chronological – Reading Files of Regional Commissioner #4: Regional Commissioner – Assistant Regional Commissioner's LAN Disk Tape Files #14: Assistant Regional Commissioner, EA&I, Program and Administrative Files #27: Program and Administrative Subject File of Assistant Regional Commissioner – Operations #68: Assistant Regional Commissioner's Federal /State	#1b2: Temporary for 1983 and later. (10 years) #2b: Temporary for 1981 and later (3 years) #3b: Temporary for 1983 and later (3 years) #4a-d: Temporary (3/5/10/15 Years) #14 Temporary (10 years) #27: Temporary (10 Years) #68: Temporary (10 Years)	N1-257-86-4, Items: #1b2, 2b,3b, 4, 14, 27,68

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				General Program Files		
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#16 #49 #64 #74:	#16: Inquiries and Correspondence Program and Administrative Subject File #49: Price Surveys Program and Administrative Subject Files #64: CPI Annual OPM Cost of Living Annual (COLA) Survey #74: General Correspondence and Related Materials for Cooperative Programs	#16: Temporary (5 Years) #49: Temporary (5 years) #64: Temporary (2 years) #74: Temporary (5 Years)	N1-257-86-4, Items: #16, 49, 74
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#63 #72 #73	#63: CPI-EC Training Manual Files #72: Instructional Materials for Cooperative Programs #73: Training Materials for Cooperative Programs	#63:Temporary (Until Obsolete) #72: Temporary (Until revised, updated, or obsolete) #73: Temporary (Until revised, updated, or obsolete)	NC1-257-86-4,Items #63, 72, 73
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#66 #75	#66: CPI Survey Check Lists and Related Survey Documents #75: Technical Reviews of Cooperative Programs	#66: Temporary (Business Use) #75: Temporary (3 years)	N1-257-86-4, Item: #66

DOL / BLS / Regional Offices
NARA Crosswalk (12/09/2013)

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#58 #88 #91	#58: IPP-PPI Technical Reference File #88: Special OSHS Survey Working Papers #91: Technical Reference-Working Files	#58: Temporary (when no longer needed) #88: Temporary (When Analyzed or Tabulated) #91: Temporary (till Obsolete or Superseded)	NC1-257-86-4,Items #58, 88, 91
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#80	#80: ES 202 State Files	#80: Temporary (5 Years)	NC1-257-86-4, Item #80
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **b. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#38	#38: Machine Readable OWIR Survey Sample Data Base File	#38: Temporary (Business use)	NC1-257-86-4, Item #38
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#33 #52 #55	#33: Employee's Benefits Survey (LOB) Schedules and Related Planning Files #52: IPP Sample Collection Control Files #55: PPI Data Collection	#33: Temporary (Maintain 3 most recent copies) #52: Temporary (5 years) #55: Temporary	N1-257-86-4, Items #33, 52, 55, 61a, 78, 85

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				(Sample) Control Files	(10 years)	
			#61a	#61a: CPI Sample Rotation Files	#61a: Temporary (2 years)	
			#78	#78: CES (790) Sample Register Listing Sheet and Microfiche Files	#78: Temporary (1 Year)	
			#85	#85: General OSHS Survey Materials Files	#85 Temporary (when Obsolete)	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements.	D5a. Temporary. Retain in active storage for the life of the sample. Delete/Destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#34 #45e #48a/b #51 #53 #54 #83	#34: ECI Schedule Case Files #45e: OWIR Survey Case Collection Folder (ECI Surveys) #48a/b: Central Office Clearance (COC) Files for OWIR Surveys. #51: IPP Establishment Case Files #53: PPI Establishment Case Files #54: PPI Check List-Industry Synopses Files #83: OES Survey Case Files	#34: Temporary (1 year after rotated out of sample) #45e: Temporary (1 year after rotated out of sample) #48a/b Temporary (2 Most Recent Completed Surveys) #51: Temporary (when no longer needed) #53: Temporary (when no longer needed) #54: Temporary (upon receipt of recycled lists) #83: Temporary (Keep Most Recent)	NC1-257-86-4, Items #34, 45e, 48 a/b, 51, 53, 54, 83
D. Frame Construction	**5. Sample Refinement Files**	D5b. Cut off files when sample is finalized and sent to the field	#56	#56 : Central Office Clearance Files	#56: Temporary (when no longer	NC1-257-86-4, Items #56, 62, 65

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
and Sample Selection	**b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#62 #65	#62 : CPI-All Cities File (Primary Sample Units File) #65: CPI-Central Office Clearance Files	needed) #62: Temporary (1 Year) #65: Temporary (Business Use)	
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#40 #42 #44	#40 OWIR Survey Schedule Transmittal Sheets #42: WCI Benefit and Wage Update Entry Files #44: General OWIR Survey Collection Files	#40: Temporary (1 Year) #42: Temporary (6 months) #44: Temporary (Business Use)	NC1-257-86-4, Items #40, 42, 44
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#41 #46 #47 #57 #60	#41: Regional SO-4 Weekly Wage Progress Report. #46: Current Survey Collection Control Logs #47: Field Representative Weekly Field Collection Activities Report #57: PPI Quality Control Files #60: Quality Assurance CPI Files (Observations/Interview Reports)	#41: Temporary (3 years) #46: Temporary (2 months after survey) #47: Temporary (1 year) #57: Temporary (3 years) #60: Temporary	N1-257-86-4, Items #41, 46, 47, 57, 60, 61b, 87

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.		#61b #87	#61b: CPI Sample Rotation Files #87: OSHS Quality Assurance-Evaluation Program Files	(3 years) #61b Temporary (5 Years) #87 Temporary (when obsolete)	
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#23 #26 #84 #93a	#23: CPI, PPI, and LAUS Time Series Reference Microfiche #26: Monthly CPI Printouts Covering National Summary and Individual Regional Cities #84: Final OSHS State Statistics Reports and National Office Screening Reports #93a: Local Regional Office-One-time Survey Files	#23: Temporary (till superseded) #26: Temporary (when analyzed, tabulated or published) #84: Temporary (Business Use) #93a: Temporary (3 Years)	N1-257-86-4, Items: #23, 26, 84, 93a
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no	#77	#77: CES Registry Revision and Transmittal Forms and Closing Count Records.	#77: Temporary (2 Years)	N1-257-86-4, Item #77

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	longer needed for business or operational purposes.				
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	#89	#89: OSHS Microfiche Files	#89: Temporary (Business Use)	N1-257-86-4, Item #89
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#76a-e #79 #81	# 76a-e: Results of Cooperative Programs #79: CES (790) Annual Benchmarked Employment and Hours and Earnings Statistics for States and Areas #81: LAUS and CPS Benchmark and State and Area Machine Listings	#76a-e: Temporary (Up to 5 Years) #79: Temporary (Business Use) #81: Temporary (Till superseded by most recent annual CPS benchmarking of CPS annual printouts)	N1-257-86-4, Items #76, 79, 81
Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#82	#82: Monthly LAUS Worksheets and Reports	#82: Temporary (till superseded by next decennial Census of Population)	N1-257-86-4, Items #82
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10	#26	#26: Monthly CPI Printouts Covering National Summary and Individual Regional Cities	#26: Temporary (till tabulated or Pub.)	N1-257-86-4, Item #26

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.	years but no later than 25 years after archived.				
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#18a #93b	#18a: Record Copy of Releases Issued by the Regional Office #93b: Local Regional Office-One-time Survey Files	#18a: Permanent #93b: Permanent (Published Regional Office survey results)	N1-257-86-4, Items: #18a, 93b
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials.	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#18b #86	#18b: Record Copy of Releases Issued by the Regional Office #86: National Office OSHS Survey Results Files	#18b: Temporary (Business Need) #86: Temporary (Business Need)	N1-257-86-4, Items: #18b, 86

Program Bucket Schedule (N1-257-11-1)			**Current Legacy Schedule** (N1-257-86-4, Items 1-93)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Note: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).					
H. Dissemination Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses[2]:** Include information that is posted on the website or is drawn from published products.	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	#17	#17: Routine Requests for Information or Publications	#17: Temporary (1 Year)	N1-257-86-4, Item: #17
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#15 #20	#15: Assistant Regional Commissioner Computer System Files #20: Office Reference and Distribution File of Program and Other Disks and Computer Operating Manuals	#15: Temporary #20: Temporary (till superseded)	N1-257-86-4, Items: #15, 20

[2] (GRS Exception has been sent to the Government Accountability Office (GAO))

BLS / Office of Price and Living Conditions / Consumer Expenditure Surveys (CES)
NARA Crosswalk (2/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#1 #5	#1: Division Chief Program File #5: Division Subject Files on 1972-73 Consumer Expenditure Survey	#1: Temporary. (10 years)	N1-257-87-1, Items: #1, 5
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#4 #6 #12b	#4: Divisional Chronological File #6: Branch Chief Program Subject Files #12: Information and Analysis Branch Chief Program and Administrative Files b. <u>All Other Records</u>	#4: Temporary (5 years) #6: Temporary. (10 years) #12b: Temporary (5 years)	N1-257-87-1, Items: #4, 6, 12b
Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to,	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#7	#7: Census CE Memoranda Files	#7: Temporary. (Business need)	N1-257-87-1, Item: #7

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	forms and emails used to communicate with field offices about survey issues.					
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#8 #31	#8: Reference File of CES Manuals #31: CES Technical Reference – Working Files	#8: Temporary. (When no longer needed) #31: Temporary. (When superseded or obsolete, or as per business need)	N1-257-87-1, Items: #8, 31
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#28a/b/c	#28 CES System Specifications, Design, and Improvement Project a: Temporary Data Sets, Test runs, and Related Programs b: Preliminary and Test Listing Sheets and Manual Tabulations c: Other Records	#28a/b: Temporary. (Business Need) #28c: Temporary. (10 years)	N1-257-87-1, Items: #28a/b/c,
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **d. Source Background Files** Special background and data sources, such as publications are maintained to	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#9	#9 : Questionnaires Microfilm Files (from Census)	#9: Temporary. (5 Years)	N1-257-87-1, Item: #9

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.					
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#11a	#11: Production and Control Regular Machine Listings a. Management and Reference Listings	#11a: Temporary. (Business Need).	N1-257-87-1, Item: #11a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	or unusable.					
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#11b	#11: Production and Control Regular Machine Listings b. Edit and Review Listings	#11b: Temporary. (1 Year)	N1-257-87-1, Item: #11b
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#29	#29: Fix Request Report (Data Revision) Files	#29: Temporary. (1 year after issuance of public use tapes for related survey)	N1-257-87-1, Item: #29

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Forms.					
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **a. Comparison Data Sets** Accepted data are used to perform screening/revisions and sent to national office staff or program for review.	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	#15	#15:CES Data Comparison Files	#15: Temporary. (Till analyzed, tabulated, or published)	N1-257-87-1, Item: #15
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#14 #17 #30	#14: Pre-Publication Analysis Detail Listings #17: Information-Analysis Branch Preliminary-Intermediate Processing Listings Sheets and Text Drafts #30: CES Intermediate Printouts, Job Runs, Worksheets	#14: Temporary. (Business Need) #17: Temporary. (Until superseded) #30: Temporary. Upon analysis, tabulation, or published, or when superseded or made obsolete).	N1-257-87-1, Items: #14, 17, 30
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information	#11c(1) /(2)	#11: Production and Control Regular Machine Listings c. Adjustment Listings 1. Interview Comparison Tables for Review of "Means Before and After Data Adjustments." 2. Other Listings	#11c(1): Temporary. Destroy upon analyzes, tabulation, and issuance #11c(2): Temporary. (Two years)	N1-257-87-1, Items: #11c(1), 11c(2)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		has been analyzed, tabulated, edited, or when superseded or revised.				
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#16a/b	#16: CES Survey Publication-Press Release Listing Sheet a. Annual Survey Publications Listings b. Quarterly or Annual Press Releases Listings.	#16a: Temporary. (1 Year) #16b: Temporary. (3 months)	N1-257-87-1, Items: #16a/b
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#13a #18a	#13: Published-Duplicated Issuances Relating to Consumer Expenditure Surveys a. Record Copy Set #18: Family Budget News Releases, Bulletins, and Articles or Publications a. Record Copy Set	#13a: Permanent (10 years) #18a: Permanent (1997)	N1-257-87-1, Items: #13a, 18a
H.	**1. Output Files**	H1d(1)b. Temporary.	#13b	#13: Published-Duplicated Issuances	#13b: Temporary	N1-257-87-1, Item:

BLS / Office of Price and Living Conditions / Consumer Expenditure Surveys (CES)
NARA Crosswalk (2/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 1-32)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Dissemination of Survey Results	**d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#18b	Relating to Consumer Expenditure Surveys b. Distribution and All Other Copies #18: Family Budget News Releases, Bulletins, and Articles or Publications b. All Other Copies	(when no longer needed) #18b: Temporary (when no longer needed)	#13b, 18b

BLS / Office of Price and Living Conditions / Consumer Prices and Price Index (CPPI)
NARA Crosswalk (2/21/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule NC1-257-87-1 Items 33-144			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	CPPI #33 #38 #39 #40	CPPI #33: Program Subject Files, Assistant Commissioner CPPI #38: Weekly Chronological Files 1978 CPI Revision Mgmt. Team CPPI #39: 1987 CPI Revision Documentation File CPPI #40: 1960 CPI Revision Documentation File	CPPI #33: Temporary. (10 years) CPPI #38: Permanent. (2008) CPPI #39: Permanent. (2017) CPPI #40: Permanent. (1993)	NC1-257-87-1, items #33, #38, #39, #40
anning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	CPPI #67b	CPPI #67b: Team Leader Program Subject Files	CPPI #67b: Temporary (10 years)	NC1-257-87-1, item #67b
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	CPPI #42 #43 #44b #49 #57b	CPPI #42: Chrons of 1987 CPI Revision CPPI #43: Working Files of 1987 CPPI Revision CPPI #44: Supervisor Program Subject Files b. Program Records CPPI #49: Branch Program Subject Files.	CPPI #42: Temporary (5 years old) CPPI #43: Temporary (when no longer needed) CPPI: #44b: Temporary (5 years)	NC1-257-87-1, items #42, #43, #44b, #49, #57b, #66, #95, #96, #110b, #111, #130, #131, #133

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule NC1-257-87-1 Items 33-144			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
			#66 #95 #96 #110b #111 #130 #131 #132b #133	CPPI #57b: Section Chief Program Subject Files CPPI #66: Former Branch Chief Files CPPI #95: Housing Section Chief Program Subject Files CPPI #96: Section Chronological Files CPPI #110: Branch Chief Program Subject Files CPPI #111: Branch Chronological Files CPPI #130: Branch Program Files CPPI #131: Branch Correspondence – Subject Closed File (1963 to 1981) CPPI #132: Information and Analysis Branch Correspondence Files b. Other Material CPPI #133: Branch Chronological Files	CPPI #49: Temporary. (10 years) CPPI #57b: Temporary (10 years) CPPI #66: Temporary. (when no longer needed) CPPI #95: Temporary (10 years) CPPI #96: Temporary. (5 years) CPPI #110b: Temporary (10 years) CPPI #111: Temporary (5 years) CPPI #130: Temporary (5 years) CPPI #131: Temporary. (upon approval of this schedule) CPPI #132b: Temporary. (5 years) CPPI #133: Temporary (5 years)	

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule NC1-257-87-1 Items 33-144			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	CPPI #37 #52 a/b/c	CPPI #37 Consumer Price Index Revision Numerical Documentation Files CPPI #52: CPI Commodities – Services Specifications Issuance Files: a. Historical Records through 1961 b. Specification Issuances through the 1978 Revision c. Specification Issuances for the 1987 Revision and After	CPPI #37: Permanent (2008) CPPI #52a/b: Permanent. (1991) (1998) CPPI #52c: Permanent	NC1-257-87-1, items #37, #52a/b/c
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	CPPI #62 #68 #99	CPPI #62: Form SO 608, Information/Clarification Request, Section Files – Log CPPI #68: Team Leader Central Checklist Files. CPPI #99: Log of Field Originated forms SO 608, Information and Clarification Requests.	CPPI #62: Temporary. (3 years) CPPI #68: Temporary. (when no longer needed) CPPI #99: Temporary. (5 years)	NC1-257-87-1, items #62, #68, #99
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	CPPI #41 #82 a/b/c	CPPI #41: Preliminary CPI 1975 Revision Files CPPI #82: Improvement Project Files a. Printouts and data sets reflecting preliminary runs. b. Background reference materials – working files c. All other records	CPPI #41: Temporary. (1993) CPPI #82: Temporary a. (when superseded) b. (when obsolete, or completed) c. (when analyzed, or tabulated)	NC1-257-87-1, items #41, #82a/b/c

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	CPPI #59 #79 #83a/b #84 #93a/b #101 #103 #107 #127 #137 #142	CPPI #59: Section Price Notes Files. CPPI #79: Analyst Price Notes Files CPPI #83: Vehicle Quality Adjustment Reports From Manufacturers and Related Files on Vehicle Price Indexes a. Records Dated Prior to 1978 b. 1978 to Date Records CPPI #84: New Cars Inactive Background Subject Files CPPI #93: Used Cars Inactive Subject Background Files a. Inactive Analyst Subject Files b. Current Used Car Analyst Subject Files CPPI #101: Section Program Subject Reference Files CPPI #103: Housing Analyst Background Files CPPI #107: Housing Technical Reference Working Files CPPI #127: Technical Reference – Working Files CPPI #137: LIFO (Department Stores Inventory Prices) Background and Reference Files CPPI #142: Technical Reference – Working Files	CPPI #59: Temporary. (when no longer needed) CPPI #79: Temporary. (2 years) CPPI #83a/b: Temporary (20 years) CPPI #84 Temporary (20 years with item #83) CPPI #93a/b Temporary (20 years with item #84) CPPI #101: Temporary. (10 years/WNRC / 20years destroy) CPPI #103: Temporary (when tabulated, analyzed or issued) CPPI #107: Temporary (superseded, when no longer needed) CPPI #127: Temporary (when superseded, obsolete or no longer needed) CPPI #137: Temporary (when analyzed,	NC1-257-87-1, items #59, #79, #83, #84, #93, #101, #103, #107, #127, #137, #142

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					tabulated or issued) CPPI #142: Temporary (when superseded, obsolete, or no longer needed)	
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	C1a. Temporary. Delete/destroy 1 year after termination of system. ((GRS) 24, Item 3b(1))	CPPI #126c	CPPI #126c: Production and Control Reference and Research Listings. (Final CPI Revision Listings of Relative Importance)	CPPI #126c: Temporary (after next CPI Program Revision or when no longer needed)	NC1-257-87-1, item #126c
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years	CPPI #69	CPPI #69: Team Leader Code 1 and Code 2 Listing Sheets	CPPI #69: Temporary (1 year)	NC1-257-87-1, item #69

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		after archived or when rotated out of the survey, whichever is later.				
ame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	CPPI #106(1)	CPPI #106(1): Housing Maintenance and Repair Components Program Maintenance Listings (Sample Revision – Rotation Listings)	CPPI #106(1): Temporary (1 year)	NC1-257-87-1, item #106(1)
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	CPPI #45 #46	CPPI #45: CPOPS Microfilm Cartridge Reels (from Census) CPPI #46 CPOPS Survey-Magnetic Microdata Tapes	CPPI #45: Temporary (when new samples replace in the CPI) CPPI #46: Temporary (5 years)	NC1-257-87-1, items #45, #46
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email,	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no	CPPI #89	CPPI #89: Manual Used Car Work Sheets	CPPI #89: Temporary (10 years)	NC1-257-87-1, item #89

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	faxed information, telephones, and other recording mechanisms. a. **Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))				
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	CPPI #53 #85 a/b/c #88 #105	CPPI #53: Commodity – Services Technical References, Published Source – Background Data, and Work Files CPPI #85: For Bureau of Economic Analysis a. Weekly Automotive News b. Annual Summaries Automotive News c. Car Manufacturer Brochures CPPI #88: NADA Source Document CPPI #105 (1 thru 5): Reference and Research Machine Listings • Housing Cross Reference Director • Housing Initiation Review Listings • Housing Index Time Series, Tables • Annual Plan Review Listing	CPPI #53: Temporary (when superseded, obsolete, or no longer needed) CPPI #76: Temporary. (10 years) CPPI #85 a. (5 years) b. (when no longer needed) c. (18 months) CPPI #88: Temporary. (10 years) CPPI 105 (1 thru 5): Temporary a. Listings Updated by Next Issue: (when replaced) b. Other Listings: (when no longer needed)	NC1-257-87-1, items #53, #85 a/b/c, #88, #105
F. Data Preparation	**2. Production and Control Files**	F2b. Temporary. Cut off files at the end of	CPPI #74	CPPI #74: Monthly Printout for BEA	CPPI #74: Temporary (when no longer	NC1-257-87-1, item #74

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
and Review	**b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.			needed)	
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	CPPI #65 #72 #73 #77a/b #100 a/b/c #114	CPPI #65 "SO 50" Forms CPPI #72: CPI Food Team Leader Nell Forms for Computer Revision Files CPPI #73: SO 608 Program Revision (Regional Form) CPPI #77: Analyst Data Revision a. Nell Forms b. SO 608 Forms CPPI #100a: Manual and Machine SO 608 Problem – Revision – Information Forms Files a. Machine Readable Data Records c. Hard Copy Records CPPI #114: CPI Data Revision Forms Files	CPPI #65: Temporary (upon approval of this records disposition schedule) CPPI #72: Temporary (when no longer needed) CPPI #73: Temporary (5 years) CPPI #77a: Temporary (3 months) CPPI #77b: Temporary 2 years) CPPI #100a: Temporary (after next revisions of CPI Housing Index Survey Program or	NC1-257-87-1, items #65, #72, #73, #77a/b, #114

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					when no longer needed) CPPI #100c(1): Temporary (after completion of program revision) CPPI #100c(2): Temporary (3 months) CPPI #114: Temporary (2 months)	
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	CPPI #48 #80(3)	CPPI #48a Preliminary Cost Weights, Including Sales Tax 3/7/77 Total US, without Sales Tax , 4 Regions and 42 Market Baskets, by Market Basket CPPI #48b Same as #48a, excluding Sales Tax CPPI #48c Comparative Listings, Preliminary Component Listing and Raked, by Market Basket. CPPI #80(3) Index Computation Listing (weigh data)	CPPI #48: Temporary (when no longer needed) CPPI #80(3): Temporary a. Listings containing analyst notes concerning the basis for revision. (when no longer needed) b. All other listings. (6 months)	NC1-257-87-1, items #48, #80(3)
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication.	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	CPPI #78a #87a/b #92	CPPI #78: Analyst Checklist Data Set Files and Related Printouts a. Checklist data files CPPI #87a-b CASGAS Tables & Historical Gasoline Tables CPPI #92 Experimental Data Set for Estimating used	CPPI #78a Temporary (when no longer needed) CPPI #87: Temporary a. (6 months) b. (when no longer needed) CPPI #92: Temporary	NC1-257-87-1, items #78a, #87a/b, #92

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Comparison Data Sets Accepted data are used to perform screening/revisions and sent to national office staff or program for review.			Car Depreciation	(when no longer needed)	
Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: • Non-aligned seasonally adjusted data • Aligned not-seasonally adjusted data • Aligned seasonally adjusted estimates	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.	CPPI #81 #106(2) b	CPPI #81 Seasonal Adjustment Listings CPPI #106(2): Housing Maintenance and Repair Components Program Maintenance Listings (Seasonal Adjustment Listings)	CPPI #81: Temporary (after current year's adjustment) CPPI #106(2)b: Temporary (after current year's adjustment)	NC1-257-87-1, items #81, #106(2)
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	CPPI #90a/b #125a	CPPI #90a-b Monthly Used Car Depreciated Machine Printout and Manual Relative Depreciation Override Listings Files a. Monthly Listings b. Annual Listings #125: CPI Seasonal Adjustment X-11 ARMIA Program Tapes and Related Disk Files a. Data Files	CPPI #90a: Temporary. (6 months) CPPI #90b: Temporary. (10 years) #125a: Temporary (when analyzed and tabulated)	NC1-257-87-1, item #90a/b, #125a
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	CPPI #54 #57c	CPPI #54: Commodities and Services Intermediate Printouts, Job Runs or Work Sheets CPPI #57c & 67c: Program Machine Printout	CPPI #54: Temporary (when superseded or obsolete or when analyzed, tabulated, or issued)	NC1-257-87-1, items #54, #57c, #67c, #70a, #78b, #80, #91, #94a/b, #104 , #108, #117, #124b, #128,

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Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
			#67c #70a #70b #78b #80 #91 #94a/b #104 #108 #117 #124b #128 #143	Files CPPI #70a (Hard Copy): Commodity Review Listings CPPI #70b (Microform Copy): Commodity Review Listings CPPI #78b: Title Print Outs CPPI #80 (1,2, 4): Analyst Listing Sheet Monitoring Files CPPI #91: Used Car CASPRC-INDICO Machine Listings CPPI #94a/b: Fuel and Energy Average Price Listings a. Hard Copy b. Microfilm Records CPPI #104(1 thru 4): • Commodity Review Listings (CRL) • Price Relative Computation Listings (PRC) • Index Computation Listings (INXICO) • CPI Price Trend Listings (PTL) CPPI #108: Housing Price Index Intermediate Printouts, Job Runs, Worksheets CPPI #117 (1 thru 6): COM Microfilm Files of CPI Machine Listings • Commodities and Services Price Relative Listings (CASPRC) • Price Relative Listings (PRC) • Commodity and Services Special Relative Listings • Price Trend Listings • Index Computation Listings (INXICO) • Commodities and Services Outlet Directory	CPPI #57c & 67c: Temporary (when no longer needed) CPPI #70a:Temporary (4 months old) CPPI #70b: Temporary (when analyzed, tabulated, or published) CPPI #78b: Temporary (when no longer needed) CPPI #80 (1,2,4) Temporary a. Listings containing analyst notes concerning the basis for revision. (when no longer needed) b. All other listings. (6 months) CPPI 91: Temporary (6 months) CPPI #94: Temporary a. (4 months) b. (when tabulated, analyzed, or issued) CPPI #104 (1 thru 4): Temporary All have different retentions. INXICO: (1 year)	#143

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				CPPI #124b: Annual Seasonal Adjustment Machine Listings CPPI #128: Production and Control Branch Intermediate Printouts, Job Runs, Worksheets. CPPI #143: Information and Analysis Intermediate Printouts, Job Runs, Worksheets.	Other Hard Copy: (7 months) Microfilm: (when no longer needed) CPPI #108: Temporary (when analyzed, tabulated or published) CPPI #117 (1 thru 6): Temporary. a. Commodities and Services Outlet Directory: (when updated) b. All Other: (after completion of CPI program revision) CPPI #124b: Temporary (Other Listings) (2 years) CPPI #128: Temporary (when analyzed, tabulated, or issued) CPPI #143: Temporary (when analyzed, tabulated, or issued)	
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all	CPPI #47 #76 #118 #124a	CPPI #47: CPOPS Survey Machine Printouts - Related Data Sets 1. Printouts w/numeric outlet code 2. Macrodata Printouts from Microdata 3. Printouts/Special Runs of CROPS data CPPI #76 Economist/Analyst Background Subject (Validating and Analyzing Price Data)	CPPI #47(1-3): Temporary (when new samples replace in the CPI) CPPI #76: Temporary (10 years)	NC1-257-87-1, items #47, #76, #118, #124a, #138a/b , #139

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		essential information has been analyzed, tabulated, edited, or when superseded or revised.	#138 a/b #139	CPPI #118 (1 thru 6): Machine Listings Files for Monitoring Pricing and Index Estimation (Preliminary and Final Format) • Commodities and Service Price Relative Computation (CASPRC) Listings • Sample Rotation Listings • Index Computation Listings (INXICO) • Price Trend Listings (PTL) • Tax Jurisdiction Edit (AJ) Listings • LIFO Listings CPPI #124a: Annual Seasonal Adjustment Machine Listings (Final Listings) CPPI #138a/b (1 thru 4): Files of Machine Listings for Monitoring CPI Pricing and Index Estimation • Commodities and Service Price Relative Computation (CASPRC) Listings • Price Relative Computation (PRC) Listing • Index Computation Listings (INXICO) • Price Trend Listings (PTL) CPPI #139: Information and Analysis Reference and Research Listings (Preliminary and Final Format)	CPPI #118 (1 thru 6): Temporary (6 months) CPPI #124a: Temporary (5 years or completion of CPI Program revision) CPPI #138a/b: Temporary a. Index Listings for Washington, DC Area: (4 years) b. Others: Destroy (3 months) CPPI #139: Temporary (when no longer needed)	
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **a. Output Data Sets (Unpublished Data).** These data sets may contain RII that is not routinely published and available to	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	CPPI #86a/b	CPPI #86: New Vehicle Average Price Calculations Listings - Data Sets a. <u>Machine Printouts - Reflecting Development of Monthly Data and Related Data Sets</u> b. <u>Copies of Monthly Data Furnished to BEA</u>	CPPI #86a: Temporary (when analyzed and tabulated) CPPI #86b: Temporary (when no longer needed)	NC1-257-87-1, items #86a/b

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	the public or data that did not meet quality standards for publication.					
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	CPPI #121a #140a	CPPI #121: CPI PUBLIC Tables Disk and Tape Files (Data Files) CPPI #140b: CPI Time Series Index Listing – 1977 Base a. Final Listing	CPPI #121: Temporary (when analyzed, tabulated, or issued) CPPI #140: Permanent (1 year after discontinuation)	NC1-257-87-1, items #121a, #140a
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** (2) All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	CPPI #120 #140b	#CPPI 120 (1 thru 3): PUBLIC Tables Machine Listings • Basic PUBLIC Listings • Federal Reserve Bank Listing New York City Area Selected CPI Items Data Listing CPPI #140b: CPI Time Series Index Listing – 1977 Base b. Other Monthly Listings	CPPI #120: Temporary. (when updated listings are received) CPPI #140: Temporary. (when updated replacement listing)	NC1-257-87-1, items #120, 140b
H. Dissemination of Survey Results	**1. Output Files** **c. Final Data Sets (LABSTAT Load Files)** These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.	H1c. Temporary. Delete after information has been transferred to the master file and verified. (GRS 20, Item 1b)	CPPI #141a/b	CPPI #14: CPI News Release and Publications Textual and Tabular Disk and Tape Files a. System documentation b. All Others	CPPI #141a/b: Temporary (when no longer needed)	NC1-257-87-1, item #141b
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer	CPPI #135b2	CPPI #135b2 (1 thru 5): Division Publication Files • The Monthly Press Release entitled "The Consumer Price Index (1951 to Present)	CPPI #135b: Current CPI Publications (Dated 1975 or Earlier) b2. Record Copy: (Dated 1975 to	NC1-257-87-1, item #135b2

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Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.		• The Annual Publication "Relative Importance of Components in the Consumer Price Indexes (1965 to Present) • The Monthly Press Release on Consumer Prices (odd months) & Retail Price Food Index (even months) for the Washington, DC Area (1977 to Present) • The Monthly Release entitled "Department Store Inventory Price Indexes" (1941 to Present) (Prior to 1984 Semi-Annual Basis)	Present): Permanent. (15 years)	

H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary <u>ONLY</u> if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	CPPI #56 #58b #71 #122 #123 #135 a2/b3 #136	CPPI #56 Reference and Research Machine Listings. 1. Outlet Directory 2. Periodic Plan Review Listing 3. Monthly Release Tables 4. Index Time Series Tables CPPI #58b Inactive Section Files (Various Reports) CPPI #71 Statistical Report Files to USDA CPPI #122: Copies of CPI Tables issued in BLS Publications CPPI #123: Historical CPI Time Series Listings (Reference Copies) CPPI #135 (1 thru 5): Division Publication Files • The Monthly Press Release entitled "The Consumer Price Index (1951 to Present) • The Annual Publication "Relative Importance of Components in the Consumer Price Indexes (1965 to Present) • The Monthly Press Release on Consumer Prices (odd months) & Retail Price Food Index (even months) for the Washington, DC Area (1977 to Present) • The Monthly Release entitled "Department Store Inventory Price Indexes" (1941 to Present) (Prior to 1984 Semi-Annual Basis) CPPI #136: Branch Price Notes File	CPPI #56 1-4 a. Listings Updated by Next Issue. Temporary. (when replacement listing is received) b. Other Listings Temporary. (when no longer needed) CPPI #58b Temporary. (10 years) CPPI: #71 Temporary. (when analyzed, tabulated, or issued, as appropriate. CPPI #122: Temporary. (when the next periodic tables are received) CPPI #123: Temporary. (when replacement listing is received) CPPI #135a: Older CPI Publications (Dated from 1907 through 1941) a2. Other Copies: Temporary (when no longer needed) CPPI #135b: Current CPI Publications (Dated 1975 or Earlier) b3. Other Copies: Temporary. (when no longer needed)	NC1-257-87-1, items #56, #58b, #71, #122, #123, #126, #135a2/b3, #136

					CPPI #136: Temporary. (when no longer needed)	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.	CPPI #58a #135a1 /b1	CPPI #58a Inactive Reports & Press Releases CPPI #135a1/b1 (1 thru 5): Division Publication Files • The Monthly Press Release entitled "The Consumer Price Index (1951 to Present) • The Monthly "CPI Detailed Report" (1963 to 1977) • The Annual Publication "Relative Importance of Components in the Consumer Price Indexes (1965 to Present) • The Monthly Press Release on Consumer Prices (odd months) & Retail Price Food Index (even months) for the Washington, DC Area (1977 to Present) • The Monthly Release entitled "Department Store Inventory Price Indexes" (1941 to Present) (Prior to 1984 Semi-Annual Basis)	CPPI #58a Permanent. (2000) CPPI #135a: Older CPI Publications (Dated from 1907 through 1941) a1. Record Copy: Permanent. (1990). CPPI #135b: Current CPI Publications (Dated 1975 or Earlier) b1. Record Copy: Permanent. (1990)	NC1-257-87-1, items #58a, #135a1/b1
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses[1]:** Include information that is posted on the website or is drawn from published	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	CPPI #132a	CPPI #132: Information and Analysis Branch Correspondence Files a. Routine Request for Information	CPPI #132a: Temporary. (3 months old)	NC1-257-87-1, item #132a

[1] (GRS Exception has been sent to the Government Accountability Office (GAO))

	products.					
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	i1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	CPPI #100b #125b	CPPI #100b: Machine Readable System Documentation. CPPI #125b: CPI Seasonal Adjustment X-11 ARIMA Program Tapes and Related Disk Files (System Documentation)	CPPI #100b: Temporary. (when obsolete) CPPI #125b: Temporary (when superseded or one year)	NC1-257-87-1, items #100b, #125b

BLS/Office of Price and Living Conditions/Division of Consumer Price and Consumption Studies (CPCS)
NARA Crosswalk (2/24/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#145 #147 #151 #161 #169 #191 #200 #213	#145 CPCS: Project Manager Program Subject Files #147 CPCS: Project Manager's Reading File #151 Procedures and Planning: Branch Program Subject File #161 Interactive Systems: Interactive Systems Branch Administrative and Program Subject Files #169 Current Systems: Branch Chief Program and Administrative Subject Files #191: CPI Revision Development Branch Program Subject Files #200: CES Branch Program Subject Files #213 Data Production Systems: Branch Chief Program Subject File	#145: Temporary. #147: Temporary. #151: Temporary. #161: Temporary. #169: Temporary. #191: Temporary. #200: Temporary. #213: Temporary.	NC1-257-87-1 items #145. #147, #151, #161, #169, #191, #200, #213
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#153 a/b #156a	#153a/b: Record Copy of CPI Methodological Detailed Manuals – Issuances File #156: Record Copy of CPI Checklist Files a. Hard Copy Record Copy	#153a/b: Permanent. #156a: Permanent.	NC1-257-87-1 items #153a/b, #156a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#221a/ b/c #156b	#221a, b, c: Central SO608 Information Request Files #156: Record Copy of CPI Checklist Files b. <u>All other hard copies</u>	#221a, b, c: Temporary. #156b: Temporary	NC1-257-87-1 items #221a/b/c, #156b
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#192a #193a/ b #194a(1)/(2) #195a/ b/c	#192a: 1987 CPI Revision Monthly Processing Systems Main Frame Development Files #193a: 1987 CPI Revision Cost Weight Development Files #194a(1) / (2): 1987 CPI Revision Index Analysis System Main Frame Development Files #195a, b, c: 1987 CPI Revision Systems and Related Components Main Frame Computer Documentation Development Files	#192a: Temporary. #193a: Temporary. #194a(1): Temporary. #194a(2): Temporary. #195a: Temporary. #195b: Temporary. #195c: Temporary.	NC1-257-87-1 items #192a, #193a/b, #194a(1)/(2), #195a/b/c
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#158 #170 #225 #261	#158 Procedures and Planning: Branch Intermediate Machine Readable Processing Media Files #170 Current Systems : File of Reference Copies of CPI Checklist Forms #225: DPS Management and Reference Copies of Machine Listings #261: Technical Reference, Background, and Working Files	#158: Temporary. #170: Temporary. #225: Temporary. #261: Temporary	NC1-257-87-1 items #158, #170, #225, #261

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
C. Configuration Management Files	**1. Asset Management, Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track, maintain, and store the survey system or application changes. **a. Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	C1a. Temporary. Delete/destroy 1 year after termination of system. (General Records Schedule (GRS) 24, Item 3b(1))	#160 #185 a/b/c #257	#160: UNIPLAN System Management Report Listings #185a, b: Quality Control Change Request Initiation Machine and Document Files #257: CPI Production and Control Runs Results and Problems Reports	#160: Temporary. Destroy when superseded or when no longer needed for current business, as appropriate. #185a, b, c: Temporary. #257: Temporary. Destroy after 7 months including the collection month.	NC1-257-87-1 items #160, #185a/b/c, #257
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#148 #196 a/b #197a #208a/ d/e #231	#148: Computer Accounts Machine Listings #196a,b: CPI Revision Computer Program (Software) Library and Related Files #197a: Unit Individual Process-Component Testing Hard Copy Printouts, Data Sets, and Related Records #197b: System (Interrelated Component) Testing #208a: CES Main Frame System Revision Project - Test Record Files	#148: Temporary. #196a: Make available to Current Systems Branch when 1987 Revision development is completed. (See Schedule Item 192.) Item 187. #196b: Temporary. #197a-b: Temporary.	NC1-257-87-1 items #148, #196a/b, #197a #208a/d/e, #231

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				a. Disk Data Sets d. Contractor Final Test Acceptance Data Sets e. Related Final Version Hard Copy #231: CPOPS Schedule Review and General Review Listing Sheet Files	#208a/d/e: Temporary #231: Temporary. Destroy when 1 year old.	
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** Universe databases contain information about all possible survey respondents. Data are received from sources such as the Census Bureau and State and local governments. **b. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#176a #176c #177a #177c #237	#176a: Commodities and Services (C and S) System Repricing Data Base and Related System Component Files #176c: Commodities and Services (C and S) System Repricing Data Base and Related System Component Files / c. Archived Tape Files #177a: Housing Survey System Data Base and Related System Component Files #177c: Housing Survey System Data Base and Related System Component Files / Archived Tape Files #237: Pre-1978 Revision Manual and Machine CPI Index Summary Data Files	#176a: Temporary. #176c: Temporary. #177a: Temporary. #177c: Temporary. #237: Temporary.	NC1-257-87-1 items #176a, #176c, #177a, #177c, #237
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **c. Input Files into the Universe Databases** Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#178a	#178a: Housing Survey Revision Initiation	#178a: Temporary.	NC1-257-87-1 item #178a
D. Frame Construction and Sample Selection	**2. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files	#174	#174: Sample Rotation Census CPOPS Data Input Tapes	#174a: Temporary.	NC1-257-87-1 item #174

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	to determine appropriateness for inclusion in the sample. Records include sample frame files.	when the frame rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.				
D. Frame Construction and Sample Selection	**3. Frame Refinement Files** Data are manipulated to refine the frame and produce datasets from which to draw a sample. Records include tables used to load additional data, electronic datasets, and verification reports.	D3. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#175	#175: Commodities and Services (C and S) Sample Rotation Data Files	#175: Temporary	NC1-257-87-1 item #175
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#228 #242 #243 #246 #247 #250 #251	#228: S0 637 Pricing Period Assignment Listing File #242: 1970 Census Block Statistics Maps Used for Current CPI Housing Survey Sample #243: Census Bureau 1970 Update New Construction Block Statistics Maps #246: 1980 Bureau of the Census Block Statistics Maps for CPI Housing Sample #247: Census Bureau 1980 Update New Construction Block Statistics Maps #250: City Block Level Sampling Ratio Machine Printouts - 1987 Revised Housing Sample #251: Intermediate Machine Printouts	#228: Temporary. #242: Temporary. #243: Temporary. #244: Temporary. #246: Temporary. #247: Temporary. #250: Temporary. #251: Temporary.	NC1-257-87-1 items #228, #242, #243, #246, #247, #250, #251

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				Individual Development of Sampling Ratio Units for the 1987 Revised Housing Survey Sample		
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **a. Final Sample Refinement Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5a. Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey or when 10 years old, whichever is later.	#244 #245 #248 #249	#244: 1970 - Based CPI Housing Survey Block Sample Refinement Assignment Folders - Current Sample #245: 1970 - 1979 Update Housing Survey New Construction Sample Refinement/Assignment Folders #248: 1980 Based CPI Housing Survey Revision Block Sample Refinement/Assignment Folders #249: Future Update CPI Housing Survey New Construction Sample Refinement - Assignment Folders	#244: Temporary #245: Temporary. #248: Temporary. #249: Temporary.	NC1-257-87-1 items #244, #245, #248, #249
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **b. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#227	#227: C&S Sample Refinement Files	#227: Temporary.	NC1-257-87-1 item #227
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information	E1b(1)b. Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy no sooner than 5 years, but no later than 25 years after data has rotated out of the survey.	#179a	#179a. CPI Index System Data Base and Related System Components Files	#179a: Temporary.	NC1-257-87-1 item #179a

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	(RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **b. Aggregated Data (Non-confidential Macrodata)** (1) Aggregated data made available for research on a continuing basis b. All Other Copies					
E. Data Collection	**1. Master Database Files** **b. Aggregated Data (Non-confidential Macrodata)** (2) All other aggregated data	E1b(2). Temporary. Cut off and archive files when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	#159a	#159a: UNIPLAN System Data Base File	#159a: Temporary.	NC1-257-87-1 item #159a
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **a. Non-electronic Documents** Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))	#218 #234 #259a	#218: Confidential Schedules of the Consumer Price Indexes Program #234: C&S Schedule Count Files #259a: CES Data Production Machine Listing	#218a: Temporary. #234: Temporary. #259a: Temporary.	NC1-257-87-1 items #218, #234, #259a
E. Data Collection	**2. Input Source Files** **b. Electronic Records**	E2b. Temporary. Delete/destroy when data have been entered	#201 #202	#201: Census Bureau - BLS Interview - Diary Microtapes	#201: Temporary. #202a, c: Temporary.	NC1-257-87-1 items #201, #202a/c, #253

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Records consist of materials described in section E2a in electronic form. These records are entered into the system during an update process and not required for audit or legal purposes (except as noted in item in section E2c).	into the master file or database and verified, or when no longer required to support reconstruction of, or serve as the backup to, the master file or database, whichever is later. (GRS 20, Item 2b)	a/c #253	#202a/c: CES Data Bases Main Frame Files and Related Printouts #253: Automated Housing Data Processing Management Files and Listings	#253a, b: Temporary	
E. Data Collection	**2. Input Source Files** **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)	#153c #166 #167 #263	#153c: Record Copy of CPI Methodological Detailed Manual – Issuances Machine readable data sets #166:Housing Survey Data Capture Data Base Files #167: Commodities and Services Data Capture Data Base Files #263: CPI and CES Intermediate Machine Processing Files	#153c: Temporary. #166: Temporary. #167: Temporary. #263: Temporary.	NC1-257-87-1 items #153c, #156c(1/2), #166, #167, #263
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#203a #204a #219 #222 #258	#203a: CES Interview Survey ITAB-MTAB Files and Diary Survey DTAB Files and Related Printouts #204a: CES Quarterly Processing Subsystem Files #219: Final Run COM Prepared Microfilm Records of Selected Listings #222: Industry Source Data Tariff and Rate Publications #258: CES Questionnaires Microfilm Files	#203a: Temporary. #204a: Temporary. #219: Temporary. #222: Temporary. #258: Temporary.	NC1-257-87-1 items #203a, #204a, #219, #222, #258

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	charts) or other areas of interest.					
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#159 a/b #160 #189 #229 #252 a/ b	#159a/b: UNIPLAN System Data Base File #160: UNIPLAN System Management Report Listings #189: Files of Machine Listing for System Analysis and Management, or for Production Control #229: Sample Rotation Notification - 741 Listing Sheet Files #252: Housing Survey Processing and Control Machine Listings	#159a/b: Temporary. #160: Temporary. #189: Temporary. #229: Temporary. #252a/b: Temporary.	NC1-257-87-1 items #159a/b, #160, #189, #229, #252a/b
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **a. Reports/Statistical Data, Includes Data Sets and Data Files** Records containing data that are needed to recreate or validate data series, ratios,	F2a. Temporary. Delete/destroy no sooner than 10 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when	#181	#181: CPI Published Average Prices Data Tapes Files	#181: Temporary.	NC1-257-87-1 item #181

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	or indexes in subsequent years such as regional ratio control files.	superseded or revised.				
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#182 #206 #240 a/ b	#182: CPI Index Mailgram Tapes #206: CES Interview Data and Time Adjustment Machine Printouts #240a/b: Machine Printouts Reflecting Review and Correction or Adjustment of Commodities and Services Data Input	#182: Temporary. #206: Temporary. #240a/b: Temporary.	NC1-257-87-1 items #182, #206, #240a/b
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#164 #188 #212 #223 a/b1/b2 #232 a/b #233 #236	#164: Fix Request Files #188 Fix Request Files #212: CES Branch Fix Request File #223a, b1, b2: Data Revision Forms Files #232a, b: Special ELI Controls - Printouts Reflecting Review and Correction - Adjustment of Data Input #233: Title File-Correction Listing Sheet Files #236: Tax Jurisdiction GRL Listing Sheet File	#164: Temporary. #188: Temporary. #212: Temporary. #223a, b1, b2: Temporary. #232a, b: Temporary. #233: Temporary. #236: Temporary.	NC1-257-87-1 items #164, #188, #212, #223a/b1/b2, #232a/b, #233, #236, #254a/b, #255a/b, #260

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
			#254 a/b #255 a/b #260	#254a, b: Hard Copy Machine Listings Involving Monitoring Processing of C&S Data #255: Hard Copy Machine Listings Involving Monitoring Processing of Housing Survey Data #260: CES Data Adjustment Listings on COM Microfiche	#254a, b: Temporary. #255a, b: Temporary. #260: Temporary.	
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#238	#238: Pre-1978 Intermediate Manual Tabulation Files of CPI	#238: Temporary.	NC1-257-87-1 item #238
G. Data Analysis and Estimate Production	3. **Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#155 #183 #202d #262	#155: Summary CPI Machine Printout Files #183: COM Microfilm File of CPI Index System Listings #202d: CES Data Bases Main Frame Files and Related Printouts #262: Intermediate Printouts, Job Runs, Worksheets	#155: Temporary. #183: Temporary #202d: Temporary. #262: Temporary	NC1-257-87-1 items #155, #183, #202d, #262
H. Dissemination of Survey Results	1. **Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. a. **Output Data Sets (Unpublished**	H1a. Temporary. Cut off and archive data set when the output is completed. Delete/destroy no sooner than 10 years but no later than 25 years after archived.	#180	#180: CPI Index System Archived Data Tape File	#180: Temporary.	NC1-257-87-1 item #180

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Data). These data sets may contain RII that is not routinely published and available to the public or data that did not meet quality standards for publication.					
Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#184 a/b/c #211 a/b	#184a,b,c: Consumer Price Indexes and Average Prices LABSTAT Files #211a, b: CES Master Public Use Tape Files (Master and Archival copy)	#184a, b, c: Permanent. #211a, b: Permanent.	NC1-257-87-1 items #184a/b/c, #211a/b
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#209 #210 a/b	#209: CES Quarterly - Annual Publication Data Extract Tapes and Related Printouts #210a/b: TPL Disk-Tape CES Tabular Data Production Files and Related Printouts	#209: Temporary. #210a/b: Temporary.	NC1-257-87-1 items #209, #210a/b
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#168 a/b #185d #186 a/b #187a	#168a, b: Data Capture Program Library and Other System Documentation Files #185d: Quality Control Change Request Initiation Machine and Document File #186a,b: Current System Branch Files of CPI Main Frame Computer Systems Documentation Files	#168a, b: Temporary. #185d: Temporary. #186a, b: Temporary. #187a: Temporary. #205a: Temporary	NC1-257-87-1 items #168a/b, #185d, #186a/b, #187a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	associated database or data file.		#205a	#187a: Current Systems Branch CPI Computer Program (Software) Library and Related Files / Documentary Materials and Machine Readable Files. #205a: CES Processing System Main Frame Documentation Files / CES Processing System Main Frame Documentation Files		
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#186c #195d #196c #205c	#186c: Current System Branch Files of CPI Main Frame Computer Systems Documentation Files- Tape Backup Files #195d: 1987 CPI Revision Systems and Related Components Main Frame Computer Documentation Development Files Periodic Disk-to-Tape Backup Files #196c: CPI Revision Computer Program (Software) Library and Related Files Periodic Disk-to-Tape Backup Files #205c: CES Processing System Main Frame Documentation Files / Tape Backup Files	#186c: Temporary. #195d: Temporary. #196c: Temporary. #205c: Temporary.	NC1-257-87-1 items #186c, #195d, #196c, #205c
J. Information Technology (IT) Operations	**1. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#156c(1/2) #176b #177b #178b #179b #187b #193b	#156: Record Copy of CPI Checklists Files c. Machine Readable CPI Checklist Libraries 1. 1978 - 1986 CPI Checklist Library 2. 1987 Revision Checklist Library #176b: Commodities and Services (C and S) System Repricing Data Base and Related System Component Files Back-up Tape Files #177b: Housing Survey System Data Base and Related System Component Files Back-up Tape File #178b: Housing Survey Revision Initiation	#156c(1/2): Temporary. 176b: Temporary. #177b: Temporary. #178b: Temporary. #179b: Temporary. #187b: Temporary. #193b: Temporary.	NC1-257-87-1 items #156c(1/2), #176b, #177b, #178b, #179b, #187b, #193b, #194b, #202b, #203b, #204b, #205c, #207a/b, #208b/c, #210c, #256a/b

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
			#194b #202b #203b #204b #205c #207a/b #208b/c #210c #256a/b	Data Base Back-up Tape File #179b: CPI Index System Data Base and Related System Components Files #187b: Current Systems Branch CPI Computer Program (Software) Tape Back-up Files #193b:1987 CPI Revision Cost Weight Development File Disk-to-Tape Backup Files #194b: 1987 CPI Revision Index Analysis System Main Frame Disk-to-Tape Backup Files #202b: CES Data Bases Main Frame Files and Related Printouts Disk-to-Tape Backup Files #203b: CES Interview Survey ITAB-MTAB Files and Diary Survey DTAB Files and Related Printouts Disk-to-Tape Backup Files #204b: CES Quarterly Processing Subsystem Files Disk-to-Tape Backup Files #205c: CES Processing System Main Frame Documentation Files Tape Backup Files #207a: CES Systems Computer Program (Software) Library Disk Data Sets and Hard Copy Files Tape Backup Files #208b: Main Frame System Revision Project - Test Record Files Disk to Tape Backup Files and Disk to Archived Tape File #210c: TPL Disk-Tape CES Tabular Data Production Files and Related Printouts Disk to Tape Backup Files	#194b: Temporary. 202b: Temporary. #203b: Temporary. #204b: Temporary. #205c: Temporary. #207a/b: Temporary. #208b/c: Temporary. #210c: Temporary. #256a/b: Temporary.	

BLS/Office of Price and Living Conditions/Division of Consumer Price and Consumption Studies (CPCS)
NARA Crosswalk (2/24/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 145-263)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
				#256a, b: CPI Input Data Back-up Tapes		

BLS /Office of Price and Living Conditions/Price Statistical Methods Division (PSMD)
NARA Crosswalk (2/24/2014)

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	264a	264: Price SMD Central Administrative and CPI/CE Program Subject Files a. All Records dated prior to 1972	264a. Permanent (archive in 1992)	NC1-257-87-1, item 264a
anning	**1. Program Subject Files** **b. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	264b	264: Price SMD Central Administrative and CPI/CE Program Subject Files b. Records dated 1972 and later	264b. Temporary (5 years or when no longer needed)	NC1-257-87-1, item 264b
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for	#273	#273: SD 608 Information Request Files	#273: Temporary (1 year or when no longer needed)	NC1-257-87-1, item 273

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		business operations.				
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.	#271a/b #275a #279	#271: 1987 CPI Revision, Post Revision, CE Program, and Sample Design Analytical Statistical Project Files a. Project Documentation Hard Copy and Data Set File b. Project Working Files #275: CPI and CE Statistical Methodology Program Library Files a. 1987 Revision Housing Sample Records #279: PSMD Central File of Machine Listings Related to CPI Survey Design and Other Statistical Methodology Activities	#271a: Temporary (when essential information has been analyzed, tabulated, as appropriate) #271b: Temporary (destroy upon suppression) #275a: Temporary (scratch or destroy after replacement) #279: Temporary (destroy after completion of two subsequent CPI Revisions)	NC1-257-87-1, items 271b, 275a, 279
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#276 #277	#276: CPI and CE Intermediate Printouts, Job Runs, Worksheets #277: Technical Reference, Background, Working Files	#276: Temporary (when no longer needed) #277: Temporary (when no longer needed)	NC1-257-87-1, items 276, 277
C. Configuration Management Files	1. **System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations,	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with	#275b	#275: CPI and CE Statistical Methodology Program Library Files b. Other CPI and CE Programs Data Sets and Printouts	#275b: Temporary (when no longer needed)	NC1-257-87-1, item 275b

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	installation records, and testing records.	the Office of the Chief Information Officer (OCIO) reporting requirements.				
Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **a. Program-Specific Universe Databases** Records consist of subsets of primary databases, such as the LEDB or Census databases that are specific to a particular program (e.g. National Compensation Survey Longitudinal Database).	D1b. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when no longer needed for business operations.	#284	#284: 1980 Census of Housing Tape Files	#284: Temporary (Scratch when the next revision based on the next decennial Census becomes operational. If volume warrants, offer 1980 Census Housing tapes for transfer to the WNRC after the 1987 Revision sample development has been completed and dispose of stored tapes as of January 2000.. Retrieve tapes from WNRC 5 years after transfer for maintenance. Repeat every 5 years thereafter.)	NC1-257-87-1, item 284
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **c. Input Files into the Universe Databases** Records or electronic files used to create or update a master file, including, but not limited to work files, valid transaction files, and intermediate input/output records.	D1c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)				
D. Frame Construction and Sample Selection	**2. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey.	#280	#280: CPI Sample Design Disk and Tape Data Files	#280: Temporary (destroy after completion of two subsequent sample rotations)	NC1-257-87-1, item 280

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	frame files.	Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.				
ame struction and Sample Selection	**3. Frame Refinement Files** Data are manipulated to refine the frame and produce datasets from which to draw a sample. Records include tables used to load additional data, electronic datasets, and verification reports.	D3. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#282 #285a/b	#282: Commodities and Services Base Date Data Files #285: Disk Data Sets and Related Archived Tape Files of the 1987 Revision Housing Survey System - Sample Development Files a. Sample development disk data sets b. Sample development archived tapes	#282: Temporary (destroy after completion of two subsequent CPI Revisions) #285a: Temporary (when no longer needed) #285b: Temporary (Scratch when sample is replaced by next CPI Revision Sample. If volume warrants, after completion of the 1987 Revision sample, offer for transfer to WNRC. Scratch in January 2000. Retrieve tapes from WNRC 5 years after transfer for maintenance. Repeat every 5 years thereafter)	NC1-257-87-1, items 282, 285a/b
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is	#281	#281: Non-POPS Outlet Sample Frame Disk and Tape Files	#281: Temporary (destroy after completion of two subsequent sample rotations)	NC1-257-87-1, item 281

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		later.				
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.				
G. Data Analysis and Estimate Production	**1. Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#283	#283: CPI Index Variances Data Files	#283: Temporary (when essential information has been analyzed, tabulated, or issued)	NC1-257-87-1, item 283
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** Records consist of time series data sets which may include related Statistical Analysis Software (SAS) code (or similar) used to extract or manipulate data, print outs and reports of data sets, and source documents used to contrast survey pre-publication data with comparable data to determine the validity of survey results prior to publication. **a. Comparison Data Sets**	G2a. Temporary. Delete/destroy when all essential information has been analyzed, corrected, adjusted, and tabulated, as appropriate.	#287 #289	#287: CE Surveys Sampling-Production Specification Development and Review Files #289: CE Surveys Weight Development and Review Files	#287: Temporary (when no longer needed) #289: Temporary (Destroy 1 year after development and installation of weighting systems superseding existing weighting systems)	NC1-257-87-1, items 287, 289

Program Bucket Schedule NC1-257-11-1			Current Legacy Schedule NC1-257-87-1 Items 264-289			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Accepted data are used to perform screening/revisions and sent to national office staff or program for review.					
Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#286 #288	#286: 1987 Revision Housing Sample Development System Machine Printout #288: CE Survey Quarterly-Annual Production Machine Printout Files	#286: Temporary (Destroy upon approval of this Schedule) #288: Temporary (2 years)	NC1-257-87-1, items 286, 288
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#274a	#274: PSMD 001 Disk-to-Tape Security Back-up and Data Storage Migration Tape Files a. Security disk-to-tape-backup tape files	#274a: Temporary (after 5 backups have been completed)	NC1-257-87-1, item 274a
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#274b	#274: PSMD 001 Disk-to-Tape Security Back-up and Data Storage Migration Tape Files b. Disk-to-tape periodic disk data migration to tape files	#274b: Temporary (4 years or when no longer needed)	NC1-257-87-1, item 274b

BLS/Office of Price and Living Conditions/Office of Field Operations - National (OFON)
NARA Crosswalk (2/25/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 290-321)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#290a #308 #312	#290a: Branch Program - Administrative Correspondence (Reading) Files #308: Budgeting, Scheduling, Planning Background/Working Files #312: OPM Prices and Living Conditions (COLA) Data Collection Program Subject Files	#290a: Temporary a. (5 years) #308: Temporary (1 year) #312: Temporary (5 years after the BLS-OPM COLA Data Collection program is discontinued)	NC1-257-87-1 items #290a, #308, #312
B. Concepts and Methods	**1. Research and Program Development Files** Research and program development groups provide functional expertise in the areas of economic theory and practice, including trends in economics, effects of major economic events, developments in areas of interest to BLS programs, and general survey methodology. **a. Office Copy of Final Reports and Professional Presentations** Internal and external reports resulting from studies and projects may be formal or informal depending on the purpose of the project. In some cases, the report is released to the public or research community. Presentation records may include research paper abstracts, presentation slides, and handouts.	B1a. Permanent. Cut off files annually or upon project completion. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#318a	#318: CPI Process Audit Project Final Report Files a. Record Copy File of Final Report	#318a: Permanent. (transfer to the National Archives)	NC1-257-87-1 item #318a

BLS/Office of Price and Living Conditions/Office of Field Operations - National (OFON)
NARA Crosswalk (2/25/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 290-321)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#292a	#292: Record Copy of CPI Operating Instructions and OFON Developed Manuals a. Record copies.	#292a: Permanent (20 years)	NC1-257-87-1 item #292a
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#300 #313	#300: Files of Narrative Reports from BLS Field Organizations #313: Prices and Living Conditions - OPM COLA Surveys Memos	#300: Temporary (10 years) #313: Temporary (5 years after the BLS-OPM COLA Data Collection Program is discontinued)	NC1-257-87-1 items #300, #313
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations,	#291 #293 #294 #295	#291: Word Processing Media Files #293: CPI Regional Office Printing Control Files #294: CPI Regional Office Instructions Printing Negatives Files	#291: Temporary (when no longer needed) #293: Temporary (when no longer needed)	NC1-257-87-1 items #291, #293, #294, #295, #296, #297, #298, #310, #315, #319

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 290-321)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	whichever is later.	#296 #297 #298 #310 #315 #319a/ b/c	#295: Reference Copies of ELI Checklists #296: Current ELI Checklists Manuscript Copy File #297: ELI Checklist Status Data Files #298: CPI Regional/Area Offices Mailing Address Document and Data Files #310: Microfilm Files of C&S Sample Rotation Listings #315: Intermediate Printouts, Job Runs, Worksheets ~~#316: Computerized Reporting Systems Intermediate Machine Processing Files~~ #319: CPI Process Audit Project Files a. Individual Project Administrative Records b. Project Source Documents and Tabular and Analytical Records and Machine Data Sets c. Intermediate Processing Machine Printouts and Data Sets	#294: Temporary (when replaced) #295: Temporary (when no longer needed) #296: Temporary (when no longer needed) #297: Temporary (when no longer needed) #298: Temporary (when no longer needed) #310: Temporary (when no longer needed) #315: Temporary (when analyzed, tabulated, or published, or when obsoleted and revised) #319a/b/c: Temporary (upon completion of project or when no longer needed)	
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file	#292b #314 #318 b/c	#292: Record Copy of CPI Operating Instructions and OFON Developed Manuals b. All other copies. #314: Technical Reference/Working Files b. All Other Copies of Final Reports c. Preliminary Report Drafts	#292b: Temporary (when no longer needed) #314: Temporary. (when superseded, obsoleted, or no longer	NC1-257-87-1 items #292b, #314, #318b/c, #321

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 290-321)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	program personnel covering their assigned areas of work.	5 years after cutoff or when no longer needed for business operations, whichever is later.	#321	#318b/c: CPI Process Audit Project Final Report Files (b/All Other Copies and c) Preliminary Drafts) #321: Auditor Working - Reference Files	needed) #318b: Temporary Destroy when no longer needed for current business. #318c: Temporary Destroy when replaced by subsequent versions. #321: Temporary (when no longer needed)	
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#304 #305 #306 #309 #311	#304: CPI Workload Projection Data Base #305: Field Employee "Cert" Data Base #306: Regional Data Collection Travel and Time Data Files #309: Planning, Budgeting, and Other Program Management Related Machine Listings #311: CPI Data Collection Progress Reports and Other CPI Programs Monitoring/Liaison Listings	#304: Temporary. (when analyzed and tabulated) #305: Temporary (when no longer needed) #306: Temporary (when no longer needed) #309: Temporary (when replaced or no longer needed) #311: Temporary (when no longer needed)	NC1-257-87-1 item #304, #305, #306, #309, #311

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 290-321)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.					
F. Data Preparation and Review	**3. Data Revision Files** Consist of data revision requests and tracked conversations, such as Fix Request Report forms sent from BLS programs with instructions for corrections, adjustments, substitutions, and additions to data processed for entry into the various BLS databases. Additional requested changes relate to statistical and procedural problems and regional requests regarding methodology and data collection. Forms include, but are not limited to, the SO 50 Request for Statistical Services and SO 608 Nell Forms.	F3. Temporary. Cut off files at the end of the survey period. Delete/destroy no earlier than 1 year after issuance of publication or data for the related survey period or when no longer needed for business or operational purposes.	#301 #302 #303	#301: CPI Problem Information/ Clarification (608 forms) Files #302: Discontinued SO 608 Control Log #303: CPI Error Diagnosis Forms Files	#301: Temporary (1 year) #302: Temporary (when no longer needed) #303: Temporary (2 years)	NC1-257-87-1 items #301, #302, #303

BLS/Office of Price and Living Conditions/Division of Price and Index Number Research (DPINR)
NARA Crosswalk (2/25/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#322 #324 #331 #334	#322: Division Chief Program Subject Files #324: Division Correspondence - Chronological Files #331: Service Industry Program Development Files #334: Division Project Background Files	#322: Temporary (5 years) #324: Temporary (5 years) #331: This item does not have a retention listed. #334: Temporary (when no longer needed)	NC1-257-87-1 items #322, #324, #331, #334
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.				NC1-87-1 items
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#330a/ b(1)	#330: Price and Index Number Research Project Files a. Records pertaining to projects that could not be completed b. Records pertaining to completed projects 1. Project Administrative Files	#330a: Temporary (when no longer needed) #330b(1): Temporary (3 Years)	NC1-87-1 item #330a/b(1)
B. Concepts and Methods	**3. Design and Improvement Project Files** Records relate to individual projects designed to provide support for or improvement of BLS survey and statistical systems and applications. Project records include field collection forms; non-responses from potential or participating respondents; weighting factors; internal procedures for data correction, analysis, and adjustment; publication criteria; and publication procedures.	B3. Temporary. Cut off files annually or upon project completion. Delete/destroy 10 years after cutoff or when no longer needed for business operations, whichever is later.				NC1-87-1 item

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#335	#335: DPINR Technical Reference - Working Files	#335: Temporary (when no longer needed)	NC1-87-1 item #335
C. Configuration Management Files	**2. System Requirements and Specifications Files** Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.	C2. Temporary. Cut off files annually or upon project completion. Delete/destroy after final decision on acceptance is made, when superseded or obsolete, or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements.	#330b(6b)	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 6. Project Results b. Final Project Findings	#330b(6b): Temporary Place file copy of Working Papers or Published Findings in appropriate Divisional findings files. (See Items 38 and 40). If system Procedural Guidance and programs are involved, place file copies in appropriate Bureau files for such documentation. (all other copies when no longer needed)	NC1-87-1 item #330b(6b)
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms. **c. Electronic Files or Records** Records are used to create or update a master file, including, but not limited to work files, valid transaction files, and	E2c. Temporary. Delete/destroy after information has been transferred to the master file and verified. (GRS 20, Item 1b)				NC1-87-1 item

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	intermediate input/output records.					
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#330b (3) #330/b(4a) #333	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 3. Project Source Materials #330: Price and Index Number Research Project Files b. Records pertaining to completed projects 4. Machine Readable Data Sets or Data Bases and Related Machine Printouts a. Preliminary - Intermediate Processing Data Sets - printouts #333: Divisional Comment File on Reviews of Outside Articles	#3330b(3): Temporary (when analyzed, tabulated, or published) #330b(4a): Temporary (when superseded or obsolete) #333: Temporary (when analyzed, tabulated, or issued)	NC1-87-1 items #330b(3), #330b(4a), #333
F. Data Preparation and Review	**2. Production and Control Files** Records contain information and analysis of operations that occur during data preparation and review. **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#330b (4b)	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 4. Machine Readable Data Sets or Data Bases and Related Machine Printouts b. Other Machine Readable Records and Printouts	#330b(4b): Temporary (5 years or when analyzed, tabulated, or published)	NC1-87-1 item #330b(4b)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	• Data problem reports • Response rate tables • Variable levels • Birth and death data sets					
ata ysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#330b (5a) #336	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 5. Manual Tabulations and Other Project Analysis Records a. Preliminary Tabular - Analysis Records #336: PINR Research Intermediate Machine Processing Files	#330b(5a): Temporary (when superseded or obsolete) #336: Temporary (GRS 20, Items 1 and 2)	NC1-87-1 items #330b(5a), #336
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#330b(5b)	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 5. Manual Tabulations and Other ProjectAnalysis Records b. Other Project Analysis Records Not Covered By Other Retention Statements	#330b(5b): Temporary (5 years or when analyzed, tabulated, or published)	NC1-87-1 item #330b(5b)
H. Dissemination of Survey Results	**1. Output Files** Output files are electronic files copied from a master file or database and are used solely to produce hard-copy or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports. **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS.	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	#330b (6a)	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 6. Project Results a. Preliminary Drafts - Tabular Results	#330b(6a): Temporary (when superseded or obsolete)	NC1-87-1 item #330b(6a)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence					
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses[1]:** Include information that is posted on the website or is drawn from published products.	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	#326	#326: Routine Requests for Information - Public Files	#326: Temporary (6 months)	NC1-87-1 item #326
J. Information Technology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL	#330b (4c)	#330: Price and Index Number Research Project Files b. Records pertaining to completed projects 4. Machine Readable Data Sets or Data Bases and Related Machine Printouts c. Disk to Tape Dump Security Files	#330b(4c): Temporary (3 periodic dumps)	NC1-87-1 item #330b(4c)

[1] (GRS Exception has been sent to the Government Accountability Office (GAO))

BLS/Office of Price and Living Conditions/Division of Price and Index Number Research (DPINR)
NARA Crosswalk (2/25/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-1 Items 322-336)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
		policy. (GRS 24, Item 4a(1))				

DOL / BLS / Occupation Safety and Health (OSH)
Office of the Associate Commissioner
NARA Crosswalk (01/03/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#1a2	#1a2: OSHWC Assistant Commissioner Administrative and Program Subject Files – Program Direction Records	#1a2: Permanent	NC1-257-87-2, Item #1a2
A. Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#2 #7 #11a, b #30 #39b	#2: Chronological Correspondence Files #7: OSH Recordkeeping Requirements Program Subject Files # 11: OSH Recordkeeping Quality Assurance Project Background a. If a quality assurance program is established b. If a quality assurance program is not established #30: Work Injury Report Surveys Program Project Files #39b: SDS Division Program-Administrative Subject File	#2:Temporary (10 years) #7:Temporary (10 years) #11a/b: Temporary (10 years) #30: Temporary (25 years) #39b: Temporary (10 years) #40: Temporary (9 years)	NC1-257-87-2, Items 2, 7, 11a/b, 30, 39b, 40

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
			#40	#40: SDS Chronological Correspondence File		
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#5 #8 #31 Schedule #93-3, 1a	#5: Health Studies Program and Administrative Subject Files #8: Recordkeeping Requirements Correspondence Chronological Files #31: Work Injury Report Surveys Administrative Subject File Schedule #93-3, 1a: Program and Administrative Subject File	#5: Temporary (5 years) #8: Temporary (5 years) #31: Temporary (when no longer needed) Schedule #93-3, 1a: Temporary (5 years)	NC1-257-87-2, Item 5, 8, 31 NC1-257-93-3, Item 1a
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#9a	#9a: OSH Recordkeeping Guidelines and Other Issuances	#9a: Record Copy. **Permanent**	NC1-257-87-2, Item 9a
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts**	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years	#43	#43: SDS Collection Period Technical Note Files	#43: Temporary (When no longer needed)	NC1-257-87-2, Item 43

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	after superseded or when no longer needed for business operations.				
B. Concepts Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#9b #10a/b #26 #49	#9b: OSH Recordkeeping Guidelines and Other Issuances #10: OSH Recordkeeping Instructions – Regulations Development and Background Files a. Record Copy b. All other Copies #26: Reference Copies of Selected 1972-1975 Annual Survey Machine Listings #49: Technical Reference/Working Files	#9b: Temporary (when no longer needed) #10a/b: Temporary (After issuing a revision) #26: Temporary (when no longer needed) #49: Temporary (when no longer needed)	NC1-257-87-2, Item 9b, 10a/b, 26, 49
D. Frame Construction and Sample Selection	**1. Universe Databases for Frame Construction and Sample Selection** **d. Alternative Source Frames** Source files purchased or obtained to provide a survey frame or supplement existing data sources.	D1d. Temporary. Cut off and archive files when sample rotates out of the survey. Delete/destroy 7 years after archived or when no longer needed for business operations.	#12a/b	#12: File of Requests to Use Alternative Supplementary Records of Occupational Injuries and Illnesses a. Approved Requests b. Other Requests	#12a:Temporary (5 years after a BLS approved State form has been superseded) #12b: Temporary (5 years)	NC1-257-87-2, Item 12 a/b
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** Samples are examined to identify units that are similar in certain characteristics, and respondents are then eliminated or added, as appropriate, to the sample. Records include overlap reports, sample spreadsheets, updated electronic sample files, and initiation sample screening sheets and materials such as confidentiality waivers and agreements. **a. Temporary Sample Refinement Files**	D5a. Temporary Retain in active storage for the life of the sample. Delete/destroy reports when sample rotates out of the survey, or when 10 years old, whichever is later.	#46	#46: SDS Reporting State Case Files	#46: Temporary (6 years)	NC1-257-87-2, Item 46

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.					
ata ction	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII. **a. Master Database Files Containing RII (Microdata)** (1) Databases made available for research on a continuing basis	E1a(1). Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.	Schedule 93-3, 7	Schedule 93-3, 7: Confidential Files of OSH Survey and CFOI Respondent Data	Schedule 93-3, 7: (15 years)	NC1-257-93-3, Item 7
E. Data lection	**1. Master Database Files** **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	#34a	#34: Work Injury Report Survey Data Disk and Tape Files a. Residual Microdata Data Tape/Floppy Disk Files.	#34a: Temporary (when no longer needed)	NC1-257-87-2, Items 34a
E. Data Collection	**2. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item	#33	#33: Confidential Work Injury Report Survey Schedules	#33: PERMANENT. (30 years)	NC1-257-87-2, Item 33 Note: Due to CIPSEA these records can't be permanent.

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Non-electronic Documents Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	2a(4))				As per discussions with Karen Blank Schedules are a permanent record and will fall under System Documentation I1a.
E. Data Collection	**2. Input Source Files** **d. Source Background Files** Special background and data sources, such as publications are maintained to assist in developing the most accurate statistical data. Data can be keyed directly into the database or application, and may be obtained from other sources such as the Bureau of Economic Analysis (BEA) and the Census Bureau. Records can be related to the pricing of products and services (e.g. vehicles and houses); labor statistics (e.g. employee earnings and benefits data); or business establishments (e.g. employee listings, position descriptions, and organizational charts) or other areas of interest.	E2d. Temporary. Cut off files at the end of the survey period. Delete/destroy 2 years after issuance of public data for the related survey period, or when no longer needed for business operations, whichever is later.	#36	#36: SDS File of State Publications Based on BLS SDS Data	#36: Temporary (when no longer needed)	NC1-257-87-2, Item 36
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#37	#37: SDS Operations Review Files	#37: Temporary (10 years or when no longer needed)	NC1-257-87-2, Item 37

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing or unusable.					
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#41 #42	#41: SDS Detail Hard Copy Individual State Summary Binder Files #42: SDS Multi-State Aggregated Hard Copy SDS Standard Tabulations Arranged by State Groupings	#41: Temporary (Destroy second year's files when replaced by succeeding current year's data) #42: Temporary (Destroy 5 year old files when replaced by current year's files)	NC1-257-87-2, Item 41, 42

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets: (Original Estimates/Unchanged Data)** (1) Historical estimation data sets (master original) containing data for original estimates that are unadjusted and/or unaligned and contain no RII.	G2b(1). Permanent. Cut off and archive data sets at the end of each update. Pre-accession data set to NARA 5 years after cutoff. Transfer to NARA 25 years after cutoff in accordance with 36 CFR 1235 as applicable.	93-3, 8b	93-3, 8: Files of Listing for Monitoring Production of Survey Estimates and CFOI Tabulations b. Final Microfiche Listings	93-3, 8b: Permanent (10 years)	NC1-257-93-3, Item 8b
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **b. Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	93-3, 8a, c	93-3, 8: Files of Listing for Monitoring Production of Survey Estimates and CFOI Tabulations a. Hard Copy Listings c. All other listings	93-3, 8a: Temporary (Destroy after next survey has been published) 93-3, 8c: Temporary (when essential information has been tabulated, analyzed, or issued)	NC1-257-93-3, Item 8a/c
G. Data Analysis and Estimate Production	**2. Data Sets (Input/Output)** **c. Adjusted Data Sets and Data Files** Records consist of the data sets and data files that are used in the process of creating and periodically adjusting estimates. This includes aggregating the microdata, reviewing the quality of the estimates, and validating the survey and statistical data. (1) Historical estimation data sets (master aligned) containing no RII: • Non-aligned seasonally adjusted data • Aligned not-seasonally adjusted data • Aligned seasonally adjusted estimates	G2c(1). Permanent. Cut off and archive data sets when data will no longer be adjusted (final data). Pre-accession data set to NARA 5 years after cutoff. Transfer legal custody to NARA 25 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#25	#25: Files of Machine Listings for Monitoring Production of OSH Annual Survey Estimates. (Final Microfiche Listings)	#25: Permanent (10 years)	NC1-257-87-2 Item 25

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#45 #50	#45: SDS Frequency Count Multi-State Data Printout Binders #50:OSHWC Intermediate Printouts, Job Runs, and Worksheets	#45: Temporary (when essential information has been analyzed, tabulated, or issued) #50: Temporary (when essential information has been analyzed, tabulated, or issued)	NC1-257-87-2, Item 45, 50
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.	#44	#44: Microfiche of Individual State and Multi-State Aggregated SDS Data Files	#44: Permanent (20 years)	NC1-257-87-2, Item 44
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#32a #35a #38 Schedule 93-3, 4a	#32: Work Injury Report Survey Bulletins and Other Issuances a. Record Copy. #35: SDS Record Copy of Hard Copy Supplementary Data System Public Issuances a. Record Copy Set #38: SDS OSHS Program bulletins and Subsequent OSHS Update Memoranda Files. Schedule 93-3, 4a: OSH Publication File	#32a: Permanent. (15 years) #35a: Permanent. (15 years) #38: Permanent (20 years) Schedule 93-3, 4a: Permanent (15 years)	NC1-257-87-2, Item 32a, 35a, 38 NC1-257-93-3, Item 4a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Record Copy					
H. Dissemination [illegible]urvey [illegible]lts	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#32b #35b Schedule 93-3, 4b 93-3, 5 93-3, 6	#32: Work Injury Report Survey Bulletins and Other Issuances b. <u>All other copies</u> #35: SDS Record Copy of Hard Copy Supplementary Data System Public Issuances b. <u>All other copies</u> Schedule 93-3, 4b: OSH Publication File 93-3, 5: Official Record Copy of Pre-OSHWC Publications on Occupational Injuries and Illnesses 93-3, 6: Final OSH State Statistics Files	#32b: Temporary (when no longer needed) #35b: Temporary (when no longer needed) 93-3, 4b: Temporary (when no longer needed) 93-3, 5: Temporary (30 years) 93-3, 6: Temporary (20 years)	NC1-257-87-2, Items 32b, 35b, NC1-257-93-3, Item 4b, 5, 6
H. [illegible]semination [illegible]Survey Results	**1. Output Files** **d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary <u>ONLY</u> if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	#53	#53: OSHWC Publications Distribution Files	#53: Temporary (when no longer needed)	NC1-257-87-2, Item 53

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedules (NC1-257-87-2, Items 1 - 53) (N1-257-93-3, Items 1 - 8)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
H. Dissemination [illegible]urvey [illegible]lts	**2. Information Request Files** **b. Unique Responses** Include information that is manipulated and compiled to provide additional information or clarifications that are not found on the website or in published products.	H2b. Temporary. Cut off files annually. Delete/destroy 2 years after cutoff.	#47	#47: SDS Non-Standard Tabulations – Requests – Presentations	#47: Temporary (6 years)	NC1-257-87-2, Item 47
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)	#33	#33: Confidential WIR Survey Schedules (Blank Schedules)	#33: Permanent (30 years)	NC1-257-87-2, Item 33
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#34b/c	#34: Work Injury Reports Survey Data Disk and Tape Files b. System Documentation Machine Readable Files. c. System Documentation Hard Copy Records	#34b/c: Temporary (scratch with related data files)	NC1-257-87-2, Item 34b/c
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#34d	#34d: Work Injury Reports Survey Data Disk and Tape Files	#34d: Temporary (when no longer needed)	NC1-257-87-2, Item 34d

DOL / BLS / Occupation Safety and Health (OSH)
Division of Safety Health Systems
NARA Crosswalk (01/03/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#54 #57a #58 #61 #91a	#54: Project Manager Program Subject Files #57: Procedures Branch Chief Program Subject Files a. Program Files #58: Inactive Program and Administrative Subject Files of Former Branch Chief (Joseph Kennedy) #61: Program Subject Files of Supervisor, OSH/SDS Procedures and Operations Staff (Susan Cappa Files) #91: SDS Systems Branch Chief Program and Administrative Subject Files a. Program Records	#54: Temporary (6 years) #57a: Temporary (6 years) #58: Temporary (5 years) #61: Temporary (5 years) #91a: Temporary (3 years)	NC1-257-87-2, items 54, 57a, 58, 61, 91a
A. Planning	**1. Program Subject Files** **d. Other Staff Member Files**	A1d. Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	#87 #88	#87: SDS System Program Subject File #88: SDS Procedures Staff Chronological File	#87: Temporary (when no longer needed) #88: Temporary (transfer in 3 destroy when 6 years)	NC1-257-87-2, items 87, 88
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User**	B2a. Permanent. Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to	#62a #63a #86a	#62: Record Copy of OSH Survey Manuals File a. Record Copy Set of Hard Copies of OSH Manuals #63: Record Copy Files of OSH Annual Survey Numbered Memoranda a. Record Copy Set of Hard Copy of OSH Memoranda #86: Record Copies of SDS Technical Memoranda and Procedure Manuals a. Record Copies	#62a: Permanent (20 years) #63a: Permanent (20 years) #86a: Permanent (20 years)	NC1-257-87-2, items 62a, 63a, 86a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Guides and Interviewer Training Manuals Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.				
B. Concepts and Methods	**2. Survey Methodology Files** **b. Technical Memorandums and Procedural Alerts** Records include, but are not limited to, forms and emails used to communicate with field offices about survey issues.	B2b. Temporary. Cut off files annually as appropriate. Delete/destroy no sooner than 2 years after cutoff, but no later than 10 years after superseded or when no longer needed for business operations.	#122	#122: OSHS Survey Files	#122: Temporary (retain until completion of two subsequent surveys. Bring forward records of continuing reference use and destroy the remainder. Do not retire to WNRC)	NC1-257-87-2, item 122
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.	#62b #63b #86b	#62: Record Copy of OSH Survey Manuals File b. All Other Hard Copies #63b: Record Copy Files of OSH Annual Survey Numbered Memoranda b. All Other Hard Copies #86: Record Copies of SDS Technical Memoranda and Procedure Manuals b. All Other Hard Copies	#62b: Temporary (when no longer needed) #63b: Temporary (when no longer needed) #86: Temporary (when no longer needed) #98: Temporary (when no longer needed)	NC1-257-87-2, items 62b, 63b, 86b
D. Frame Construction and Sample Selection	**2. Frame Construction Files** Data are extracted from universe databases containing information needed to identify respondents and product areas to determine appropriateness for inclusion in the sample. Records include sample frame files.	D2. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when the frame rotates out of the survey. Delete/destroy 10 years	#70	#70: Microfiche Copies of Multi-Establishment Companies Frame Machine Listings	#70: Temporary (5 years)	NC1-257-87-2, item 70

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		after archived or when rotated out of the survey, whichever is later.				
D. Frame Construction and Sample Selection	**4. Sample Selection Files** Records relate to a sample of business establishments, including State and local governments, or individuals selected to represent economic activity. Records include electronic datasets (including final sample) and verification reports.	D4. Temporary. Retain in active storage for the life of the sample. Cut off and archive files when sample rotates out of the survey. Delete/destroy 10 years after archived or when rotated out of the survey, whichever is later.	#69 #83 #84 #95a #96a #97a1/ a5	#69: OSH Multi-Establishment Company Files #83: SDS Annual Collection Period Individual State Screening and Processing Hard Copy Files #84: Inactive SDS Individual State Screening and Processing Hard Copy Files #95: OSH Survey Sample Development/Preprocessing Data Tape Files a. Annual Survey Composite (Stacked) Tape Files #96: OSH Address/Data System Data Tape Files a. Master Address Data Tape Files (1), and Interim Address Data Tape Files (2) #97: OSH Survey Variance and Estimation System Data Tape Files a1. Target Employment a5. Establishment Microdata Tapes	#69: Temporary (when obsolete) #83: Temporary (after final processing of two annual collection periods of data for SDS) #84: Temporary (after production of aggregated tables for that year) #95a: Temporary (when no longer needed) #96a: Temporary (when Reference Year's final processing cycle or when no longer needed) #97a1: Temporary (15yrs or when no longer needed) #97a5: Temporary (when tabulated, analyzed, and issued)	NC1-257-87-2, items 69, 83, 84, 95a, 96a, 97a1/a5
D. Frame Construction and Sample	**5. Sample Refinement Files** **a. Final Sample Refinement**	D5a. Retain in active storage for the life of the sample. Delete/destroy	#68a	#68: OSH Survey Sample Development and Refinement Machine Listings a. Final Listings, except for the Prenotification Listings.	#68a:Temporary (1 year completion of the related annual OSH Survey)	NC1-257-87-2, items 68a, 96b NC1-257-99-1, Item a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Selection	**Files** Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	reports when sample rotates out of the survey or when 10 years old, whichever is later.	#96b Sch: 99-1, a	#96: OSH Address/Data System Data Tape Files **b.** Final Clean Address/Data Tape Files Schedule 99-1, Item a a. Survey Instrument	#96b: Temporary (15yrs or when no longer needed) Schedule 99-1, Item a Temporary (after characteristics publication is generated)	
D. Frame Construction and Sample Selection	**5. Sample Refinement Files** **c. Temporary Sample Refinement Files**[1] Snap-shot reports based on ever changing data which contains confidential information used for review during the refinement process.	D5b. Cut off files when sample is finalized and sent to the field offices. Delete/destroy 2 weeks after cutoff or when no longer needed for business operations.	#68b/c	#68: OSH Survey Sample Development and Refinement Machine Listings b. Prenotification Listings. c. Preliminary Listings.	#68b: Temporary (after completion of the Annual Survey Cycle) #68c: Temporary (1 year when no longer needed)	NC1-257-87-2, items 68b/c
E. Data Collection	**1. Master Database Files** **a. Master Database Files Containing RII (Microdata)** (2) All other master files	E1a(2). Temporary. Cut off and archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	#65 #101 #102	#65: Confidential COM Microfiche Files of Annual OSH Survey Respondent Data #101: Systems Branch Confidential Microfiche Files of OSH Annual Survey Respondent Data #102: OSH Survey Address Microfiche Files	#65: Temporary (5 years) #101: Temporary (when tabulated, analyzed, and issued) #102: Temporary (2 years)	NC1-257-87-2, items 65, 101, 102
E. Data Collection	**1. Input Source Files** Statistical data are gathered from various Federal Government agencies and BLS national and regional survey respondents using paper questionnaires, web pages, computerized survey schedules, email, faxed information, telephones, and other recording mechanisms.	E2a. Temporary. Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the	#57b #66 #67	#57: Procedures Branch Chief Program Subject Files b. SO-17 Transmittal Forms #66: Confidential OSH Annual Survey Reporting Schedules prior to 1989--Directly Collected States #67: Files of SO 17 Transmittal Forms	#57b: Temporary (3 months or no longer needed) #66: Temporary (5 years) #67: Temporary (3 years or no longer	NC1-257-87-2, items 57b, 66, 67

[1] (GAO Exception less than one year retention)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	a. Non-electronic Documents Records consist of survey both initiation and recurring questionnaires (schedules), response documents, or forms designed and used solely to create, update, or modify the records in an electronic medium and are not required for legal purposes.	reconstruction of, or serve as the backup to, the electronic records, whichever is later. (GRS 20, Item 2a(4))			needed)	
E. Data Collection	**3. Data Quality Review and Performance Measures** Records relate to statistical reports, survey management and tracking systems and other materials and applications which identify and aid in evaluating data collection issues, such as response rate, collection progress, response quality, and thoroughness. Survey management systems, such as SURMANS, contain features and business tools which provide resources to control activities, monitor assignments, track work flow, and perform quality measurement activities, as well as performing system administrative functions including collection and data analysis roles for schedules and assigning regions to schedules (schedule collection assignments) and batch review to validators. Also includes reports that evaluate the accuracy of data and collection methods that economists use to select, sample, and compare data in order to perform statistical analyses. Examples include: data subsets, communications between collection personnel and respondents, generic leveling, and imputations where responses are missing	E3. Temporary. Cut off files at the end of the survey collection period. Delete/destroy 5 years after cutoff or when no longer needed to evaluate statistical products and projections, whichever is later.	#103 #108a	#103: Manual Logs--Other Internal Control Records #108: PAIN Data Base Disk and Tape Files a. Disk Data Files	#103: Temporary (10 years) #108a: Temporary (5 years or when no longer needed)	NC1-257-87-2, items 103, 108a

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	or unusable.					
ata aration and Review	**1. Databases and Export Files** Records include electronic files containing the raw microdata that feed that microdata into the next phase of the program process (e.g. estimation review, statistical summary production, and repricing). •	F1. Temporary. Delete/destroy no sooner than 7 years after creation date, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#100 #104a #113	#100: Systems Branch COM Microfiche Files of OSH Survey National Tabulations #104: FOSS System Data Tape Files a. Annual Master Data File Tapes #113: Copy of Individual State SDS Annual Collection Period Tapes	#100: Temporary (Destroy when 15 years or when tabulated, analyzed, and issued) #104a: Temporary (when information has been tabulated, analyzed, or issued) #113: Temporary (2 years)	NC1-257-87-2, items 100, 104a, 113
F. Data Preparation and Review	**2. Production and Control Files** **b. Reports/Statistical Data, includes Data Sets and Data Files** These data sets and data files are of short-term value and are only used until the estimates are developed. Examples include, but are not limited to: • Management and reference listings • Edit and review listings • Adjustments listings • Preliminary-intermediate processing listings sheets and text drafts. • Estimation reports and control files • Preliminary data sets • Batch files • Data problem reports • Response rate tables • Variable levels • Birth and death data sets	F2b. Temporary. Cut off files at the end of the collection period. Delete/destroy 2 years after essential information has been analyzed, tabulated, edited, or when superseded or obsolete.	#74a1/ a2/b #89 #90 #117 a/b Sch 90-2, #1	#74a/b: Reference Copies of Final OSH State Statistics (FOSS) Listings a1. Final DSHS Produced Listings (Administrative Tables). a2. State-Generated Listings b. State-Generated Listings #89: Current SDS Individual State Hard Copy Tabulations Files #90: SDS Microfiche State Tabulations and Multi-State #117a/b: SDS Individual State and Multi-State Aggregated Tabulation Print Tapes a. "On" years b. "Off" years (if any are produced) Schedule 90-2, Item #1 #1: Fatality Data Disk and Tape Files	#74a1: Temporary Hard Copy (5 years) #74a2: Temporary Microfiche. (when essential information has been tabulated, analyzed, or issued) #74b: Temporary (5 years) #89: Temporary (upon approval of #90) #90: Temporary (when no longer needed) #117a/b: Temporary (1 year)	NC1-257-87-2, items 74a1/a2/b, 89, 90, 117a/b NC1-257-90-2, Item 1

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					Schedule 90-2, #1 Temporary (when essential information has been tabulated, analyzed, or issued)	
G. Data Analysis and Estimate Production	1. **Survey Profiles (Saved group of variables, weights, and measures)** System modules often require input from users or other outside sources to be run, and in some cases, for the product to be understood. Survey profiles can be used to record input variables into parts of the process, such as performance and data measurements, estimation impacts, and benchmarking.	G1. Temporary. Delete/destroy when 5 years old or one year after responsible office determines that there are no unresolved issues, whichever is later.	#97a2/ a3	#97: OSH Survey Variance and Estimation System Data Tape Files a2. Benchmark Adjustments Files a3. Variance System Files	#97a2: Temporary (15 years or when no longer needed) #97a3: Temporary (3 years or when no longer needed)	NC1-257-87-2, items 97a2/a3
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** b. **Extracted Data Sets (Original Estimates/Unchanged Data)** (2) All other extracted data sets.	G2b(2). Temporary. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 5)	#114	#114: SDS Individual State Microdata Edited Master Tapes	#114: Temporary (scratch unstacked tapes after stacking, and scratch stacked tapes when no longer needed for current business)	NC1-257-87-2, item 114
G. Data Analysis and Estimate Production	2. **Data Sets (Input/Output)** c. **Adjusted Data Sets and Data Files** (2) All other adjusted data sets	G2c(2). Temporary. Delete/destroy 10 years after all essential information has either rotated into the next phase for processing or been published.	#97a4a /a4b	#97: OSH Survey Variance and Estimation System Data Tape Files a4a. Data currently on hand a4b. Data created subsequent to the approval of this schedule	#97a4a/a4b: **PERMANENT**	NC1-257-87-2, items 97a4a/a4b Note: Due to CIPSEA this item can't be permanent.

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
G. Data Analysis and Estimate Production	**3. Intermediate Reports** Records consist of program listings, printouts, job runs, worksheets, and pre-publication listings used to review survey data.	G3. Temporary. Cut off files annually. Delete/destroy when no longer needed for business operations.	#95c #110a #111 #112 #119	#95c: OSH Survey Sample Development/Preprocessing Data Tape Files c. Preliminary and Intermediate Tape Files #110: SDS System Program Files a. Machine readable and printout program files #111: SDS Job Run Request and Log Files #112: SDS Job Control Printout Files #119: Intermediate Printouts, Job Run, Worksheets	#95c: Temporary (when no longer needed) #110a: Temporary (when superseded or 1 year after termination of system) #111: Temporary (2 years) #112: Temporary (2 years) #119: Temporary (when essential information has been tabulated, analyzed, or issued)	NC1-257-87-2, items 95c, 110a, 111, 112, 119
G. Data Analysis and Estimate Production	**4. Validation Reports** Records consist of reports and data sets used to validate survey data during analysis and estimate production.	G4. Temporary. Cut off files annually. Delete/destroy no sooner than 10 years after archived or after associated data are published, but no later than 25 years after all essential information has been analyzed, tabulated, edited, or when superseded or revised.	#73a/b	#73: Files of Machine Listings of OSH Annual Survey National Estimates Tabulations a. Microfiche Records b. Hard Copy Records	#73a: Temporary (15 years or when essential information has been tabulated, analyzed, or issued) #73b: Temporary (2 years)	NC1-257-87-2, items 73a/b
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** These data sets are available to the public	H1b(1). Permanent. Cut off and archive changed data set annually. Transfer legal	#107 #115a/b	#107: OSH Annual Survey LABSTAT Files (Data Files) #115a: SDS Individual State Purge Microdata Tapes	#107: **PERMANENT** (30 years) #115a/b: **PERMANENT**	NC1-257-87-2, items 107, 115a/b

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	and can be found on the BLS website by subject topic. This includes, but is not limited to, major BLS time series data maintained in the LABSTAT database for distribution to and access by the public. (1) Record Copy	custody to NARA 5 years after cutoff, in accordance with 36 CFR 1235 as applicable.		a. Data currently on hand b. Data created subsequent to the approval of this schedule		
H. Dissemination of Survey Results	**1. Output Files** **b. Output Data Sets (Public Data)** (2) All Other Copies	H1b(2). Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#116	#116: SDS Individual State Microdata Data Base Tapes	#116: Temporary (when no longer needed)	NC1-257-87-2, item 116
H. Dissemination of Survey Results	**3. Customer Inquiry System (CIS), Privacy Act System # DOL/BLS – 19** **b. System Inputs:** Information is keyed directly into CIS by the responding program staff into the appropriate customer inquiry form based on the type of PII the customer provides. Inquiries are received by the programs using various methods. Data entry form includes general information such as customer type, data type, method of inquiry, and method of response. Additional input results from congressional inquiries, Freedom of Information Act requests, and controlled correspondence.	H3b. Temporary. Delete/destroy after information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the electronic records, whichever is later. (GRS 20, Item 2a(4))			#64: Temporary (6 years)	NC1-257-87-2, item 64
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Permanent Master Database Files and Other Permanent Electronic Records**	I1a. Permanent. Cut off and archive documentation with associated electronic records. Transfer legal	#64 #107	#64: Reference File of Blank OSH State Employer-Reporting Forms #107: OSH Annual Survey LABSTAT Files (System Documentation Files)	#64: Temporary (6 years) #107: PERMANENT	NC1-257-87-2, items 64, 107

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	custody to NARA with the permanent electronic records to which the documentation relates, in accordance with 36 CFR 1235 as applicable. GRS 20, Item 11a(2)				
I. System Documentation	**1. Types of Documentation** **b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	I1b. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#97a4a /a4b #98 a/c/d #105a #106 #108b #109	#97: OSH Survey Variance and Estimation System Data Tape Files (System Documentation Files) a4a. Data currently on hand a4b. Data created subsequent to the approval of this schedule #98: OSH Survey Computer System Documentation a. Machine Readable and Printout Program Files c. User Manuals Hard Copies d. JCL Listings #105: FOSS System Program Library and Other Documentation a. Machine Readable System Documentation Files #106: FOSS Job Control Language Printout Files #108: PAIN Data Base Disk and Tape Files b. System Documentation Machine Readable and Hard Copy Files #109: SDS System Documentation File	#97a4a/a4b: PERMANENT #98a: Temporary (when superseded or 1 year after termination of system) #98c: Temporary (when no longer needed) #98d: Temporary (5 years) #105a: Temporary (when superseded or 1 year after termination of system) #106: Temporary (after completion of the succeeding year's FOSS processing cycle) #108b: Temporary (when superseded or 1 year after termination of system) #109: Temporary	NC1-257-87-2, items 97a4a/a4b, 98a/c/d, 105a, 106, 108b, 109

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
					(when no longer needed)	
formation nology (IT) Operations	**2. System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. **a. Incremental Backup Tapes**	J2a. Temporary. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(1))	#95c	#95: OSH Survey Sample Development/Preprocessing Data Tape Files c. Preliminary and Intermediate Tape Files	#95c: Temporary (when no longer needed)	NC1-257-87-2, item 95c
J. Information Technology (IT) Operations	**2. System Backups** **b. Full Backup Tapes**	J2b. Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later, in accordance with DOL policy. (GRS 24, Item 4a(2))	#95b #96c #97b #98b #104b/c #105b/c	#95: OSH Survey Sample Development/Preprocessing Data Tape Files b. Back-up Tape Files #96: OSH Address/Data System Data Tape Files c. Preliminary/Intermediate Files and Back-up Tape Files #97: OSH Survey Variance and Estimation System Data Tape Files b. Back-up Tape Files and Preliminary/Intermediate Processing Files #98: OSH Survey Computer System Documentation b. Tape Back-up Files #104: FOSS System Data Tape Files b. Back-up Annual Master Data File Tapes c. Processing Tapes Back-up File #105: FOSS System Program Library and Other Documentation b. Record Copy of Hard Copy Documentation	#95b: Temporary (after publication or when no longer needed) #96c: Temporary (when no longer needed) #97b: Temporary (when no longer needed) #98b: Temporary (when superseded by next back-up dump) #104b: Temporary (when primary is deleted #104a) #104c: Temporary (when no longer needed)	NC1-257-87-2, items 95b, 96c, 97c, 98b, 104b/c, 105b/c, 108c, 110b

DOL / BLS / Occupation Safety and Health (OSH)
Division of Safety Health Systems
NARA Crosswalk (01/03/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-87-2, Items 54 – 122) (NC1-257-99-1, Item a) (NC1-257-90-2, Item 1)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
				c. Other Hard Copy Documentation	#105b: Temporary (when no longer needed)	
			#108c	#108: PAIN Data Base Disk and Tape Files c. Back-up Tape Files	#105c: Temporary (when no longer needed)	
			#110b	#110: SDS System Program Files b. Tape Back-up Files	#108c: Temporary (when no longer needed)	
					#110b: Temporary (when superseded by next back-up	

BLS / Offices of Publications and Special Services (OPUBSS)
NARA Crosswalk (12/20/2013)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-88-1, Items 263-318)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files	A1a. Permanent. Cut off files annually and screen for non-record materials. Transfer paper records to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff. Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#263a	#263: (OAC) Associate Commissioner's Program – Administrative Management Subject Files	#263a: Temporary (5 years)	N1-257-88-1, Item #263a
Planning	**1. Program Subject Files** **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#275	#275: (DIS) Division Chief-Program Administrative Files	#275: Temporary (5 years)	N1-257-88-1, Item #275
A. Planning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	#280 #313	#280: (DIS) Press Officers Information/Project Subject Files #313: (DES) Administrative Subject Files, Chief of Editorial Services	#280: Temporary (5 years) #313: Temporary (5 years)	N1-257-88-1, Items #280, #313
B. Concepts and Methods	**3. Researcher and Staff Working Files** This series contains a mixture of BLS work	B4. Temporary. Cut off files annually. Incorporate final work	#306	#306 (DIS) Employment and Wages Staff Working Papers Files from 1975 – 1984	#306: Temporary (3 years)	N1-257-88-1, Item #306

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-88-1, Items 263-318)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.	products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed for business operations, whichever is later.				
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.	#275.1 #278a	#275.1: (DIS) BLS Publications File #278 (DIS) News Releases Record Copies a. News releases originated from the Office of Publications	#275.1: Permanent (10 years) #278a: Permanent (10 years)	N1-257-88-1, Items #275.1, #278a
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. b. All Other Copies	H1d(1)b. Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy/delete published data set no sooner than 5 years, but no later than 25 years after annual cut-off.	#264 #277 #278b	#264: (OAC) Manuscripts File #277: (DIS) Electronic News Release Transmission File #278: (DIS) News Releases Record Copies b. All other copies of news releases	#264: Temporary (8years) #277: Temporary (when no longer needed) #278b: Temporary (when no longer needed)	N1-257-88-1, Items #264, #277, #278b
H.	**1. Output Files**	H1d(2). Temporary.	#282	#282: (DIS) DOL Annual Report Working	#282: Temporary	N1-257-88-1, Items

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-88-1, Items 263-318)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
Dissemination of Survey Results	**d. Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	Cut off files at the end of the calendar year in which the publication was issued. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.		Papers File	(2 years)	#282, #295, #296, #297, #298, #303, #307, #315f, #318
			#295	#295: (DPS) Publications Technical Reference Report Files	#295: Temporary (no further reference)	
			#296	#296: (DPS) Publications, Distribution Copies Files	#296: Temporary (no longer required)	
			#297	#297: (DPS) Publications, Technical Reference News Release Files	#297: Temporary (no further reference)	
			#298	#298: (DPS) Publications, Technical Reference Bulletins File	#298: Temporary (no further reference)	
			#303	#303: (DPS) BLS Publication Reference File	#303: Temporary (when no longer needed)	
			#307	#307: (DPS) Article Reprint/Report Subject Reference Files	#307: Temporary (when no longer needed)	
			#315f	#315: (DES) Monthly Labor Review Editorial Staff Reference Files f. Monthly Labor Review Reference Library	#315f: Temporary (when no longer needed)	
			#318	#318: (DES) Special Publications Editorial Staff Reference Files	#318: Temporary (when no longer needed)	
H. Dissemination of Survey Results	**1. Output Files** **d. Publications** (3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper	#310	#310: (DPS) Annual and Special Reports to the President by the Commissioner of Labor	#310: Temporary (when no longer needed)	N1-257-88-1, Items #310, #311
			#311	#311: (DPS) Monthly Labor Review	#311: Temporary (when no longer needed)	

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-88-1, Items 263-318)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
		publication ceased as of December 2009. As of this date, only the *Occupational Outlook Quarterly* is regularly printed on paper.				
H. Dissemination of Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1 and H1d3. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete.	#266 #316 #317	#266: (OAC) Monthly Labor Review Reference File #316: (DPS) MLR Article Subject Reference File #317: (DPS) Weekly Manuscript Status Report File	#266: Temporary (when no longer needed) #316: Temporary (when no longer needed) #317: Temporary (when no longer needed)	N1-257-88-1, Items #266, #316, 317
ssemination or Survey Results	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** (2) Final Manuscripts (Program and Editorial Staff Copies)	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed.	#314 #315	#314: (DPS) Monthly Labor Review Article Manuscript File #315a: (DPS) Monthly Labor Review Reference File	#314: Temporary (5 years) #315a: Temporary (when no longer needed)	N1-257-88-1, Items #314, #315
H. Dissemination of Survey Results	**2. Information Request Files** This series contains requests and responses to inquiries for additional information and clarifications from Federal,	H2a. Temporary. Cut off files annually. Delete/destroy 1 year after cutoff.	#279 (DIS)	#279: Information Request Correspondence File	#279: Temporary (when no longer needed)	N1-257-88-1, Item #279

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (N1-257-88-1, Items 263-318)			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
	State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry System (CIS). Additionally, requests may be responded to directly by the programs. **a. Standard Responses[1]:** Include information that is posted on the website or is drawn from published products.					

DOL / BLS / Office of Survey Methods Research (OSMR)
NARA Crosswalk (01/27/2014)

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-88-1, Items 319 – 331 and 340 - 341) Previously Office of Research and Evaluation			
Record Category	**Item # / Title Description**	**Retention**	**Item**	**Title**	**Retention**	**NARA Authority**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **a. Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files**	A1a. Permanent. Cut off files annually and screen for non-record materials. **Transfer paper records** to the Washington National Records Center (WNRC) or appropriate regional records center 5 years after cutoff or when an individual leaves the agency, whichever is sooner. **Pre-accession electronic records to the National Archives and Records Administration (NARA) with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	319a 319.1 340a	319a: ORE: Associate Commissioner's Program-Administrative Management Subject Files (Program Management Subject Files) 319.1: ORE: Index to the Associate Commissioner's Correspondence File 340a: OMS: Mathematical Statistics Program – Administrative Management (Program Management Subject Files)	319a: Permanent (20 years) 319.1: Permanent (transfer with 319a) 340a: Permanent (20 years)	NC1-257-88-1, Items 319a, 319.1, 340
anning	**1. Program Subject Files** **c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files**	A1c. Temporary. Cut off files annually. Delete/destroy 5 years after cutoff.	324 326	324: Progress Report Files 326: ORE Chronological File	324: Temporary (1 year) 326: Temporary (2 years)	NC1-257-88-1, Item 324, 326
B. Concepts and Methods	**4. Researcher and Staff Working Files** This series contains a mixture of BLS work products. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their	B4. Temporary. Cut off files annually. Incorporate final work products into office files or publications. Delete/destroy remainder of working file 5 years after cutoff or when no longer needed	323 330 341	323: ORE BLS Working Papers: Research and Reference File 330: Office of Economic Research (OER) – Staff Economist and Reference Materials 341: OMS: Office of Mathematical Statistics – Mathematics Staff Reference Materials and Project Working Papers Files	323: Temporary (superseded, obsolete or when no longer needed) 330: Temporary (when no longer needed)	NC1-257-88-1, Items 323m 330, 341

Program Bucket Schedule (N1-257-11-1)			Current Legacy Schedule (NC1-257-88-1, Items 319 – 331 and 340 - 341) Previously Office of Research and Evaluation			
Record Category	Item # / Title Description	Retention	Item	Title	Retention	NARA Authority
	assigned areas of work.	for business operations, whichever is later.			341: Temporary (when no longer needed)	

DOL/BLS – National Longitudinal Survey (NLS) Crosswalk – 07/29/2013 (NC1-257-88-1, Items 332-335)

Bucket Schedule This section is once approved by NARA will replace your current records schedule.			Historical BLS Record Schedule The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.		
Record Category	**Item Description / Title**	**Bucket Retention**	**Item #**	**Title**	**Historical Retention**
A. Planning	**1. Program Subject Files** Records include correspondence, internal memos, drafts, planning documents, task force reports, internal explanatory statements (regarding objectives, strategy, and methodology), progress reports, documentation related to procedural problems and recommendations, study reports or other methodological or analytical statements used in reviewing or revising procedures or operational processes during revision cycles, and reference copies of BLS published products. **b. Division Director Files**	A1b. Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	#332	National Longitudinal Survey Program Subject Files **NLS – Director Files**	#332. Temporary. Destroy 1 year after the year in which the project is closed. Note: As per discussions with NARA – project date is based on survey rounds.
B. Concepts and Methods	**2. Survey Methodology Files** Survey methodology groups, as well as, other program staff members are responsible for producing procedures and providing technical direction for survey processes. Records include procedural manuals, data user guides, technical memorandums, procedural alerts, data collectors' training materials, and communication related to survey issues. **a. Procedural Manuals, Public User Guides and Interviewer Training Manuals** Records include general or specific instructions for performing various statistical program activities, such as data collection and coding, survey responses, estimate production, or report publication.	**B2a. Permanent.** Cut off files when the document is superseded or made obsolete. **Transfer paper records** to WNRC 5 years after cutoff. **Pre-accession electronic records to NARA with associated files 5 years after cutoff.** Transfer legal custody of all records to NARA 15 years after cutoff in accordance with 36 CFR 1235 as applicable.	#333	National Longitudinal Survey Handbook Files (no longer done - old versions some paper and some online)	#333. Permanent. Transfer a copy of the data file, together with documentation, to NARA when the data are made available to the public. Transfer copies of currently available files upon approval of this schedule.
E. Data Collection	**1. Master Database Files** The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII.. **a. Master Database Files Containing RII** (1) Databases **made available for research** on a continuing basis	E1a(1). Temporary. Cut off and archive files when the frame/sample rotates out of the survey. Delete/destroy no sooner than 25 years after creation date, but no later than 50 years after all essential information has been analyzed, tabulated, edited or when superseded or revised.	#334 #334a/b	National Longitudinal Survey of Youth (NLSY) Data Files a. Basic NLSY public use files for all samples b. NLSY Geographic Microdata Files (Geocode File) containing geographic – environmental data not available in the public use data tapes.	#334a/b. Permanent. Transfer a copy of the data files, together with the documentation to the National Archives when the data are made available to the public. Transfer copies of currently available files upon approval of this schedule.
E. Data Collection	**2. Master Database Files**	E1a(2). Temporary. Cut off and	#334	National Longitudinal Survey of Youth	#334a/b.

Bucket Schedule This section is once approved by NARA will replace your current records schedule.			Historical BLS Record Schedule The purpose of this section is to align the current schedule to the bucket schedule. Please add any series/title that do not show up in the current schedule.		
Record Category	**Item Description / Title**	**Bucket Retention**	**Item #**	**Title**	**Historical Retention**
	The statistical data content in BLS databases are separated into the following subject categories: expenditures and prices; labor force, including employment and unemployment; compensation and working conditions; and productivity. The data can be classified as microdata, which include respondent identifiable information (RII) or personally identifiable information (PII), or aggregated data/non-confidential macrodata, which are data no longer containing RII.. **a. Master Database Files Containing RII** (2) All other files	archive when data have rotated out of the survey. Delete/destroy 10 years after cutoff.	#334a/b	(NLSY) Data Files c. Basic NLSY public use files for all samples d. NLSY Geographic Microdata Files (Geocode File) containing geographic – environmental data not available in the public use data tapes.	Permanent. Transfer a copy of the data files, together with the documentation to the National Archives when the data are made available to the public. Transfer copies of currently available files upon approval of this schedule.
I. System Documentation	**1. Types of Documentation** **a. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records** **Note: All system documentation must be retired with the appropriate master database files and follow the same retention period.**	I1a. Temporary. Cut off and archive documentation with associated files. Delete/destroy upon authorized deletion of the related electronic records. GRS 20, Item 11a(1)	#335, c1	NLS Documentation Electronic and Paper Files c. Data file documentation and Keyword in Context files 1. Electronic Files	#335, c1 <u>Electronic files:</u> Permanent. Transfer a copy of all available data file documentation and Keyword in Context files to NARA upon approval of this schedule. Transfer a copy of all future files when the data tapes are transferred.