REQUEST FOR RECORD... ...SITION AUTHORITY

(See Instructions on reverse)

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JOB N1-257-86-2

DATE RECEIVED 3-6-86

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

1 FROM *(Agency or establishment)*
U.S. DEPARTMENT OF LABOR

2 MAJOR SUBDIVISION
BUREAU OF LABOR STATISTICS

3. MINOR SUBDIVISION
OFFICE OF ADMINISTRATION --
DIVISION OF ADMINISTRATIVE SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER
KAREN H. NUNLEY

5 TELEPHONE EXT
(202)
523-1468

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

DATE 5-29-87

ARCHIVIST OF THE UNITED STATES
Frank G Burke

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☒ is attached, or ☐ is unnecessary

B DATE 6MAR86

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE DOL RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	Records pertaining to the Wages and Industrial Relations statistics Program of the Bureau of Labor Statistics. (See following pages).		

115-108 COPY TO BLS 6/12/87
COPY TO NCF, NNF, NNS, NNI 6/19/87

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

Revised May 14, 1987

RECORDS DISPOSITION SCHEDULE

Office Of Wages And Industrial Relations

Bureau of Labor Statistics
U.S. Department of Labor

AUG 30 1984

James Irvine. Jr.
U.S. Department of Labor
Bureau of Labor Statistics
441 G St., N.W.
Washington, D.C. 20212

Dear Mr. Irvine

We have reviewed your request for records disposition authority for records of the Wages and Industries Relations Statistical Program. We have no objections to the proposed disposition schedules designated for GAO review.

Sincerely

Julius S. Brown
Records Management Officer

cc: NARS

bc: OPS Read File
RMAS Chron File
RMB Chron. File
RMAS Subject File
HRD
AFMD

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NOTE: An Asterisk (*) has been placed in front of the item numbers of files described in the Schedule which could lead to the pinpointing of individual establishments and could thus be considered confidential.

In some instances, only segments of the total file described as an item would be involved.

Administrative History of the Wages and Industrial Relations Programs of the Bureau of Labor Statistics

From its earliest times the Bureau of Labor Statistics and its predecessor agencies, such as, the Bureau of Labor in the Interior Department, established in 1884, and the Department of Labor without executive rank established in 1888, gathered data and published materials on wages, labor conditions, and industrial relations For example, the third annual report of the Commissioner of Labor in 1887 was entitled Strikes and Lockouts (1881 to 1886). The tenth annual report of the Commissioner in 1894 covered strikes and lockouts from 1887 1894, and Bulletin No. 1 in the bi-monthly Bulletin series in 1895 summarized these two annual reports. In addition, the eleventh annual report of the Commissioner in 1895 - 1896 was entitled Work and Wages of Men, Women, and Children.

By the time of the establishment of the Department of Commerce and Labor in 1903, at least five of the Bulletins in the bi-monthly Bulletin series were directly concerned with these subjects. By 1905 in Bulletin 59, statistics on wages and hours of labor in manufacturing industries were published covering the period 1890 1904. By 1908, in Bulletin No. 77 these time series data had been updated to include 1890 - 1907.

As of July 1912, the annual and special report series and the bi-monthly Bulletin series had been discontinued, and a new Bulletin series covering thirteen general subject matter areas was established with publication at irregular intervals. The serial numbers of the Bi-monthly Bulletins were continued. One of the thirteen subject matter areas in the new series covered wages and hours of labor and another covered conciliation and arbitration including strikes and lockouts.

By this time, reports on wages and hours in individual industries had been published, such as the report in 1911 on the iron and steel industry. By 1913, Bulletins were published on wages and hours in the cotton, woolen, and silk industries; the lumber, millwork, and furniture industries; the boot, shoe, hosiery, and knit goods industries; and the building and repairing of steam railroad car industries, all of which provided time series statistics from 1890 - 1912. In addition, in 1913 the Bureau began publishing time series data on union scales of wages and hours of labor covering the period from 1907 - 1912.

In the Bureau Publication, The Bureau of Labor Statistics, United States Department of Labor, Its History, Activities, and Organization published in 1922, the following statement was made regarding the publication of data on wages and hours by the Bureau: "No other subject has received so much attention by the Bureau as that of wages and hours of labor. Over one-half of the reports and bulletins that have been issued have dealt in one way or another with wages and working hours, many of them having been exclusively devoted to this subject." The strong emphasis in this area continued under Ethelbert Stewart who was the Commissioner from 1920 - 1932.

The organizational history of the wages and industrial relations program activities of the bureau can also be traced back using this 1922 publication. In it, it is stated that it was not considered practicable, except in the case of routine administrative work, to have a hard and fast system of divisions and sections. While employees were grouped under divisions and sections, they were frequently shifted from one group to another depending on the needs of the work at hand. As of 1922, there was a separate Wages and Labor Conditions Section and a Strikes and Lockouts Section among the seven program sections comprising the statistical Division of the Bureau, which was responsible for the statistical work of the Bureau.

By 1935, after the Bureau had expanded its organizational structure under Commissioner Isidore Lubin, there was a separate Division established for Wages, Hours, and Working Conditions, and another for the Division of Industrial Relations.

By 1940, after a reorganization established branches as a higher level of organization structure than divisions, one of the three branches established was that for Working Conditions and Industrial Relations. There were three divisions under this Branch a Wage and Hour Statistics Division, an Industrial Relations Division, and an Industrial Accidents Division. In 1942, after another reorganization, the Wage and Hour Statistics Division was renamed the Wage Analysis Division, and the Industrial Accidents Division became the Industrial Injury Statistics Division of this Branch.

In 1946, under Commissioner Ewan Clague, the Wage Analysis Division was elevated to become the Wage Analysis Branch, with an Industry Wage Studies Division, a Wage Problems Division, and a Branch Operations Division under the Branch. The Industrial Relations Division also was elevated to the Branch level with a Labor-Management Disputes Division, a Collective Bargaining Division, and a Union and Management Research Division under this Branch.

By 1948, the nomenclature was reversed, and divisions were made higher in the organizational structure than branches. In the Division of Wage Analysis were the Industry Wage Studies, the Wage Problems, and the Wage Operations Branches. In the Industrial Relations Division were the Industrial Relations Analysis Branch and the Industrial Relations Statistics Branch. In 1949, the title of the Division of Wage Analysis was changed to the Division of Wage Statistics.

As of August 1951, the Divisions of Wage Statistics and of Industrial Relations were combined into one Division known as the Division of Wages and Industrial Relations under Mr. H. M. Douty, Chief. As of October 1962, Mr. Douty's title was listed in the Department Telephone Book as Director for Wages and Industrial Relations. The following Divisions were listed under him: Division of Wages and Industrial Relations Operations, Division of Occupational Pay, Division of National Wage and Salary Income, and Division of Industrial and Labor Relations.

As of 1963, each of the major program areas of the Bureau became an office under an Assistant Commissioner. Thus, Mr. Douty was listed as Assistant Commissioner for Wages and Industrial Relations. There was no change made in the Divisions under the Office of Wages and Industrial Relations from those listed above as of October 1962. As of 1968, as a result of a reorganization, the Division of Wages and Industrial Relations Operations was transferred from this Office.

As of 1970, after another reorganization the following Divisional structure was in place, under the Office of Wages and Industrial Relations: Division or: Occupational Wage Structures, Division of General Compensation Structures, Division of Trends in Employee Compensation, Division of Industrial Relations, and a Special Reports Group.

Because of a refocusing of emphasis within the wage program, by 1980 a Division of Employment Cost Measurement had been established concerned principally with the Employee Cost Index. As of 1981, with this refocusing of emphasis, and because of budget cuts, several reorganization steps were taken within the Office of Wages and Industrial Relations. As of September 1981, the following Divisions were in place: The Division of Employment Cost Trends (from the Division of Employment Cost Measurement), Division of General Compensation Structures, Division of Occupational Wage Structures, and Division of Developments in Labor-Management Relations.

As of November 1981, to complete the reorganization the Division of General Compensation Structures (Level Benefits program) and of Occupational Wage Structures were combined into the present Division of Occupational Pay and Level of Benefits. In addition, the Special Reports Group was eliminated. The other two Divisions listed as of September 1981 remained unchanged. As of 1983, the title of Mr. George L. Stelluto who had been Assistant Commissioner for Wages and Industrial Relations was changed to Associate Commissioner for Wages and Industrial Relations, but no other change was made to the organization.

As of the time of this writing, it is expected that an additional Division will soon be added to this Office. It is the Division of Statistical Methods which is concerned with devising OWIR survey samples and evaluating the adequacy of the sample composition. This will be accomplished by transferring the Division of Survey Techniques of the Office of Mathematical Statistics into this Office.

Binder of Schedule

This Schedule is presented in a format reflecting the organization of the Bureau of Labor Statistics Offices covered as of the time of its writing in 1983-1984. Its disposition authorizations will remain in effect regardless of any future organizational changes in the BLS Offices covered as long as the files described in its contents continue to accumulate and serve the same purpose.

EXPLANATORY STATEMENTS

A. Documentation of Survey Methodology.

BLS systematically documents the methodological approaches in developing and issuing its survey data. In the Office of Wages and Industrial Relations program, for example, published procedural manuals and Technical Memoranda are issued providing detailed guidance as to the methodology and detailed operations involved in carrying out the specific surveys of the program. The processing of the survey data is organizationally decentralized within several Headquarters' Offices, while the data collection operations involving contacts with reporting establishments are performed in eight regional offices.

To carry out such diffused survey activities in a uniform manner requires the maintenance of up-to-date detailed procedure manual systems outlining for all the various BLS personnel involved in a survey, the various tasks to be performed, the methodological approaches adopted, and the products each participating office is expected to produce.

In addition to the general manualization of these survey operations, special procedural Technical Memoranda are published for the individual periodic or one-time surveys undertaken, again providing specific detailed survey methodological documentation. Both the manuals and the individual survey Technical Memoranda are maintained as permanent items of the Schedule.

Further, under standard BLS approaches, ADP operations involved in survey data processing are meticulously documented by specialized organizational units responsible for such survey processing. Again, such documentation is maintained as a permenant item of the Schedule to be transfered to NARA along with any pertinent permenant, machine-readable records.

Also, specific manuals are published to assist users of BLS survey data to understand how to use the data, and what was involved in its preparation. For example, a general "BLS Handbook of Survey Methods" has been published documenting the methodology applied in issuing the survey data of the principal programs of the Bureau. In addition, the office responsible for the LABSTAT system issues such manuals as a User Guide and a Series Directory to assist users of LABSTAT machine readable records.

B. Long Term Tape Maintenance.

BLS will provide required maintenance procedures to ensure the validity of the machine readable data determined to be retained by the Schedule for more than five years, regardless of whether such machine readable records are to be stored at WNRC or at BLS computer facilities. A notification system will be established to identify those stored BLS tapes needing maintenance procedures in order to comply with the requirements of 41 CFR 36-1207 covering maintenance of machine readable records.

C. Record Copy of BLS Publications.

The term "record copy" for publications is used in the Schedule to designate the most complete set of BLS publications in the best physical condition which will be a permanent record for eventual transfer to the Archives of the United States.

D. Micrographic Publication Standards.

When micrographic publications are to be accessioned to the Archives of the Unites States in lieu of printed copies, the microfiche are to be prepared in accordance with 41 CFR 101-11.5, and specifically the requirements of 41 CFR 101-11.509 (a)(2) are to be observed regarding the quality of the two copies provided.

OFFICE OF WAGES AND INDUSTRIAL RELATIONS

a. Mission. To plan, direct, and conduct a comprehensive economic and statistical analysis and research program on employee compensation and industrial relations.

b. Functions.

(1) Provides leadership and policy direction for the information on wages among occupational groups in the nation as a whole and within various industries and areas; compensation other than direct wage payments; trends in general wage levels; the development of employee organizations and management affecting employee compensation; industrial disputes and methods of conflict, resolution, and other related areas.

(2) Conducts research projects to review current basic concepts and develops alternative measures of wages, employee compensation, and labor costs under varying economic and institutional situations.

(3) Advises and consults with key Department of Labor officials in planning and implementing the statistical and economic aspects of their program.

(4) Consults with representatives of labor, industry, the public, and other government agencies, regarding public issues requiring more information about wages and industrial relations and plans and formulates research programs to meet needs.

OFFICE OF ASSOCIATE COMMISSIONER FOR WAGES AND INDUSTRIAL RELATIONS

1. Program Direction File, Associate Commissioner. General correspondence and related records file, arranged primarily by organization with some subject breakdowns reflecting the Associate Commissioner's executive direction of the Wages and Industrial Relations Program of BLS. This project-oriented program revolves around some 10-12 major recurring projects as well as one-time special projects as required. Certain of these projects involve direct regional contacts with respondents.

The file contains such subjects as: Program Requirements, Program Activities, Planning Documents, Budget and Fiscal, Progress Reports, Division of Employment Costs and Trends, Division of Developments in Labor Management Relations, Division of Occupational Pay and Employee Benefit Levels, Commissioner, Department and Bureau Organizational Breakdowns, Business Research Advisory Council, and BLS Regions. The file is broken yearly, and covers the period 1976-77, and 1981 to date.

Retention Period. Permanent. Break file annually and bring forward active materials to new files as required. 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. Speech, Conference and Seminar File, Associate Commissioner. Consists of copies of speeches made, or of materials obtained by the Associate Commissioner, through attendance at various seminars or conferences. File is broken yearly and is used primarily for reference by the Associate Commissioner.

Retention Period. Permanent. Break file every 5 years. Offer for transfer to the National Archives of the United States in 10 year blocks when the most recent record is 20 years old.

3. Chronological File. File consists of an extra copy of correspondence and other documents to be signed by the Associate Commissioner or the Commissioner, arranged by date.

Retention Period. Destroy when 3 years old.

OFFICE OF PROGRAM ANALYST

*4. Administrative Subject File, Program Analyst. Office copies of administrative housekeeping records maintained by the Program Analyst covering such matters as: accounting, budget, personnel, merit pay, organization, legislation, payrolling, records management, travel, personnel productivity, flexitime, position description binders, personnel promotions, program requirement summaries, and the like.

Retention Period. Break file every 5 years. Bring forward active material and destroy when 5 years old.

5. Office Budget Files. Annual budget books reflecting office copies of budget estimates, submissions, working fund plans, operating budget records and correspondence. Older annual budget files are maintained in folders while current budgets are in 3-ring binders. Copies of budget materials are submitted to the central Bureau office, which maintains the Bureau record copy.

Retention Period. Destroy when no longer needed for current business.

6. Office Chronological File. File consists of an extra copy of correspondence and related documents prepared in the Office of the Program Analyst, kept by date.

Retention Period. Destroy when 5 years old.

*7. Personnel Name File. File consists of office copies of personnel name files of current and former employees of the office, containing such documents as SF 52's typed in office, pay and leave records, promotion status records, employee address forms, and related documents. Arranged by name of employee. Official file is maintained at a higher echelon.

Retention Period. Destroy 1 year after separation or transfer of employee.

*8. Administrative Subject File. Copies of administrative records maintained for convenience of reference by the assistant to the Program Analyst covering such matters as employee production records, travel, leave and payrolling, current addresses of employees, lists of employees and the like.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

9. Local Travel Book. Office records of issuance of tokens and cash for local travel.

Retention Period. Destroy when 2 years old.

10. Word Processing Media File. Diskettes and magnetic cards used in preparation of correspondence, or text or tabular presentations, typically published. Both one-time and periodic publications are involved in this word processing operation.

Retention Period. Scratch after all essential information has been analyzed, tabulated, or published.

11. Former Library Copy of Industry Wage Survey Issuances. The results of the cyclical Industry Wage Surveys (IWS) for various industries are published in the BLS bulletin series. This central library file includes copies of those bulletins (1960-69) as well as copies of the BLS issuances for IWS related and predecessor surveys -- Wage Structure Reports (1945-60); Occupational Wage Relationships (1945); Earnings and Supplementary Benefits, Hospitals (1945); Wages and Hours (specified industries) (1920-47); and Work and Wage Experience Studies (World War II period). Arranged by publication medium, these various issuances, with gaps, date from 1920 to 1969. See items 46 and 47 of this schedule for the Division sets of these publications, some of which may be merged into this file to fill in possible gaps.

Retention Period.

a. Record Copy. Permanent. Merge publications from items 46 and 47, as necessary, to form a complete set.

(1) Publications dated prior to 1970. Offer for transfer to the National Archives of the United States in 2000.

(2) Publications dating from 1970 forward. 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.

b. All other copies. See Item 13.

12. Former Library Record Copy of Area Wage Survey Issuances. This central library file consists of copies of bulletins publishing the results of Area Wage Surveys (AWS) and the predecessor system, Community Wage Surveys. Included are copies of Community Wage Survey bulletins (1951-66); AWS bulletins (1967-74); and related issuances: Area Trends in Employment and Unemployment (1972-76), Occupational Wage Surveys (1949-68); and Locality Effects of $1.00 Minimum Wage (1956-59). Mostly bound in sets and arranged by publication series and date, there are some gaps in the series. See also Item 65 and 68 of the Schedule for the listing of the Division sets of these AWS publications.

Retention Period.

a. Record Copy. Permanent. Merge publications from items 65 and 68 as necessary to form a complete set.

(1) Publications dated prior to 1977. Offer for transfer to the National Archives of the United States in 2007.

(2) Publications dating from 1977 forward. Offer for transfer to the National Archives of the United States in 15 year blocks when the most recent record is 15 years old.

b. All other copies. See item 13.

13. Reference Set of Office Publications on Wages and Industrial Relations. The Office of Wages and Industrial Relations (OWIR) previously maintained a library which among its other holdings served as a depository for various items including sets of OWIR publications. This library was discontinued as of 1979. Other than those publications in the library included as the record copies of Area Wage Survey Issuances File and the record copies of Industry Wage Survey Files, the remainder of these library copies of office issuances consists of random copies and duplicate sets of such office issuances as Municipal Government Wage Surveys, Collective Bargaining Provisions, Wages and Related Benefits, Occupation Outlook Quarterly, Developments in Labor Productivity, and others.

Retention Period. Destroy when no longer needed for current business.

DIVISION OF OCCUPATIONAL PAY AND EMPLOYEE BENEFIT LEVELS

a. Mission. To direct a statistical and analytical program on occupational pay and employee benefit levels.

b. Functions.

(1) Plans and conducts a program of studies and analysis of wage and salary structures for clerical, administrative, technical and professional occupations.

(2) Prepares estimates of occupational wage rates and related benefits in various areas of the country and estimates regional and national levels of occupational employment and pay rates, and the incidence of employer practices and supplementary wage benefits covered in the area wage survey program.

(3) Plans, prepares and interprets analysis of occupational wage structures and related benefits within various industries.

(4) Conducts studies and analyses on employee compensation and developments in the operation of pension, insurance, welfare, and profit-sharing plans and other employee benefit plans that supplement wage salaries.

(5) Represents the Bureau and Department in consulting with the Office of Personnel Management, the Department of Defense, the Office of Management and Budget and other Federal agencies in developing and evaluating studies on occupational wage structures and employee benefit levels.

(6) Prepares articles, reports, bulletins, etc., on occupational wage studies and the implications of changes in occupational wages and employee benefit levels and renders other research services needed for policy considerations by members of Congress, the Secretary of Labor, and the Commissioner.

OFFICE OF THE DIVISION CHIEF

14. Division Correspondence File. Consists of a yellow copy (previously white) of outgoing correspondence signed at the Division Chief level or higher echelons. In some instances, information copies and quick copies of certain incoming correspondence are included. The file presently has such headings as: Division File Letters, Division File Memos, Level of Benefit Letters, Level of Benefit Memos, Industrial Survey letters and memos, Area Wage Survey Letters, Area Wage Survey Memos, PATC Letters, PATC Memos, Monthly, Weekly and Quarterly Progress Reports, Business Research Council, Labor Research Council, Wage Board and VA Schedule Wage Surveys.

At present, another yellow initialed copy of outgoing letters together with the original incoming letter is being sent to the chronological file maintained in the Bureau Mail Room.

At one time, this Division Correspondence file was quite centralized, but presently files are decentralized to the project level. File is broken biennially.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever is later.

15. Division Chief's Program Direction File. This file, maintained by the Division Chief, serves as the Division program direction file, reflecting the Chief's interest in various projects and the management of the Division. It consists of copies of correspondence, drafts, developmental records and budget and other planning matters, computer printouts covering program requirements and budget execution, committee records, testimony, and the like. For the period 1976 to date, it covers such subjects as: PATC Training, PATC Quality Report, 1980 GAO Review of Wage Survey, Service Contract Act Surveys, Municipal Government Wage Surveys, Industry Wage Surveys, Budget, Zero Based Budgeting, Budgeting by Survey, Program Requirements, Advisory Committees, Pay Legislation, Testimony on PATC/AWS, and the like.

File is basically arranged alphabetically, by subject.

Retention Period. Break file at least every 5 years and bring forward active material. Destroy when 5 years old or when no longer needed for current business, whichever is later.

16. Inactive Division Program Subject File. Consists of correspondence, reference material, source data, and related records covering the management, of the Occupational Pay and Levels of Benefit program of BLS for the period 1966-77. During this period, it appears that the file served primarily as a central Division file, with copies of certain letters being sent to the mail room. The file reflects both program direction and administration of this program. It covers such major headings as: general correspondence; meetings, speeches and seminars; committees; task forces; hearings; Division Personnel; Budget Based Programs; Program Planning; Working Fund Projects; Program Control; Wage Board Schedules; and Projects for other agencies.

File has been broken at irregular intervals.

Retention Period. Destroy January 1990. Transfer to WNRC if space is needed.

17. Division Time and Attendance File. Consists of an extra quick copy of bi-weekly time and attendance records of Divisional employees maintained in 3-ring binders.

Retention Period. Destroy when 3 years old.

18. Inactive File of Former Chief of Division of General Compensation Structures. Consists of files maintained by the former Chief of the Division of General Compensation Structures, Alvin Bauman, including copies of correspondence, drafts, source materials, tabulations, and related materials. The file covers such subjects as: Collections/PATC, Data Review, Documentation Model Program, General Concepts, Information Structure, Tabulations, Time Distribution Reports, Non-LOB Benefits, Digest of Selected Pension Plans, Budget, Data Sources, and the like for the period 1975-1981. The file was concerned with Level of Benefit studies as well as such defunct surveys as Employer Expenditure for Employee Compensation surveys, and Fair Labor Standards Act surveys.

Retention Period. Destroy January 1991. Transfer to WNRC if space is needed.

18-1. Tape Files Covering Annual Data from Area Wage Surveys (AWS) Service Contract Act Surveys (SCA), and Employee Benefits Surveys (EBS). Files consist of tapes and related documentation relating to data from annual AWS and SCA surveys. These surveys provide annual data on averages and distributions of earnings for selected occupations in major industry groups in metropolitan areas.

In addition, tapes and related documentation are included covering the results of annual EBS surveys. This annual survey of employers in the private sector provides sample data on the incidence and characteristics of employee benefit plans.

Retention Period. Permanent. Offer for transfer to the National Archives of the United States when 30 years old, or upon termination of the specific programs and cessation of activities, or at mutually agreeable time periods, as appropriate.

Annual Employees' Benefits Surveys (EBS)
(formerly known as Level 1 of Benefits Surveys - LOB)

The present annual Employees' Benefits Surveys were begun on a full scale by BLS in 1979 as a result of the Office of Personnel Management's (OPM) need for data on employee benefits as well as employee wages in determining the relationship with private industry compensation. The Bureau had been gathering statistics on private industry wages and certain leave or other benefit data since 1960 in its Professional, Administrative, Technical, and Clerical Pay Survey. It was felt, however, that employee benefits such as paid leave, and health, life and other insurance plans, and pension plans accounted for nearly one-fourth of employer outlays for employee compensation, and should also be included in OPM's salary comparability computations.

Certain pretests on the Employees' Benefits Survey were carried out in 1977. Earlier studies of the Bureau in the benefit's area covered such matters as annual surveys of Employer Expenditures for Employee Compensation, which were discontinued in 1978, and various other analyses of employee benefits published every 3 or 4 years such as the "Digest of Selected Health and Insurance Plans," and the "Digest of Selected Pension Plans."

The present annual Employees' Benefits Surveys are based on a sample of some 1500 medium or large business establishments which are visited by Bureau field representatives. A new sample is drawn every year with about 40 percent overlays from year to year. The representatives obtain a completed schedule (Form 3111) from each establishment as well as brochures which provide detailed information on the health, life, sickness, and accident, and long term disability insurance plans and private pension plans of the establishments.

The data on leave, insurance, pension, and other benefit plans are inputted into machine-readable data files, with which a control file serves as the basis for tabulating survey results and issuing the tables of the annual survey Bulletin, "Employee Benefits in Medium and Large Firms." In addition to the annual bulletin, a preliminary press release issued several months earlier provides timely highlights on the results of the annual survey. Data in machine-readable format (tapes) including certain unpublished data in the data files are also made available to the public upon request.

19. Employees' Benefits Selected Survey Documentation File. File consists of the pertinent documents relative to the project, such as copies of the schedules, instructional memoranda, training conference materials, survey specifications, forms, coding guides, and other printed documents used in the survey to obtain a uniform methodological approach from the three headquarters offices and the regional offices of BLS primarily concerned with the project. Record sets of these materials are assembled. In addition, the press release and final bulletin are included in the file. Arranged by year 1979 to date.

Retention Period. 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.

20. EBS Project Director's File. This file maintained by the present LOB project director, reflects the activities of the director in managing the operations of the annual Employees' Benefits Surveys carried out by the Division. It includes extra copies of correspondence or directives involved in the study; copies of reports; specifications; materials on target rates, collection progress and confidentiality of data collected; drafts; reference materials; budget materials; and related records.

The file was started as of 1981.

Retention Period. Break file every year and bring forward active materials as required. Destroy when 10 years old or when no longer needed for current business, whichever is sooner.

21. Project Director's Inactive Files. These files reflect the activities of the personnel responsible for various benefit surveys, including the EBS project, carried out by the former Division of General Compensation Structures. In addition to the present Employees' Benefit Surveys, the sketchy earlier records are concerned with discontinued surveys such as those for Employer Expenditures for Employee Compensation, Fair Labor Standards Act Surveys, and the periodic reports on Digest of Selected Health and Insurance Plans and Digest of Selected Pension Plans.

The first full scale annual EBS Survey was carried out in 1979, while the last of the Employer Expenditure for Employee Compensation surveys and the Digest surveys were carried out in 1977.

The file consists of extra copies of correspondence and directives, drafts, collection materials, reference materials, tabulations, and the like covering survey planning, sampling, operational tabulations, training, edits, machine processing, etc.

Retention Period. Destroy in January 1990. if space requires, transfer to WNRC.

*22. Employees' Benefits Schedules (3111) File. Consists of various Employees' Benefits Schedules completed by regional office employees containing information supplied by some 1500 establishments covering such employee benefits as health, life insurance, leave, accident insurance, sickness, disability, and employee pension plans, and the like.

After completion of an annual survey, the schedules for that year are transferred to the regional offices. About half of these schedules are returned to Central Office during the next year's survey as repeat establishments in the sample, together with the current year's schedules from the total sampled establishments. Data are key punched from schedules into a data base.

Retention Period. After completion of second annual survey cycle, transfer previous year's repeat schedules to WNRC. Destroy when 7 years old.

*23. Coding Manual File. Descriptive data on the attributes of the some 5000 different employee benefit plans supplied by the sampled establishments are coded on printed coding manual formats for input into the machine data base. There are 5 major categories of the coding manuals covering health, life, sickness-accident, long term disability insurance plans, and employee pension plans, for each of the annual level of benefits surveys.

Since the coding manuals identify the various establishments offering the analyzed plans, these manuals are considered confidential.

Retention Period. Destroy after completion of annual survey cycle.

*24. Benefit Plan Descriptive Brochures File. Consists of printed brochures describing the attributes of the various employee benefit plans offered by individual establishments. These brochures are collected with the survey schedules in each establishment, and provide the source data for entry. into the coding manuals. Establishments may replace previous plans or supplement existing plans with each annual submission. A file folder of brochures is maintained for each company.

Retention Period. Destroy when latest supplied material is 3 years old or when plan book is replaced, whichever is sooner.

*25. Coding Manual Update File. Consists of bound machine printouts of the edited insurance and pension data base covering the provisions of the some 5000 employee benefit plans for a particular survey year. The data describing the plan provisions are entered into the data base from the coding manuals, and the data base dump is made after completion of the survey cycle for a particular year. The purpose of the file is to permit updating of the previous year's data, and the data have been converted to the current year's coding manual format.

Retention Period. Destroy after completion of annual survey cycle.

26. Microfiche File of Employee Benefit Data. Consists of COM Microfiche containing the edited insurance and pension data base machine-readable data file for a particular survey year. The data reflect the coded data input from the coding manuals entered into the Employee Benefits (EBS) machine-readable file. The microfiche thus serve as a division record of each annual survey coded data, as the actual coding manuals are destroyed upon completion of the annual survey cycle.

Retention Period. Destroy when no longer needed for current business.

*27. 3111 Schedule Machine Listing File. Batches of schedules (Form 3111) as received and key punched and entered into the 3111 data file maintained by the central computer facility. As various types of 3111 schedules are closed out or at the completion of the survey cycle, various final 3111 machine listings or a dump of the 3111 data file listing are obtained. These listings contain such headings as Area Schedule Listings, Record Listing, EIN Detail listing, and the like. The data are in machine-readable format.

Retention Period. Destroy after all essential information has been analyzed, tabulated or published.

*28. Current Edit and Review Machine Listing of EBS Input Data. As batches of 3111 schedules and coding manuals are sent for keypunching and entering into the 3111 data files or employee benefits system file (EBS Coding Manual Files), machine edits are made, and problem entries printed out on listings for review by Division personnel. After resolving the problems, the listings have no further value.

Retention Period. Destroy after successful entry of corrected information into data file.

Annual Professional, Administrative, Technical, and Clerical Pay Surveys (PATC)

The annual Professional, Administrative, Technical, and Clerical Pay Survey (PATC) was begun in 1960. This survey, sometimes known as the White-Collar Pay Survey, is used in comparing the pay of salaried employees in the Federal Civil Service with pay in private industry.

The Federal Salary Reform Act of 1962, and its successor, the Federal Pay Comparability Act of 1970, provided for annual adjustments in the salaries of Federal White-Collar employees to achieve comparability with private enterprise pay rates for the same levels of work. The PATC survey provides the private industry salary data used in making the comparisons.

Under the 1970 Act, the President has designated the Secretary of Labor, the Director of the Office of Management and Budget, and the Director of the Office of Personnel Management to serve jointly as his agent to establish pay for Federal white collar workers.

The President's pay agent is responsible for translating survey findings into recommendations for adjustments to align Federal pay comparability with private industry. The agent determines the industry, geographic, establishment size, and occupational coverage of the survey.

PATC provides nationwide private industry wage data for some 24 occupations spanning more than 100 work level categories. The occupations covered are essentially of the same nature in both the Federal and private sectors. The occupational definitions reflecting the duties and responsibilities of employees in private industry are designed to be translatable to specific GS grades of Federal employees.

Of the approximately 44,000 establishments within the scope of the survey, some 3,500 are contacted by BLS Regional representatives in obtaining data for the survey.

Preliminary results of the survey are published in July of each year in the press release, "White-Collar Salaries," while detailed results are published three months later in a Bulletin, "National Survey of Professional, Administrative, Technical, and Clerical Pay."

The project director responsible for the PATC survey is also responsible for maintaining the files on the discontinued "Municipal Government Wage Survey," which was conducted annually from 1971 to 1980. This survey provided data on occupational wages in some 27 large municipal governments, including comparisons with Federal and private industry wages. Results were published annually for individual cities, as well as a summary that includes data for each city covered.

29. PATC Project Directors File. File reflects the activities of the various PATC project directors responsible for managing the PATC pay project over the years. Pretest on this project began in 1958. Annual press releases were issued in July of each year, starting in 1960, while the annual national survey bulletin was issued in the fall.

Some files cover sick leave and certain other levels of benefits, now separated under the EBS project, as well as records on the discontinued Municipal Government Wage Project (closed 1980).

Basically, this file is management oriented as compared to the detailed project file maintained by the PATC analysts directly responsible for carrying out the work.

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

30. PATC Project Documentation Folders. This documentation file is assembled at the close of the annual PATC project cycle. It consists of copies of all pertinent documents of the Division relative to the project, such as sample copies of forms, the instructional memoranda, training conference materials, specifications for survey design and tabulation, the news release, and in later years only, copies of the Bulletin. No correspondence is included. The materials collected are basically printed documents used in providing a uniform approach to carrying out the project by three separate headquarters offices of the Bureau and by the regional offices - arranged by date, 1960 to date.

Record Retention. Permanent. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old.

31. Set of Annual PATC Bulletins. Consists of two copies of each of the annual numbered Bulletins, "National Survey of Professional, Administrative, Technical, and Clerical Pay" reflecting the results of each annual PATC survey. The Bulletin contains much more information than the temporary press release of July of the year. File arranged by date - 1960 to date.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

32. Distribution Copies of Annual PATC Bulletins. Consists of several extra copies of each Annual Bulletin as available.

Retention Period. Destroy when no longer needed.

*33. PATC Project Operational Files. Consists of detailed records maintained by the analysts of the Division who carry out the work of the project. Records consist of such materials as final machine tabulations not included in publications including wage and employment data by sex or numbers converted to percentages in the publication, records of visits to various establishments to determine the validity of the occupational descriptions included in the survey, regional office clarifications, end of survey comments from regions, comparability data, drafts of manuscripts or definitions used, various manual tabulations, and the like. The file is centralized for all analysts concerned and is broken yearly.

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

34. State and local Government Printed Wage Reports. Consists of a collection of state and local government reports of wage studies covering the period 1970-77 used in a pretest concerned with possibility of inclusion of State and local Government wage data in PATC survey. Includes pretest schedules, universe statements and other pretest records although no tabulation of data was made.

Retention Period. Destroy when no longer needed for current business.

*35. Machine Listing of Dump of PATC Data File. Consists of machine listings created after completion of each year's survey cycle reflecting the contents of the data base and tabulations involved in the PATC survey. Formatted by the 24 occupations covered.

Retention Period. Destroy when 4 years old.

*36. Current PATC Edit and Review Machine Listing. Consists of machine listings reflecting the batched input of PATC schedule data into the PATC data file, reviewed during the January - June period to insure correctness of entries.

Retention Period. Destroy upon successful entry of corrected data into machine data file, except last completed schedule by schedule listing which should be destroyed when 3 years old.

37. Municipal Government Wage Surveys, Operational Project Files. The annual Municipal Government Wage Survey was carried out from 1971 through 1980 when it was discontinued. These files consist of detailed records from 1975-1980 formerly maintained by the analysts who carried out the project on a day-to-day basis. The files consists of drafts, tabulations, reference materials,

technical memos, specifications, some copies of correspondence, and related records reflecting the operations in carrying out this annual wage project covering some 27 cities. Included are such topics as Private Industry-Federal Comparisons, Technical Memoranda, Intercity Comparisons, Federal Rates, Specifications, Job Lists, and the like.

Retention Period. Destroy when no longer needed for current business.

38. Municipal Government Wage Surveys, Working-Reference Files. Consists of copies of job descriptions obtained from various cities in the sample during the early 1970's as well as hand written tabulations, old source data, extra copies of correspondence and the like, accumulated in the early 1970's in connection with the Municipal Government Wage Surveys.

Retention Period. Destroy when no longer needed for current business.

39. Municipal Government Wage Surveys, Individual City Reports, Record Copy. Consists of record copy sets of annual publications, "Municipal Government Wage Surveys," comprising the results of these surveys of occupational pay in some 27 large cities. From 1971-75, these publication sets were bound, while the later years were not. Arranged by year and by city thereunder. 1971-1980.

Retention Period.

a. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 15 years old.

b. All Other Copies. Destroy when no longer needed for current business.

40. Municipal Government Wage Surveys, Record Sets of Selected Documentation. File consists of printed documents of the Division relative to this discontinued project providing for a uniform methodological approach for the various headquarters and regional offices concerned. The most complete file involves the last year of the project (1979) and comprises technical memorandums, specifications, job description listings, and various job descriptions. Earlier years, such as 1973, 1975, 1976, and 1977 have less complete documentation. Arranged by year.

Retention Period.

a. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 20 years old.

b. All Other Copies. Destroy when no longer needed for current business.

41. Record Copy of Publication, "Wage Differences Among Large City Governments and Comparisons With Industry and Federal Pay. "Consists of the record copy of the annual summary publication of the Municipal Government Wage Survey entitled "Wage Differences Among Large City Governments and Comparison with Industry and Federal Pay." Annually, during 1978, 1979, 1980, and 1981, BLS issued this summary publication of the results of the survey for all cities covered. Arranged by year. The survey was discontinued as of 1981.

Retention Period.

a. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 15 years old.

b. All Other Copies. Destroy when no longer needed for current business.

Periodic Industry Wage (IWS) and Union Wage Scale Surveys

For many decades, the Bureau of Labor Statistics has conducted surveys of wages by occupation and industry based on employer records. The coverage of such surveys over the years has been dictated mainly by Federal Government requirements for the data. For example, between 1934 and 1940 the selection of industries studied was determined largely by administrative needs under the National Industrial Recovery Act, Public Contracts Act, and the Fair Labor Standards Act, with emphasis on nationwide data for relatively low-wage industries.

During the early 1940's, emphasis was placed on wages in heavy industries essential to war production, with data on various localities also being presented. Since 1945, the emphasis on wage data by locality has continued within the framework of industry studies generally designed to produce national and regional estimates. Currently, with emphasis on service industries, emphasis has been placed on presenting wage data on a local basis for such industries.

The annual studies of union wage rates and hours began in 1907, and when discontinued in 1980, covered such industries as construction, local transit, local trucking, and printing. In addition a biennial study was made of grocery store employees. Special attention was given to construction. In addition to the annual survey, for example, a quarterly survey of 7 major construction trades was conducted in 121 cities.

Data for the industry and union wage surveys were collected and edited for correctness at the regional offices. The data were entered into the Bureau's data files at the central computer facility through the Remote Terminal Network. The regional offices maintain the voluminous data collection and review and edit files, rather than at headquarters.

Some 8 to 10 industry wage surveys are presently conducted annually. Depending on the particular industry covered, there can be a 3 to 6 year time lapse between such surveys of an industry. The survey results are contained in bulletins issued, on average, 18 months after the survey reference month. To provide more timely information, preliminary releases are issued for many of the surveys at an earlier date. Such preliminary releases are superceded by the final survey bulletins.

42. Industry Wage Surveys, Project Director Correspondence File. Consists of binders containing incoming correspondence and various copies of outgoing communications arranged primarily by date, maintained by the present project director. Typically, the yellow initialed copy of outgoing correspondence is maintained by the person who prepared the correspondence. The current file

runs from 1981 to date. Copies of pertinent correspondence are also maintained in the individual survey folders. The file reflects primarily administration of these periodic surveys by the project director.

Retention Period. Destroy when 5 years old.

43. Project Director Inactive Correspondence File, IWS. Consists of incoming correspondence and copies of outgoing correspondence files maintained by former project directors of Industry Wage Surveys, and of Union Wage Scale Surveys, now discontinued. File is primarily arranged by date. It reflects the administration of these wage surveys covering the period 1975 - 1980, by former project directors.

Retention Period. Destroy in January 1990.

44. IWS, National Summary Release File. Consists of published releases of various Industry Wage Surveys containing selected U.S. summary data highlighting the preliminary results of certain of the Industry Wage Surveys for which timely, rapid dissemination of results was deemed necessary. The final survey Bulletins issued later, contained all data included in these preliminary highlight releases, and much more additional detailed data as well. Arranged by SIC order.

Retention Period.

a. Record Copy Set. 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.

b. All Other Copies. Destroy when no longer needed for current business.

45. IWS Preliminary Local Area Releases. Typically, on cyclical surveys of various local industry wages a preliminary release is prepared providing timely data for certain of the metropolitan areas or regions covered by the survey. The preliminary highlight data in these releases are duplicated in the final survey Bulletin which also contains additional detailed data. Arranged by SIC number and alphabetically thereunder.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

46. IWS, Final bulletins. The results of the cyclical Industry Wage Surveys for various industries are published in the BLS bulletin series. The bulletins are arranged primarily by date of publication. The present Bulletin file dates from 1960 to date.

Retention Period. See item 11 for record copy of these Bulletins. As required, merge with record copy set to obtain a complete record copy set and fill any gaps in the record copy set. Destroy remainder when no longer needed for current business.

47. Bound Copies of Early IWS Reports. Consist of the following bound report files:

1. Wage Structure Reports, by industries, numbers 30-43, 1945-1964 and numbers 63-72, 1947-1948 of the former Wage Analysis Branch, Industry Wage Studies Division.

2. Wage Movement Series Reports, numbers 1-6, covering wage trends in general from 1939-1949, and Trends of Wages and Salaries of Police-Firemen 1939-1950; 1949 Collective Bargaining Trends; City Public School Teachers, 1925-49; Federal Classified Employees 1939- 1950 - issued in 1950 by former Division of Wage Analysis.

3. Occupational Wage Relationship Series 1945-1946 numbers 1-11, Large Industry, issued by Wage Analysis Branch, Wage Structures Division.

4. 2 Binders - Earnings and Supplementary Benefits in Hospitals by City - 1956-1957 - by former Division of Wages and Industrial Relations. See Item 11 for record copy of these Bulletins.

Retention Period. See item 11 for record copy of these Bulletins. As required, merge with record copy set to obtain a complete record copy set and fill any gaps in the record copy set. Destroy remainder when no longer needed for current business.

48. IWS, Bound Copies of Final Bulletins, SIC Arrangement. For the period 1960-1969, final bulletins of the various industry wage surveys have been bound together, and arranged by SIC numbers of the industries concerned and by date thereunder. While this file duplicates the chronological file of record copies of Industry Wage Survey final bulletins, it is arranged by industry SIC numbers.

Retention Period. Destroy when no longer needed for current business.

49. IWS Annual Control Book. Annual control books are maintained by Division personnel on the progress of the 8 to 10 industry wage surveys undertaken yearly. The books contain copies of selected printed survey instructions and specifications, as well as log sheets upon which entries are made as to the completion dates of the various steps in the survey cycle.

Retention Period. Destroy when 7 years old.

*50. Industry Wage Surveys, Project Operations Folders. With the three to six year interval in the cycle of surveys covering a particular Industry, the survey personnel maintain a project operations folder for each industry covered to assist in planning the next survey in the cycle for each industry. The folders reflect detailed operations involved in these recurring surveys and contain such documents as: samples of forms used, instructional memoranda issued by OFO, survey specifications, background and reference materials collected, various unpublished or published machine manual tabulations, statements on sampling problems, end of survey reports, extra copies of survey correspondence, drafts and longhand notes.

Presently, as survey forms, specifications, instructions, and the like are revised, the obsoleted materials are replaced in the folders by the revised materials. The folders are arranged primarily by industry SIC numbers.

Retention Period.

a. Current Cyclical Survey Folders. Maintain separate folder for each update. Destroy folder after 2 additional survey cycles.

b. Discontinued Industry Folders. Destroy 10 years after discontinuance of surveys of the particular industry.

51. IWS Job List and Job Descriptions Files. Consists of copies of various lists of jobs or job descriptions used in planning and carrying out industry wage surveys.

Retention Period. Destroy when superseded, revised, or no longer needed for current business.

52. IWS Current Instructional National File. To obtain uniformity of survey operations involving three major headquarters offices and the BLS regional offices detailed survey procedural instructional specifications, covering such matters as coding, data collection, and data tabulation, are issued by the Office of Field Operations in cooperation with Division project personnel and others concerned. The file consists of printed

copies of the more current of these instructional materials. Arranged by SIC 4-digit numbers. The record copy set is maintained in the Office of Survey Processing. See items 258 and 259.

Retention Period. Destroy when superseded by two industry surveys in the periodic cycle.

53. IWS Special Hospital-Health Wage Operations Files. Operations and background materials on surveys made of various special hospital occupational wages covering the period 1969-1975. Files include extra copies of correspondence, hand and machine tabulations, handwritten notes, drafts, instructional materials, reference and background materials, data on Federal Government hospitals, and the like.

Retention Period. Destroy as of January 1990.

54. IWS Machine Listing of Publication Tables. Consist of machine listings reflecting the tabular presentations derived from the data file to be included in various published reports. Such listings are reviewed for correctness and validity of data prior to publication.

Retention Period. Destroy upon publication of survey results.

54(a) IWS Publication Photocomposition Disk Files. There are two types of IWS publications covered by the IWS photocomposition system for publishing IWS issuances. These include the 100 or so per year area industry wage reports involving regionally-generated tabular data and the headquarters office prepared bulletins containing U.S., regional and area wages data involved in the 8-10 industries covered per year.

For both types of publications, the photocomposition production disk files contain the microdata aggregated tabular presentations based on TPL and other programs, publication textual information, and the various control programs of the photocomposition system.

Backup tapes are generated weekly for these disk files, and, in the case of the area reports, tapes are also generated after the weekly job run.

Retention Period:

a. Tabular Data and Text. Delete published data as required during each job run.

b. Control Programs. Delete when obsoleted or revised, or when system is replaced, as appropriate.

54(b) IWS Photocomposition System Tape Files. Tape files generated in connection with the IWS photocomposition system include such tapes as: job run tapes containing the tabular and textual data of the disk files after a job run, the weekly backup tape containing the entire contents of the IWS photocomposition disk files for possible disk regeneration purposes, and driver tapes for running the Video composition equipment at Government Printing Office, and the like.

In the case of the driver tapes, both text and tabular data are included by the program office for area IWS reports, while full tabular data and certain of the textual data are included for headquarters office bulletins. The Office of Publications completes the textual portion of the driver tapes as required.

Retention Period.

a. Weekly Disk Backup Tapes. Delete published data on tape as required, during each weekly run.

b. Job Run Tapes. Delete published data on tape as required during each job run.

c. Driver Tapes. Scratch after publication run of issuances covered by the tapes.

54(c) IWS Photocomposition System Documentation Files. The files consist of listing sheets reflecting the source and other programs involved in controlling the IWS photocomposition system as well as various manuals and procedural guides involved in the system, such as data dictionaries, TPL program manuals, Wylbur manuals and the like.

Retention Period. Destroy when obsoleted or revised, or when the system is replaced, as appropriate.

54(d) Page Proof Manuscripts of IWS Issuances. Consists of computer prepared page-proof manuscripts of camera-ready copy of the various IWS issuances generated under the IWS photocomposition system.

Retention Period. Destroy after final publication and distribution of the issuances concerned.

55. Quarterly News Releases, Union Wage Scale Surveys of Building Trades. Consists of published releases issued quarterly covering union wage scales in the building trades for 121 cities. This was the only quarterly data release of the

union wage scale surveys which typically provided annual data only. 1965-1981. Arranged by date of release. This survey was discontinued in 1981.

Retention Period.

a. Record Copy Set. Permanent. Offer for transfer to the National Archives of the United States when the most recent record is 15 years old.

b. Other Copies. Destroy when no longer needed for current business.

56. Final Bulletins of Union Wage Scale Surveys. The results of the now discontinued surveys of union wage scales were typically published in bulletins covering national, regional, and various cities data for a particular industry. The bulletins cover such industries as construction, printing trades, grocery stores, local transit operators, and local truck drivers. File is arranged by industry and by date thereunder. 1936-1980.

Retention Period.

a. Record Copy. Permanent. Offer for transfer to the Archives of the United States when the most recent record is 15 years old.

b. Other copies. Destroy when no longer needed for current business.

*57. Union Wage Scale Project Operations Files. This file consists of background and reference papers generated during the operations of the now discontinued surveys of union wage rates and hours in a small number of industries. They include copies of correspondence drafts, longhand notes, intermediate computer runs, published and unpublished machine tabulations, extra copies of news releases and bulletins, copies of union contracts, and the like. These materials concerned such matters as project planning, pretest contacts, data collection operations, and drafting releases. Project papers 1973-1980.

Retention Period. Destroy January 1990, or when no longer needed for current business, whichever occurs sooner.

ANNUAL AREA WAGE SURVEYS AND SERVICE CONTRACT ACT SURVEYS

Area Wage Surveys (AWS) were initiated in the late 1940's. They were designed to meet the demand for pay data related to office clerical and manual jobs that are common to a wide variety of manufacturing and non-manufacturing industries within metropolitan areas. This survey program was firmly established and temporarily expanded for use in the wage stabilization effort during the Korean emergency.

In 1960 the program was converted from a study of metropolitan areas of special interest to a study of a statistically selected group of areas from which data could be projected to represent all metropolitan areas combined.

Industry divisions included are: (1) manufacturing; (2) transportation, communication, and other public utilities; (3) wholesale trade; (4) retail trade; (5) finance, insurance and real estate; and (6) selected service industries.

At the time of this writing, annual area wage surveys were conducted covering some 70 metropolitan areas. Bureau field representatives obtain data by personal visits at 3-year intervals. In each of the two intervening years, only information on employment and occupational earnings is collected by a combination of personal visit, mail questionnaire, and telephone interview from establishments participating in the previous survey.

While survey planning and statistical machine data manipulation are headquarters office functions, the data collection interviews or survey questionnaire mailouts and follow-ups are carried out by the regional offices which transmit the collected and edited sample establishment data to the central Bureau computer facility data file using the Regional Terminal Network.

Cross-industry area wage surveys have also been conducted annually since 1967 at the request of the Employment Standards Administration, presently in some 92 other areas, for use in administering the Service Contract Act of 1965 (SCA). In addition, special SCA industry studies are conducted in metropolitan areas providing wage information for moving and storage and food service jobs. The SCA surveys are similar in scope and method to area wage surveys, but a more limited number of occupations and related benefits are studied. For example, for all cross industry SCA surveys in the 92 areas (in 1984), a total of some 8,000 establishments are presently sampled, while

the special industry SCA surveys presently involve a sample of about 500 establishments.

Annual Bulletins are published covering results of Area Wage Surveys in the 70 individual metropolitan areas, and an annual summary bulletin covering results in all selected areas is also published. In addition, summaries are published every four months covering results of current area wage surveys, and published annually showing earnings in all metropolitan areas and wage differences among selected areas. Summaries are also issued covering results of both cross industry and special industry SCA surveys. This program also contributes historical wage and related benefits statistical data on all metropolitan areas of the United States for inclusion in the central Bureau "Handbook of Labor Statistics."

58. AWS-SCA Project Director's Program Direction File. Consists of copies of correspondence, drafts, machine and hand listings, meeting-conference materials, and other records maintained by the AWS-SCA Project Director in managing and directing the some 70 annual area wage surveys and the SCA cross industry and industry wage surveys in some 162 areas. The file contains such subject headings as: Program Requirements, Information Collection Budget, Statistical Procedures, SCA Legislation, Air Force - NASA Conference, Project Proposals, Survey Specifications, Procedure Manual Drafts, Reference Requests, Flexibility Sample, and SCA Planning.

In addition, the file contains folders with machine or hand tabulations, handwritten drafts, and the like, reflecting special requests or one-time surveys undertaken.

Retention Period. Destroy when 10 years old.

59. Project Director's Set of Published Summaries and Bulletins, AWS-SCA. Consists of a set of current published individual area and national summaries and bulletins, covering area wage and Service Contract Act wage surveys maintained for convenience of reference.

Retention Period. Destroy when replaced or obsoleted.

60. AWS-SCA Reading Files. Consists of chronologically arranged copies of correspondence prepared in the AWS-SCA project offices and predecessor offices.

Retention Period. Destroy when 5 years old, or when no longer needed for current business, whichever is later.

61. AWS-SCA Survey Machine Tabulation Progress Reports. Machine tabulations providing progress reports on the status of various AWS-SCA surveys underway.

Retention Period. Destroy when 1 year old.

62. Current Technical Memoranda File, AWS-SCA. Consists of copies of current technical memoranda published by the Office of Field Opperations containing procedural and methodological instructions providing for uniform approaches in carrying out AWS-SCA surveys involving primarily three headquarters offices and the regional offices of the Bureau. The record copy Memoranda are maintained by the Office of Survey Processing. See Item 259.

Retention Period. Destroy when replaced by instructions for next survey in the cycle, typically on a 3-year cycle.

63. Current Job Description and Data Collection Form Files. Consists of copies of printed job lists and job descriptions, and of various data collection forms involved in annual area wage and Service Contract Act surveys.

Retention Period. Destroy when 4 years old, or when no longer needed for current business, whichever is later.

64. Inactive Job List - Description Files AWS-SCA. Consists of copies of lists of jobs and job descriptions used in connection with various AWS-SCA surveys maintained in three binders.

Retention Period. Destroy when no longer needed for current business.

65. Bound Copies of AWS Annual Bulletins of Individual Metropolitan Areas. Bound copies of annual Area Wage Survey Bulletins for the some 70 individual Metropolitan Areas covered by the program. The file is broken as of 1974, and each file is arranged alphabetically by the name of the principal city in the metropolitan area covered, and by date within each location. In the early period, these Bulletins were known as Community Wage Surveys. Also related Bulletins were known as Occupational Wage Surveys.

Retention Period. See item 12 for record copy of these issuances. As required, merge copies from this file into the record copy set to fill in gaps. Destroy remainder when no longer needed for current business.

66. Chronological File of AWS Individual Area Bulletins. The file consists of bound copies, arranged by year, of bulletins reflecting the results of annual wage surveys in individual metropolitan areas. Arranged by date, and by area covered thereunder. The following series are included: "Salaries of Office Workers in Large Cities," "Community Wage Surveys," "Occupational Wage Surveys," and "Area Wage Surveys." The file is duplicated by the set arranged by area.

Retention Period. Destroy when no longer needed for current business.

67. Individual Metropolitan Area Annual AWS Bulletin File, Current Years. Distribution copies arranged alphabetically by area covered, of the most recent annual area wage survey bulletins of the some 70 individual metropolitan areas covered.

Retention Period. Destroy when no longer needed for current business.

68. Bound Copies of Annual Summary Bulletins, AWS and Predecessor File. In addition to publishing annual bulletins on wages and related benefits for individual metropolitan areas, the office publishes annual bulletins for all areas covered (selected metropolitan area Bulletins), and in the past published regional and United States metropolitan area summaries. Presently, no national and regional data summaries are published, but certain historical national and regional data on metropolitan area wages and related benefits are included in the central Bureau Annual Bulletin, "Handbook of Labor Statistics," and in annual wage summary releases.

The following are the specific chronologically arranged Metropolitan area summary annual bulletins on wages and related benefits maintained in the file, which in some cases will include current year copies as issued.

1 Bound volume: (a) "Wage and Related Benefits in Labor Markets in selected Areas)" 1951-1961

(b) "Wage Differentials and Rate Structure" summary, 1951-1952

(c) "Metropolitan Areas of U.S. and Regional Summaries," 1960-1961. Certain duplicates are also maintained.

1 Bound volume: (a) Wages and Related Benefits, "Metropolitan Areas, U.S. and Regional,"1964-1970

(b) Wages and Related Benefits, "Selected Metropolitan Areas," 1964-1970

1 Bound volume: Area Wage Surveys, "Metropolitan Areas, U.S. and Regional Summaries," 1970-1977

1 Bound volume: Area Wage Surveys, "Selected Metropolitan Areas," 1970-1979

There is much duplication between this set of publications and the AWS and predecessor publications maintained in the Office library. (Item 12)

Retention Period. Merge sets as required to obtain complete permanent file. See Schedule Item 12. Destroy remainder when no longer needed for current business.

69. Bulletin Files of "Directory of Area Occupational Wage Surveys" Consist of copies of the former annual BLS Bulletins entitled "Directory of Area Occupational Wage Surveys", no longer issued, arranged by date of issue. 1948-1979.

Retention Period. See Item 12 for record copy. As required merge copies from this set into the record copy set to fill in gaps. Destroy when no longer needed for current business.

*70. SCA Sample Universe File. Consist of summary of survey universe and sample sheets, reflecting the universe of establishments within areas from which sampled establishments were selected for SCA area and individual industry surveys. Arranged by area. Reflects the total employment represented by the sample.

Retention Period. Destroy remainder when replaced by updated sample universe, typically on a 3-year cycle.

*71. SCA Register File. Register of establishments involved in the sampling for cyclical interim and full Service Contract Act area and industry surveys. File is arranged by location and contains confidential information that could identify individual establishments.

Retention Period. Destroy upon replacement by updated registry for area concerned, typically at 3-year intervals.

72. Chronological Record File of SCA Summary Reports. Consist of bound copies of the various annual metropolitan area or industry by city, SCA summary reports, arranged by year and area thereunder, for 1966 to date.

Retention Period.

a. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 15 years old.

b. All Other Copies. Destroy when no longer needed for current business.

73. SCA Summary Publications, Current Issues File. Distribution copies, arranged by principal cities of metropolitan areas, of various SCA summary reports including both annual metropolitan area reports and individual industry reports by city.

Retention Period. Destroy when no longer needed for current business.

74. SCA Project Operations Folders. File consists of one folder per year, arranged by date, covering the period 1966 - to date with gaps, reflecting the operations involved in carrying out these annual surveys of service job wages for the Employment Standards Administration (ESA) and its predecessors. The folders contain such materials as planning documents, end of survey reports, copies of contracts with ESA, interpretative memoranda, project proposals, specifications and the like involved in carrying out these SCA special industry and area wage surveys. Also included are folders involving occupational wage relationship data. 1964-1967.

Retention Period. Destroy when 25 years old or when no longer needed for current business, whichever is sooner.

75. Record Copy of AWS-SCA Highlight Summary Reports Files. Record copies, arranged primarily by type of report of the various SCA or AWS annual summary reports issued including "Occupational Earnings and Wage Trends in Selected Areas" 3 issues per year, SCA "Occupational Earnings in Selected Areas", 3 issues per year, "Occupational Earnings in all Metropolitan Areas", Highlight Area Wage Surveys of individual metropolitan areas, "Wage Differences - Occupational Differences Among Areas", and other current and predecessor highlight summaries issued as part of AWS or SCA program. Certain of these are discontinued issues, or incomplete as to dates covered. Cetain of the SCA Summary reports are duplicates. AWS Summaries are typically summarized in Bulletins. 1970-date.

Retention Period.

a. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 15 years old.

b. All Other Copies. Destroy when no longer needed for current business.

76. AWS-SCA Summary Reports File, Current Years. Basically a distribution file, arranged by category of report, of the various SCA or AWS annual summaries issued including such summaries as AWS "Occupational Earnings and Wage Trends in Metropolitan Areas", SCA "Occupational Earnings in Selected Areas", AWS "Occupational Earnings in All Metropolitan Areas", SCA individual annual metropolitan area individual occupation reports, preliminary summaries of SCA or AWS wage summaries of individual metropolitan areas and the like.

Retention Period. Destroy when no longer needed for current business.

*77. AWS Register File. Register of establishments involved in the sampling for cyclical interim and full area wage surveys. File is arranged by location and contains confidential information that would identify individual establishments.

Retention Period. Destroy upon replacement by updated registry for area concerned, typically at 3-year intervals.

*78. Sample Universe File, AWS. Consists of summary of survey universe and sample sheets, reflecting the universe of establishments within areas from which sampled establishments were selected for area wage surveys. Arranged by area, and shows by industry the total employment represented by the sample.

Retention Period. Destroy when replaced by updated sample universe, typically on a 3-year cycle.

*79. AWS Metropolitan Area Table Files. Machine listings providing source data for such area wage survey tables as scope tables and fringe benefit tables, including individual -- establishment data of various metropolitan areas.

Retention Period. Destroy when updated by next survey machine tabulations of the survey cycle.

*80. AWS Edit and Review Machine Tabulations. Intermediate machine listings reflecting the entry of regional offices of establishment data into the data files using the Regional Network. Listings are reviewed and edited by headquarters

personnel to insure the validity of the data involved in the AWS metropolitan area surveys. Arranged by area.

Retention Period. Destroy when replaced by the succeeding year's survey in the cycle.

81. AWS Current Wage Trend Machine Listings. Machine listings containing annual wage trend tables which serve as a source for the annual publications on Wage Differences Among Metropolitan Areas. By year and by area thereunder.

Retention Period. Destroy when essential information has been tabulated or published.

82. Discontinued Manual Index and Survey Worksheets Primarily on Wage Trends. Three-ring binders containing such manual worksheets as the 1959-1963 Office and Plant Worker Index of Wage Trends included in the old Community Wage Surveys; worksheets on all metropolitan area wage trend data, 1961-1974 by region and area thereunder; worksheets on yearly wage trend adjustments not reflected in all metropolitan data tapes 1970-1975, by city; and San Francisco Region Wage Trend Data by various occupations 1965-1975, and the like.

Retention Period. Destroy as of January 1990.

83. AWS-SCA Final Machine Tabulations. Machine tabulations reflecting the status of various tables such as those covering wages, fringe benefits, or wage trends in the published series of the AWS-SCA program. These tables are reviewed and approved for publication.

Retention Period. Destroy after replacement in the yearly cycle.

Records Common to all Offices of Division of Occupational Wage and Employee Benefit Levels

84. Non-recurring or Special Surveys Files. Consist of materials in the Division accumulated in preparing special tabulations or non-recurring publications such as for articles in the Monthly Labor Review, or for special one-time or other surveys undertaken for varying requestors not listed elsewhere in the Schedule. Files cover such publications as "Interarea Pay Comparisons," "Wages and Living Costs", "Wage Relationships Among Selected Occupations," or "Occupational Wages Within Individual Establishments." Special one-time or contract projects could include the Survey of Tipped Employees in Hotels and Restaurants, the Federal Wage System Studies or the Davis-Bacon Act Test Study, and others such as research studies to improve statistical methodology.

Records on these one-time publications or special surveys could include copies of correspondence, drafts of manuscripts, hand tabulations or work sheets used in data analysis, source data, machine listings of tabulations, reports made to sponsors, and the like.

Retention Period. Destroy when all essential information has been analyzed, tabulated or published, except final data sets leading to publication of survey results, with documentation. Submit SF 258 to NARA 3 years after publication of results. If rejected by NARA, destroy immediately.

85. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files maintained by the various economists, analysts, or other program personnel of the Division covering their particular assigned program areas as well as statistical procedures and methodology and computer technology and the like.

Retention Period. Destroy when superceded, obsoleted, or no longer needed for current business.

86. Intermediate Printouts, Job Runs, Worksheets. In carrying out the programs involving surveys of occupational pay or levels of benefits, economists, analysts, or other program personnel, obtain printouts or various other job run listings from off-premises machine-readable records, typically of an intermediate nature, covering the various types of periodic or one-time surveys or studies undertaken by the Division. These worksheets or listings, can be both machine processed or manually prepared, and can cover administrative or internal housekeeping matters, programming operations, answering complex requests for

information, editing and review of data files, intermediate dumps of data files, file updating operations, drafting of tabular data, input or data manipulation, operations, survey sampling developmental work, and the like.

The machine listings of this item include only those not covered by the specific items of the schedule for the Division listed above.

Retention Period. Destroy when essential information has been analyzed, tabulated, or published, or when obsoleted or revised, as appropriate.

DIVISION OF EMPLOYMENT COST TRENDS

a. Mission. To manage, direct, and improve BLS programs on employment cost trends: the Employment Cost Index and the Hourly Earnings Index.

b. Functions.

(1) Prepares a series of indexes measuring changes in employee wage and benefits. Data are collected, analyzed and tabulated by industry, occupation, area and union status for all workers in the U.S. economy.

(2) Initiates, directs and conducts analyses to revise or develop new techniques and procedures to insure that the indexes meet current and future needs and to maintain an accurate measure of employment cost.

(3) Develops and publishes the Hourly Earnings Index which is a major economic indicator of hourly wage rate changes.

(4) Prepares reports, articles, and press releases on employment cost trends and hourly earnings, renders research services needed for policy considerations by the Commissioner, the Secretary of Labor, and Congress.

Office of Division Chief

87. Division Chief's Program Subject File. This file serves as the Division Chief's program direction file, reflecting the Chief's interest in the Division projects. It consist of copies of correspondence on policy and planning matters, draft developmental papers, budget planning and execution, progress reporting, survey concepts, specifications and the like. It concerns the Employment Cost Index, the Hourly Earnings Index, and other Division projects.

Retention Period. Break file every five years and bring forward active materials to the new files as required. Destroy when five years old or when no longer needed for current business, whichever comes later.

88. Division Administrative File. Administrative files of the Division comprising correspondence and related materials, arranged by subject, containing office copies on such administrative matters as personnel, training assignments, travel, travel vouchers, records, space, procedures, and similar housekeeping matters of interest to the Division.

Retention Period. Break file every three years, bring active material forward. Destroy when three years old.

89. Division Chronological File. This file consists of extra copies of correspondence and other documents prepared in the Division, maintained in date order.

Retention Period. Destroy when 3 years old.

*90. Division Time and Attendance File. Consists of extra quick copies of bi-weekly time and attendance records of Division employees, arranged by pay period in 3-ring binder.

Retention Period. Destroy when 3 years old.

Employment Cost Index Records

The Employment Cost Index (ECI) measures the rate of change in employee compensation, which includes wages, salaries, and employers' costs for employee benefits.

Beginning in 1976, published ECI statistics covered quarterly changes in wages and salaries for the private nonfarm economy. The program was expanded in 1980 with the publication of quarterly changes in total employee compensation. With the inclusion of State and local Government coverage in 1981, the ECI represents the civilian nonfarm economy, excluding households and the Federal Government.

The basic unit of data collection is an occupation in an establishment. Included are all occupations within the covered sectors of the economy - ranging from nonfarm laborers to managers and administrators. Excluded are the self-employed, proprietors, unpaid family members and owner-managers.

Cost data from which the ECI is completed are obtained quarterly from a sample of about 2,000 establishments in the private sector and 750 in State and local governments. Data collection is handled by BLS field agents and data entry into a central computer data base is performed at the regional offices. ECI statistics are presently published quarterly in BLS news releases and in the "Monthly Labor Review." The data are also published in the monthly periodical, "Current Wage Developments."

Designated by the Office of Management and Budget as a principal economic indicator, the ECI is the only measure of labor cost that treats wages and salaries and total compensation consistently, and provides consistent subseries by occupation and industry. Special wage and salary indexes are also provided for union status, geographic region, and metropolitan area status. The ECI is used in formulating and monitoring the effects of monetary and fiscal policies. It can assist in assessing the impact of labor cost changes on the economy. The ECI is important in studies of the relationship among prices, productivity, labor cost and employment and is used as an escalator of wage costs in long-term purchase contracts.

At the present time the methodology of this relatively new program is still being refined.

Employment Cost Index Records

91. ECI Planning Subject File. Development of the ECI began about 1971. This file contains background materials on the development of the ECI survey from 1971 to date on such subjects as concepts, pretest procedures and results, various benefits covered by the survey, specifications, survey design and regional resources. It includes correspondence, conceptual statements, proposals, articles, procedural statements, and the like.

Retention Period. Move inactive papers from active to inactive section as tasks are completed. Destroy when ten years old or no longer needed for current business, whichever occurs later.

92. ECI Project Research Files. The Division performs research continuously to maintain the ECI as an effective measure of changes in the rates of compensation. This file contains documents pertaining to active, suspended, and closed research projects related to the ECI survey. Arranged by project, consists of copies of correspondence, BLS studies, longhand notes, drafts, published reference materials, tabular materials, and the like, concerning such subjects as ECI planning, sample weights, survey redesign, integration of survey systems, and railroad retirement contributions estimation methodology.

Retention Period. Permanent. Move completed project materials to inactive file as completed. Offer for transfer to the National Archives of the United States in blocks of 10 years when the most recent record is 20 years old.

*93. Field Collection and Coordination Activity Subject File. Maintained by the Senior Economist responsible for ECI field collection and coordination planning, this file consists of correspondence, comments of BLS field agents regarding problems and suggested procedural changes, copies of Office Management and Budget reports clearance forms, copies of intermediate ADP printouts, planning notes, drafts, and the like. It concerns such subjects as regional correspondence, training, schools, replacement groups, and milestones.

Retention Period. Break file every five years and bring forward active material as required. Destroy when ten years old or no longer needed for current business, whichever occurs sooner.

94. ECI Federal Government Expansion Files. This file consists of papers accumulated in the completed study of the feasibility of expanding the ECI survey system to include coverage of Federal

Government occupations. (Decision was made not to include in ECI system.) It includes correspondence and related drafts, notes, tables, pay schedules, reports by other organizations and the like, concerning such subjects as survey specifications, sample units for Federal visits, Federal Government sample units, and Federal pay specifications.

Retention Period. Destroy January 1994.

95. State and Local Government Development File. This file concerns the developmental activities of the Division which resulted in including coverage of employees of state and local government units in the ECI system. It consists of correspondence and related drafts, tables, longhand notes, and copies of related survey reports by other organizations on such subjects as concepts - background, sample selection (hospital) specifications, state and large local government units, phases, survey occupations, and coordination with interested organizations.

Retention Period. Break file when five years old, bring active materials forward from inactive materials. Destroy when ten years old or no longer required for current business whichever occurs later.

96. State and Local Government Sample Schedules. The ECI survey was expanded in 1980 to include collection of data covering employees of state and local governments. This file consists of duplicate data collection schedules from the initial state and local government sample in 1980, used at that time for evaluating the system's effectiveness and methodology. The schedules contain unprocessed and unpublished data and are referred to for answering queries and responding to problems.

Retention Period. Destroy January 1992. Transfer to WNRC if space is required.

*97. Replenishment Sample Schedules File. The Division has a procedure for refining the ECI survey system by replacing respondent establishments as needed. Duplicate data collection schedules are received from BLS regional offices for respondents in designated industry groups for analysis for selecting establishments for replacement. The original schedules are retained in the BLS regional offices.

Retention Period. Destroy when analysis is completed.

98. ECI Production Activities Subject File. This file consists of program materials, including a few administrative records, reflecting the management of the operations of the quarterly production cycle in developing the Employment Cost Index. It

includes correspondence, charts, forms, tabular material, long-hand analysis notes, field agent comments, comments of users, management team meetings minutes, etc., on such subjects as systems design and modifications, system evaluation, planning, screening and editing problems, ECI research data base, special tabulations for regions, remote terminal network problems, staffing, quality, assessment, and the like.

Retention Period. Break every five years and bring active materials forward. Destroy when five years old.

99. Record Copy of ECI Press Releases. This file consist of two copies of news releases that publish the quarterly Employment Cost Index survey results. It contains the record of the timely and comprehensive measure of the trends in employer compensation costs in the economy of this country. The ECI has been designated a principal Federal economic indicator by the Office of Management and Budget. At present, this is the documentation of the principal medium for dissemination of the results of the ECI system.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

100. Press Release Background File. This file consists of correspondence, computations, instructions, and notes relating to the preparation of the ECI quarterly news release.

Retention Period. Destroy when 6 years old or when no longer needed for current business, whichever occurs later.

101. Employment Cost Index Historical Data Printout. This file consists of a copy (computer printout) of Employment Cost Index tabular data showing the trends in employee costs, with quarter to quarter changes in the Index. The listing consists of three tables. Table 1 presents data for the total civilian nonfarm sector. Table 2 is restricted to private industry workers. Table 3 presents data for state and local government workers. The listing is updated quarterly by adding the data resulting from that quarter's survey. These historical data are maintained in the central BLS LABSTAT machine-readable data base.

Retention Period. Destroy when replaced by the next cumulative updated quarterly listing.

102. ECI Analytical Tables (Printouts). This file consists of quarterly printouts, from the BLS central computer service ECI data base, of processed and tabulated data after the quarterly data collection is completed. They provide detailed data (some unpublished) tabulated nationally and by geographic area, union or nonunion, occupational group, and by wages and categories of benefits. They provide backup data for preparing the quarterly news release and responding to questions concerning the release.

Retention Period. Destroy when six years old or when no longer needed for current business, whichever occurs later.

103. Benefits Cost Levels File. This file consists of tabulated data on cost of ECI covered benefits (including unpublished data) used in preparing ECI releases, for answering queries, and for productivity computations for the Office of Productivity and Technology of the Bureau of Labor Statistics. Copies of related correspondence are also included.

Retention Period. Destroy when ten years old or when no longer needed for current business, whichever occurs later.

104. Mailing List File. A computerized mailing list system is maintained by the centralized ADP support services for the ECI publications. This file includes a copy of the latest printout of the mailing list addresses, copies of coding sheets for updating the computer file, and copies of transmittal form letters acknowledging requests for changes in the mailing list. Some mailings by letter are in response to one-time requests.

Retention Period.

a. Destroy copies of transmittal letters when one year old.

b. Destroy coding sheets when corrected data have been entered into computer file.

c. Destroy mailing list printouts when replaced by updated list, or no longer needed for current business, whichever occurs later.

105. Hourly Earnings Index Working File. The Hourly Earnings Index (HEI) is published monthly as one of several tables in the monthly news release, "The Employment Situation." Based on the news release, similar HEI Tabular data are published in the Monthly Labor Review. The news release is the responsibility of the Office of Employment and Unemployment Statistics (OEUS), which maintains the record copy. Based on data from the computer data base of the Current Employment (790) Program, managed by the OEUS, this Division furnishes computations in note form which are used as the basis for the table in the monthly press release.

This file contains working papers retained by the Senior Economist responsible for the HEI. It consists of copies of correspondence, longhand notes, tabular material, and reference material on such subjects as conversion from 1966 dollars base to 1977 dollars base, splice factor, correctness of summer 1981 data, and computer processing specifications.

Retention Period. Destroy when no longer needed for current business.

*106. Intermediate Printouts/Job Runs/Worksheets. The files consist primarily of machine printouts documenting various job runs of machine-readable files for various aspects of the ECI and HEI programs. This material could include such data as program listings, files used, and processing procedures; tape maps; edit and review printouts from monitoring the validity of collected data; test runs; listing of information on sample weight distribution; listing of establishments and occupations for planning replacement of survey respondents; and HEI weight tables.

The work files of the several economists of the ECI and HEI programs are primarily machine oriented, although some manually prepared working tabulations may be included.

Retention. Destroy when all essential information has been tabulated or published or when data have been obsoleted or revised, as appropriate.

Employer Expenditures for Employee Compensation (EEEC)

This survey program was discontinued in 1978. From 1959 to 1978, the Bureau of Labor Statistics operated this survey program, which related to employee compensation practices, employer expenditures arising from those practices, and to all hours for which payment was made - hours worked, paid hours of vacation, holiday, sick leave, and civic and personal leave. In its early years, the program concerned expenditures in one or a few industries in a particular year. After 1963, the program covered all employees in the private nonfarm sector and all significant items of employee compensation. Usually, data were published on an annual basis in bulletin form. A machine-readable data file was maintained.

107. Employer Expenditure for Employee Compensation Bulletins. This file consists of one copy of bulletins publishing the results of EEEC surveys as follows: "Employer Compensation, in the Private Economy (Year)" for 1968, 1970, 1972, 1974, 1976, 1977, and 1978. It also includes a copy of the publication for a special survey, "Employee Compensation and Payroll Hours, Banks, 1973."

Retention Period. Record Copy. Permanent. Offer to the National Archives of the United States when the most recent record is 15 years old.

108. Employer Expenditures for Employee Compensation Tapes. The Division is the holder of some 25 tapes containing data related to the Employer Expenditures for Employee Compensation survey which was discontinued in 1978. The tapes contain data for the years 1966 to 1977. The annual tapes contain sanitized establishment data (respondent identity removed); records for larger establishments are split into two on a 40/60 basis. A file layout and a data element dictionary are included in hard copy.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

DIVISION OF DEVELOPMENTS IN LABOR MANAGEMENT RELATIONS

a. Mission. To manage, direct, and improve BLS statistical and analytic programs pertaining to labor-management relations and trade union affairs; and on trends in employee compensation (wage and benefit) under collective bargaining. These functional activities include: Current Wage Developments; Collective Bargaining Agreements Files (CBA); Analysis of Settlements; and Work Stoppages.

b. Functions.

(1) Prepares special analyses and detailed reports on work stoppages. The reports and data generated by these programs often are used by public and private sector organizations for making policy and for collective bargaining decisions.

(2) Prepares estimates on changes in wages and supplementary benefits negotiated in major collective bargaining situations as an indication of trends in compensation.

(3) Monitors major collective bargaining situations and produces data on upcoming bargaining activities, and pending wage changes and cost-of-living adjustment reviews for use by public and private organizations for policy decisions and bargaining.

(4) Plans, prepares and conducts a program describing wage and benefit changes in major collective bargaining situations and in non-union and small union establishments and analyzes the data as indicators of wage and compensation changes in the economy.

(5) Prepares reports and articles on industrial relations and renders other research services needed for policy consideration by members of Congress, the Secretary of Labor, and the Commissioner.

Office of Division Chief

109. Administrative/Program Subject File of Division Chief. Consists of two segments as follows:

(1) A small file of copies of correspondence, reports, and related records arranged alphabetically by name of office or by subject caption reflecting the most active of the folders used by the Division Chief. It contains such headings as: Commissioner, Congressional, Clearance Requests, Freedom of Information Act, Long Distance, Regional Commissioners, Secretary, Fair Labor Standards Act, (Hourly Earnings and Weekly Hours data involving frequency distribution of employees in nonfarm establishments, done for ESA), ECI-COLA, Union Membership, Labor Unions, Work Stoppages, and Strike and State Strike Legislation. It reflects largely program direction activities.

Retention Period. Destroy when 3 years old or when no longer required for current business, whichever is later.

(2) A file, largely on administrative matters, alphabetical by subject heading, consisting of extra copies of correspondence, reports, manual listings and machine printouts, instructions and directives on administrative matters, and copies of administrative materials transmitted by Central Bureau Administrative Offices. The file covers such subjects as Budget, Committees and Meetings, Financial Management, Salaries and Expense Funds, Legislative and Legal-Procurement, Property, Reports and Statistics, Travel, and Personnel.

Retention Period. Break file every 3 years. Bring forward such active materials to the new files as Archives - Records, Instructional Materials, Property Accountability, and the like. Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

110. Central Division Bulletin and Summary Record Copy File. Consists of mixed record and distribution copies primarily of numbered Bureau Bulletins, issued typically annually by the Division and its predecessors. Certain of the series are now discontinued. Included in the file in addition to one-time bulletins, are such annual or biennial bulletin series as "Characteristics of Major Collective Bargaining Agreements," 1970-1980, "Analysis of Work Stoppages" 1927-1949, 1950-1980, with some gaps, "Directory of National Unions and Employee Association," 1947-1979 with gaps; "Collective Bargaining

Provisions" 1948-1957, "Work Stoppage Reports in Selected Individual Industries," 1960-65, "Work Stoppages in Government," 1958-1979, "Collective Bargaining Summary Reports," by industry 1973-1979, and "Annual Wage Bargaining Calendar" 1967 - date. File is arranged primarily by title of issuance and by date thereunder.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

111. Division Chronological Correspondence File. Extra copies of external correspondence prepared in the Division, arranged chronologically by month, maintained by the Division Chief.

Retention Period. Destroy when 2 years old.

112. Record Copy of Press Release on Collective Bargaining. Consists of three-ring binders containing the record copy of the quarterly press release, "Major Collective Bargaining Settlements" for private industry, and the semi-annual release "State and Local Government Bargaining Settlements" - 1950 - date. The data contained in the releases are included in an annual publication of the data in "Current Wage Developments", arranged by date.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

113. Inactive Reprint File. Consists of copies of reprints of articles prepared by the Division or its predecessors, primarily published in the "Monthly Labor Review."

Retention Period. Destroy when no longer needed for current business.

114. Detailed Information Questionnaires Obtained from Individual Labor Organization. Consists of questionnaires, arranged alphabetically by name of labor organization, or by State for various public sector associations, obtained biennially

from the individual labor organizations of the United States covering the period 1970-1980. The questionnaires had been designed to reflect detailed characteristics on the make-up and operations of the many individual labor organizations contacted. The data are open to the public and is the sole source of such detailed information on the individual organizations comprising the overall organized labor movement in the United States for the period covered. The file was discontinued as of 1980.

Retention Period. Permanent. Offer for transfer to the National Archives of the United States when the most recent record is 30 years old.

115. Special Project - Research Files. Consists of records, such as machine or manual tabulations, source data, tapes or disk files, background materials, drafts of manuscripts, and related materials reflecting the systems analysis or research work on statistical methodology adopted in carrying out the current wage developments or collective bargaining agreement programs, as well as the writing of special articles or carrying out other one-time projects on labor management relations, including the answering of complex reference requests.

Retention Period. Destroy when essential information has been analyzed, tabulated or published, except final data sets leading to publication of survey results, with documentation. Submit SF 258 to NARA 3 years after publication of results. If rejected by NARA, destroy immediately.

Collective Bargaining Agreements Files-Work Stoppage Programs, Program Supervisor Records

116. Current Developments Clipping File. Consists of news articles on industrial relations obtained from a commercial newspaper clipping service, union and trade journals and other printed secondary sources pertaining to wage changes and other pertinent industrial relations matters. The file is separated into current clippings and inactive clippings files. The files serve as sources for monthly and for annual articles on current wage developments in the monthly periodicals, "Current Wage Developments," and "Monthly Labor Review," as well as for special publications and answering requests on industrial relations matters.

Retention Period. Bring forward active materials as required from inactive files. Destroy when 10 years old, or when no longer needed for current business, whichever is sooner.

117. Record Copy of "Current Wage Developments" Monthly Periodical. Under present programs, the monthly periodical "Current Wage Developments" serves as the principal vehicle for the issuance of current data on wage and benefit changes in various manufacturing and non-manufacturing industries, and on work stoppages. It also includes data on major bargaining agreements expiring during the month, and reprints of data on the employment cost index or collective bargaining agreements in private industry and state and local governments. Discontinued series articles, such as annual wage trend articles on wages of Federal employees, firefighters, police, refuse collectors and teachers were also included in this periodical from 1950-1979, as well as special articles. Arranged annually in binders. 1948 - date.

Retention Period.

a. 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.

b. All Other Copies. Destroy when no longer needed for current business.

118. Annual "Bargaining Calendar" Publication. The Division publishes annually a calendar covering anticipated labor/management contract developments. The calendar is based on information contained in the Division's collective bargaining agreements file and is also obtained from secondary sources or direct contacts as well. It lists individual industries and

employers and the unions involved in bargaining situations covering at least 1000 workers in which contracts expire or are subject to reopening, deferred wage changes coming due, or wages that are subject to change under cost of living adjustment clauses. File is contained in binders and is arranged chronologically covering the period 1949-present.

Retention Period. 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.

119. Duplicate Set of "Monthly Labor Review" Periodicals. Consists of a set of "Monthly Labor Review" periodicals containing the monthly and other articles on current wage and industrial relation developments printed in this BLS-wide publication as the medium for such information.

Retention Period. Destroy when no longer needed for current business.

120. Discontinued Collective Bargaining Agreement Bulletin Files. Consist of copies of such discontinued collective bargaining agreement analyses annual BLS Bulletins, as "Characteristics of Major Collective Bargaining Agreements," 1970-1980, "Characteristics of State, County and Municipal Employee Agreements;" 1975-1980, and various nonserial bulletins, such as "Earnings and Other Characteristics of Organized Workers," and the like. Also included are copies of the annual BLS Bulletin series 1425, "Collective Bargaining Agreements," analyzing the various provisions of collective bargaining agreements, such as seniority, promotion, and transfer provisions; training and retraining provisions; grievance procedures; arbitration procedures; and the like, 1964-1979.

Arranged primarily by type of publication and by date thereunder.

Merge any copies of bulletins in the file into the Division Central files covered by Item 110, if any gaps occur in the Divisional record copy set.

Retention Period. Destroy remainder when no longer needed for current business.

121. "Wage Chronology" Reports Files. Record and distribution copies of the now defunct Wage Chronology publication series, which from 1948 to 1978 covered wage rate changes made by specific employers under collective bargaining agreements. They reported on supplementary benefits as well as wage changes. When discontinued, they reported on the history of collective

bargaining activities of some 32 employers with respective unions, such as Aluminum Workers; Bethlehem Shipbuilding Department and the Marine and Shipbuilding Workers; and the Anaconda Company (Montana Mining Div.) and the Steelworkers, and the like. Arranged by industry.

Retention Period.

a. Record Copies. Permanent. Offer for transfer to the National Archives of the United States when the most recent record is 30 years old.

b. Other Copies. Destroy when no longer needed for current business.

122. Union Directory Membership Bulletin Files. Consist of copies of the discontinued Bulletin series of the biennial "Directory of National Unions and Employee Associations," covering the period 1961, and 1971, 1973, 1975 and 1977. The Directory covered both private industry and state and local government unions. Arranged by year. A more complete collection of these publications is available in the work stoppage files, and the Division central publication files.

Retention Period. Destroy when no longer needed for current business.

123. Annual Work Stoppages Analysis Report Files. Consist of copies of the discontinued annual report, "Annual Analysis of Work Stoppages," covering number of workers involved, days idled, etc., for the private sector; 1948-1979, and "Annual Analysis of Work Stoppages in Government," 1975-1980. These annual reports have been discontinued, and only brief summary annual historic tables on work stoppages are now included in the central Bureau publication, "Handbook of Labor Statistics." Sets of these annual reports are maintained in the work stoppage files, and the Division central publication files.

Retention Period. 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.

Collective Bargaining Agreement Files

Systematic efforts to collect union bargaining agreements were commenced in the Bureau in 1912. However, the Bureau's program for collection and analysis of bargaining agreements received additional sanction and guidance under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947. This Act authorized BLS to collect and maintain a file of copies of all available collective bargaining agreements which were to be open to inspection by the public.

With the emphasis provided by the Taft-Hartley Act, the number of private sector agreements on file in 1948 exceeded 12,000. For the purposes of the Bureau in analyzing the provisions of the agreements, a sample of some 1500-2000 agreements appeared adequate. As of the time of this writing, about 1700 private sector agreements are on file, entered into the machine data file, and analyzed for publication purposes. Such agreements typically cover 1000 or more employees and concern all industries exclusive of airlines and railroads.

In addition to private union bargaining agreements, the Bureau maintains a file of some 2700 union collective bargaining agreements involving state, county, and municipal government organizations, enters pertinent data regarding such agreements into its machine data file, and publishes statistics on such agreements. Typically agreements covered 10 or more employees, but as of 1983, only those covering 50 or more are to be collected.

Several manually prepared alphabetical index card series are maintained to assist in manually searching the numerically arranged files of private and public sector union agreements. Also, machine listings of the contents of the agreements files are filed.

As of 1982, there was a significant reduction in the publication of the data analyzing the provisions of the union agreements, or other data on unions, and the following series of bulletins had been discontinued: (1) An annual Bulletin, "Characteristics of Major Collective Bargaining Agreements," covering the private sector; (2) As completed, detailed studies of particular provisions of private sector union agreements -- the Bulletin 1425 series; (3) Annual studies of state and local government agreements; (4) the Wage Chronology series, providing historical chronological data on changes in wage scales and related benefits negotiated by individual employers or combinations of employers with a union or group of unions (some 32

chronologies had been published); and (5) the biennial "Directory of National Unions and Employee Associations."

At present, data on selected wage and benefit changes in manufacturing and non-manufacturing industries, including services and public administration, as well as on agreement expirations and on compensation changes are published monthly in the periodicals "Current Wage Developments," and "Monthly Labor Review."

Annually, the "Bargaining Calendar" for private sector contracts is published providing such data as listings by month and by industry of contract expirations and reopenings, scheduled wage changes, and cost-of-living adjustments, and the like.

Collective Bargaining Agreement Files

124. Private Establishments Collective Bargaining Agreement Files. One 14 shelf rotary file together with overflow cabinets containing the serially numbered file of union collective bargaining agreements maintained by BLS and catalogued for public inspection under Section 211 of the Labor Management Relations (Taft-Hartley) Act of 1947. The file presently contains some 1700 agreements covering establishments involving 1000 or more employees. The serially numbered filing captions represent the various private establishments covered by the agreements.

The folders contain printed or other copies of the bargaining agreements, including both the current and superceded agreements, and form letters involved in obtaining the agreements. While the Kardex and folders are legal size, the records are primarily letter size or smaller. When a folder becomes full, a second folder is set up for the agreements involving a particular establishment.

The folders with only terminated agreements have been periodically sent to the Federal Records Center.

Retention Period. Transfer folders with terminated agreements only to WNRC periodically as volume warrants. Destroy 20 years after termination of latest agreement in folder. Mark termination date of latest agreement on the folder label before packing.

*125. Confidential Private Establishment Collective Bargaining Agreement Files. Consist of agreement folders numerically arranged by establishment number covering those few establishments which require pledges of Bureau confidentiality in submitting copies of collective bargaining agreements. File is maintained in one legal size file drawer.

Retention Period. Destroy 20 years after date of termination of most recent agreement contained in the folder.

126. Public Sector Collective Bargaining Agreement Files. Consist of 14 shelf letter size rotary file containing serially numbered folders, housing printed or other copies of collective bargaining agreements involving presently 50 or more state, county, or city employees at a particular location. Prior to 1983, the file covered government agreements with unions at locations involving 10 or more employees. These files cover such employees as police, firemen, teachers, maintenance workers and other state, county or municipal government employees having collective bargaining agreements. Only the latest two agreements

are presently maintained in the files. All agreements are open to the public.

Retention Period. Destroy oldest of the two agreements in a folder upon filing of a superseding agreement.

127. Microfiche Copy of Current Private and Public Sector Collective Bargaining Agreements Files. At their request, on a periodic basis, subsidiaries of such companies as the New York Times microfilm on-site the current active collective bargaining agreements contained in the Division files. Duplicate silver halide microfiche sets covering the current private and the public sector agreement files are then made available to the Division by the microfilming company. Fiche are arranged numerically by serial number assigned to the private or public establishments involved in the collective bargaining agreements files.

Retention Period. Destroy when no longer needed for current business.

128. Index and Summary Cards to Private Sector Bargaining Agreement File. The following manually maintained 5x8 index and summary cards are maintained for the numerically arranged private sector file of union collective bargaining agreements:

(a) Alphabetical Company Index and Summary Cards. These cards, arranged alphabetically by the name of individual companies involved, serve as the primary name index to the numerical file, covering the majority of the establishments concerned. In addition to showing the serial number(s) assigned to a company's facilities, the cards indicate such data as the agreement numbers, the SIC number and the union number, and provide a running record of the beginning and expiration dates of the union agreements with that company. Separate cards for the organizational subunits of a company are filed behind the main card for a company.

(b) Association Index and Summary Cards. These cards, arranged alphabetically by name of employer associations or industry councils, serve as an index to the basic numerically arranged main file of agreements, for groupings of industry companies or organizations which bargain as a single unit with unions. Beginning and ending dates of agreements received are entered onto the cards, and serial numbers of the agreements.

(c) Industry Area Index and Summary Cards. This is the smallest group of alphabetical index and summary cards to the numerically arranged main file of collective

bargaining agreements. It covers groups of industry companies or organizations that bargain as a unit with unions, but which are not considered as formal employer associations or councils. It shows the major groups involved and the beginning and ending dates of the agreements and serial numbers of agreements. The file is alphabetically arranged by the name of the union concerned, and if volume warrants, has geographical breakdowns within a union segment of the card file.

These indexes have entries from 1945 to date.

Retention Period. Destroy when no longer needed for current business.

129. Index and Summary Cards to Public Sector Bargaining Agreement File. A manually maintained index and summary card file arranged alphabetically by state, and by local area thereunder to the numerically arranged main file of union agreements with state, county, and municipal governments. The cards show the name and address of the government unit, the union involved, the serial number of the pertinent agreements, and the beginning and ending dates of the agreements.

Retention Period. Destroy when no longer needed for current business.

130. Agreement Coding Input Cards. Consist of legal size coding sheets providing a running record of agreements with a particular establishment in either the private or public sector. Cards are arranged by key private establishments (agreements involving 1000 or more employees), non-key private (agreements involving 76-999 employees),and public sector agreements. Within each of these subdivisions, cards are filed numerically by the agreement serial number. Entries are no longer made on the coding cards for non-key agreements, as these were no longer maintained after 1981. The cards serve as input documents to enter pertinent information on establishments and agreements into a data base from 1975 to date. (The data base only maintains information on current agreements.)

Retention Period. Destroy after essential information has been analyzed, tabulated or published.

131. Coding Books for Agreement Provision Studies. Binders containing coding instructions and layout data involving entering data on various provisions of bargaining agreements, such as layoff-recall provisions, wage administration provisions, job security provisions, seniority provisions and the like, into machine-readable format. Such studies were discontinued in 1982.

Retention Period. Destroy when essential information hasbeen analyzed, or tabulated.

132. Machine Listings of Various Data Regarding Bargaining Agreements. These files consist of machine listings of various runs from the agreement data file providing listings of agreements by union number, SIC number, contract number, and showing establishments involved and the like. Also included in binders are periodic listings descriptive of the various agreements maintained in both the public and private sector files.

Retention Period. Destroy when no longer needed for current business, or when superceded or obsolete.

133. Agreement Data File Coding-Instruction Book Files. Consist of coding sheets on union codes from 1960-to date and other coding instructions and procedures involving entering data on individual bargaining agreements into the machine data file.

Retention Period. Destroy when no longer needed for current business.

Work Stoppage Program Files

Prior to the cutback in 1982 in the program of presenting statistics on work stoppages, the Bureau maintained data on virtually all work stoppages in the private or public sector involving 6 or more employees and lasting more than one shift. Typically, upon receipt of notice regarding a work stoppage (strike or lockout), the Bureau would mail questionnaires to the parties involved to obtain direct information on each stoppage. Published data are available on strikes in the United States from 1880 to date.

The data obtained were analyzed and classified according to a number of significant characteristics, such as the industrial (SIC) classification, the duration, the geographical area, the issues involved, the union concerned, the use of mediators, and settlements derived. Such data covering the period from 1953-1981 were maintained in a machine data file.

Monthly press releases on work stoppages and an annual bulletin "Analysis of Work Stoppages" were prepared from 1949-1980 based on the detailed information obtained. In addition reports on stoppages in selected industries were issued as completed from 1972 to 1980.

As of 1982 the work stoppage program was drastically cut back. Information now is obtained from secondary sources only on work stoppages involving some 1000 or more employees and lasting more than one shift. Two tables on stoppages are published monthly in "Current Wage Developments." Table 1 provides data on number of stoppages, workers involved, and days idle for stoppages of 1000 or more workers from 1947 to date. Table 2 lists the stoppages catalogued during the previous month.

Certain of this data are included in a "Monthly Labor Review" article, and historic data on stoppages of 1000 or more workers are included in the Bureau's "Handbook of Labor Statistics."

134. Record Copy of Work Stoppage Case Files. Consist of case folders, arranged by name of establishments containing clippings, state employment service reports, and other source materials on work stoppages accumulated under the present work stoppage program involving 1000 or more workers in private or public establishments. Prior to 1982, work stoppage data were collected on stoppages involving 6 or more workers and a full day or shift outage, and also a data base file on such stoppages was maintained. The current case files are broken into active

and terminated work stoppages, and the terminated file is broken yearly.

The case files serve as the primary source for monthly tables on work stoppages published in the "Current Wage Developments" or "Monthly Labor Review" publications, or in the Bureau's "Handbook of Labor Statistics."

Retention Period. Separate file into active and terminated work stoppage cases. Break terminated case file annually. Destroy when 20 years old. Offer for transfer to the WNRC if volume warrants.

135. Historic Tape Files on Work Stoppages, and Related Documentation. Consist of 3 copies of a tape containing a dump of the data from the former data file on selected work stoppages in the public and private sectors covering the period 1953-1977 and the public sector through 1981. Also there is one tape containing complete data on work stoppages involving state or local government work stoppages for the period 1953-1981 obtained from the former data file.

Also included with the tapes are documentation folders explaining tape layouts, coding data, correspondence, and other instructional material on the use of the tape files. A machine listing containing a full dump of the data file when closed is also available.

Retention Period.

a. Record copy of tapes. Permanent. Offer a copy of tapes and documentation for transfer to the National Archives of the United States in 1992, or earlier, if mutually agreeable.

b. Other copies. Scratch when no longer needed for current business.

136. Final Machine Listings of Contents of Historic Work Stoppage Data File. Consists of record copies of final machine listings, arranged by case number and also arranged by state, containing a full dump of the contents of the data file covering historic data on work stoppages in the public and private sectors from 1953-1981, when the file was discontinued. See Item 135. Listings are arranged by assigned case number, and also by state in which stoppages occurred during the period, as well as by industries for certain years.

Retention Period. Destroy when no longer needed for current business.

137. Machine Listings of Coded Summaries of Contents of Work Stoppage Case Files. Annual machine listings of the selected coded summary data on work stoppages entered into the data file from the case files folders, covering for each stoppage such data as beginning and ending dates, number of workers involved, days of illness, and the like. The annual printouts provide information arranged by case number, or by industry, or by state for the period 1949-1981, when the entries were no longer made.

Retention Period. Destroy in 2001.

138. Program Subject Files of Former Project Directors for Work Stoppage. Consist of a collection of subject folders of former project directors or others in the work stoppage program, comprised of extra copies of correspondence, drafts, manual and machine tabulations, reference materials, clippings, and the like reflecting the issuance of various work stoppages statistics, including the former industry collective bargaining reports covering work stoppages summary data, and detailed listings of individual work stoppages in the particular industry covered. These files cover such subjects as coal, motor industries, telephone, police and firemen, teachers, transportation equipment, airlines, and the like, and other folders on various unions such as autoworkers, or teamsters.

Retention Period. Destroy as of January 1991. If space is needed, transfer to WNRC.

139. Coding Files, Work Stoppage Program. Consist of explanatory data on the various coding systems used in producing work stoppage reports, such as union codes, coding instructions, major issue codes, metropolitan area codes, or SIC codes, and the like.

Retention Period. Destroy when no longer needed for current business except that any documentation needed for item 135, tape files should be included in the transfer to Archives of that file.

140. Weekly Work Stoppage Report File. Consists of manually prepared paper copies of the weekly summation of work stoppages, obtained from summarizing the data in the work stoppage case files covering both public and private sector work stoppages. These reports are quick-copied and distributed on a limited circulation basis to government offices and trade unions, etc. The data are further summarized at present in tables and listings in the monthly publications, "Current Wage Developments" and "Monthly Labor Review."

Retention Period. Destroy after completion of microfiche of the file.

141. Microfiche of Weekly Work Stoppage Summary and of Former Monthly Work Stoppage Press Releases. Consist of record copies of document microfiche prepared in batches, of the current Weekly Work Stoppage Report file, covering 1959 to the present, and of the former monthly Press release file which provided text, tables, and listings of individual work stoppages during the month covering the period 1948-January 1982, when the release was discontinued. Arranged by date.

The former press release only listed individually work stoppages involving 5000 or more workers. The weekly microfiche list individually, 1972-date, the individual work stoppages involving 1000 or more workers. Arranged by date.

Retention Period

a. Record Copy of Microfiche. Original camera negative and one duplicate per 36 CFR 1230.26. 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.

b. All Other Microfiche Copies. Destroy when no longer needed for current business.

142. Annual Work Stoppage Analysis Report Files. Consist of copies of the discontinued annual report, "Annual Analysis of Work Stoppages," covering number of workers involved, days idled, etc., for the private sector, 1948-1980, and also the "Annual Analysis of Work Stoppages in Government," 1972-1980. These annual reports have been discontinued, and only brief summary annual historic tables on work stoppages are now included in the central Bureau "Handbook of Labor Statistics." Arranged by year.

Retention Period. See Item 110 for record copy of files such as required. Merge any copies needed to fill possible gaps in the record copy file into that record copy file. Destroy remainder when no longer needed for current business.

143. Collective Bargaining Idustry Report Files. Consist of copies of industry collective bargaining reports providing a historical summary of work stoppage data such as number of stoppages, days idle, characteristics of stoppages, and the like for particular industries, including airline, aerospace, basic steel, motor vehicles, bituminous coal, railroads, meat products and the like. During the 1970's, about 4 or 5 of these historic industry reports were done yearly. Also, included in the file are special Taft-Hartley stoppage summary bulletins, and reports on Railway Labor Act disputes, 1959-1980, with gaps. Arranged by industry covered.

Retention Period. See Item 110 for record copy set. As required merge any copies needed to fill possible gaps in the record copy file into that record copy file. Destroy remainder when no longer needed for current business.

144. Union Directory Membership Bulletin Files. Three bound volumes containing copies of biennial publication of the Division on "Directory of National Unions and Employee Associations," covering the years 1943-1979 which was the last of these directories published. The directories covered the membership in both private establishments and in State and Local Government offices. Arranged by date.

Retention Period. See Item 110 for record copy set. As required merge any copies needed to fill possible gaps in the record copy file into that record copy file. Destroy remainder when no longer needed for current business.

Records Pertaining to Current Collective Bargaining Settlements

The organizational unit concerned with current collective bargaining settlements issues two periodic releases, the quarterly news release providing statistics for private industry, "Major Collective Bargaining Settlements," and the semi-annual news release "State and Local Government Bargaining Settlements." (See Item 112). It also prepares an annual article for the "Monthly Labor Review" on the coming year's bargaining calendar, which forms the basis for a major segment of the annual publication, "Bargaining Calendar." In addition, the unit prepares annual data on private and public sector bargaining settlements of the previous year appearing in the April issue of "Current Wage Developments."

The unit has private industry specialists who maintain data on current collective bargaining settlements within their respective industries as well as an analyst concerned with public sector collective bargaining, and an analyst responsible for its machine-readable records. These analysts collect data from all available sources on collective bargaining, and enter the data on control cards, and coding sheets for entry into machine data files. A data base is maintained on private sector wage settlements from 1973 to date, and annual data sets are maintained on private sector benefit packages and public sector wage and benefit packages. Machine printouts are available reflecting these machine-readable records.

145. Project Supervisor for Bargaining Settlements Program, Administrative Files. Consists of office copies of budget development input materials, office input into OWIR program requirements package, personnel supervisory records, and office copies and background materials relating to internal housekeeping matters.

Retention Period. Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

146. Project Supervisor for Bargaining Settlements Program, Program Subject Files. Consist of background data, working papers, tabulations, procedural instructions, drafts of articles, comments on various published material, committee files, and the like maintained subjectively by the project supervisor for collective bargaining settlements. Included are records on such subjects as CWD articles and press releases, coding instructions, compensation packages, CPI cost index, Employment Training Report, HUD Report on Construction Indexes, and special information requests. Also included are clippings from outside periodicals or publications concerning the various releases and articles prepared by the office, and old procedural or methodological instructions such as old SIC manuals and the like reflecting earlier systems for reporting on collective bargaining settlements.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever is later.

147. Public Sector Collective Bargaining Universe Development File. Consist of census data, information from BLS regions, state information, and other source materials reflecting on the development of a universe or listing of state, county, or municipal offices having 1000-5000 employees involved in collective bargaining agreements with government agencies. The file serves as the background data in expanding the present listing of government offices with 5000 or more employees to those with only 1000 or more employees in collective bargaining situations.

Retention Period. Destroy 3 years after completion of listing of offices to be contacted in expanded program.

148. Public Sector Reporting Unit Files. Consist of geographically arranged folders containing the questionnaires based on personal visits, related background data and package cost analysis worksheets for the present 90 bargaining contracts of teachers, police, firemen, etc., where 5000 or more employees are involved, in collective bargaining contracts with state, county or municipal governments. The file is based on the life of the particular contracts, which can be from 1 to several years.

It is planned to expand this survey to include state or local government organizations with bargaining contracts covering 1000 or more employees, possibly more than 600 reporting units may then be involved.

Retention Period. Set up an active and inactive file for the reporting unit package analysis worksheets of schedules and related materials. Destroy when all essential information has been analyzed, tabulated or published.

149. Public Sector Bargaining Unit Contract Files. Consist of copies of contracts from the various public reporting units, presently 90, involving 5000 or more employees. This file only covers contracts that involve wage negotiations with unions. The main Division file also includes copies of agreements covering informal labor/management meet-and-confer activities. The contracts in this file serve as background to the reporting unit file.

Retention Period. Destroy when all essential information has been analyzed, tabulated or published.

150. Public Sector Semiannual Bargaining Release Machine Listing File. Consists of copies of machine listings reflecting the data file maintained to produce the tabulations involved in listing the semiannual "State and Local Government Collective Bargaining Settlements" releases and subsequent articles in "Current Wage Developments."

Retention Period. Destroy when essential information has been analyzed, tabulated, or published.

151. Public Sector Bargaining Wage Coding Sheet Files. A file of wage coding sheets used in inputting data into the data sets is being established to accommodate the expansion of the reporting units to cover 1000 or more employees. Such sheets identify the organization, the union, the union member, the schedule numbers, the beginning and ending dates of contracts, the cost-of-living data, the amount of wages and wage changes and the like. Arranged numerically.

Retention Period. Destroy when essential information has been analyzed, tabulated, or publisned.

152. Background Data Files on Public Collective Bargaining Reporting. Consists of published and other background materials, such as copies of the Municipal Government Wage Survey Reports, procedural manuals on methods for costing-out data, data on numbers of employees involved at various locations, preliminary tabulations, drafts, and copies of various articles from publications or the clipping service, used as background for producing the semiannual reports on public sector collective bargaining.

Retention Period. Destroy when obsolete or superceded, or when no longer needed for current business.

*153. Private Sector Control Cards Maintained by Individual Industry Analysts on Bargaining Situations. Each of the various industry analysts maintains a set of manually-entered control cards providing overall information on the bargaining situations involving the various private sector industries assigned to an analyst. The cards contain such information regarding a settlement as company name, location, assigned situation number, SIC number, Union number, average-hourly earnings involved, beginning and ending dates of settlements, increases, COLA data, and the like.

The cards include more detailed information on deferred wage changes and COLA characteristics than can be coded on the coding card.

Retention Period. Destroy when all essential information has been tabulated, analyzed, or published.

*154. Bargaining Settlement Private Sector Wage Coding Cards. Consist of coding cards arranged serially by situation number, from which data are entered into the bargaining settlement data file covering wage settlements involving 1000 or more workers. The data include a serial number for the situation, SIC number, information on type of settlement, wage change data, beginning and expiration dates of settlement, COLA clause information, size of work force, earnings data, and the like. Historical cards for all analysts have been centralized.

Retention Period. Destroy when 10 years old or after essential information has been analyzed, tabulated, or published, whichever is sooner.

155. Private Sector Bargaining Settlement Benefit Package Coding Cards. Benefit package coding cards are maintained for situations involving 5000 or more workers in the private sector, except for the construction industry for which these cards are maintained for situations involving 1000 or more employees. Because of the compensation change pattern, analysis is less complex in construction, and a different format of coding cards is used for that industry, than the standard card for other private sector industries. These cards reflect the various types of benefits settlements involving health, insurance, pensions, etc., which result from the collective bargaining situations, and which are entered from the coding cards into machine-readable disk files.

Retention Period. Destroy when all essential information has been analyzed, tabulated or published.

156. Bargaining Settlement Notification Files of Industry Analysts. Each analyst receives periodic printouts from the data base notifying him/her of expirations of settlements, or other data regarding settlements. Analysts also maintain clippings, periodicals, articles and records of phone calls regarding pending bargaining settlements for use in preparation of the quarterly listing of bargaining settlements in the quarterly publication of private sector bargaining settlements.

Retention Period. Destroy 6 months after publication of final data regarding the settlements concerned.

157. Printouts of Bargaining Settlement Wage Data Base and Updates Maintained by Industry Analysts. At periodic intervals, industry analysts obtain printouts reflecting the status of cumulative entries of the bargaining settlement data file, and then make updating entries as required until the next dump of the data on the particular industries for which they are responsible. Typically, these printouts are arranged by SIC numbers of the industries concerned. Such printouts could include earnings data, as well as data on the details of individual settlements.

Retention Period. Destroy after replacement by periodic printout of the contents of the data base for the industries concerned.

158. Private Sector Bargaining Calendar Development Files. The annual bargaining calendar Bulletin presents at the beginning of the year information on the proposed expiration or reopening of private sector wage settlement during the coming year as well as data on deferred wage adjustments or cost-of-living wage adjustments proposed during the coming year. Data are obtained from machine listings, from the bargaining settlements data file, from listings from the bargaining agreement data file, and from secondary sources as well. In addition to these sources, the files include drafts of text of the manuscript, working papers, and various intermediate listings involved in developing the aggregated or other information contained in the bulletin.

Retention Period. Destroy after all essential information has been analyzed, tabulated, or published.

Machine-Readable And Related Records Pertaining To Collective Bargaining Settlements

159. Private Sector Bargaining Settlements Update Tapes. Periodically, usually bi-weekly, update entries on private bargaining settlements are made from wage coding sheets onto a disk. Such entries are then manipulated and entered onto data base tapes. Some 50 to 60 tapes are created per year during this update process of the current wage system data base tapes.

Retention Period. With the exception of the four tapes described in Item 160, scratch after end-of-year close out.

160. Private Sector Settlement Retained Data Base Tape Files. Consist of four tapes per year with two being backup tapes. One set reflects the status of the private sector bargaining settlements data file at the close of the year. The second set reflects bargaining data on the date preparation is started for the calendar of expected activity for the coming year. These tapes, primarily, include wage data and some minimal other descriptive data for the various settlements covered. The tapes provide the wage data for the machine listings obtained, including both published and unpublished data. Tapes are copied periodically to ensure reliability of the data. It is planned eventually to include public sector wage data in this data base.

a. Master Sets at Central Computer. Scratch when 25 years old or when all essential information has been tabulated, analyzed, or published, whichever is later.

b. Backup Sets. Scratch when no longer needed for current business.

161. Private Sector Settlement Wage and Benefit Package Disk File. Data from the special coding sheets on the various private wage and benefit packages resulting from each bargaining settlement in the construction industry, and from each settlement covering 5000 or more workers in non-construction industries are entered quarterly onto disk at the computer center. This information is used in preparing the quarterly and annual private sector publications on bargaining settlements. Such package data sets are migrated off disk onto storage tape at the computer center after about 45 days if not used.

Retention Period.

a. Final Data. Final data for each year shall be restored to disk periodically to ensure retention of 25 years, after which the data may be destroyed.

b. Interim Data. Scratch after 4 years, or at center storage tape recycling period whichever is appropriate.

162. Public Sector Settlement Wage and Benefit Package File. Data from the coding sheets on wages and benefits packages resulting from bargaining settlements covering at present 5000 or more public sector workers (possibly fewer workers in the future) are entered semi-annually onto disk for use in preparing the semi-annual end annual publications on current wage developments in the public sector. Such data are migrated off disk after 45 days if not used, and written onto storage tapes.

Retention Period.

a. Final Data. Final data for each year shall be restored to disk periodically to ensure retention of 25 years, after which the data may be destroyed.

b. Interim Data. Scratch after 4 years, or at center storage tape recycling period, whichever is appropriate.

163. Private Sector Bargaining Settlement Quarterly Machine Listings. Machine listings are obtained quarterly providing the aggregate and other data used in preparation of the quarterly releases on private sector bargaining settlements. Data included in the quarterly listings are eventually included in the annual listings. Special listing on the construction industry are also included.

Retention Period. Destroy each quarterly listing when superceded by the listing for the next quarter, including the annual listing.

164. Private Sector Bargaining Settlements End of-Year Summary Machine Listings. Consists of annual summary machine listings reflecting various aspects of the private sector data file used in preparation of annual articles and for other purposes. Various runs cover settlement dates, package data, general wage change data, characteristics of contracts such as deferred wage changes or COLA clauses, earnings data and the like. Special construction industry runs are also included. Certain of the data are unpublished. Quarterly as well as annual data are included in these end-of-year listings.

Retention Period. Destroy when all essential information has beenanalyzed, tabulated, or published.

165. Documentation Files on Current Wage Development System. Consist of such procedural programming and documentation materials as coding manuals, systems structure explanatory materials, Job Control Language Manuals, Statistical Analysis System Manual, Table Production Language Manuals and Print Control Language Manuals, and the like.

Retention Period. Bring forward appropriate instructional materials for new system, and material needed to analyze historical data. Destroy remainder 5 years after the Current Wage Development System is no longer to be used.

166. Collective Bargaining Settlements Program Machine Processing Files. Processing tape or disk files pertaining to the collective bargaining settlements data system as defined by GRS 20, such as work files, test files, intermediate input/output files, input source files, valid transaction files, special request files, and the like, not covered by Items 159 to 165 above.

Retention Period. Apply the retention periods of GRS 20 - Part II, Items 1-14, as applicable.

Records Common To All Division Offices

167. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files of the analysts, economists, or other program personnel of the Division covering their particular assigned program areas as well as statistical procedures and methodology and computer technology and the like.

Retention Period. Destroy when superceded, obsoleted, or no longer needed for current business.

168. Intermediate Printouts, Job Runs, Worksheets. In carrying out the programs involving surveys of current developments in labor management relations or involving various collective bargaining activities or work stoppages, economists, analysts, or other program personnel obtain printouts or various other job run listings from off-premises data processing facilities, typically of an intermediate nature, covering the various types of periodic or one-time surveys undertaken by the Division. These worksheets or listings can be both machine processed or manually prepared and cover administrative or internal housekeeping matters, programming operations, answering complex requests for information, editing or review of data files, intermediate dumps of data files, file updating or manipulation operations, drafting of tabular data, survey sampling developmental work, and the like.

The machine listings of this item include only those not covered by the specific items of the schedule listed above.

Retention Period. Destroy when essential information has been analyzed, tabulated, or published, or when obsoleted or revised, as appropriate.

DIVISION OF WAGE STATISTICAL METHODS

a. Mission. To direct the development of survey design and estimation techniques for the Bureau's survey programs, specifically for the Occupational Wage Surveys, the Employment Cost Measures Survey, and the employee's benefits surveys.

b. Functions:

(1) Develops the statistical framework for each survey and reviews survey objectives in order to integrate and coordinate survey activities and minimize duplication of effort.

(2) Designs probability samples to meet the survey objective of precision and cost.

(3) Develops statistical models to adjust for missing data within the survey.

(4) Develops estimation and estimation of sampling error methodologies for Bureau surveys.

(5) Determines sources of non-sampling error and develops techniques to minimize them.

(6) Evaluates the statistical output of all surveys for statistical validity and conformance with program specifications.

(7) Develops technical supporting statements describing the survey scope, methodology and reliability of estimates.

(8) Develops and uses mathematical statistical processes for evaluating alternative approaches to sample designs and estimation techniques and actively pursues implementation of improvements.

*169. Division Program and Administrative Subject File. This file contains records reflecting the direction of the Division's activities. It concerns such BLS survey matters as planning, system specifications, survey methods, universe specifications, sample allocation, system changes, scheduling, weighting, variance editing, validation, technical notes for survey publications, and the like. Also involved are such administrative matters as budgeting, personnel, employee performance standards, leave, time and

attendance, travel, training, office services, personal property, etc. The file consists of correspondence, drafts, requisitions, budget justification notes, time and attendance cards, payroll forms, mail log, and the like. Records pertaining to individual reporters involved in samples are confidential.

Retention Period

a. Program Direction Files. Permanent. Break file every 5 years and bring forward active papers as required. 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.

b. Administrative and Other Program Files.

(1) Time and Attendance and Payroll records. Destroy when 3 years old.

(2) All other Administrative and Program Files including purged confidential material. Break files every 5 years and bring forward active papers as required. Destroy when 7 years old.

170. Division Chronological File. The file consists of an extra copy of correspondence and other documents prepared in the Division and maintained in date order.

Retention Period. Destroy when three years old.

*171. Unit Program - Project Operation Files. These files consist of project books maintained in each sub-unit of the Division, reflect the various OWIR surveys for which the Division develops appropriate universes, and sampling, estimation, and error or variance specifications or other statistical methodology. These records pertain to such surveys as ECI, EBS, AWS and SCA, IWS, PATC, and such recently discontinued surveys as FLSA and EEEC.

They include copies of correspondence, project control logs, sample specifications, reference publications, flow charts, drafts, tables, computations, longhand notes and the like. Concerned are such matters as survey specifications, planning, milestones, sampling frame, sample selection, data collection, non-response adjustment, survey data base, control file, and research.

Retention Period. Destroy when five years old or no longer needed for current business, whichever occurs later.

*172. IWS Survey Files. This file consists of project control logs and survey case folders for the Industry Wage System surveys. The folders contain such materials as correspondence, technical memorandums, milestone tables, universe refinement instructions, comments on drafts prepared in other offices, and the like pertaining to system methodology for the survey. The surveys are usually conducted on a 5-year cycle per a particular industry, although the interval may be longer.

Retention Period. Destroy after completion of two subsequent surveys, or when 14 years old whichever occurs first.

*173. AWS and SCA Survey Files. This file includes project control logs and survey case folders for surveys performed under the Area Wage System (including the Service Contract Act surveys). The folders contain correspondence, work sheets, transmittal forms for sample allocations, universe summaries and allocations, regional office reports of non-response and other problems, and the like, pertaining to system methodology for the surveys. The surveys are usually conducted on a 3-year cycle; i.e., every third year, the universe and sample are revised.

Retention Period. Destroy after completion of two subsequent surveys, or when 6 years old whichever occurs first.

*174. Federal Wage System Survey File. This file consists of case folders for Department of Defense (DOD), surveys of business establishments and institutions by areas to obtain data for use in setting DOD blue collar and non-appropriated fund (AF and NAF) employee pay rates. BLS develops and provides to DOD the sample listing of establishments to be surveyed. Similar services are provided to VA and NASA. The survey case folders contain such materials as survey specifications; machine printouts of universe summaries, universe listings, and sample listings; correspondence, and notes. The surveys are performed on a 2-year cycle.

Retention Period. Destroy when two subsequent surveys have been completed, or when 4 years old whichever occurs first.

*175. Statistical Methodology Survey Printouts. These files, pertaining to particular surveys, consist primarily of machine printouts involving development of the universe, sample selection, control files, adjustments for non-responses, and estimation, error, or variance or other statistical methodological procedures. Printouts are typically in the custody of the mathematical statistician responsible for developing and/or maintaining the statistical methodology for the survey concerned.

It is planned to obtain computer output microfilm (COM) microfiche in lieu of, or in addition to, the paper printouts now used.

Retention Period.

a. Destroy three years after completion of survey or when no longer needed for current business, whichever comes later, except for PATC and IWS universe refinement listings.

b. PATC universe refinement listings. Destroy after essential data have been analyzed.

c. IWS universe refinement listings. Destroy after one subsequent survey has been completed or when no longer needed for current business, whichever comes later.

d. For COM printouts, paragraphs a., b., and c. apply. If the same printouts are obtained on both COM and paper media, destroy paper copies when the related survey has been completed or when no longer required for current business, whichever occurs sooner.

*176. Technical Reference - Working Files. These are extra copies, drafts, printed materials, and working papers maintained by mathematical statisticians of the Division, covering their particular assigned programs, as well as statistical and computer procedures and methodology. Files include machine printouts involving intermediate or processing job runs.

Retention Period. Destroy when superceded, obsoleted, or no longer needed for current business.

DIVISION OF FIELD COLLECTION ACTIVITIES
OFFICE OF FIELD OPERATIONS-NATIONAL

a. Mission. Plans, schedules and directs all directly-collected surveys with the regional offices in accordance with national office priorities.

b. Functions

(1) Directs and coordinates activities with the regional offices regarding survey programs, survey scheduling and survey progress.

(2) Participates with the Program and Project Offices in the planning of all collection programs; sets priorities in connection with program/project offices for field collection and processing activities. Represents the field position on all aspects of directly collected surveys.

(3) Schedules all directly-collected survey activities with the regional offices.

(4) Develops estimates of workload and resources required for data collection and related activities, recommends resource allocation.

(5) Evaluations regional office performance by analyzing and evaluating production records, cost data, and other information regarding the quality and quantity of the collection program.

(6) Implements quality-control procedures for personal visit collections, in consultation with the Office of Survey Design.

(7) Participates with the Division of Training in identifying training needs and in planning national training programs.

(8) Conducts activities necessary for long-range planning for improving operations and for making major policy decisions with respect to regional office operations.

(9) Participates with Program and Project Offices in the design and implementation of pilot surveys and the development of new collection methodologies.

GENERAL STATEMENT ON RECORDS

The records of the Division of Field Collection Activities of the Office of Field Operations-National reflect its mission of planning, scheduling, and directing regional office activities primarily involved in the direct collection by regional personnel of data from establishments for OWIR and Price surveys. The below listed records pertain only to the OWIR survey activities of the Division.

Overall, the Division serves as a bridge between the BLS headquarters program and Project Offices concerned with OWIR surveys and the eight regional offices concerned with directly collecting the data for the surveys. The Division maintains data on regional office manpower resources, based on budgeted position data, and uses automated systems to obtain the up-to-date information needed for allocating regional manpower resources and for projecting on a yearly basis the proposed hours and beginning and completion dates for regional OWIR survey data collection activities. It also has automated systems for obtaining current data on a bi-weekly basis (SO-1 system) on regional hours spent on particular surveys and the number of schedules collected, on weekly status reports on the progress of survey data collection completion, and on travel involved in these regional survey data collection activities. Using these automated systems the Division then can prepare the multitude of reports required on the status or completion of these regional survey activities.

Since the computer facilities available to the Division are off the premises, a major portion of the records are in the form of computer printouts reflecting the status of the various data bases or the generation of required reports. A Regional Terminal Network is available to the regions for inputting required information into the data bases. However, relatively voluminous correspondence is involved in communications between the Division and the regional offices and the various headquarters offices concerned with OWIR surveys. In addition, various instructional and procedural materials are maintained providing for a uniform and coordinated approach in carrying out these OWIR surveys.

177. Division Program and Administrative Subject File. Consists of general correspondence, printouts, and related records pertaining to the management and coordination of headquarters - regional operations involving the carrying out of periodic and special surveys covering wages, industrial relations, and prices. Also covered are correspondence printouts and related records pertaining to Divisional headquarters activities of both a program and administrative nature, covering such areas as committee meetings, travel, training, both internal personnel and program training directed by the division, personnel matters, progress reporting, monitoring of regional-headquarters survey activities and correspondence between headquarters offices and the individual BLS regional offices.

Included are such captions as: Business Research Advisory Council, Budget, Central Office Clearance, Data Collection Priorities, Employment Inquiry, DC Interoffice, Labor Research Advisory Council, Progress Reports, Personnel, Privacy-Freedom of Information, Training, Washington Headquarters, and individual regional offices' (including both correspondence and progress reports therefrom).

Initialed record copies of correspondence prepared in the Division are included in this file, which is arranged alphabetically by subject caption, and broken by fiscal year.

> Retention Period. Break file on a fiscal year basis and bring forward active material as required. 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. Division Wages and Industrial Relations' Program Survey Files. Consists of headquarters and regional correspondence, printouts, and related records involved in managing, coordinating, and monitoring the OWIR periodic and special surveys with regional office data collection activities. The file is primarily subdivided by the particular periodic surveys concerned, such as PATC, AWS-SCA, INS, ECI, and the like, with several folders further subdividing the material pertaining to a survey.

The file includes such captions as: Cost Estimates - all surveys; Flag Monitors (comprises computer printouts on survey status); AWS Surveys, including monitoring, correspondence, reporting, and special handling folders, ECI Surveys with similar breakdown folders; IWS Surveys, PATC Surveys; Staff Utilization System; Workload Projections, and the like. The file is broken on a fiscal year basis.

Retention Period. Break file on a fiscal year basis and bring forward active materialized as required. 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.

*179. Division Personnel - Leave Records. Consists of two sets of name folders. One contains Division copies of bi-weekly earning and leave statements and related records pertaining to leave accountability. The other folders contain various Division copies of personnel forms covering requests for personnel actions, performance appraisal forms, and other Division copies of personnel forms maintained in name folders. An active and a separated employee file is maintained. Such records are covered by the Privacy Act.

Retention Period.

a. Leave Records. Destroy when 3 years old.

b. Other personnel folders. Destroy 1 year after separation of employee.

180. Division Chief Program - Administrative Subject File. Consists of selected correspondence, printouts, course materials, committee - meetings materials, and the like reflecting the personal involvement of the Division Chief in supervising the direct collection activities program, or in attending courses, or conferences and other meetings. Included are such captions as: Conferences, ECI, Electronic Mail, Equipment Inventory, Keypuncning, Merit Pay, Position Descriptions, Regional Terminal Network, San Francisco Cooperative Arrangements, Space, Staff Allocations, Weekly Progress Reports, Workload, and various folders on courses taken or conferences or meetings attended.

Retention Period. Destroy when 6 years old or when no longer needed for current business, whichever is later.

181. Division Reading File. Consists of monthly folders containing copies of correspondence prepared in the Division and, in some instances, quick copies of documents sent to the Division, arranged by month.

Retention Period. Destroy when 5 years old.

182. Division Chief File of Wages and Industrial Relations Surveys Instructional Issuances. The Division Chief has accumulated a file in three-ring binders of noncurrent reproduced instructional issuances such as WIRT Technical Memoranda, arranged by Survey and by year thereunder, including Level of Benefits, Fair Labor Standards Act, PATC, Municipal Government Wage Surveys, SCA Wage Surveys, Industry Wage Surveys, Union Wage Surveys, Area Wage Surveys, and Current Wage Development field memoranda, 1960-1979.

In addition to these individual survey memoranda, the binders also include noncurrent more general survey procedure - data collection instructional manuals, such as Wages Studies, Union Wage, ECI, and EEEC manuals; as well as 1970-73 Monthly Program Memoranda to regions outlining program status of surveys, Training Manuals, and the like. These collections do not appear to be complete.

Retention Period. Destroy when no longer needed for current business.

183. Monthly Budget Position Control Book Files. Consist of binder, all containing computer printouts for each regional office, listing for each month, the budget positions for the offices and identifying the employees in the positions. Also includes several binders covering intermittent budgeted positions as well as OFON headquarters office positions.

Retention Period. Destroy when 10 years old, or when no longer needed for current business, whichever is sooner.

184. Division Procedural, Data Processing, and Administrative Manual File. Consists of three-ring binders and other records containing instructional manuals and other issuances involving internal administration or data processing or statistical procedure matters such as: use of computer facilities, old BLS administrative manuals, the BLS Accounting Control Manuals, FIPS codes, Procedure Analyst Operating Manuals, BLS Directives System Manual, Project Management and Software Development Manual, Program Planning Notes, Branch Chief Merit Pay Performance Standards, Labor Agreement Manual, Department of Defense Agreements, Data Entry Control Manual, Travel and Transportation Manuals, Electronic Mail Manual, Word Processing Manuals, Timekeeper's Handbook, Overtime Manual, Personnel Operations Manuals, Award Manual, BLS Data Processing System Standards Manual, Budget Manuals, BLS Project Reporting System Manuals, WYLBUR Manual, Correspondence log sheets, and the like.

Retention Period. Destroy when obsoleted, revised, or no longer needed for current business, as appropriate.

185. Inactive Survey Procedure and Regional Control Files. Consist of 10 boxes of stored records pertaining to discontinued procedures, inactive surveys, or one-time surveys reflecting the monitoring and controlling of the survey operations at the regional office level, primarily during the data collection phase. Files cover the period 1971-1976. Records consist of card records on schedules, survey schedule record books, regional monitoring reports, records pertaining to monitoring of surveys no longer covered by the office, correspondence on survey monitoring, schedule transmittals, reports on keypunching activities, and the like.

Retention Period. Destroy as of January 1988.

186. Division Record Copy of Wages and Industrial Relations Technical Memorandum Files. Consist of three-ring binders containing two chronologically arranged copies of reproduced WIRT technical memoranda providing regional offices with detailed instructions on carrying out individual OWIR surveys, both current and discontinued. These survey memoranda are currently prepared in the Office of Survey Processing but include input from the program office and the Office of Field Operations-National. Included with the memoranda for a particular survey can be such supplemental materials as reproduced job descriptions or job lists, additional item sheets and various other attachments. Some of the older memoranda were prepared in the Office of Field Operations. The most complete set appears to be in the Division of Directly Collected Periodic surveys, OSP. This set covers the period 1974 to date. (See Item 259).

Retention Period. Destroy when no longer needed for current business.

187. WIRT Technical Memoranda - Program Notes Backup Files. Consist of several reproduced copies of Technical Memoranda for single copy distribution on request including such survey instructions as Level of Benefits, ECI, AWS, IWS, and SCA Technical Memoranda, as well as current program status memoranda.

Retention Period. Destroy when no longer needed for current business.

*188. Quality Assurance Program Reinterview-Observation Files. Consist of re-interview and observation sheets (Forms SO-48 and 49) prepared by regional personnel and sent to headquarters evaluating the data collection activities carried out by regional offices agents at individual establishments covering various OWIR surveys.

Retention Period. Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

REGIONAL PROGRESS REPORTING (SO-4) WORKLOAD PROJECTION SYSTEMS

189. Regional Weekly Schedule Collection Report, SO-4. Consists of SO-4 forms and related papers recording data received from regional offices via the Regional Network or by telephone indicating, for each of the OWIR or other surveys covered, the number of schedules collected, the relationship to planned samples, the due date, and the like during the previous week at each regional office. These forms serve as source data for the weekly program report data file at the Central Bureau computer facility.

Also included are weekly OWS monitor reports from the Office of Survey Operations and the SO-85 tabulating reports from regional offices reporting on processing activities at the data collection phase.

Retention Period. Destroy when 1 year old.

190. SO-4 Regional Weekly Progress Report Input Status Machine Listings. Consist of machine listings reflecting the inputting of the Weekly SO-4 progress report data into the SO-4 data base risk file at the Central Bureau Computer facility. Used to determine accuracy of inputting operations.

Retention Period. Destroy previous week's listings upon completion of successful entry of current week's data.

191. Regional SO-4 System Weekly Progress or Other Weekly Status Reports. Consist of printouts and some manual tabulations reflecting the progress of data collection activities at regions during the previous week. Included can also be weekly status reports, weekly analysis reports, and weekly flag monitor reports, the latter reflecting trouble situations requiring special attention. These reports are primarily generated from the updated data base of the SO-4 system, and are distributed throughout the Bureau to appropriate officials involved.

Retention Period.

a. Destroy Weekly Progress and related weekly reports when 3 years old, or whenever no longer needed for current business, whichever comes later.

b. Destroy Weekly Status Reports, Weekly Analysis Reports, and Weekly Flag Monitor Reports when 10 years old.

192. SO-4 Quarterly and Annual SO 4 Reports on Status of OWIR Regional Survey Activities. Consist of bound machine listingsreflecting the status of the SO-4 System data base as of each quarter and the end of the year reporting on the progress of regional office activities in carrying out OWIR surveys.

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

193. Regional SO-4 OWIR Project Status Reporting System DataBase File. Consists of a cumulative progress reporting fixed field data base on disk at the Bureau Central Computer facility from 1976 to date reflecting the progress in completing the data collection phase and, in certain instances, the processing phase for OWIR surveys at regional offices. For AWS - SCA surveys only, the system tracks the completion of tne surveys through the publication phase. Data are inputted weekly into the system, which is used to generate the various weekly, quarterly, and yearly reports on regional and project office activities in carrying out OWIR surveys.

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

194. Approved Monthly Regional Workload Projection Files. Consist of bound hanging computer printouts, bound by quarters, reflecting the approved regional office current status and ensuing 12 months projection of OWIR and Price data collection activities. Both Headquarters and regional office inputs are involved as to the appropriate scheduling of various survey data collection activities at regional offices, with the manhours and target dates for the beginning and completion of data collection for each survey being indicated.

Retention Period. Destroy when 10 years old.

195. Monthly Workload Projection System Transaction Printout. Consists of a bound set of machine printouts, reflecting the Headquarters and regional office input transactions in revising the current month projection of regional workload target dates, as well as the monthly report of workload projection.

Retention Period. Destroy upon receipt of next month's projection transaction printouts.

196. Regional Office Monthly Workload Projection Data Files. Consist of a disk file at the Central Bureau Computer facility containing the approved target dates and manhours for beginning and completing OWIR and Price survey data collection activities at regional offices. Headquarters offices propose adjustments to the current month as projected; regional offices provide their input to these proposed target dates in an addendum to this data file, and, as approved by headquarters, the approved target dates, and manhours for the current and 12-month projections are entered into this disk data file. Previous month's data base is updated by substituting new data (adjustments) and deleting replaced data.

Retention Period. Scratch entries for a particular survey after expiration of approved target dates.

197. Listings and Data File on Approved Access to Machine-Readable Files. Consist of machine listings and a data file controlling the input or output of machine data at the Central Bureau computer facility at a public service bureau. This is a security procedure controlling the access of headquarters and regional office users or any other person to the machine-readable files of OFO.

Retention Period. Destroy when revised, or when no longer needed for current business, as appropriate.

198. Program, Instruction Manual, and Various Coding Machine Listing and Files. Consist of various machine listings reflecting machine-readable data on disk pertaining to the various programs, coding systems, instructional manuals, and other internal data processing operations procedures involved in the SO-4 workload projection systems, central office arrangements manual, and related records for monitoring regional office survey workload activities.

Retention Period. Destroy when obsoleted, revised or when no longer needed for current business, as appropriate.

Bi-Weekly Hours - Schedules Reporting (SO-1) - Travel Systems

199. Bi-Weekly Screen and Edit SO-1 Listings of Regional Employee Hours - Schedules Per Survey. These machine listings are received at headquarters reflecting the allocation of regional employee hours and the number of schedules obtained charged to the various BLS surveys data collection activities carried out by regions. The data are obtained from SO-1 forms filled out by regional employees reflecting data collection activities on the various surveys. Listings are obtained bi-weekly on a pay period basis and involve regional employee survey activities for the pay period covered. Listings are bound on a pay period basis, and three listings per pay period are received from regional offices reflecting full-time, part-time, and non-operating employees.

Retention Period. Destroy when 1 year old by filing the latest pay period listings and destroying the corresponding period listings for the previous year.

200. Quarterly and Fiscal Year-End Regional SO-1 Summary Listings. Bound machine listings, for the quarters of the current year on a cumulative basis, and for final fiscal year-end summaries of the data reflecting the summarizing and report generation of the data on regional employee hours and schedules per survey. From 1974-1978 data were generated in a discontinued central BLS computer facility, while from 1978 - on data reflects the summarization at the present central computer facility. Listings are bound on a quarterly or fiscal year basis, and show such data as the allocation of regional employee hours per survey and schedules obtained during data collection for administrative management purposes. Also included are certain listings reflecting the combining of the data for two fiscal years, and various reports.

Retention Period.

a. Quarterly Listings. Destroy when superceded by next quarter's or final fiscal year listings, as appropriate.

b. Fiscal Year Listings. Destroy when 15 years old or when essential information has been tabulated, whichever comes sooner. Offer for transfer to WNRC if volume warrants.

201. Bi-weekly Regional SO-1 Input Data Sets Files. Consist of three data sets on disk maintained at the central BLS computer facility containing bi-weekly SO-1 data inputted by regional offices covering the allocation of regional personnel hours and schedules collected to the appropriate BLS individual surveys. The three data sets cover reports from full-time, part-time and non-operating regional employees. Input is on a bi-weekly pay period update basis. Data from these transaction type data sets are inputted bi-weekly into the SO-1 master data base, and also serve as the source for the bi-weekly screen and edit SO-1 machine listing sheets, and COM microfiche.

Retention Period. Scratch after one month.

202. Regional SO-1 Employee Hours and Schedules Allocation System Data Base. Consists of a disk file onto which is inputted regional data, from this SO-1 system on a bi-weekly basis. The SO-1 data disk serves as the source for generating required reports on regional office allocation of employees hours and schedules collected to the various BLS surveys for which regional offices collect data. The data base also serves as the source of a transaction file for inputting such data into the Central BLS MIS system. After about 3 years, the cumulative SO-1 data are transferred on a fiscal year basis to mass storage at the BLS central computer facility. The data are simultaneously transferred from mass storage to tape, 3 tapes per transfer, covering the entire data base, on a fiscal year basis. Quarterly and end-of-fiscal year listings as well as various SO-1 summary reports are generated from this data base as required, in both hard copy and COM microfiche format. TOTAL-8 serves as this data base management system.

Retention Period. Destroy when 15 years old or when all essential information has been tabulated or analyzed, whichever is later.

203. Discontinued SO-1, Regional System Tapes. From FY 1974 to FY 1978, the SO-1 data base and system were operated on a less sophisticated computer system than the present one. A file of some 18 tapes represents the documentation and close out of the SO-1 system covering these 5 fiscal years. There are 5 tapes, one per fiscal year, containing the end of fiscal year dump of the data base, and 13 other tapes containing programs, coding data, and other system operating data, for this administrative system for allocating regional personnel hours and schedules collected to the appropriate BLS surveys.

Retention Period. Destroy when 15 years old or when all essential information has been analyzed or tabulated, whichever is later.

204. Monthly Machine Listings of Regional Travel Data Files. Monthly machine listings of edit sheets reflecting the regional input of travel data for allocation to appropriate BLS surveys, as well as monthly and cumulative reports to regions during the fiscal year are covered.

Retention Period. Destroy when 6 months old.

205. End-of-Fiscal Year Regional Travel Reporting System Machine Listings. At the end of the fiscal year, a dump of the data base and various end-of-year reports generated are prepared from the regional travel system data base. These bound yearly listings have been maintained since 1978.

Retention Period. Destroy when 15 years old or when all essential information has been analyzed or tabulated, whichever is later. If volume warrants, transfer to WNRC.

206. Monthly Regional Travel System Data Sets Files. Regional offices input monthly into a data set at the central BLS computer facility the data allocating the travel performed at regional offices to the appropriate BLS surveys during the data collecting phase for costing purposes. The data are then entered from this transaction type of file into the regional travel system data base, and monthly machine listings are prepared as required.

Retention Period. Scratch when 2 months old.

207. Regional Travel Project Allocation System Data Base. Consists of a disk file at the central computer facility onto which is inputted regional travel project allocation data on a monthly basis. This data base serves as the source for generating periodic reports on regional travel as required, including the end of the fiscal year data base status listings. TOTAL-8 is the data base management system used. After about 3 years, the data base file, on a fiscal year basis, is transferred to mass storage and simultaneously onto a tape from the disk. Monthly, quarterly, and annual reports, as required, on regional travel for surveys are generated from this data base.

Retention Period. Scratch when 15 years old, or when all essential information has been tabulated or analyzed, whichever is later.

208. Regional SO-1 and Travel Systems Control, Internal Operations, and Program Listing Sheets. Consist of various control, program, and internal operations listing sheets, covering both the discontinued SO-1 1974-78 computer system, and the current SO-1 and Travel regional Reporting Systems, covering the generation of various reports, screen and edit listings, data base management operations, and other systems operational activities.

Retention Period. Destroy when no longer needed for current business.

209. Microfiche of Outputs from SO-1 and Travel Regional Reporting Systems. Consists of COM Microfiche prepared from the data sets for the bi-weekly SO-1 reports, as well as microfiche of the fiscal year end summaries and reports from both the SO-1 and Travel Regional Reporting Systems.

Retention Period.

a. Bi-weekly SO-1 Microfiche Reports. Destroy when 2 years old.

b. End of fiscal year Microfiche SO-1 and Travel Systems. Destroy when 15 years old or when all essential information has been tabulated or analyzed, whichever is later.

210. Correspondence File on Regional Travel or SO-1 Reporting. Consists of correspondence, instructional materials and related records pertaining to regional reporting of SO-1 employee allocation per survey and to Regional Travel reporting per survey, covering such matters as Regional Terminal Network charges, GSA car use, keypunch activities, instructions on completing SO-1 forms, delinquent reporting, and the like. Arranged by title.

Retention Period. Destroy when 3 years old.

211. EBS Regional Schedule Control System Data Set. Consists of a data set on disk reflecting the weekly input from the regions covering the control of the schedule collection activities of the annual Employees' Benefits survey.

Retention Period. Scratch when 1 year old.

212. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files of the analysts, economists, or other program personnel of the Division covering their particular assigned program areas as well as statistical procedures and methodology and computer technology and the like. Included are extra copies of correspondence pertaining to assigned surveys.

Retention Period. Destroy when superceded, obsoleted, or no longer required for current business.

213. Intermediate Printouts, Job Runs, Worksheets. In carrying out the program of planning, scheduling and directing directly-collected surveys with regional offices, the economists, analysts, and other program personnel of the Division obtain printouts or various other job run listings from off-premise data processing facilities, typically of an intermediate nature. These listings cover the planning, scheduling, and monitoring of survey data collection and other survey related operations at regional offices. The worksheets or listings, pertaining to both periodic and one-time surveys, can be either machine processed or manually prepared, and related primarily to the progress of survey operations, the scheduling of regional manpower to particular surveys, the planning or projection of regional personnel to surveys throughout a year, accounting for actual survey data collection regional activities, and the like.

The machine listings or manual tabulations of this item include only those not covered by other specific items of the schedule pertaining to this revision.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or published, or when obsoleted and revised, as appropriate.

213a. Computerized Reporting System Machine Processing Files. Processing tape or disk files and defined by GRS Schedule 20 pertaining to the various computerized reporting system of the Division, such as work files, test files, intermediate input/output files, input source files, valid transaction files, special request files, and the like not covered by Schedule Items: 193, 196, 201, 202, 203, 206, and 207.

Retention Period: Apply the retention periods of GRS Schedule 20, Part II, Items 1-14, as applicable.

OFFICE OF SURVEY PROCESSING (OSP)
DIVISION OF DIRECTLY COLLECTED PERIODIC SURVEYS

The Division of Directly Collected Periodic Surveys, OSP, provides computer support primarily to the Office of Wages and Industrial Relations in carrying out its many different types of employee wage and benefits surveys.

This support includes system design, development, and maintenance work, as well as managing the day-to-day survey data processing operations. The actual main frame computer equipment is maintained, however, at separate computer facilities in other locations than the Division's offices.

An important segment of this computerized system involves the Remote Terminal Network (RTN). Using this network, BLS regional offices can input survey questionnaire data obtained by the regions from respondent establishments directly into the machine readable survey data files maintained at the Central BLS computer facilities and extract such data as required. In addition, the terminals in the Division offices and in the headquarters offices of the Office of Wages and Industrial Relations, as well as in the offices of the Division of Field Collection Activities, OFO, also permit these headquarters offices to have access to the machine readable survey records in the BLS central computer facilities.

In addition to furnishing computer systems support to the Bureau headquarters and regional offices in the wages, benefits, and industrial relations area, the Division is also responsible for the issuance of the various survey procedural manuals and technical memoranda which provide for a uniform approach to the survey operations in this subject matter area involving these several Bureau Offices.

The Division is not formally organized into Branches and Sections, but there are three major groupings of the Division's employees. One group is responsible for the computer systems support for the Occupational Wage Surveys, the employee Benefits Surveys and Collective Bargaining Agreements work, as well as for system design, development, and maintenance services for other pertinent surveys. Another group provides computer systems support for the Employment Cost Index Surveys, and a third group covers the issuance of survey procedure manuals and technical memoranda and the technical writing and planning for these surveys.

OFFICE OF THE DIVISION CHIEF

214. Division Chief Program Subject File. Consists of a numerically arranged general correspondence and related records file, covering such matters as Committees and Task Forces, regional office Communications, Program Plans, Non-production Goals, Topics for OSP Management, as well as documentation folders covering the various surveys, such as Occupational Wage Surveys, Area Wage Surveys, Industry Wage Surveys, SCA Surveys, PATC, Health Benefit Plans, Employee Benefit Plans, Current Wage Developments, Employment Cost Index, and Federal Wage Surveys. Such survey folders provide background information such as correspondence, technical memoranda, manuals, news releases, various tabular data, and the like on these surveys for which the Division provides automatic data processing support.

Retention Period. Break file at least on a five-year basis and bring forward active materials as required. Destroy when 5 years old or when no longer needed for current business, whichever comes later.

*215. Division Administrative Subject File. Consists of general correspondence and related form records pertaining to the internal administration of the Division maintained for the Division Chief. The file is maintained under a numerical subject system. The file covers such subjects as: Privacy Act, Personnel, Budget, Payroll, Flexitime, Terminals, Records Management, Supplies and Equipment, Staff Utilization System Reports, Merit Pay, Computer Information, and the like. Record copies of such files are maintained at central administrative offices of the Bureau.

Retention Period. Break files at least every 5 years, and bring forward active materials as required. Destroy when 5 years old, or when no longer needed for current business, whichever is sooner, except for: (1) inactive personnel folders, which should be destroyed 1 year after separation of employee, and (2) daily and bi-weekly flexitime time and attendance records of Division personnel on flexitime, which should be destroyed when 3 years old.

216. Division Reading File. Consists of a copy of documents prepared in the Division maintained in date order.

Retention Period. Destroy when 5 years old.

OCCUPATIONAL WAGE SURVEY (OWS) SYSTEM
MACHINE READABLE AND RELATED RECORDS

The OWS computerized system for automating the production and publication of the periodic wage - compensation surveys of BLS covers such surveys as the annual Area Wage Surveys (AWS-70 per year), Service Contract Act Surveys (SCA - 92 per year), the annual Industry Wage Surveys (IWS - 8 to 10 per year), and the annual Professional, Administrative, Technical, and Clerical Survey (PATC).

These surveys have much in common, yet also have major differences. The computer system design uses the survey-to-survey common denominators as a basic framework, supplemented by generalized procedures to allow both for differences between surveys and future survey revisions. The variable data are supplied to the computer in the form of parameters on various survey control cards or their on-line equivalent.

Weekly batch processing runs are made by regional offices via the Remote Terminal Network of all survey data, correction data, and control data on survey variables inputted into the system at the central computer facility. Based on the weekly run, the system produces Phase 1 and Phase 2 listing sheets for review by regional or Central Office personnel. The major function of the Phase 1 listings is to list for clerical review obvious and/or possible error conditions primarily caused by coding or punching errors. The Phase 1 run also provides survey control information that is of interest to survey coordinators, and presents a survey status picture, both in terms of collected data and of survey control data providing parameters to reflect differences among surveys.

When the clerical review of Phase 1 listings has corrected the majority of keypunch and coding errors, Phase 2 runs of the disks are made, and edit and analysis listings are generated for review by professionals to improve survey accuracy. Conceptually, the process is to summarize the data in various ways, compare it to data from previous surveys, and compute differences.

The system also generates upon request three different sets of tables to be included in the publication for each survey. These are the wage data tables, the fringe tables covering fringe benefit data, and scope tables which provide such data as that on the establishments and workers within the scope of the survey and the numbers actually studied.

There are differences in publication procedures among the four types of surveys in the OWS system. The publication of the some 170 annual AWS - SCA surveys is controlled by a data base for a publication subsystem of the OWS system maintained by the Division of Directly Collected Periodic Surveys of the Office of Survey Processing. The data base consists of survey tables approved by the regions together with the text of the publications inputted via terminals. After the text and the tables for AWS - SCA surveys are properly integrated, the OWS system produces publication driver tapes which are forwarded to the Government Printing Office to generate the final survey publication on the GPO Videocomp equipment.

The tabular data included in the annual PATC bulletin are computer-prepared in this Division, using special table production programs, and are forwarded in hard copy to OWIR.

The headquarters program offices of the Office of Wages and Industrial Relations have the primary responsibility for photocomposition and publication of the results of the Industry Wage Surveys. (See Schedule Items 54a-d).

*217. OWS System Production Disk Files. Consists of three on-line dedicated disks required for the inter-active subsystems of the Occupational Wage Surveys (OWS) and two mountable disks, used primarily for the weekly batch processing subsystems of the OWS system. This system covers Area Wage, Service Contract, Industry Wage, and PATC Surveys, involving such subsystems as data entry, control entry, photocomposition, scope table, JOWLS, fringe table, matrix table, and the weekly OWS batch processing subsystems and the like.

The disks contain such input information as questionnaire microdata, corrections to questionnaire microdata and various control data (parameters) to control the variables involving individual surveys, that are transferred weekly during the batch processing run to tapes. Other data on the disks include the many source and other control programs required to operate the system, the weekly publication data base involved in photocomposition of the many AWS - SCA publications, data from one-time surveys, system development data, text data, and the like.

Retention Period.

a. Periodic OWS survey questionnaire data, corrections, and control data. Transfer to tape weekly.

b. Publication table data base. Transfer to photocomposition or to macro history tapes upon publication of relevant issuance.

c. Source and other control programs. Scratch upon obsolescence or system revision or replacement, as appropriate.

d. Special one-time survey data, system development data, test data, and the like. Scratch when no longer needed for current business.

*218. OWS Survey Microdata Master Tapes. Consist of master tape files upon which are inputted weekly, on a cumulative basis, the survey microdata collected for each survey from the time of beginning the data collection until the data collection has been completed and edited, and the publication has been issued for the particular survey. The following sets of survey master microdata tapes are maintained:

(1) A set of 4 tapes containing the cumulative data merged through the previous week's batch processing run.

(2) Two sets of 4 tapes each containing the cumulative data merged through the current week's batch processing run.

These 12 tapes are maintained in a continuous production cycle, with completed survey data being deleted as appropriate, and entered onto history tapes.

Retention Period. Upon issuance of publication concerned and transfer of microdata to history tapes, delete appropriate completed survey data from these master tape files.

*219. OWS Weekly Disk to Tape Dump File. For security purposes, each week the contents of the 5 OWS system production disks are dumped onto tape, 1 tape per disk, to permit possible disk regeneration if needed.

Retention Period. Scratch when 3 weeks old.

*220. OWS System Microdata History Tapes. Upon issuance of an OWS survey publication, the edited microdata on an OWS survey contained on the master tape file for that survey are transferred to a chronologically arranged microdata history tape. At the time of this writing, some 25 tape reels comprise this tape history file, with about three tapes accreted per year. The file covers the period from the installation of the present system -1975- to date. Earlier machine readable OWS microdata tapes are not available. Also included on the tapes from 1975-1980 are available microdata from the Municipal Government Wage Surveys.

Retention Period. Destroy when 25 years old or when all essential information has been analyzed, tabulated, or published, whichever is sooner. Offer for transfer to WNRC if volume warrants.

*221. OWS System Intermediate Processing Tapes. Consist of such tape files as the weekly microdata tape transfer from disk onto tapes, PATC microdata input tapes, such intermediate tapes as are required to generate Phase 1 and Phase 2 listing sheets for regional and other reviews and edits, and other intermediate tapes involved in preparing various tables.

Retention Period. Reuse tapes after 1 week cycle.

222. AWS - SCA Intermediate Photocomposition Tapes. After final approval is obtained for publishing an AWS or SCA publication, the data comprising the various types of tables included in the publication data base on disk are copied onto intermediate photocomposition tapes. Such tapes are used for machine processing that results in the integration of the text inputted via terminals and the tables comprising the total information presented in an AWS - SCA publication.

Retention Period. Scratch on weekly basis.

223. Intermediate AWS - SCA Table Publication Tapes. At various times during the data collection phase of AWS - SCA surveys, after finalization of the edited microdata, various programs are run to produce the different types of tables contained in AWS - SCA area publications. As a result of these runs, intermediate table publication tapes are generated which are used to produce hard copies of the wage tables, scope tables, fringe tables, and matrix tables for a publication at regional offices via the RTN system.

After the regional office and any other appropriate review, edit, and approval of the publication tables, these tabular microdata, which had been loaded onto the publication disk data base at the central computer facility, can be photocomposed.

Retention Period. Scratch every other week.

224. AWS - SCA Publication Driver Tapes. After the integration of the text and tables comprising a total AWS - SCA publication, driver tapes are generated containing the publication contents. Such tapes are sent via the BLS Publication Office to the Government Printing Office for driving the Videocomposition machines at that facility that produce these issuances.

Retention Period. Scratch after publication of the issuances concerned.

225. AWS - SCA Publication History Tapes. Weekly, the contents of the publication data base are copied onto microdata history tapes by updating and replacing the data from the previous issue of a publication for the particular area concerned.

These publication tapes which are made available for sale to the public upon special request provide machine readable data for users.

Retention Period. Scratch when no longer needed for current business.

226. PATC Table Production Subsystem Files. Consist of disk and tape files containing special TPL, Cobol, and PL-1 programs and the manipulated survey data used to produce hard copies of the various tables included in the annual PATC bulletin.

These tables are forwarded to the OWIR program office for integration into the text of the annual bulletin.

Retention Period.

a. Machine-readable Program data. Delete when superceded or obsoleted, or after discontinuation of subsystem, as appropriate.

b. Interim tabular machine-readable data. Delete when superceded or obsoleted.

c. Final survey tabular machine-readable data. Delete after completion of survey cycle for the following year.

227. OWS System Internal Operation Tapes. Consists of a collection, presently of about 30 tapes, maintained in the office, used for such purposes as transporting data from one computer facility to another, testing systems, systems development, running data for specific tests, debugging programs, and other internal computer operations.

Retention Period. Scratch when no longer needed for current business.

228. OWS System Source and Control Program Listing Sheets. Consists of various listing sheets such as for debugging runs, test data runs, and other runs involving the development of source and other control programs, representing current OWS system software.

Retention Period.

a. Preliminary Developmental Listings. Destroy upon completion of source program development.

b. Final Program Listings. Destroy when obsoleted or revised, or upon major systems revisions, as appropriate.

*229. OWS Survey Phase 1 Listing Sheets. Consists of machine listings comprising the first listing of the microdata involved in particular OWS surveys, used for clerical edit and review purposes.

Retention Period. Destroy when 1 month old except for PATC listings which shall be destroyed when 2 years old.

230. Manuscript Files of AWS - SCA Publications. Consist of copies of computer prepared page proof manuscripts of the many Area Wage Survey and Service Contract Act Surveys that are prepared using the automated photocomposition system for this work. These manuscripts are of little value once the printed bulletin is issued.

Retention Period. Destroy when 1 year old.

231. Control Listings on Photocomposition of AWS - SCA Publications. Consist of a series of listing sheets reflecting the status of the daily runs resulting in the computerized photocomposition of the AWS - SCA publications.

These include such listings as the scanner, back-up, composing and archives listings which cover the status of production of these photocomposed publications, from the time of the photocomposition run until the receipt of the printed publication.

Retention Period. Destroy when 1 year old.

232. OWS System Survey Reference Files. Consist of survey documentation materials such as correspondence, technical memoranda, job descriptions and listings, copies of releases, statements of parameters and survey specifications or requirements and other hard copy records relating to various OWIR surveys for which data processing services have been offered. Used primarily for reference in planning automated systems and monitoring day-to-day operations.

Retention Period. Destroy when no longer needed for current business, or when obsoleted or revised, as appropriate.

Annual Employees' Benefits Survey (EBS) System
Machine Readable and Related Records

The Employees' of Benefits computerized system for automating the production and publication of the annual Employees' Benefits Surveys was placed into full operation in 1979. The first survey Bulletin, "Employer Benefits in Medium and Large Firms" was published covering the 1979 survey results.

The system includes such components as:

(1) An automated monitoring subsystem on disk. This is used to monitor questionnaires from the 1500 sampled establishments and other aspects involved in the data collection phase.

(2) A questionnaire microdata base presently on 3111 Master Tapes, but soon to be placed on disk as part of a planned system revision. Some 25-50 returned questionnnaires are batched for keypunching and inputting into the master tape file. Listing sheets are produced from the updated tape data sets for editing and correction of the inputted data which have been placed on the 3111 master tapes.

(3) The Survey Control Data Base on disk. This data base is generated by merging the contents of the 3111 Master Tape file with a tape containing descriptive information on the 1500 sampled establishments of the survey.

(4) The Employee Benefit System Micro Data Base. This data base contains detailed coding manual data obtained from brochures descriptive of some 5000 employee insurance and pension plans of the establishments included in the survey. These data are entered into the Employee Benefit System (EBS) data base on disk, after batch input into update tapes, and required edits and corrections are made.

Periodically, disk-to-tape backups are run for security and possible disk regeneration purposes.

The Master Tape 3111 file, the Survey Control data base, and the EBS coding manual data base are used to generate the various tables required for the annual bulletin. As part of a photocomposition system, a TPL table file is generated on disk containing the tabular data for the bulletin. Under this system a driver tape file is generated to drive the Videocomp equipment at the Government Printing Office to produce the tables of the completed bulletin.

After completion of the annual survey cycle, the microdata on the 3111 Master Tapes, the Survey Control data base, and the EBS data base are inputted into history tape files for preservation. These tapes are considered confidential as they could pinpoint individual establishments. In order to make such survey microdata available to other agencies or saleable to the public, some of the data on the history tapes are scrambled or otherwise processed, and a sanitized version of the microdata history tapes is produced. Because of a tape storage time limitation placed at the central BLS computer facility, the original history microtapes are rewritten within this time frame as required to avoid unwanted disposition.

To have the voluminous detailed microdata on the some 5000 employee insurance and pension plans preserved in an eye-readable format, COM microfiche are produced of these data in the EBS data base.

In addition to carrying out the computerized production cycle for this annual EBS survey, the EBS group is also responsible for computerized system development and revision as required. Such developmental work can involve such activities as: obtaining system requirements analysis statements from OWIR, conducting feasibility studies to determine the appropriate methodology or procedures for the system, developing and testing various proposed system source programs used in the system, and, after completion of the successful system design, developing the required system documentation such as user guides, data dictionary and the like. Completed source programs are entered into the appropriate disk or tape files, and machine listings are obtained for eye-readable preservation in the source program library.

*233. Employees' Benefits Surveys questionnaire Receipt 3111 Monitor File. The questionnaire (3111) monitor file on disk serves as a record of the receipt of completed or other questionnaires from the establishments. The sample is loaded onto the disk at the beginning of the survey. During the data collection phase of the annual survey of Employees Benefits, the monitor file contains entries on the receipt from establishments of the questionnaires at the BLS offices.

Retention Period. Delete from disk after completion of an annual EBS survey cycle.

*234. EBS System Update Tapes. Consist of such intermediate tapes as: batch input schedule 3111 tapes containing 25-50 batched schedule data inputted onto 3111 update tapes and eventually merged into the 3111 master tape file for an annual EBS survey. Also includes update coding manual (EBS) tapes containing data keyed in from coding manuals reflecting the contents of the some 5000 employee benefit plans concerning the insurance and pension plans of establishments for which descriptive benefit plan brochures are obtained. Such data are eventually inputted into the EBS data base maintained on disk.

Retention Period. Delete when 2 months old.

*235. EBS Sample Tape Files. Consists of a tape file containing descriptive data on the some 1500 establishments selected to comprise the sample for an annual EBS survey. The sample tape file is obtained from the Division of Survey Techniques, and the contents are eventually merged with the 3111 schedule data base file to form the combined Survey Control Data Base file.

Retention Period. Scratch when 18 months old.

*236. EBS System Microdata Base or Master Files. The following data base or other files are maintained, primarily on disk, for the EBS automated system:

(1) The 3111 microdata master file. This microdata file, now on tape, but soon to be housed on disk, contains the corrected data entered from each of the 3111 questionnaires included in the annual survey. At present, the file is known as the master 3111 tape file. The contents of this file are merged with the sample data file to form the Survey Control Data Base.

(2) The EBS Data Base. The Employee Benefit System (EBS) data base contains the detailed descriptions of the some 5000 employee insurance and pension plans of establishments covered by the survey, and furnished to BLS in the form of descriptive brochures. The contents of the brochures are entered into coding manuals and keyed into update tapes for entry into the EBS data base. This data base is maintained under the IMS data base management system. At the end of the survey cycle, its contents are entered onto COM microfiche.

(3) The Survey Control Data Base. This data base contains the microdata reflecting the merging of the 3111 questionnaire microdata with the sample data descriptive of the 1500 establishments in the survey sample.

Each of the data bases or other files are considered to be confidential, as they could pinpoint individual establishments.

Backup tapes of the data bases on disk are made weekly for possible disk regeneration as required.

Retention Period. Unload data bases including 3111 Master Tape file upon completion of survey cycle and after generation of survey history tapes.

*237. EBS Microdata History Tape Files. After completion of the survey cycle, the contents of the 3111 questionnaire Master Tape file (future disk), the EBS data base, and the Survey Control data base are entered into history tapes to preserve the annual survey microdata in machine-readable form.

Such tapes cover the period from 1979 to date, with the first EBS survey beginning as of that date. Backup copies are also generated. Sanitized versions of the history tapes are made available to various government agencies and the public (about 6 tapes per year including backup tapes).

Retention Period. Delete data when 25 years old or after all essential information has been analyzed, tabulated, or published, whichever is sooner. Offer for transfer to WNRC if volume warrants to be deleted when 25 years old.

*238. EBS Data Base BackUp Tapes. For security purposes as well as for possible disk regeneration, if required, dumps of the data base contents onto tapes are made weekly of the data bases.

Retention Period. Scratch when 5 weeks old.

239. EBS Table Production Disk File. After completion of the data collection cycle and final correction of the survey microdata from the schedules and the coding manuals, TPL programs are used to generate the various tables required for the annual survey bulletin. The required microdata are entered from the appropriate data bases onto a TPL Production Disk File for this purpose.

Retention Period. Scratch TPL production data after 18 months.

240. EBS Bulletin Driver Tape File. After all tables for the annual EBS Bulletin have been generated, a driver tape is prepared to provide for production of the tabular data using Videocomposition equipment at the Government Printing Office.

Retention Period. Scratch after final issuance of the annual Bulletin.

241. EBS System Development Tape or Disk Files. Consist of entries onto tape or disk reflecting the development of new or revised source programs or other machine systems design data such as that involving test or debugging runs, concerned with revising the existing EBS system or developing new systems as required.

Retention Period. Delete when superceded or obsoleted, or upon successful development or refinement of the new or revised systems, as appropriate.

242. EBS Source and other Program Listing Sheets, and Tape or Disk Files. The file consists of bound copies of listing sheets or tape or disk files reflecting the various source or other programs maintained on disk or tape required for operation of the EBS system.

Retention Period. Destroy when obsoleted or revised, or when no longer needed for current business, as appropriate.

243. EBS System Documentation Files. In addition to the program listing sheets, various other system documentation is maintained in hard copy, such as edit and tabular specifications received from OWIR internal operating system user guides, various commercial system guides such as for the IMS data base management system, Superwylbur, COBOL, PL-1 program language, copies of the related technical memoranda, and manuals, and the like.

Retention Period. Destroy when obsoleted or revised, or when no longer needed for current business, as appropriate.

*244. Employer Expenditures for Employee Compensation Tapes. The Employer Expenditures for Employee Compensation Survey (EEEC) was discontinued in 1978. (See Items 107 and 108 of this schedule). This Division has retained the annual microdata (data collected from individual respondents and inputted to the EEEC data base) on tapes as well as the sanitized data (respondent identity removed) for the years 1972, 1974, 1976, and 1977. System tapes have also been retained. The aging data for this discontinued survey are no longer useful to Bureau programs.

Retention Period. Destroy February 1988, or when no longer needed for current business whichever occurs sooner.

The Collective Bargaining Agreement (CBA) System Machine Readable and Related Files

The Collective Bargaining Agreement computerized system, as it is now employed, is used primarily to provide an automated listing of the various private sector and public sector collective bargaining agreements maintained on file in the headquarters offices of OWIR. It is also used to prepare form letters requesting information on current agreements from various establishments, typically after an agreement expires.

The CBA machine-readable data base files are maintained at the time of this writing on a disk used also for the ECI program under the TOTAL 8 Data Base Management System. Backup tapes of these disk files are generated when ECI personnel periodically make backup tape runs for possible disk regeneration as needed.

Prior to the major cut-back of the CBA program in 1981-2, the CBA computerized support system was much more complex under a TOTAL 7 Data Base Management System. At that time various bulletins were published which involved computerized analysis of the provisions of certain of the public and private collective bargaining agreements on file. Such detailed computerized records are no longer maintained.

*245. Collective Bargaining Agreement Data Base - Program Files. The Collective Bargaining Agreement data file is maintained on disk at the BLS central computer facility. The disk is one used also for the ECI system files. About once a month an update of current government and private industry collective bargaining agreements is entered and the obsoleted agreements are overlaid into the file. In addition to the data on the individual agreements, the various system programs, now under the TOTAL 8 Data Base Management System and previously under TOTAL 7 system, are also maintained on the disk.

A printout is run periodically of the more current contracts contained in the data file. Also various programs as required are run to produce the request letters sent by the program office to the various establishments to obtain the latest contracts replacing superceded contracts. A few private sector agreements are held confidential.

Many of the programs originally used in this system are in TOTAL 7 Data Base Management Mode, and must be converted to TOTAL 8 mode if they are to be used. About two times a week, as part of the ECI system, backup tapes containing the CBA as well as the ECI data are run for possible disk regeneration. (See Schedule Item 248).

Retention Period.

a. CBA data base: Delete from disk after all essential information has been analyzed, tabulated, or published.

b. Programs and other machine-readable documentation in TOTAL 7 - TOTAL 8 modes. Delete from disk when no longer needed for current business.

246. Collective Bargaining Agreement System Program Documentation Files. The files consist of machine listings reflecting the various TOTAL 7 and TOTAL 8 programs and related documentation involved in the Collective Bargaining Agreement System.

The voluminous TOTAL 7-based documentation listings include source programs, TPL programs, object codes, load libraries, and the like formerly used until the system was drastically diminished in 1981-2.

The TOTAL 8-based documentation is in a binder covering such actions as: the periodic update and merge action, the request letter writing to obtain a current contract, and the generation of a listing of the more recent contracts in the data base. Technical manuals, data dictionaries, and the like are also maintained.

Retention Period. Destroy when no longer needed for current business.

Employment Cost Index (ECI) Machine Readable and Related Records

Computer system support to the quarterly ECI surveys is a continuing activity. Such support includes program design and development as well as managing the quarterly processing of survey data which have been collected and inputted by BLS regional offices.

Disk and tape files are maintained at off-premises central computer facilities. The TOTAL Data Base Management System is used for two data bases, and a CICS teleprocessing monitoring system is used for a Summary of Benefits system.

Developmental activities include responding to system operational problems and developing new programs and input procedures for improving the system.

Management of the ECI computer operations follows a cycle. It involves preparations for the quarterly data collection and entry which are to be performed by the regional offices. The disk files are cleaned up after the preceding quarter's activity and any new survey parameters are added. The data base is modified as appropriate from the previous quarter's survey and prepared to receive the ensuing quarter's input. In implementing the sample of respondent replenishment effort, some respondents may be transferred to the inactive files as they are replaced in the survey sample.

Runs may be performed to produce such outputs as control logs and mail labels and printout survey forms for regional mailings to respondents. These printouts are delivered to the Office of Field Operations-National for forwarding to regional offices and no copies are maintained by the Division.

Using the Remote Terminal Network (RTN), data entry is provided by the regions, using data collected from the respondents. Screening and editing runs are obtained by the region direct from the system. The Division provides for runs during the data collection and entry phase to perform test runs, if needed, to analyze and correct system problems, and provide advice to the Office of Field Operations-National and the Survey Program Office. Also, runs are performed on a scheduled basis to generate program control (tally) data and to update the data base and the backup tapes.

Upon completion of collection input and screening and editing of such data, estimation processing is performed. This involves such tasks as wage and benefit imputations for non-responses, conversion of benefit data to ECI system uniform figures, allocation of collapsed benefits (distribution of respondent generalized costs to benefit categories), and production of estimation tables. Intermediate disk files and printouts are generated. The estimates tables are used by the Survey Program Office (Division of Employment Cost Trends) to prepare the published ECI tables which are included in the quarterly press release. The press release records are covered in Item 99 of this Schedule.

*247. Employment Cost Index System and Data Disk Files The ECI System is disk based with backup tapes and history data tape files. On the disks maintained at an off-premises central computer facility, are the following files: (a) System Documentation (source library and other programs to operate the system such as load library! JCL, and data dictionaries); (b) Time Series Data; (c) Transcent files for regional input of quarterly collected data; and (d) Analytical Data Files used by the Division of Employment Cost Trends to prepare the quarterly ECI press release. The system programs are updated as the system is changed, by replacing obsolete instructions.

Time Series Data consist of two data bases. One contains screening and editing data which contains respondent identity and quarterly inputted microdata. And, there is an "estimation" data base of survey data aggregated by SIC code and occupation at the detailed cell level. Five quarters of data are maintained on one data base to provide for a 12-months index comparison at each quarter.

Transient data files provide for regional office input of quarterly collected data. They include respondent benefit and wage data, well as error files. Data are stored for 2 quarters and deleted. After the quarterly press release is published, the analytical data for the survey are deleted.

Retention Period:

a. System Documentation. Delete when replaced, revised, or obsoleted.

b. Time Series Data. Delete when 5 quarters old, or when replaced.

c. Transient Data. Delete when 2 quarters old.

d. Analytical Data. Delete quarterly data when essential information has been analyzed, extracted, and published.

247-1. Employment Cost Index LABSTAT Files. An Employment Cost Index (ECI) data base is maintained at the BLS central computer faciltiy. (See Item 247.) Quarterly, this data base is accessed directly by the Office of Technology and Operations Review to update the LABSTAT ECI files.

The ECI is a quarterly measure of the change in the rate of employee compensation. Compensation is composed of two major components: (1) wage and salary rates; and (2) employer costs for employee benefits. ECI statistics are published quarterly in BLS news releases, in the "Monthly Labor Review," and the monthly periodical, "Current Wage Developments."

In LABSTAT files, wage and salary changes for the three months ending in the quarter are available for 35 private nonfarm series from December 1975 forward (in most cases). Included are industry and occupation data for major industry groups, as well as statistics by region, bargaining status, area and size. Twelve-month changes are also available for these series beginning in September 1976.

Data on three month compensation changes for six private nonfarm sector categories--total, white-collar, blue-collar, service, manuafacturing, and non-manufacturing, workers--begin in March 1980, with 12 month changes following in December 1980.

Starting with the September 1981 quarter, three month wage and compensation changes for several broad industry and occupation groups within the civilian nonfarm economy and State and local governments were added tothe data base.

System documentation consists of the LABSTAT Users Guide, the LABSTAT Series Directory, and other related program guides as required.

Retention Period. Permanent. Offer for transfer to the National Archives of the United States when 30 years old, or upon termination of the ECI program and cessation of active references or at mutually agreed-upon time periods, as appropriate.

*248. ECI System and Data Backup Tapes. For security purposes, ECI computer system and data files on disk are duplicated on magnetic tape for disk regeneration, if needed. These backup tape files, which are updated as needed (usually twice weekly), duplicate the entire "ECI System and Data Disk Files." In addition, a file backup is maintained separately, consisting of the ECI libraries and critical data files on tape.

Retention Period.

a. 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.

b. Data files. Delete as updated from disks.

*249. ECI Revised Phase 2 Master File (RP2MF). Quarterly screened and edited wage data (microdata) relating to individual survey respondents are written to history tapes after the quarterly survey cycle is completed, providing a cumulative ECI data repository of completed surveys wage data. Data are arranged by (1) Quarter, and (2) Schedule Number within the quarter. This file should be treated with confidentiality as its contents can identify the respondents.

Retention Period. Delete when 10 years old or when all essential information has been extracted and published, whichever occurs sooner.

*250. ECI All Benefits (ALL BEN) History Tape Files. Benefit data (Microdata) related to individual respondents in the ECI quarterly surveys are written to history tapes periodically, usually quarterly, from the "transient data files of the ECI System Disk Files." Benefit data are transferred to the ALL BEN History Tape Files, for reference purposes as needed. Backup security tapes are maintained. Its contents should be treated with confidentiality.

Retention Period. Destroy when 10 years old or when all essential information has been extracted, analyzed, compiled and published, whichever occurs sooner.

*251. ECI Sample Respondent Losses Tape File. This file contains data identifying respondents who have been rotated out of the active ECI data base files. Its contents should be treated with confidentiality. The file contains such respondent data as identity, location, industry, and employment figures. This file will be used in switching weights as necessary from decennial census results.

Retention Period. Delete when weighting adjustments to the ECI data base have been made to reflect the latest decennial census results.

*252. ECI Respondent Replenishment Groups Tape Files. To maintain a reliable ECI system, the existing sample of private sector respondent establishments is replenished by a

gradual replacement by a new sample. Replenishment groups are identified with 2-digit industry code groups and are rotated into the survey sample by group, a particular replenishment group during a specified quarter. Candidates (replenishment) for inclusion in the sample of respondents are input into a developmental phase where they are weighted and included in regional data collection in a parallel test mode during the quarterly cycle. Selected replenishment candidates are merged into the ECI sample; establishment data for the selected candidates (e.g., identification, location, industry, occupation and weights) are maintained in this tape file, which will be used when adjustments are made as necessary by the decennial census results. Rejected candidates information is deleted from the files.

Retention Period. Delete when weighting adjustments to the ECI data base have been made to reflect the latest decennial census results.

*253. RP2MF Microfiche File. This file contains computer output microfilm (COM) data that duplicates on silver and diazo microfiche the contents of the ECI RP2MF history tape files. It provides a backup to the RP2MF master tape files and a working reference file for the division.

Retention Period. Destroy when 10 years old or when no longer needed for current business, whichever occurs sooner.

*254. ALL BEN Microfiche File. This file contains computer output microfilm (COM) data that duplicates on silver and diazo microfilm the contents of the ECI All Benefits (ALL BEN) History Tapes. It provides a backup file to the ALL BEN History Tapes and a working reference file for the Division.

Retention Period. Destroy when 10 years old or when no longer needed for current business, whichever occurs sooner.

255. ECI Administrative Management Disk Files. An Administrative Management System is used to provide for internal management of the Employment Cost Index workload in the Division. The system is maintained in disk storage at the Central BLS Computer facility and contains temporary data relating to work scheduling, employee status, staff assignments, and the like.

Retention Period. Delete when replaced or obsoleted.

256. ECI System Documentation Machine Listings. This file consists of computer printouts of the ECI source and other programs, including data dictionaries, required to operate the ECI system. The printouts are arranged alphabetically (by task) and placed in hanging binders.

Retention Period. Destroy when revised on obsoleted.

257. Section Supervisor Project Management Files. This file consists of copies of correspondence, plans, charts, system requirements, and the like maintained by the section supervisor responsible for the quarterly ECI operations cycle for managing those activities. It may concern such matters as requirements for processing reports, program office specifications, planning, descriptions of facilities, and regional office liaison contacts.

Retention Period. Destroy when 10 years old or no longer needed for current business, whichever occurs sooner.

Survey Procedures Manuals - Technical Memoranda

The Division of Directly Collected Periodic Surveys is responsible for developing and maintaining procedures for conducting Wages and Industrial Relations Surveys and procedures for other projects as assigned. While directed primarily at regional office data collection and entry activities, the instructions also provide valuable guidance to BLS headquarters offices. Two basic media are used: (1) manuals, which publish continuing materials; and (2) technical memoranda, which supplement the manuals by issuing material pertaining to specific individual surveys.

The Division drafts the instructions, coordinates with other appropriate BLS organizations, and forwards the clean draft to the Office of Field Operations National. The Office reproduces and distributes the manual or technical memoranda material, and maintains stocks of extra copies.

258. Wages and Industrial Relations Survey Manuals Files. Up-to-date sets of Manuals containing continuing instructions for performing the several Wages and Industrial Relations Surveys. While intended primarily for the guidance of BLS regional staffs, they contain valuable guidance for BLS headquarters personnel. They include such issuances as the Economic Costs Index (ECI) Manual, the ECI Occupational Classification Manual, and the Occupational Wage Survey Procedures Manual. Consists of copies of current manuals, although some historical sets of changes to the Manuals, as well as previous editions are maintained by individual analysts.

One set of forerunner instructions of the 1950's is also included, as well as manuals for discontinued surveys such as the Construction Labor and Materials Requirements Survey which was discontinued in 1981.

Data sets of the current Manual contents are maintained on disk at the central computer facility.

Documents date from 1949 to the present. Although some of the earlier issues are missing, this file comprises the most complete record set of OWIR survey manuals.

Retention Periods.

a. Record copy. Permanent. Offer for transfer to the National Archives of the United States in five year blocks when the most recent record is 20 years old.

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

259. Wages and Industrial Relations Surveys Technical Memoranda Files. Consists of 3-ring binders containing chronologically arranged copies of Wages and Industrial Relations Technical Memoranda issues to provide regional offices with detailed instruction for performing individual OWIR surveys, both current and discontinued. Continuing survey guidance is provided in the OWIR Survey Manuals. The Memoranda are drafted in the Division of Directly Collected Periodic Surveys, with input from other BLS offices, and the draft is forwarded to the Office of Field Operations which provides editing, reproduction, distribution and extra copy stockage. The present system of memoranda is serially numbered in a consecutive sequence, running from No. 1 in 1972 to 494 in 1983. Some earlier memoranda on hand date from 1969, and a partial subject index is available for the years 1969-1978. Although early issues may be missing this is the most complete record set of OWIR technical memoranda.

In addition, a few binders of technical memoranda are on hand covering presently discontinued survey work on labor productivity.

Retention Period.

a. Record copy. Permanent. Offer for transfer to the National Archives of the United States in five year blocks when the most recent record is 20 years old.

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

260. Survey Procedures Project Files. These files contain papers relating to ongoing and completed individual surveys for which the Division of Directly Collected Periodic Surveys provides system support. The retained documents provide a valuable reference source for personnel involved in developing new or revised procedures. Filed in survey folders are such documents as copies of the BLS technical memoranda and supplements, end-of-survey reports, correspondence addressing significant problems, survey specifications, survey bulletins, and the like.

Retention Period. Destroy when no longer needed for current business.

261. Wages and Industrial Relations Manuals Text Disk Files. Textual contents of current issues of the Wages and Industrial Relations procedural manuals are maintained on disk at the central computer facilities. These files are used to produce hard copy for camera-ready copy for reproduction of changes and revisions of the manuals. The Super WYLBUR System is used for input, text editing and producing outputs. The disk files are accessed from terminals in the Division.

Retention Period.

a. Textual files. Delete when replaced or obsoleted.

b. Program files. Delete when replaced or obsoleted.

262. Wages and Industrial Relations Manual Text Backup Tapes. For security, backup tapes are maintained at the central computer facilities of the contents of the Wages and Industrial Relations procedural manuals text disk files. These tapes are updated periodically as required.

Retention Period.

a. Textual files. Delete when replaced or obsoleted.

b. Program files. Delete when replaced or obsoleted.

OWIR Records Common To All Offices Of The Division

263. Intermediate Printouts, Job Runs, Worksheets. In carrying out the activities involved in providing computer systems support to the program offices concerned with wages, benefits, and industrial relations surveys, the programmers, analysts, and systems specialists or other personnel of the Division obtain printouts or various other job run listings from off-premises computer equipment, typically of an intermediate nature, covering various types of periodic or one-time surveys supported by the Division.

These worksheets or listings can be both machine processed or manually prepared, and can cover such matters as: administrative or internal housekeeping matters, programming operations, answering complex requests for information, editing and review of data sets or files, intermediate dumps of data files, file updating operations, generating of tabular data, input or data manipulation operations, systems development work, survey sampling, issuance of publications, and the like.

The machine listings of this item include only those not covered by the specific items of the Schedule for the Division listed above.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or published, or when obsoleted or revised, as appropriate.

264. Technical Reference/Working Files. These are extra copies, printed materials, and working copy files maintained by the programmers, analysts, and other systems specialists and personnel of the Division covering their particular assigned program areas as well as statistical procedures and methodology and computer technology and the like.

Retention Period: Destroy when superceded, obsoleted, or when no longer needed for current business, as appropriate.

265. OWIR Projects Program Processing Files. Processing disk or tape files of OWIR projects system as defined by General Records Schedule 20 such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering machine-readable of other related records not specifically listed in the items for the Division of Directly Collected Periodic Surveys listed above.

Retention Period: Apply the retention periods of General Records Schedule 20 - Part II, Items 1-14 as applicable.

266. Division System Development Files. Upon receipt of system requirement statements from program offices, the Division prepares machine readable and hard copy information reflecting the design of a system meeting requester requirements. This can include the development of new system or the revision of existing systems.

In system developing activities, the documentation of the system design can be made complete enough so that the requesting program office can assume responsibility if desired for the day-to-day operation of the system, as in the case of a Federal Wage System sample selection procedure now being developed.

The types of records involved can include such materials as: system requirement statements; listing sheets reflecting various runs, such as data sets maintained on disk or tape; selected establishment data, sample data, or program test or debugging runs in developing programs; system overlay structure statements after completion of the proposed system; and various other system documentation materials such as user guides, program listings, program location guides, data dictionaries, system narratives, and the like.

This item covers only the machine readable and other records of the Division not covered by specific items of the schedule listed above.

Retention Period. Destroy developmental machine-readable and hard copy records when superceded or obsoleted, or after completion of full system documentation and transfer of machine-readable programs and other system data to system users, as appropriate.

267. Non-recurring or Special Survey Files. Consists of materials of the Division, such as computer programs on machine-readable disks or tapes, or source on other program printouts, intermediate computer run listings, tabular listings, test run data, sampling data, drafts of manuscripts, various tabular records, pertinent correspondence, listings resulting from special complex reference searches, survey microdata or other inputted data, and the like generated in providing ADP support to OWIR in carrying out special or one time surveys, or complex reference requests.

This item covers only the machine-readable and other records of the Division not covered by specific items of the Schedule listed above.

Retention Period. Destroy when no longer needed for current business, except final data sets leading to publication of survey results with documentation. Submit SF258 to NARA 3 years after publication of survey results. If rejected by NARA, destroy immediately.

UNIVERSE MAINTENANCE STAFF, DIVISION OF FEDERAL-STATE PERIODIC SURVEYS, OSP,

MACHINE READABLE AND RELATED RECORDS

The Universe Maintenance Staff of the Division of Federal/State Periodic Surveys, Office of Survey Processing, is involved with sampling activities concerning OWIR surveys as well as with other surveys carried out by BLS. The Staff provides computer support services to the Division of Survey Techniques, which is responsible for managing the sampling activities involved in OWIR surveys.

The Universe Maintenance Staff maintains the Central Bureau Universe of Business Establishments Data Base from which various sample frames or visitation or other samples are extracted in carrying out OWIR or other Bureau surveys. This broad data base is derived from the Federal/State Cooperative Unemployment Insurance Reporting Program (ES202) which reports on the some 4,800,000 business establishments involved in payment of unemployment insurance taxes collected by the States.

For the PATC, EBS, and ECI surveys, working with the Office of Wages and Industrial Relations, Division of Wage Statistical Methods, the Office of Field Operations - National, and the regional offices, the Staff extracts the required survey sampling frame, provides for edit and revision of the sampling frame, and also cooperatively provides for selecting the visitation establishment samples, and subsequent revision leading to final establishment visitation samples for these three OWIR national surveys.

For the many area surveys of OWIR involving the AWS-SCA program and the IWS program, the Universe Staff is only concerned with extracting the required sample frames from the establishment universe data base and finalizing the sampling frame after receiving required revisions.

The Staff, also working with OWIR and the Division of Survey Techniques, provides the sampling frames for the Federal Wage Surveys for which the Bureau presently provides samples to the Department of Defense, NASA, and Veterans Administration. These sampling frames, however, are based on a Dun and Bradstreet universe listing of establishments, rather than ES202 based central BLS Universe of Business Establishments.

The Staff provides sampling services for other program areas of the Bureau, in addition to those listed above.

The BLS Universe of Business Establishments is contained presently on some 10 mountable disks at the Bureau Central computer facility, with periodically generated backup tapes. To operate the System, the TOTAL 8 Data Base Management System is used and two on-line disks are involved in housing the various programs and data sets concerned with this sampling activity. About 1,000 tapes are involved with the System, most of which are concerned with intermediate processing operations.

*268. Bureau Universe of Business Establishments Data Base. This data base presently maintained on 10 mountable disks at the Central Bureau computer facility, is derived from the Federal/State cooperative Unemployment Insurance reporting program (ES202). It contains identifying data on the some 4,800,000 establishments reporting unemployment insurance taxes to the States. It serves as the universe for the selection of sampling frames or in some instances actual samples for OWIR surveys as well as for other surveys of the Bureau.

Once a year, based on annual update detail reporting tapes received from the States, the listing of establishments included in this universe file undergoes a major update. Revisions may also be made during the year as a result of the drawing of sampling frames or actual samples for various individual surveys.

The data base is maintained under the TOTAL 8 data base management system, and backup tapes to the disks are obtained after each updating action is taken.

Retention Period. Delete data from disks when revised, obsoleted, or updated, or when no longer needed for current business, as appropriate.

*269. Universe Establishment Program and Production Disk Files and Back-up Tapes. Two on-line disks are maintained at the Central Bureau Computer Facility housing the TOTAL 8 data base management programs, the source and other programs involved in this computerized sampling system, and also the various data sets in selecting sample frames or actual samples for individual Bureau surveys. Backup tapes are obtained periodically, for security purpose or possible disk regeneration.

Retention Period

a. Programs for the System. Delete when obsoleted or revised.

b. Data sets involved in selecting sampling frames or actual samples for individual surveys. Delete after completion of the particular survey involved, or when revised or updated, as appropriate.

c. Backup Tapes. Delete data of earliest backup tapes after 4 generations or runs producing the tapes.

*270. Backup Tapes of Data Base of Universe of Business Establishments. Consist of tapes upon which the contents of the Universe of Establishments data base have been entered after updating of the file has occurred, for possible security or tape regeneration purposes.

Retention Period. Delete data of earliest backup tapes after 4 generations or runs producing the tapes.

*271. State Supplied Establishment Annual Update Detail Reporting Tapes. Once a year, states supply update tapes reflecting the latest revisions of the ES202 reporting on unemployment insurance taxes paid by the pertinent establishments.

Such data are merged into the Universe of Establishments data base to provide for the annual major updating of the data base.

Retention Period. Delete data from tapes when 3 years old.

*272. PATC, EBS, and ECI Establishment Sample Tapes. After selection of the sample frame from the Establishment Universe Data Base for these surveys-PATC and EBS annually, ECI quarterly-revisions are made in the regions and the actual visitation sample is selected and then revised based on regional input of machine-readable records. After the final sample is selected, the data set contents are entered onto final sample tapes for these OWIR surveys. Such tapes are used when selecting the sample for the next cycle of surveys to provide for repeat inclusions of establishments as required.

Such sampling services can be supplied, as requested, for other Bureau surveys as well.

Retention Period. Delete after completion of the next survey in the cycle.

*273. Federal Wage Survey (FWS) Sample Disk or Tapes Files. The sample universe for deriving sampling frames for Federal Wage Surveys is based on Dun and Bradstreet listings of business establishments in the particular areas for which Federal Wage Survey samples are generated for such agencies as the Department of Defense, NASA, or Veterans Administration. After extracting monthly the required sample frame data from the universe tape received from Dun and Bradstreet, the data are furnished to the Division of Survey Techniques. That Division extracts the actual proposed visitation sample, and sends this data on to the client agency through appropriate channels. The Division of Survey Techniques also enters the listing of establishments in the FWS sample to be visited onto a disk which is forwarded to the Division of Federal/State Periodic Surveys. Such data are eventually entered on tape to be used as input to a sampling program that ensures the required repeat visitations to the establishments during the next FWS survey in the area covered.

Retention Period. Delete data on previous sample establishments upon completion of the next FWS sampling in the area concerned.

274. Universe of Establishments Samoling Program Machine Processing Files. Processing tapes or disk files pertaining to the Universe of Establishments Sampling System as defined by GRS Schedule 20, such as work files, test files, intermediate input/output files, valid transaction files, special request files, and the like not covered by Items 268 to 173 above.

Retention Period. Apply the retention periods of GRS Schedule 20, Part II, Items 1-14, as applicable.

275. Bureau Universe of Establishments Data Base System Documentation Files. Consists of various listing sheets descriptive of the TOTAL 8 Data Base Management System and other related computer programs involved, as well as procedure manuals, covering such aspects of the system as the TOTAL 8 Data Base Management System, WYLBUR programs, data dictionairies, code books, Technical Memoranda, and the like.

Retention Period. Destroy when revised or oosoleted, or when no longer needed for current business, as appropriate.

276. Technical Reference/Working Files. There are extra copies, printed materials, and working paper files of the members of the Universe Maintenance Staff covering their particular assigned program areas as well as statistical procedures and methodology, computer technology, and the like.

Retention Period. Destroy when superceded, obsoleted, or no longer needed for current ousiness.

*277. Intermediate Printouts or Worksheets, Universe of Establishments Program. In carrying out the universe maintenance activities, various personnel of the Staff obtain printouts and various other joo run listings, typically of an intermediate nature. These machine listings can cover such activities as administrative or internal housekeeping matters, programming operations, edit and review of data sets, intermediate dumps of data files, survey sampling development work, and the like.

The machine listings of this item include only those not covered by the specific items of the Schedule listed above.

Retention Period. Destroy when obsoleted or revised, or when no longer needed for current business, as appropriate.

EXCERPT FROM NATIONAL ARCHIVES AND RECORDS ADMINISTRATION GENERAL RECORDS SCHEDULE 20 COVERING PROCESSING (INTERMEDIATE) MACHINE-READABLE AND RELATED RECORDS

The following records disposition authorities cover processing or intermediate machine-readable and related files and were issued in General Records Schedule 20 of NARA. They relate to such files as work files, test files, and the like that have not been specifically listed in this Schedule as separate items in the segments covering machine-readable records.

These disposition authorities of General Records Schedule 20 have been referred to in the following items of this Schedule:

Items number 166, 213A, 265, and 274

PART II PROCESSING FILES

Item	File function/ designation	Consisting of	Which are	Then
1	Work file	new media, or media not included in a library control control system, or files whose retention dates have expired	used by computer operators to facilitat the processing of a specific job and/or system run	Available for immediate use or reuse
2	Test file	data used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	Dispose of when no longer needed
3	Input/Source file	data abstracted from input/ source documents or other media and entered into the system for each update cycle	converted to magnetic media	Dispose of after verification of data on related magnetic media
4			used for updating and required to support reconstruction of a master file	Dispose of after three or more update cycles
5			not used as input to a master file and not required to reconstruct a master file	Submit SF 115, Request for Records Disposition Authority
6			retained by ADP operational elements as back-up to magnetic media	Dispose of when no longer needed

Part II Processing Files

Item	File function/ designation	Consisting of	Which are	Then
7			officially designed to replace or serve as the record copy in lieu of the hard copy or other input/ source document	Dispose of in accordance with instructions applicable to the hard copy
8		data created by another agency[1]	files that the creating agency routinely made available to other agencies or to the public	Dispose of as reference material
9			the result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency	Submit SF 115, Request for Records Disposition Authority
10		punched cards that contain original entry with film or written inserts (such as aperture cards)	source documents	Dispose of in accordance with instructions applicable to the hard copy

[1] If the receiving agency reformats, edits, merges, analyzes, summarizes or otherwise processes the data in a file from another agency, then the files created during such processing are files of the receiving agency. The receiving agency should schedule the resulting files according to the appropriate category in Part I, Master File.

Part II Processing Files

Item	File function/ designation	Consisting of	Which are	Then
11	Intermediate input/output file	data that is manipulated, sorted, and/or moved from one run to a subsequent run	used in the process of creating or updating a master file	Dispose of after master file has been proven satisfactory
12	Valid transaction file	data used with a master file for creation of an updated master file	used for independent analysis	Submit SF 115, Request for Records Disposition Authority
13			not used for independent analysis	Dispose of after three or more update cycles
14	Audit trail file	"statistical" data generated during the creation of a master file	used to validate a master file during a processing cycle	Dispose of in accordance with instructions for each appropriate cycle of the master file

BUREAU OF LABOR STATISTICS
PROPOSED SCHEDULE

Listing of Permanent Records Proposed For Transfer to the Archives of the United States

BLS, OFFICE OF WAGES AND INDUSTRIAL RELATIONS

Office of the Associated Commissioner, BLS

Item 1. Associate Commissioner, Program Direction File.

Arranged alphabetically by organizational unit, with some subject breakdowns. 1967-1977 and 1981 to date.

Volume: 7 cubic feet Yearly Accretion - 1 Cubic Foot

Item 2. Speech, Conference, and Seminar File - Associate Commissioner.

Arranged Alphabetically. 1977 to date.

Volume: 2 cubic feet Yearly Accretion - 1 Cubic Foot

Item 11. Former Library Record copies of Industry Wage Survey (IWS) Issuances.

Arranged by publication series and by date thereunder. 1920 - 1969

Volume: 21 cubic feet Yearly Accretion - none

Item 12. Former Library Record copies of Area Wage Survey (AWS) Issuances.

Arranged by publication series and by date thereunder. 1951 - 1976

Volume: 10 cubic feet Yearly Accretion - none

Item 18-1. Tape Files Covering Annual Data from Area Wage Surveys, Service Contract Act Surveys, and Employee Benefit Surveys.

Arranged by table number. 1985.

Volume: Negligible Yearly Accretion: 2 tapes

Item 19. Employees' Benefits, Selected Survey Documentation Files.

Arranged by year 1979 to date

Volume: 1 cubic foot Accretion - Negligible

Annual Professional Administrative, Technical, and Clerical Surveys (PATC)

Item 30. PATC Project Documentation Folders.

Arranged by year 1960 to date

Volume: 3 cubic feet Accretion - Negligible

Annual Municipal Government Wage Surveys

Item 39. Municipal Government Wage Surveys, Individual City Reports, Record

Copy. (Discontinued)

Arranged by year and by city thereunder 1971 - 1980

Volume: 3 cubic feet Accretion - none

Item 40. Municipal Government Wage Surveys, Record Sets of Selected

Documentation. (Discontinued)

Arranged by year 1973 - 1979

Volume: 1 cubic foot Accretion - none