REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO: N1-257-86-3

DATE RECEIVED: 5-2-86

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 ADMINISTRATIVE SERVICES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
KAREN NUNLEY	202-523-1468	5/1/89	[signature]

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 [X] is attached, or [ ] is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
29APR86	[signature] Paul E. Larson	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7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*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 following organizations of the Bureau of Labor Statistics: - Office of Productivity and Technology; and - Office of Economic Growth and Employment Projections. (See following pages.)	190 items	

115-108 Copies sent to NCP, NNS, NNX, NNT 5/2/89

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

RECORDS DISPOSITION SCHEDULE

Offices of:

.Productivity and Technology

.Economic Growth and Employment Projections

Bureau of Labor Statistics
U.S. Department of Labor

CONTENTS

Page

INSTRUCTIONS FOR APPLYING BLS RECORDS DISPOSITION SCHEDULE i

AUTHORITY AND ADMINISTRATIVE HISTORY xvi

BINDER OF SCHEDULE xx

OFFICE OF PRODUCTIVITY AND TECHNOLOGY 1

Functional Statement 1

OFFICE OF ASSOCIATE COMMISSIONER, OFFICE OF PRODUCTIVITY AND TECHNOLOGY 3

Construction Labor and Material Requirements Surveys 6

Office LABSTAT Files 8

DIVISION OF INDUSTRY PRODUCTIVITY AND TECHNOLOGY STUDIES 10

Office of Division Chief 10

Industry Labor Productivity Studies Program Files 12

Technological Change Program Files 22

Industry Multi-factor Productivity Program Records 23

Government Productivity Measurement Program Records 26

Records Common to All Offices of the Division of Industry Productivity and Technology Studies 31

DIVISION OF PRODUCTIVITY RESEARCH 32

Records Pertaining to the Program for Productivity Measures of the Business Economy and Major Sectors of the Economy 32

Machine-Readable Records, Labor and Multi-factor Productivity Measures Processing System 40

CONTENTS

Page

DIVISION OF FOREIGN LABOR STATISTICS 42

Office of Division Chief 45

Foreign Labor Statistics Records 46

Trade Monitoring Records 52

Records Common to All Division Projects 55

OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS 56

Functional Statement 56

OFFICE OF ASSOCIATE COMMISSIONER, OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS 57

DIVISION OF ECONOMIC GROWTH 59

DIVISION OF OCCUPATIONAL OUTLOOK 70

Occupational Outlook Program Files 71

Occupational Outlook Program Manager Files 72

Occupational Outlook Program Project Leader Files 74

Occupational Outlook Program Labor Economists Files 76

"Occupational Outlook Quarterly" Program Files 78

Industry-Occupational Employment Matrixes and Related Research-Special Occupational Outlook Project Files 81

National OES-Based Industry-Occupational Employment Matrix Files 82

Former Census-Based National Matrix and Former State/Area Matrix Files 87

Special-Research Projects Files 90

CONTENTS

Page

RECORDS COMMON TO ALL OFFICES OF OFFICE OF
ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS 91

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 PRODUCTIVITY, TECHNOLOGY, AND FOREIGN LABOR STATISTICS PROGRAMS, AND OF THE ECONOMIC GROWTH AND OCCUPATIONAL OUTLOOK PROGRAMS

As of the time of this writing, the BLS programs involving the measurement of industrial or government productivity, the impact on labor of technological changes, and the issuance of statistics on foreign labor were in the Office of Productivity and Technology. The programs involving the issuance of projections of economic growth and industry employment and of data and projections of distribution of workers by occupation and industry were in the Office of Economic Growth and Employment Projections.

As early as 1888, the Act of June 13, 1888, which established a separate Department of Labor without executive rank, among other things required the Commissioner of Labor to report on the general condition of production of the leading industries of the country and to obtain needed information on various subjects committed to him from foreign countries. In carrying out these responsibilities, among the early publications issued were the following: Cost of Production of Iron, Steel, Coal, etc. (1890); Cost of Production - The Textiles and Glass (1891); Compulsory Insurance in Germany (1893); the Industrial Community Series covering individual plants in Europe (1896; Wages in the United States and Europe (1904); Coal Mine Labor in Europe (1905); and Workmen's Insurance and Compensation Systems in Europe (1909).

When the numbered Bulletin series of the BLS was established in 1912, one of the subject series to be covered was foreign labor laws. From 1912 to 1922, only one study in the series was made. In 1914, Bulletin 142, "Administration of Labor Laws and Factory Inspections in Certain European Countries" was issued. A large number of the publications of the Bureau, however, contained reproductions, digests, discussions, and references to foreign labor laws relating to the subjects treated in the reports. These were usually prepared from sources at hand in the Bureau Library. Also to meet the demand for information on labor conditions in the belligerent countries during World War I, bulletins and articles in the Monthly Labor Review were issued concerning hours, health, welfare work, labor unrest, and other matters concerning the condition of labor in those countries.

With the cutback of Government after World War I, however, in an organizational chart of the Bureau in 1922, no mention was made of foreign labor, or of any of the other programs covered by the present Offices of Productivity and Technology and of Economic Growth and Employment Projections. Similarly, in an available organization chart for the Bureau in 1935, no mention was made of any of these programs.

The first available Bureau organizational chart to mention any of these programs was for the Year 1940. In this chart, branches were a higher level of organizational structure than divisions. One of the three branches on the chart was the Branch of Employment and Occupational Outlook. Included within this Branch were the Occupational Outlook Division and the Productivity and Technological Developments Division.

the present Offices of Productivity and Technology and Economic Growth and Employment Projection. There follows separate sections outlining the development of these programs up to the time of this writing.

Productivity and Technology Programs (1948 to Date)

The programs for measuring industrial productivity and for the impact on labor of technological changes have remained organizationally together since 1940. At times other programs were also included with them organizationally, but by and large, they comprised the title of the organizations concerned. As of 1948, there was a Branch of Productivity and Technological Developments in the Division of Employment and Occupational Outlook. By 1950, there was a separate Division of Productivity and Technological Developments, with Samuel Thompson as Division Chief.

By 1954, Leon Greenberg had been named Chief of the Division. As of January 1963, Mr. Greenberg was named Assistant Commissioner of the Office of Productivity and Technological Developments. It was comprised of a Division of Productivity Measurement, a Division of Technological Studies, and a Division of Industrial Hazards. As of 1965, the Division of Industrial Hazards was set up as a separate Office.

As of 1967, Jerome Mark became Assistant Commissioner of the Office of Productivity, Technology, and Growth. In the Office, in addition to the Productivity Measurement and Technological Studies Division, there were Divisions of Economic Growth and of Industrial Safety. Industrial Safety was separated from the Office in 1968.

In 1970, the Foreign Labor Statistics program was added to the Office of Productivity, Technology, and Growth, and by 1972, the economic growth program was separated from the Office. Its title became the same as it is at the time of this writing, Office of Productivity and Technology. In 1972, it was comprised of the following Divisions: Division of Industry Productivity Studies, Division of Productivity Research, Division of Technological Studies, and Division of Foreign Labor Statistics and Trade.

By 1983, Mr. Mark's title was changed from Assistant Commissioner to Associate Commissioner for the Office of Productivity and Technology. It was comprised of the Division of Industry Productivity and Technology Studies under Charles Ardolini, the Division of Productivity Research under William Waldorf, and the Division of Foreign Labor Statistics and Trade under Arthur Neef. The title of the Division was changed in 1984 to the Division of Foreign Trade Statistics, with the suspension of the trade monitoring statistics program.

Foreign Labor Statistics Programs, (1946 to Date)

The Foreign Labor Statistics program was first shown on the available organization chart for 1946. A Foreign Labor Conditions Staff had been established under the Assistant Commissioner for Publications and Program Planning. In 1948 it was shown as the Office of Foreign Labor Conditions under that Assistant Commissioner.

By 1949, its Chief, Faith Williams, was listed as Chief of the Division of Foreign La' ' Statistics. The program rema d as a Division under several chiefs u. .l 1967, when its Chief at that time, William Shelton, became an Assistant Commissioner for the Office of Foreign Labor and Trade. Under that Office were various specialists covering foreign area labor research, foreign labor monographs, international labor comparisons, and international technical cooperation. In addition a Division of Foreign Trade Research was established in the Office.

By 1968, Divisions of Foreign Labor Conditions, Foreign Labor Statistics, and International Technical Cooperation had been set up in the Office of Foreign Labor and Trade. As of 1970, Mr. Shelton had become a Special Assistant to Commissioner Moore, and Juliet Kidney had been named as Chief of the Division of Foreign Labor Conditions in the Office of the Chief Economist. In addition, a Division of Foreign Labor Statistics under John Chandler had been established in the Office of Productivity, Technology and Growth.

By 1972, Mr. Shelton was Special Assistant for International Economic Affairs to the Deputy BLS Commissioner. Juliet Kidney was Chief of the Division of Foreign Labor Conditions in the Office of Economic Trends and Labor Conditions, and John Chandler was Chief of the Division of Foreign Labor Statistics and Trade in the Office of Productivity and Technology.

With the passage of the Trade Act of 1974, foreign labor statistics and trade monitoring activities were organizationally together in the Bureau in the Office of Productivity and Technology in its Division of Foreign Labor Statistics and Trade under John Chandler.

The organizational structure for the foreign labor statistics program remained the same as of the time of this writing except that the trade monitoring statistics program activities were suspended in the Division as of 1983 with some residual work continuing until 1984. The name of the Division, under Arthur Neef, was changed to Division of Foreign Trade Statistics, reflecting this suspension.

Economic Growth Program (1950 to Date)

The program to develop projections of economic growth and industry employment began about 1950 when the Bureau, under contract with the Defense Department, carried out Project "Scoop." This project, under Jack Alterman, aimed at establishing an Input/Output System for the U.S. Economy. By 1952 the project was discontinued. About 1960, an interagency group recommended that the Input/Output systems work be reinstated to provide a key element for economic growth projections.

As of 1962, Jack Alterman was named Chief of the Division of Economic Growth under the Associate Commissioner, W. Duane Evans. By 1964, Mr. Alterman was named Deputy Associate Commissioner for Systems Analysis and Economic Growth, under the Associate Commissioner for Systems Analysis and Economic Growth.

As of 1967 the economic growth program was placed together with Productivity and Technology as a division under the Office of Productivity, Technology, and Growth, with Leon Greenberg as Assistant Commissioner. By 1970, Mr. Alterman had the title, Director of Economic Growth, in the Office of the Assistant Commissioner for Productivity, Technology, and Growth, Jerome Mark. Ronald Kutscher was named Chief of the Division of Economic Growth in that Office.

By 1972, the economic growth program had been separated from the Office of Productivity and Technology. An Office of Economic Trends and Labor Conditions was established, with Jack Alterman as Assistant Commissioner, and Ronald Kutscher as Chief of the Division of Economic Growth. A Division of Economic Studies and a Division of Foreign Labor Conditions also were included in the Office.

As of 1974-75, the program was under the Office of Data Analysis under Deputy Commissioner Janet Norwood with Ronald Kutscher heading the Economic Growth Staff. By spring of 1979, the Office of Economic Growth had been established, with Ronald Kutshcer as Assistant Commissioner. As of late 1979, the Occupational Outlook program was transferred to the Office.

As of the time of this writing, the Office of Economic Growth and Employment Projections under Associate Commissioner Ronald Kutscher had two Divisions: a Division of Economic Growth under Charles Bowman, and a Division of Occupational Outlook under Neal Rosenthal.

Occupational Outlook Programs (1948 to Date)

In 1948, there was a Branch of Occupational Outlook in the Division of Employment and Occupational Outlook. The Outlook work had started by 1940.

From 1948 until late 1979 the Occupational Outlook program of BLS remained organizationally together with the Bureau's manpower or employment statistics programs.

From 1948 to 1960 the Outlook program was under Seymour Wolfbein, who had the title from 1950 to 1960 of Chief, Division of Manpower and Employment Statistics. At that time, Harold Goldstein became Division Chief.

As of January 1963, when Harold Goldstein became Assistant Commissioner of the Office of Manpower and Employment Statistics, a Division of Manpower and Occupational Outlook was included in that Office. The program was still under the successor Office of Employment Structure and Trends in the spring of 1979, with a Division of Occupational Outlook under Russell Flanders.

Late in 1979, the Outlook program was transferred to the Office of Economic Growth. By 1981, the Office was entitled Office of Economic Growth and Employment Projections, and by 1983 a separate Occupational Outlook Division had been established in that 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 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.

A. Documentation of Survey Methodology.

BLS systematically documents the methodological approaches in developing and issuing its survey data. Both the Office of Productivity and Technology and the Office of Economic Growth and Employment Projection do not, at the time of this writing, use the BLS regional offices to obtain source data for their statistical outputs. Extensive survey manualization, as is the case with OEUS and OWIR, is not required.

However, in both offices, a program of internal documentation of survey methodology has been undertaken, and the records pertaining to such documentation have been listed as permanent on the Schedule. In OPT, for example, the records pertaining to the documentation of the methodology of developing industry productivity statistics, and in OEG and EP, the records pertaining to the documentation of the methodology of developing National and State and Area Employment Projections have been listed as permanent.

Further, under standard BLS approaches, ADP operations in survey data processing in these offices are appropriately documented. Any machine-readable records proposed for permanent retention listed on the Schedule require the transfer of appropriate documentation with them.

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 this 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.

~~When the automatic transfer of record copies from GPO to the Archives of the United States is known to have occured, the Schedule items involved will indicate that fact.~~

D. Micrographic Publication Standards.

When micrographic publications are to be accessioned to the Archives of the United 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 PRODUCTIVITY AND TECHNOLOGY

The Office of Productivity and Technology is responsible for developing and analyzing productivity indexes for the economy, major sectors and individual industries, and the Federal Government. The office also is required to assess the impact of technology on productivity and employment and conducts the Bureau's research program on international statistical comparisons.

To meet these responsibilities, four major programs are underway which: (1) measure productivity trends in the private economy and its major sectors and analyze the factors affecting overall productivity change; (2) measure and analyze change in productivity in individual industries and in the Federal Government; (3) compile comparable international statistics on productivity, labor costs, employment and unemployment, and other labor/economic variables; and (4) investigate trends in technology and their implications.

1. Productivity Measures for the Private Economy. Indexes of output per hour are prepared both quarterly and annually for the business economy as well as for the nonfarm business and manufacturing sectors, and for nonfinancial corporations. Included with these series are related measures of hourly compensation and unit labor costs, along with corresponding series on nonlabor payments per unit of output and prices. In addition, measures of multifactor productivity (output per unit of combined inputs of labor and capital) are published annually for the private business, private nonfarm business, and manufacturing sectors. This work is conducted in the Division of Productivity Research. The Division also conducts research on the impact on productivity change of such factors as change in the composition of the work force and capital-labor substitution.

2. Individual Industry Measures. Indexes of productivity for industries such as steel, motor vehicles, and petroleum refining are prepared in the Division of Industry Productivity and Technology Studies. Annual indexes for some 129 industries are published and measures for several additional industries are included each year. The Division also studies the factors underlying productivity movements in each of the industries. Work on developing industry multifactor measures also is underway. In addition, data are collected and measures of output per employee year are prepared for the Federal Government, including agencies covering about two-thirds of the Federal work force. Work also is underway on developing measures for State and local government.

3. International Comparisons. Annual indexes of productivity in manufacturing for the United States and other industrialized countries are prepared in the Division of Foreign Labor Statistics. Comparative productivity measures for the total economy and the iron and steel industry are also prepared. In addition, other labor economic indicators--hourly compensation costs, unit labor costs prices, employment and unemployment, industrial dispute activity, and other selected measures--are prepared in the Division. Foreign data are adjusted for comparability with U.S. measures where feasible.

4. Studies of Technological Change. Studies of the employment and occupational implications of technological change are prepared in the Division of Industry Productivity and Technology Studies. One type of summary report appraises some of the major technological changes emerging among selected American industries and discusses the impact of these changes on productivity and labor over the next 5 to 10 years. Another category of study examines the impact of technological innovations such as computers which are being adopted throughout industry. In addition, in-depth studies are prepared periodically for selected major industries where significant changes are taking place on a large scale.

1. Program Direction File, Associate Commissioner. General correspondence and related records file, arranged primarily by subjects, reflecting the executive direction of the Associate Commissioner of the Productivity and Technology programs of the Bureau of Labor Statistics. These programs concern trends in productivity in both the United States and foreign countries, as well as trends in technology and their implications.

The file contains such subject topics as National Science Foundation Proposals for Research on Productivity Measurement Systems; Foreign Trade Legislation; Comparative International Labor Cost and Productivity; Cabinet Council on Economic Affairs Working Group on Economic Statistics; Use of Census Longitudinal Data for Industry Productivity Studies; Comments on GAO Audits; 1972 Census of Manufacturers; 1972 Census of Mineral Industries; Business Research Advisory Council; and Labor Research Advisory Council.

Some administrative and reference papers are intermingled with the program documents.

Retention Period. Permanent. Break file every 5 years and bring forward active materials to the new files as required. Retire to WNRC when 10 years old; at that time, screen retiring documents and destroy administrative and reference papers. Offer for transfer to the National Archives, in blocks of 10 years when the most recent record is 20 years old.

2. Office Budget File. Office copies of budget estimates, justifications, and related correspondence and other materials pertaining to the office's fiscal requirements. Copies of budget materials are submitted to the Central BLS office which maintains the Bureau record copy.

Retention Period. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.

3. Associate Commissioner's Publications Reference Files. Reference copies of materials maintained, under direction of the Associate Commissioner, for research on productivity and technological matters. One section of the file covering the period 1947 to date, consists of such items as speeches by the Associate Commissioner and others; papers presented at conferences and seminars; reprints of published articles; newspaper clippings, and the like. Arranged by subject on such topics as Concepts and Measures; International Comparison of Productivity; Productivity and Growth (Including Projections); Productivity and Wages (Including Guide posts); Other Industry Productivity Measures, Industrial Engineering (Time Study of Job Evaluation), and Technological Change.

A separat iactive section of the file, cc ing the period 1961 to 1970, consists prima..ly of such documents as publications (statistical reports by non-BLS organizations), agenda for international meetings, copies of papers for presentation at seminars and conferences, Congressional committee reports, and extra copies of correspondence relating to these matters. They are arranged by the concerned organizations which include: the National Automation Commission, National Manpower Advisory Commission, Congressional Committees, International Labor Organization, Joint Economic Committee, Council of Economic Advisors, Organization for Economic Cooperation and Development, and several individuals by name.

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

*4. Office Administrative Files. Office copies of administrative housekeeping records maintained by the Administrative Assistant covering such matters as: personnel; time and attendance and payroll; employee address forms; employee flexitime; travel authorizations; travel vouchers; equipment and supply management; convenience copies of contracts and interagency agreements; and records management. The official records on these administrative matters are maintained by the administrative offices of both the Bureau and Department levels.

Retention Period.

a. Time and attendance and payroll records. Destroy when 3 years old.

b. Other records. Break file every 3 years. Transfer to the WNRC. Bring forward active materials to the new files as required. Destroy when 6 years old.

*5. Personnel Name File. File consists of office copies of personnel name files of current and former employees of the office. Contains copies of such documents as SF-52's typed in the office, personnel actions (SF-50), performance appraisals, and related documents pertaining to the employee's employment. Such records appear to be covered by the Privacy Act.

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

6. Office Correspondence File. File consists of yellow tissue copy of correspondence, and related documents, signed by the Associate Commissioner or the Commissioner. The yellow tissue copy, and accompanying documents, have been referred to the Commissioner's Office for clearance and then returned after dispatch of the outgoing communication. The yellow tissue copy contains a record of clearances. Arranged by date, the file covers the period beginning in January 1982. Copies of significant program correspondence are placed in the Program Direction file.

Retention Period. Break file every 3 years. Bring forward active materials to the new files as required. Destroy when 5 years old.

7. Chronolog' 'l File. File consists of an e a stayback green tissue copy of corres, dence, and other documents, to signed by the Associate Commissioner or the Commissioner, arranged by date. This file duplicates the Office Correspondence File (Item 6), beginning with the year 1982, in contents and arrangement.

Retention Period.

a. Destroy copies which duplicate the Office Correspondence File for the period from 1982 to the present date.

b. Currently produced copies. Destroy the chronological copy upon return of the Office Correspondence copy from the "mail room" as evidence of dispatch.

c. **Copies produced before 1982. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.**

8. Office Correspondence Reading File. File consists of an extra stayback copy of outgoing communications signed by the Associate Commissioner or Commissioner. It does not contain related documents. Arranged by date.

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

9. Distribution Copies of Productivity and Technology Publications. Consists of several extra copies of recent productivity and technology publications, as available, including such items as press releases, bulletins, reprints of articles from publications, speeches, special reports, and the like.

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

10. Historical Productivity and Technology Publications File. Record copies of various BLS issuances of such projects as surveys, studies, and the like, pertaining to productivity and technology. Consists of BLS bulletins, Productivity Trend Reports, Selected Significant Speeches by BLS officials, some unpublished material, and the like. Included are a series of BLS numbered reports of Case Studies on Productivity and Factory Performance prepared by BLS for the Mutual Security Agency and Foreign Operations Administration for use by European production managers (1951-1955).

Arranged primarily by subject, the documents cover the period 1939, (the year the BLS program was established) to 1972.

While not a complete set of BLS productivity and technology publications, the set is the only record found that provides some overall coverage of the productivity and technology measurement programs of BLS. Duplicate copies of some issuances are present. (See also Items 25 and 44 for possible merged records.)

Retention Period.

a. Record Copy. **Permanent. Transfer to the WNRC. 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.

CONSTRUCTION LABOR AND MATERIALS REQUIREMENTS SURVEYS

The Bureau's programs of directly collected CLMR surveys was established in 1959 to determine the impact on employment of various construction activities. Since 1960, BLS has published some 25 studies which included the results of such surveys of nation-wide construction as:

Public Elementary and Public Schools
Federal Office Buildings
Hospitals and Nursing Homes
Federally Aided Highways
Civil Works: Land and Dredging
Public Housing
College Housing
Private Single Family Housing
Sewer Lines and Sewage Treatment Plants
Multi-Family Housing
Commercial Office Buildings
Retail Stores/Shopping Centers

The CLMR provided data on primary and secondary labor requirements, employee hours, material usage and construction cost; project completion time; construction characteristics; occupations employed; and the regional relationships of these data. Analyses of trends were also included in the published results. The resulting data have been used by other Government agencies, Congress, and the private sector, such as the construction industry, labor organizations, academic, and other research activities.

The survey provided the only reliable estimates of the changing labor and material requirements for various types of construction activity.

Data collection was, generally, conducted by personal visits to contractor-respondent / BLS regional representatives except for the Survey of Federal Aided Highways, which used data collected by the Federal Highway Administration. Completed schedules (questionnaires) were mailed to BLS headquarters, for review, tabulation, analysis, computation, and publication of the results. In the early years, this was a manual system but about 1971, a computerized data base was established, data entry being performed at BLS headquarters. The computerized system has been discontinued.

The program was discontinued in 1981 and is being phased out.

11. Construction Labor and Material Requirements Selected Survey Documentation Files. These files consist of pertinent selected documents relating to the planning operations, and outputs of the Construction Labor and Material Requirements Surveys (CLMR) which were discontinued in 1981. These files include such materials as:

(1) Samples of survey specifications including sampling material;

(2) Copies of CLMR manuals for data collection, the "Equipment and Materials Codes for CLMR Surveys," and technical memoranda to regional offices;

(3) Products issued reflecting the results of the Surveys, such as BLS Bulletins and Reports and other issuances like Monthly Labor Review Articles. Some later Bulletins contain blank copies of Survey Schedule forms;

(4) Sample dump printout of detailed computerized microdata base of a selected survey which after editing and review formed the basis for the published results; and

(5) Sample completed data collection questionnaires (schedules). These documents illustrate the purpose, scope, methodology and results of this discontinued program.

Retention Period. Permanent. Transfer to the WNRC. Offer for transfer to the Archives of the United States when the most recent record is 15 years old.

12. CLMR Data Collection Schedules. Consist of various Construction Labor and Material Requirements Survey Schedules completed by regional office employees containing detailed information supplied by varying numbers (up to 2,000) of respondents covering such items as: (1) on-site employee-hour data, by occupation; (2) certain off-site contractor employee data; (3) costs of building materials and equipment; (4) characteristics of the buildings or other improvements under construction; and (5) profit and overhead. They pertain to such surveys as Retail Stores and Shopping Centers, 1980; Commercial Office Buildings, 1973; Federal Office Buildings, 1976; and Hospitals and Nursing Homes, 1976. The results were usually published at a date up to some 4 years subsequent to the as-of-date period of the survey.

Retention Period. Destroy 5 years following the publication of survey results or when all essential information has been analyzed, tabulated or published, whichever occurs later.

*13. CLMR Recc liation Machine Listings. Cor t of computer printout listings (re. ciliations) of final dump of the data base of edited microdata from selected Construction Labor and Materials Requirements Surveys. The contents reflect the data collected from individual respondents and are considered confidential as they could identify the respondent. Some intermediate listings have been included for some surveys.

Retention Period.

a. **Final Dump lists. Break file every 3 years. Transfer to the WNRC. Destroy when 15 years old.**

b. **Intermediate listings. Destroy when revised or obsoleted.**

14. CLMR Technical Reference/Working Files. These are extra copies, printed materials, intermediate computer printouts, work sheets, and other working paper files maintained by the various economists, analysts, or other program personnel of the office 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 business.

OFFICE LABSTAT FILES

15. Productivity and Related Measures Issued Through the LABSTAT System. Each of the present three divisions of the office enters various time series data on productivity measures and related statistical series into the Central Bureau LABSTAT system, to provide machine-readable access to the information that is produced by the various office programs. At the time of this writing, some 3 tapes are involved containing the below described data.

The Division of Productivity Research presently includes in LABSTAT time series measuring the productivity of various sectors of the economy. The indexes of some 15 labor productivity and cost measures are available for 10 economic sectors as follows: manufacturing; manufacturing, durable goods; manufacturing, nondurable goods; total private; private nonfarm; total farm; private business; nonfarm business; farm business; and nonfinancial corporations. These approximately 200 series are quarterly and begin in 1947.

The Division of Industry Productivity and Technology Studies presently includes in LABSTAT time series productivity measures for private industries, primarily at the 4- and 3-digit SIC level. For some 160 industries, for which productivity measures are published at the time of this writing, productivity measures are available that relate industry output to total employment, production workers, nonproduction workers, and the hours of each group. From 3 to 13 series are available for each industry. About half of these annual measures begin in 1947; the remainder begin more recently.

The Division of Industry Productivity and Technology Studies also includes series on the Federal Government. Based on the annual Federal Productivity survey, labor productivity time series measures are developed for the change in the relationship between the physical volume of output of Federal Government agencies and the employee hours expended in that output. As of the time of this writing, the latest completed survey (1982) obtained data from 390 organizations within 47 Departments and agencies. Output indexes were based on more than 3,400 goods and services produced in the Federal sector. Ten measures, such as the compensation index, unit labor cost index, employee years index, output index and the like are available from 1967 to date for the total sample and 28 functional areas including legal and judicial activities, natural resources and environmental management, medical services, and equipment maintenance.

The Division of Foreign Labor Statistics presently enters into the LABSTAT system time series measures on labor conditions and developments abroad, mainly for industrial countries. The following measures are presently included: Labor force, employment, unemployment, and related measures, approximating U.S. concepts, are available on an annual basis for nine countries, beginning in 1959 for most series. Indexes of manufacturing productivity, hourly compensation, unit labor costs, and related measures are available on an annual basis beginning in 1950 for 13 countries. Consumer price indexes are available on a monthly or quarterly basis from 1970 for 10 countries. Annual data on capital investment excluding residential construction as a percent of output are available for the total economy for 11 countries from 1960. Industrial disputes statistics are available on an annual basis beginning in 1955 for 14 countries.

In addition, based on data received from the Bureau of the Census, the Division entered time series data into LABSTAT from its presently discontinued trade monitoring program. This program, which started about 1974 was suspended in 1983; although residual activities continued into 1984. It has been agreed that the statistics will be maintained by the Bureau of the Census.

The LABSTAT data presently available from this discontinued program include: values and quantities for some 13,000 imported commodity classes, as listed in the Tariff Schedules of the U.S. Annotated, with quarterly and annual series beginning in 1968. Also, on a Standard Industrial Classification basis, quarterly and annual data are availaole from 1972-1982 covering dollar values of commodity imports. Data are also available, on a SIC basis, beginning in 1968 showing the ratio of imports to new supply (industry "penetration ratio") indicating industries sensitive to rising imports.

Special documentation regarding use of LABSTAT types is available. See Explanatory Statements.

Retention Period. Permanent. Offer for transfer to the Archives of the United States when 30 years old or upon termination of the program and cessation of active reference, or at mutually agreeable time periods, as appropriate whichever is sooner.*

*Revision approved by BLS records officer by telephone, 4/24/89

Office of Division Chief

*16. Division Administrative Subject Files. Consists of file drawers scattered throughout the banks of cabinets maintained at the division level covering division administrative matters, consisting primarily of correspondence, form records, instructional memoranda and other references, and the like. The file is primarily a convenience file for the division, and is duplicated to some extent at the office level, and by record copies of these records at the Central Bureau Administrative Offices.

The file covers such administrative areas as: personnel, including active and inactive personnel name files on division employees; position descriptions; budget and financial matters, including budget submissions and execution reports; travel and transportation including travel vouchers; flexitime logs and other flexitime records of individual employees; staff utilization reports; contracts for services; procurement and property records; hotel literature; reorganization reports; time and attendance matters; and the like.

Retention Period. Break files at least on a 5-year basis, and bring forward active materials as required. Destroy when 5 years old, or when no longer needed for current business, whichever comes sooner, with the exception of:

a. Inactive personnel name folders. Destroy 1 year after employee separation.

b. Records storage listings. Destroy as records are disposed of.

c. Time and Attendance - Payroll Records. Destroy when 3 years old.

17. Division Program Subject Files. Consists of file drawers scattered throughout the banks of cabinets maintained at the division level covering division program matters, consisting primarily of correspondence, publications, progress reports, unpublished data, instructional memoranda, procedural manuals, and the like.

The file cove such program matters as: comments on publications, articles, or proposals submitted to the division; copies of capital stock time series data for selected industries; various internal memoranda files or other procedural memoranda or staff memorandums; monthly-quarterly work status or progress reports, (1969 to date); various Committee or organization files such as Business Research or Labor Research Advisory Councils; records on various task forces or panels including President's Task Force on Reorganization of Federal Statistical Systems or Committee on Productivity Statistics; speeches and articles written by various members of the office; comments on extending deflator value series; materials provided Council on Wages and Price Stability, (1971-1974); copies of Census of Manufacturing Reports on various industries; copies of contributions included in the Handbook of Labor Statistics or the Handbook of Methods; copies of Canadian reports on industry labor productivity; folders containing information on industry contacts to obtain production-price data; typed division report on Study of Individual Industry Outputs, 1947; materials on use of computers in statistical outputs; and other related divisional program subject materials.

Retention Period. Break files every 5 years. Transfer to the WNRC. Bring forward current materials as required. Destroy when 10 years old.

18. Division Chief Program Subject Files. This file maintained personally by the Division Chief reflects his personal interest in the various program areas of the division, as well as certain personnel matters in which he has an interest. Included in the file are correspondence and related records on such matters on evaluations of the program by GAO and the Rees panel, international seminars, speeches and meetings, conferences, selected publications of interest statistical methodology and procedure as applied to productivity indexing, and extra copies of correspondence relating to these matters. Also included are various binders maintained on shelving concerning procedural and methodological matters.

Retention Period. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.

19. Division Alphabetic Letter File. Consists of copies of incoming letters and replies prepared in the division, arranged by year and by name of person or organization thereunder.

Retention Period. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.

20. Division Chronological Correspondence File. Consists of extra copies of outgoing letters and memoranda and related incoming correspondence, prepared in the division, and arranged by date. File is maintained in a binder.

Retention Period. Destroy when 2 years old.

The individual industry labor productivity studies program comprises one of the major segments of the Office of Productivity and Technology. Labor productivity measures are now published for some 130 industries primarily at the three or four digit SIC level. In addition, unpublished labor productivity measures based primarily on deflated value of shipments or other outputs are maintained for some 500 industries. For both the published and unpublished industries, in addition to various annual index measures, matrix time series tables are computer generated reflecting historical labor productivity patterns.

For each published industry, the division maintains two centralized individual industry files arranged by SIC numbers. One, maintained by the Division Chief's secretary, provides a summary of methodological approaches and industry and labor comments regarding the published measures. The other more detailed file, maintained by the analyst responsible for the industry, provides work sheets, source data, reference materials, correspondence, analyst and industry and labor comments on the productivity measures, materials on methodological approaches adopted, and the like in developing the annual productivity index measures and historical matrix tables involving industry outputs and labor inputs. Centralized files are essential as the various analysts can be shifted from industry to industry depending on personnel changes, work load requirements and the like.

The results of the industry productivity measures generated are entered into a data base in the office computer, and annual time series are maintained, some going back as far as 1947, for both published and unpublished industries. For published industries, the annual productivity measures are entered into LABSTAT, and an annual Bulletin is also issued. Computer prepared separates are also maintained reflecting the annual productivity measures and matrix change tables for both published and unpublished industries. In addition, articles are published in Monthly Labor Review and data are also included in the "Handbook of Labor Statistics," as well as in "Productivity and the Economy, a Chart Book."

The Census of Manufacturers provides a major source of data used in developing these labor productivity measures for many of the industries, and data for the industries so based are benchmarked at the 5-year Census periods.

Because of the intermixture of reference materials, published source data materials, intermediate manual work sheets, correspondence, methodological statements, computer printouts, analyst comments, and documentary materials reflecting the results of the annual update or Census revisions of an industry's productivity measures, it is essential that once a year screening be instituted to many of these files by the analyst responsible for a particular industry. Preferably, after the completion of the annual update of the productivity measures or the Census revisions of the measures for an industry, the analyst should remove or keep out from many of the files, all intermediate manual work sheets, obsoleted reference or source materials, intermediate machine listings, unused comparative data, and any other records reflecting data which have been revised and can no longer be considered as official productivity measures.

*21. Individual Industry Statistical Methodology Documentation Files. The file comprises the primary documentation reflecting on the methodology and procedural aspects involved in the division's program for issuing statistical series of data on labor productivity within some 130 different industries. As developed, it will include similar documentation on industry multifactor productivity measures. The file is arranged numerically by SIC number.

The file on an industry reflects both the development of the indexes for the industry, and the subsequent maintenance and possible expanding of the information to be disseminated. During the developmental stages, internal division evaluations of the quality of the statistical data are explained and documented. Also evaluations and comments of the affected industries, unions, or industry associations are documented in the correspondence segment of the file. In addition, the file reflects in detail the sources available, the methodology adopted in deriving the labor productivity measures, and the determination as to which of the data should be published or unpublished.

The file on an industry can include such documentation as: feasibility studies as to the preparation of productivity measures; contact data or plant visitation data and correspondence with industries; the analyst's internal detailed Problem and Procedure Memorandum in which test runs of data from various sources are presented and evaluated and various problems of statistical reliability are discussed; Technical Notes which provide overall methodological explanations for the statistical procedures followed; copies of the Monthly Labor Review Article which announces the publication of the particular industry productivity measure; correspondence reflecting comments of industry and labor as to the productivity measure; and continuing correspondence as revisions or changes are made or as data are obtained from the industry. In a few industries, the establishments may voluntarily send production data at periodic intervals, with such data being held confidential.

Overall, this file is the most complete explanation available as to the methodology and reliability of the productivity measures issued by the division on an industry basis.

Retention Period. Break industry files as required into current and inactive materials in January of each year to destroy obsolete, superceded, or revised materials, or materials for which all essential information has been tabulated, analyzed, or published, as appropriate. Superceded or obsoleted intermediate printouts, manual work sheets, or background materials maintained at analyst current desk files should be purged prior to filing as needed or after completion of annual update or Census benchmarking.

22. Central Divisional Detailed Industry Files on Published Industries. The file consists of detailed information generated or gathered by the analyst assigned to a particular industry on some 160 industries for which labor productivity indexes are presently published. The files contain such materials as: manually developed work sheets, computer printouts, correspondence and memoranda, secondary source material such as Census or Federal Reserve Board publications or publications of industry groups or of pertinent Federal agencies concerned, various background reference materials, copies of annual change matrix or index computer prepared listings, various technical notes on problem and procedure memoranda, copies of pertinent Labor Management Review Articles, various related charts, and other records.

In general the files reflect the data, com ations, and methodology involved i. eveloping the following annual, or in some cases more frequent, basic or productivity indexes for each industry: the Output or Production Index, and the various basic input indexes such as the All Employee Hour Index, the All Employee Index, the Production Workers Hours Index, the Production Workers Index, the Non-Production Workers Hours Index, and the Non-Production Workers Index. In addition, the files reflect the derivation of the Labor Productivity Indexes for each industry covered including the Output Per Employee Hour Index, Output Per Employee Index, the Output Per Production Worker Hour Index, the Output Per Non-Production Worker Index, as well as the Rate of Change Matrix Tables for each of the 13 Basic or Production Indexes listed above.

A typical breakdown of the current files on an industry could include such folder captions as: (1) "Output," containing the work sheets, charts, and other records reflecting on the derivation of the annual or other time period production for the industry; (2) "Input," containing the work sheets, charts, and other records involved in deriving the employment, all employee man hours, and the production and nonproduction workers and their man hours; (3) "Weights," containing the work sheets and other records reflecting the derivation of the various weights used in generating the indexes for the industry; (4) "Benchmarks," containing the work sheets, charts, computer printouts, and other records involved in benchmarking the Census, Federal Reserve Board, or BLS data and revising the indexes accordingly; (5) "Unit Labor Costs and Compensation," containing work sheets, listings or other records used in deriving this measure; (6) "Deflators," containing work sheets, charts, and other records reflecting the use of the Producer Price or the Industry Sector Price Indexes, of the BEA deflator materials, the OPT Price Index, and the like in providing a constant value to cover the shipments data on an industry to derive the Output Index; (7) "Memoranda," containing the yearly or other time period memorandum of the analyst to the OPT supervisor explaining the problems and methodology used for the annual update, and other correspondence including industry comments; (8) "Matrix," containing a copy of the latest industry printout reflecting the indexes and the rates of change matrixes for the 13 indexes covered; (9) "Documentation," containing the Technical Notes, a copy of the Monthly Labor Review Article initiating the published indexes for the industry, copies of the Problems and Procedure Memorandum explaining the initial methodology adopted, and possibly copies of the Basic Census or other publications providing the source data for the indexes; and (10) "Clippings," containing copies of selected articles used in deriving the annual index updates.

The files also can contain reference materials and other background data and for many industries old inactive work sheets, reference materials and the like involved in deriving, revising, benchmarking, or publishing the indexes on these some ~~130~~ 160 industries.

The divisi also maintains a summary docume ation file containing key documents on each published industry. (See Item 21.) The file is arranged by SIC number.

Retention Period. Permanent. Transfer to the WNRC immediately. Offer for transfer to the Archives of the United States in blocks of 10 years when the most recent record is 20 years old.

23. Division Technical Notes Files. Consists of originals of Industry Technical Notes prepared in the division reflecting the statistical methodology adopted in preparing the industry labor productivity reports. The series appears to have been updated as of 1977 and then new notes were prepared as new industries were added.

Also includes a drawer of duplicates for handouts. File is arranged by SIC number. Technical Notes are included in the individual industry documentation files. See Item 21.

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

24. Division Feasibility Study File. The file reflects the division's attempts to develop productivity measures for various industries for which published data were not available. An industry file consists of various data gathered by an analyst about the industry and the analyst's reports on feasibility studies as to the possibility of including the industry in the published productivity measures series in terms of meeting Bureau publication standards for quality of statistical output. It also could contain such records as a Problem and Procedure Memorandum on the industry providing detailed explanations as to the availability of source data and the problems involved in deriving the required productivity measures. In addition, the industry file could contain reference materials, work sheets, computer printouts, drafts of proposed articles, comments of industry or labor, reports of analyst visits to the industry establishments, and the like.

Retention Period. If publication is achieved, bring forward active materials to the published central industry file. If publication is not feasible, screen file annually and destroy obsolete or revised materials no longer needed for current business.

25. Division P[illegible]cations Record Copy Files. C[illegible]st of one drawer of various published numbe[illegible]d bulletins and the like, such as: Productivity Trends Indexes, Industries, 1946-1958; Indexes of Output Per Man Hours, Selected Industries, 1939, and 1946-1974; Productivity Measures for Selected Industries, 1975 to date; Productivity Annotated Bibliography, 1957, gaps, 1977-1978; Various Individual Industry Publications such as Men's Dress Shirts, 1939-1948; Publications of BLS, 1951-1966; and various miscellaneous publications. Also included are publications of the Anglo-American Council on Productivity, consisting of general volumes, plus reports on individual industries, (1948-52).

Retention Period. See Office Publication file (Item 10). Merge with that file such publications that are not duplicated and that will be considered to be permanent, as issuances of the office. Destroy remainder when no longer needed for current business.

26. Manuscripts of Selected Industries Bulletins and Other Publications Files. Consists of folders containing manuscripts and related papers relating to issuance of Selected Industries Bulletins, 1971 to date, manuscripts and related papers on various other division publications, copies of 1971 to date Selected Industries Bulletins, press releases, and manuscripts of miscellaneous publications prepared in the division.

Retention Period. Destroy 5 years after issuance of publication concerned.

27. Individual Industry Annual Published Index and Rate of Change Printouts. These laser-printed computer printouts prepared at the Bureau computer center reflect the results of the index or rate of change data published annually for each industry. For many industries, the time series data are covered from 1947 to the most current year available. For certain industries, data for the indexes or rate of change matrix tables are not available as far back as 1947.

These data are maintained in data sets at the office computer and also at the Bureau Computer Center in LABSTAT. Both the so-called Basic Indexes of various output and input measures, as well as the productivity indexes derived from the basic output/productivity indexes are included in these industry printouts. In addition, matrix tables showing annual rates of change for both the basic and the productivity indexes are included in these computer-prepared printouts.

Retention Period. Destroy when replaced by succeeding year's computer run carrying the latest year's data for these time series statistics.

28. Obsolete Output Per Man Hour Indexes, by Industry Publications. These are distribution copies of separate index publications of various industries, now included in Selected Industry Bulletins. A record copy set is also kept.

Retention Period. Destroy when no longer needed for current business, except any record copies which are not included in the Central Office publication file (Item 10) should be consolidated with that file as appropriate.

29. Monthly Labor Review File. Consists of a division copy of the "Monthly Labor Review," arranged by date. Copies available from Office of Publications, BLS.

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

30. Distribution File of "Monthly Labor Review" Separate Industry Articles. Extra copies of the articles published in MLR and other miscellaneous articles or speeches, reflecting the publication of results of the industry studies of productivity. Record copy of the articles should be in the Industry Documentation file (Item 21).

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

31. Predecessor WPA Publication Index Files on Output Per Man Hour in Selected Industries. File consists of a collection of publications issued by the Works Progress Administration reflecting the results of the studies of output per man hour in selected industries. The productivity measures developed are, in effect, predecessors to the productivity measures presently published by the division, and provide continuing series data as far back as 1919. It is expected that National Archives collections on WPA would already contain such publications.

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

32. Central Divisional Census of Manufactures, Bureau of Mines, and BLS Price Index Publications Files. These files serve as source data for the price deflator work involved in developing constant price values to be applied in generating output indexes. They include the Annual BLS price index Bulletins, and the chapters of the Current Census of Manufactures. The price bulletins are chronological, while the Census chapters are by SIC number. Also Bureau of Mines and successor agency Mineral Year Books are maintained chronologically.

Retention Period.

a. Destroy filed chapters of Census data when replaced by latest Census publications.

b. Destroy Price and Bureau of Mines Publications when revised, obsoleted, or no longer needed for current business.

33. Census Bureau Current Industrial Reports (CIR). Consist of Census Bureau publications in the CIR series, as well as a few monthly current Business or Retail Trade Reports used as source data for various industry labor productivity series. These reports are arranged numerically by assigned Census report numbers for various industries. These are issued monthly, quarterly, annually, or possibly only on an occasional basis depending on the industry covered. Dates of coverage vary by industry. Most appear to go back to the 1960's.

Typically, the current year data is considered preliminary, and is made final in the report for the succeeding year.

Retention Period. Transfer to the WNRC. Destroy when 10 years old.

34. Central Divisional Price Deflator Subject File. The file consists of a current and inactive segment reflecting the development of deflated value measures required to derive constant price value measure used in generating deflated value of shipments for output indexes, typically for unpublished industry productivity indexes. The file contains such materials as source data publications, computer printouts, correspondence, manual work sheets, reference materials, materials relating to the 1971-1972 Price Control Program, and the like. Included are folders covering such matters as: Criteria for Choice of Unit Values; Internal Papers on Concepts and Methods; Technical Notes; Special Studies for Individual Industries; Price Index comparisons; SIC Revisions; correspondence; Disemployment Measures; computer programs listings for 1971-1972 programs; and the like.

Retention Period. Screen once a year to destroy inactive materials when obsoleted or revised, or when essential information has been analyzed, tabulated, or issued, as appropriate.

35. Central Pr. .out Files Covering Unpublished Industry Productivity Indexes. Consists of hanging and other binders containing such computer printouts relating primarily to the unpublished industry productivity indexes as: (1) annual printouts of the deflated value input and output and productivity indexes for each of the some 500 or more industries for which such unpublished information is generated, as well as the raw input and output data from Census, BLS, or BEA, arranged by SIC number, (1958 to date); (2) printouts for unpublished productivity deflated value indexes at the 2-, 3-, and 4-digit SIC levels, (1958 to date); (3) printouts covering for the published industries deflated value rate of change matrix tables and deflated value productivity indexes; (4) printouts covering the BEA Price Deflator Series for 4-digit SIC industries for the periods 1958-1963, 1963-1967, 1967-1972, and 1972 forward; (5) current annual printouts covering the BLS Producer Price and the Industry Sector Price Index; (6) current annual printouts covering the unpublished OPT Price Index at the 4-digit SIC level; (7) printouts covering the results of the defunct Employer Expenditures for Employee Compensation Survey (1970-1977) used in generating nonproduction worker statistics; (8) printouts covering the status of development of productivity measures for new industries; (9) printouts covering benchmarking of Census, Federal Reserve Board, and other source data series for OPT guidance; (10) printouts covering revisions to Producer Price Indexes; and (11) other related printouts involved in unpublished industry productivity indexes as required.

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

36. Unpublished Deflated Values Matrix Tables File. Consists of computer prepared unpublished deflated value matrix tables on selected industries' productivity arranged by SIC number, including index data as well. These tables are updated with later years' data at periodic intervals and are laser printed to provide letter-size tables. Time series data cover the period 1958 to date.

Retention Period. Destroy when replaced by annual update or when no longer needed for administrative purposes whichever is sooner.

37. Division Nonproduction Worker File. Consists of work sheets, computer printouts, reference materials, source data, correspondence, and the like pertaining to the derivation of nonproduction worker manhour input in many different industries. The file is arranged by industry SIC number. File contains a great deal of inactive data.

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

38. Division Labor Productivity Indexes Disk-Tape Files. The analysts of the division have access via terminals to the on-line disks maintained at the OPT computer. Analysts include on the disk any and all machine-readable data needed to develop the following data bases: (1) the 13 basic and derived indexes and matrix change tables base for the published productivity indexes involved in some 160 industries now covered; (2) deflated value data base needed for generating the various productivity measures included for some 500 industries for which productivity data are not published; (3) the Unit Labor Cost-Compensation Divisional segments for the office chart handbook consisting primarily of data derived from Census and the 790 BLS series; and (4) the Unpublished Price data file reflecting the derivation of 4-digit deflated price data based primarily on input from the Producer Price Index and the Industry Sector Price Index of BLS and the BEA deflator price data used to derive the 4-digit SIC-OPT industry price data and segments for the chart Bulletin. These above four data bases are derived from various programs, raw data, manipulated data, test data, special project or reference request data, and other machine-readable information inputted onto the disks by the various industry analysts as required. A total of about 1000 different data sets are involved.

No. 1
No 2
No 3
No 4

Typically, the four data bases are updated annually and contain continuing annual index series dating from 1947 to the present. Also, every 5 years, much industry data are benchmarked to the Census of Manufacturers. The productivity index data from the published 160 industry data base are inputted into LABSTAT for use of the public. In addition, the publication of the annual Bulletin, "Productivity Measures for Selected Industries," is based on the LABSTAT data inputted from the published 160 industry data base. Also, the separate published 160 industry productivity handouts are based on this data base. The separate unpublished 500 industry productivity measures handouts are based on the deflated value data base, and include for non-production workers data derived from the defunct Employer Expenditures for Employee Compensation Survey of BLS.

Other divisional outputs can include the various productivity measures or methodological comparisons or explanatory materials derived as a result of special requests or industry or labor comments on measures for a particular industry, and any test or methodological developmental data as new industries are entered into the system.

About every few weeks, the contents of some 1000 divisional data sets, including the four key data bases, are dumped from the OPT divisional disk files onto a tape for possible backup or disk regeneration purposes.

Also included on the disks and backup tapes are the various source and other programs required to generate the various productivity measures.

Retention Period.

a. Disk files. Permanent. Transfer to the National Archives upon the annual publication of the productivity Measures a copy of the data tapes containing productivity measure for the 160 "published industries".

b. Back-up tapes. Transfer to the Archives upon the annual formulation of the productivity measures a copy of the data tapes containing the various productivity measures for 500 industries which are not published.

39. Industry Productivity Program Punch Cards. Consists of punch cards no longer generated, reflecting such published and unpublished industry productivity statistics as: Federal plotter program, 1977; program and data cards for non-metallic mineral industry statistics, 1954-1972; chart program and data cards, 1977; selected industry cards by SIC number; steel industry deflated value; matrix, general program, and other source program disks; automobile production, price and equipment labor cards, 1957-1977; and unpublished industry BEA deflator, price index, and related data cards (1947-1975); and the like.

Retention Period. Destroy when replaced by tapes or when all essential information has been analyzed, tabulated, or issued, as appropriate.

40. Tapes or Disk Files on Publication of the Annual Bulletin "Productivity Measures in Selected Industries." Consists of TPL or PCL tape and disk files containing the tabular data extracted from LABSTAT and formatted and reduced to tape for publication of the Annual Bulletin on "Productivity Measures in Selected Industries." The file is maintained at the Central Bureau computer facility.

Retention Period. Destroy after successful publication of the Bulletin concerned.

41. Industry Division Source Program Documentation Files. Consists of various types of printouts, explanatory materials, and the like documenting the source programs used in maintaining the four major division data bases maintained at the OPT computer. The documentation for the Published Measures Data Base, the Unit Labor Cost-Compensation Data Base, and the Unpublished OPT Price Series-Chart Book Data Base is maintained in a large binder. The program documentation for the Unpublished Deflated Value Data Base is maintained in other files.

Retention Period.

a. Documentation needed for use in processing LABSTAT machine readable files. Permanent. Offer for transfer to the National Archives in conjunction with the transfer of the records.

b. Documentation related to Items 38a, 38b, and 74. Permanent. Offer for transfer to the National Archives in conjunction with the transfer of the records.

c. All other documentation. Destroy when no longer needed for current business, or when revised or superceded as appropriate.

Studies of technological changes and their implications for productivity and employment have been undertaken by BLS over the years. As early as 1940, there was a Productivity and Technological Developments Division in the Employment and Occupational Outlook Branch of the Bureau.

To provide a broad overview of significant trends in labor productivity in key industries, the Bureau publishes Bulletins which contain summary reports on four or five industries pertaining to new types of machinery, processes, and products which are believed likely to have an important effect over the next five or ten years. Such Bulletins have been issued since 1964, and reports are available for about 40 industries.

The Bureau has also published, from time to time, intensive studies of major industries, such as printing, where far-reaching changes are taking place, and also studies of technological innovations that have applicability to many industries such as the use of computer process control. In 1982, the Division of Technological Studies of OPT which was responsible for the program, was merged into a Division of Industry Productivity and Technology Studies. At the time of this writing, there were two Senior Economists who supervised the preparation of the summary reports on major industries, each of whom had industry specialists who drafted the original reports for the resulting Bulletins.

42. Office Administrative Subject Files. Consists of office copies of correspondence computer printouts and related form records reflecting certain OPT administrative matters carried out by a Senior Economist. The files cover the submission and execution of the OPT budget; OPT input into various government-wide inquiries such as the GAO study of statistical agencies, 1983; the OMB Catalog of Domestic Assistance, and the like; flexitime rules; MIS Position Control printouts; space management surveys; staff utilization reports; and other administrative matters as assigned. These records are either OPT copies received from Central Bureau Administrative offices or OPT copies of various records sent to Central BLS Administrative offices.

Retention Period. Break file every 3 years. Transfer to WNRC. Destroy when 5 years old.

43. Technology Program Subject Files. Consists of correspondence and related records reflecting activities of the technology program personnel such as attendance at meetings and conferences; writing of speeches or articles for the "Monthly Labor Review" and other publications; answering special requests for information; relations with the International Labor Organization and preparing input for ILO releases; proposals for new projects; assignments on various committees; and the like.

Retention Period. Break file every 5 years. Transfer to WNRC. Destroy when 10 years old.

44. Technology Publication Project. The files consist of correspondence, interview or plant visitation records, drafts, reference or source materials, comments of supervisors and experts in the field, manuscripts, and other records relating to the preparation of annual summary reports in major industries, detailed industry studies, or technological innovation studies. The summary Bulletins on the impact of technology on employment in four or five major industries and related articles in the "Monthly Labor Review" are being produced periodically. The multi-industry innovation studies, such as in the Bulletin on "Outlook for Computer Process Control," or the detailed industry studies such as in the Bulletin on "Outlook for Technology and Manpower in Printing and Publishing," have been produced on an irregular basis, and record copies of publications should be merged into Item 10.

The records on a project typically contain project proposals, minutes of meetings, questionnaires, field trip notes, first draft of the report on a particular industry prepared by the analyst, comments of the supervisors, the Division Chief or the Associate Commissioner, lists of persons contacted, and comments of plant or union personnel, reference materials or secondary source materials used for the report, and final manuscript submitted for publication. In some cases, an annotated source copy of the manuscripts is maintained.

In certain key industries, reports are repeated after a 5 to 10 year period. Project files are arranged by year and by particular industry covered thereunder.

See Item 10 for record copy file of these publications.

Retention Period. Destroy 3 years after publication with the exception of annotated source copies of the manuscripts, comments of the Associate Commissioner, and files on unsuccessful projects, which shall be destroyed when no longer needed for current business.

Industry Multi-Factor Productivity Program Records

At the time of this writing, the division has undertaken a project to develop industry multi-factor productivity measures in the steel and motor vehicles industries, (SIC 331 and 371) as a pilot venture. Such multi-factor measures include capital resources and materials resources as well as labor inputs in determining the productivity indexes for an industry.

Special revisions are required to the standard labor productivity input and output measures generated by the division to integrate such data into the multi-factor measures being developed. At the time of this writing, the pilot project is nearing the completion of the development of the multi-factor productivity indexes for the steel and motor vehicle industries with time series for the period 1958 to date.

It is planned, after the methodology has been approved and the results have been determined to meet Bureau publication standards to include multi-factor productivity measures in the annual Bulletin on selected industries and to expand the coverage to other industries as feasible.

[illegible] Productivity Source Data and Background Files. The various ar[illegible]sts and the supervisor for the [illegible]lti-factor project maintain source data o[illegible] background files of various published or secondary materials issued by such organizations as the Commerce Department, the Bureau of the Census, industry associations, special commercial publishers, Bureau of Labor Statistics and the like to obtain the output and input data on various industries used in developing Productivity Measures.

Retention Period. Screen once a year to eliminate superceded or obsoleted materials, or materials no longer needed for current business, as appropriate.

46. Industry Multi-Factor Program Subject Files. Consists of such materials as: copies of correspondence with industries or unions or associations including comments of these sources as to the productivity measures developed, methodological statements made by analysts, copies of speeches presentations of articles prepared, materials involving answering of special requests for information, records reflecting attendance at committee meetings or conferences, and the like.

Retention Period. Break file every 3 years. Transfer to WNRC. Destroy when 5 years old.

47. Central Divisional Detailed Industry Files on Multi Factor Productivity. Presently, the division is developing multi-factor productivity measures including capital and materials inputs as well as labor inputs for the steel (SIC 331) and motor vehicles (SIC 371) industries. After the methodology and historical productivity measures for these two industries are developed and finalized, it is planned to expand the industry multi-factor productivity measures program to other industries as well, and to include the results in the annual Bulletin on productivity in selected industries, as well as in articles in the "Monthly Labor Review" (MLR).

Typically, the files on an industry will include such materials as: selected source data, reference materials, intermediate machine printouts, machine printouts reflecting the status of the finalized historical data series, printouts reflecting various runs involved in sensitivity and other tests in developing approved methodological approaches, intermediate manual work sheets, analysts statements summarizing methodological developments, flowcharts or other chart developmental papers, correspondence with industry or union or association personnel, internal and external comments on validity of methodology, copies of MLR articles, and other end product results, and the like.

Key metho ogical documentation on the de opment of the multi-factor producti. y indexes for an industry will also be included in the Central Divisional industry documentation file maintained at the division level. (Item No. 21.)

Retention Period. Analysts responsible for particular industries should screen files annually to destroy obsolete, or superceded materials, or materials for which all essential information has been tabulated, analyzed, or issued, as appropriate. Superceded or obsoleted intermediate printouts, manual work sheets, or background materials maintained at analyst's current desk files should be purged prior to filing as needed or after completion of annual update or Census benchmarking, or developmental testing.

48. Industry Multi-Factor Productivity Index Disk-Tape Files. The files consist of several segments on an industry maintained on a disk at the office computer. These include such data as: (1) the historical data series of each industry including from 1958 to date such indexes as: (1) the Labor Output Index and the input indexes such as the capital, the materials, the labor, the capital to labor ratio index, and the material to labor ratio index, and the end product productivity indexes such as the multi-factor productivity and the special labor productivity indexes; (2) developmental and final source and other programs; (3) various data sets involving sensitivity testing and other methodological development work for an industry; and (4) various intermediate data sets involved in generating the historical indexes for an industry. At least once a month or at key points in the developmental or index generation cycles, backup tapes are produced from disk dumps of the multi-factor data on the disk.

Retention Period.

a. Disk files. Destroy when information has been superceded or revised, or when all essential information has been analyzed, tabulated, or issued, as appropriate.

b. Tape backup files. Delete after three cycles.

The annual survey of Federal Government productivity was formally begun in BLS in 1972 after Senator Proxmire of Wisconsin made inquiries regarding Federal worker productivity. The published results of the first of these annual surveys were jointly issued under the sponsorship of the General Accounting Office, the Office of Management and Budget, the General Services Administration, and the Civil Service Commission. The BLS, however, was responsible for the collection and processing of agency output and labor data, computing productivity indexes, and returning these data to the participating agencies for their internal use.

At the time of this writing, the latest completed annual survey (1982) conducted by BLS received data from a sample of some 390 organizational units within 47 Federal agencies, and covered more than 3,000 output products and services. In addition to computing the productivity measures for each reporting agency, BLS also compiles the annual survey data into a total Federal summary and also into 28 selected functional groupings of Federal outputs, such as making loans and grants, providing library services, providing finance and accounting services, and the like.

Presently, there are four analysts assigned to the program under the direction of a Supervisory Economist. Each analyst is responsible for a group of Federal agencies and to collect and analyze the data, and maintain liaison with appropriate organizational units within the agencies.

The reported data and the various productivity measures derived from it are entered into a data base on tape at the central Bureau computer facility. Time series data are maintained from 1967 to the present covering the various productivity compiled. The annual summary Federal productivity measures as well as the measures for the 28 functional output areas are entered into the LABSTAT system.

Several different organizational units have been responsible for publication of the annual Federal summary and 28 functional output grouping measures. As of 1981, however, after OPM ceased publication, the BLS has published this data. The individual agency productivity measures are not made available except to the agency concerned.

As of the time of this writing, the Bureau is exploring the feasibility of computing productivity measures for State and local government employees. It was estimated that as of 1980, these governments employed some 13.4 million persons representing about 12.4 percent of the total civilian labor force. In December 1983, BLS Bulletin 2166, "Measuring Productivity in State and Local Government," was published, which discussed the concepts and basis for such a program.

49. Annual Fed l Civilian Productivity Survey ject Documentation Files. Consists of co spondence, computer printouts, background publications handwritten drafts, speeches and articles, and the like comprising the central program subject file on this annual project. The file includes such materials as: budget records, documents initiating the project including copies of letters from Senator Proxmire; procedural and methodological explanations; correspondence with various Government agencies involved with the project such as GAO, OMB, and OPM; copies of data packages sent to responding agencies (1971-to date); copies of speeches and articles prepared regarding the project; computer printouts reflecting data analysis in arriving at indexes; records pertaining to related one-time or special productivity studies, and the like.

The file also includes a set of published results of the project over the years from 1971-to date. These results were issued by various organizations, such as the joint GAO-OMB-GSA-CSC publications, 1971-1972; the Joint Financial Management Improvement Group publications, 1973-1975; the National Center for Productivity and Quality of Working Life Group for 1976-1977; the OPM sponsored results for 1978-1980; and the BLS publications from 1981 forward.

Retention Period. Permanent. Break file every 10 years. Transfer to WNRC. Offer for transfer to the Archives of the United States in blocks of 10 years when the most recent record is 20 years old. Screen out reference materials and working papers as required.

*50. Microfiche Files on All Element Detail and Various Measures of the Annual Federal Productivity Survey. Consists of annual survey microfiche of the computer based machine-readable records after completion of the survey. The COM produced fiche contain such data as the data reported by the reporting units (elements); the description of element mission and measures; and various aggregates or measures developed such as agency rate matrices, functional sorts, the productivity index results, and the like.

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

*51. Annual Federal Productivity Survey-Federal Summary and Functional Summary Measures Listing Sheets. Consists of some 30 computer printouts reflecting the results of the annual Federal Productivity Survey, maintained on a time series basis from 1967 to date. Each year a set of data for the various measures reflecting the results of the survey are added to the data base. The printouts cover such areas as: functional sorts by the 28 functional outputs; agency sorts; special DOD or agency sorts; selected output and element data; element rate matrices by agency; personnel common services; and the like.

Retention Period. Destroy when replaced by latest update.

52. State and Local Government Productivity Measurement Program Files. With about 12 percent of the civilian labor force employed by States and Local Governments, representing about 13 percent of the Gross National Product, efforts are being undertaken by the office to develop productivity measures covering these workers. To date, a large file of source data and background materials have been assembled and a BLS Bulletin (2166), December 1983 on "Measuring Productivity in State and Local Government" has been issued. The file consists of such publications as those of various State and local governments, of the National Center for Public Productivity, and of Bureau of the Census State and Local Government publications; background materials for the issuance of the Bulletin; and materials on such State or local government services as transportation, electric utility operations, or alcoholic beverage operations, and the like.

If the program progresses, various project records such as printouts, speeches and articles, correspondence, work sheets, intermediate machine-readable records, drafts, source and background publications and data, and methodology test records, and the like could be generated.

Retention Period.

a. Survey records reflecting on approved methodology, government comments and review, results of surveys, and the like. Destroy when no longer needed for current business.

b. Other records on the program. Destroy when superceded or obsoleted, or when essential information has been tabulated, analyzed, or published, as appropriate.

*53. Annual Federal Productivity Survey Dissemination and Collection Files. Presently, the tasks of disseminating requests for survey information to participating agencies and receiving, editing, and analyzing the data obtained are divided among four analysts, each of whom is assigned a list of participating agencies. The most recent survey conducted, for example, involved some 47 agencies with 390 organizational subunits (elements) reporting on their activities to be included in the productivity measures produced.

The "questionnaires" distributed are computer prepared formats covering such input and output data as direct measured output of the organizational unit, total employee years, and total employee compensation involved. Previous years reported data are also included as appropriate. Reporting units also provide, annually, any revisions to the written descriptions of element missions and measures. The data submitted are verified, any questions are answered, and narrative explanatory agency statements are received.

Included in these analyst files are such materials as: copies of the questionnaires and related forms received from reporting units (elements), any pertinent correspondence or explanatory materials, and computer listing sheets providing the time series productivity measures developed for the reporting unit. The files are arranged by agency and by reporting units thereunder.

Retention Period. Break file every 5 years. Transfer to the WNRC. Destroy when 10 years old.

*54. Annual Federal Productivity Survey Punch Cards. As survey replies are received, they are batched and sent to Central BLS data processing for key punching. Cards are then edited, and data are transmitted by OPT via terminals, to be entered into the data sets for reported element data at the Bureau central computer facility.

Retention Period. Destroy punch cards after 4 update cycles.

*55. Federal Productivity Survey Data Base Tapes. The survey data base containing reported element data and survey productivity indexes and related aggregated data is presently maintained on four tapes, each containing 6 years of data, covering 1967-72, 1972-77, 1977-82, and 1982 forward. Each year, the productivity measures for an agency are printed out as listing sheets for use by the analysts, and for submission to the agency and the reported data and the summary and functional productivity data are also converted to COM microfiche. (Item 50.)

The annual summary total Federal productivity measures and the productivity measures involving the 28 functional groupings of products and services are also entered into the LABSTAT system.

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

*56. Intermediate Computer Printouts, Annual Federal Productivity Survey. Consists of various intermediate computer printouts involved in such survey actions as: entering data into the data base, editing and correcting such data entries, or computing various productivity measures, and the like, for the annual survey.

Retention Period. Destroy when superceded or obsoleted, or after final publication of survey Results, as appropriate.

* Revision approved by BLS records officer in telephone conversation on 4/24/89

57. Computer Program Files, Federal Survey. Consists of tape, or disk files, and computer printouts reflecting some 16 computer programs involved in carrying the annual Federal Productivity Survey. File is maintained on two tapes.

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

*58. Intermediate Processing Tape Files, Federal Survey. Consist of intermediate processing tapes, such as combined time series tapes, or various processing tapes involved in entering data into the data base, in developing the various productivity indexes for each agency, or developing the total Federal summary or functional grouping measures, and the like.

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

59. Census Bureau Census/Survey of Government Tapes. Consists of 10 tapes received from Census Bureau containing data reflecting the 1972 and 1977 Census of Governments and the 1981 Survey of Governments. The tapes serve as background material for a possible program on State and local government productivity.

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

60. Federal Government Survey, Inactive Background Files. Consists of published background materials on the Postal Service and the Employment and Training Administration, including books of Appropriation Estimates, 1967-1970; Annual Reports of the Postmaster General, 1967-1972; and a Financial Management Study of the Post Office, 1971. In addition, the boxes contain management consultant reports on the operation of the Employment Security Program of ETA.

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

*61. Federal Survey, Inactive Machine Listing-Sheets of Survey Results. Consists of binders containing various inactive machine listing sheets reflecting the results of early annual surveys such as: 1967-1973 Detailed Indexes by Agency, Summary Indexes and Special Computations, Preliminary Summary Indexes, and output definitions; 1967-1972 Element printouts; 1967-1974 Rate matrices by functions, revisions and submissions, and agency rate matrices; and 1978 individual agency and functional printouts.

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

62. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files maintained by the various economists, analysts, and 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 when no longer needed for current business, as appropriate.

63. Intermediate Printouts, Job Runs, Work Sheets. In carrying out the programs involving preparation of industry or Government productivity measures, economists, analysts, or other program personnel obtain printouts or various other job run listings from computer facilities covering both one-time or periodic activities of the division involved in developing industry or Government productivity measures. These work sheets or listings can be both machine processed or manually prepared, and can cover administrative or internal housekeeping matters, programming operations, comparative methodological testing, answering complex requests for information, editing and review of data files, drafting of tabular data, input or data manipulation operations, developmental work, and the like.

The intermediate machine or manual 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 superceded or obsoleted, as appropriate.

64. Non-Recurring or Special Surveys Files. Consists of materials in various offices of the division accumulated in preparing special requests, non-recurring publications such as special articles, answering complex requests for special industry productivity data, providing detailed productivity data for lower level governmental subunits, or in providing detailed justifications for specific productivity measures when questions are raised, and the like.

Records on these one-time or special projects could include copies of correspondence, drafts of manuscripts of published materials or of speeches or presentations, manual work sheets or machine listings used in data analysis, reports or answers made to requestors, and the like. The records covered by this item include only those not covered by the specific items of the Schedule for the division listed elsewhere.

Retention Period. Destroy when superceded or obsoleted, or when essential information has been analyzed, tabulated, or published, except final data sets leading to publication of survey results, with documentation. Submit SF 115 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.

Records Pertaining to the Program for Productivity Measures of the Business Economy and Major Sectors of the Economy

The Division of Productivity Research undertakes research to develop new or improved methods for measuring the productivity of various sectors of the U.S. economy as well as to publish periodically, (monthly quarterly, or annually), indexes of labor productivity, or multi-factor productivity for those broad economic sectors.

In the labor productivity area, these measures provide information about the relationships among productivity, prices, wages, employment, and economic growth. Measures of output per hour have been developed for the business sector, and nonfarm and farm subsectors, from 1909 to the present. Since 1947, these data have been supplemented with comparable measures of compensation and costs and corresponding series for manufacturing (total, durable, and nondurable) and (beginning with 1958) nonfinancial corporations. For the latter period, indexes are available quarterly as well as annually. These productivity measures, first published in 1959, represent the culmination of a long series of developments in productivity measurement in the Bureau.

Productivity and related measures are prepared for the following sectors of the U.S. economy:

Quarterly and annual measures

Business sector
Nonfarm business sector
Nonfinancial corporations
Manufacturing, total, durable, nondurable

Annual measures only

Agriculture
Mining
Transportation
Communications
Utilities
Wholesale and retail trade
Finance, insurance and real estate
Government enterprises

Much of the continuing or one-time research efforts of the division have been focused on the measurement of multi-factor productivity. This program supplements the labor productivity measures and provides additional insights into productivity growth and economic changes. This program is an outgrowth of analytic studies of BLS investigating some of the factors contributing to productivity growth. Multi-factor productivity measures were first published in 1983, based on capital and labor inputs from 1948 forward, for the private business and private nonfarm business manufacturing sectors. Also, measures are being developed based on capital, labor, energy and materials inputs, from 1958 forward, for the manufacturing industry groups. Bulletin 2178, "Trends in Multi-factor Productivity, 1948-1981," explains the methodology and procedures involved, and an annual press release is being issued, updating data presented in the Bulletin. At the time of this writing, only the labor productivity time series measures were being carried by LABSTAT.

The records involved in issuing the published and unpublished time series measures of productivity in the various sectors of the economy are highly automated. To the greatest extent possible, source data are obtained by tapping BLS data bases such as for the Current Employment Statistics (CES) program, the Current Population Survey (CPS) program, or the Consumer Price Index (CPI), as well as obtaining magnetic tape input from such Federal agencies as the Bureau of Economic Analysis of the Commerce Department. Certain input data are obtained by telephone or from publications of such agencies as Federal Reserve Board or Department of Agriculture and are entered via terminals. Special programs are written to provide access and manipulation capability to the various data sets or data bases maintained on disk and tape at the Office of Productivity and Technology computer.

In addition to publication format, the various output matrices and indexes of the system are available in computer listing sheet formats, both as large sheet or letter-size laser printed listing sheets. While publications of the Bureau and the various Federal agencies providing source data are maintained in division files, they are primarily used as a check against the machine-readable source data inputted into the division's data sets or data bases in the OPT computer, although some data are obtained from them.

At the time of this writing, one annual survey of the division, the Hours at Work Survey, is an exception to this approach. This survey involved the direct collection of data on hours worked by mailed questionnaires from some 4500 establishments. The machine-readable data on the survey are being maintained at the Central Bureau Computer facility by the Division of Federal/State Monthly Surveys of the Office of Survey Processing. Results are to be transferred to the OPT computer machine-readable files for study and analysis.

65. Division Administrative Subject Files. The file is maintained by the secretary to the Division Chief. It covers such matters as personnel procedures, division copies of personnel name files, property, monthly progress reports, monthly NIH data processing accounts, data base management, contracts by name of contractor including both personnel and procurement contracts, budget submissions, computer budget, and other related internal administrative matters. Files consist of division copies of correspondence, computer printouts, related form records and the like.

Retention Period. Break files every 5 years and bring forward active materials to the new files. Destroy when 5 years old, except personnel name files which shall be destroyed 1 year after separation of employee.

66. Division Correspondence Files. Consists of three-ring binders containing extra green copies of memoranda, reports, or letters or other documents prepared in the division, as well as copies of incoming letters or documents. Correspondence is arranged chronologically. Correspondence can cover both program and administrative matters.

Retention Period. Destroy when 4 years old.

67. Division Program Subject Files. The file is divided into an active segment and various inactive collections maintained in the cabinets of the division. Typically, the active segment of the file is comprised of copies of various speeches, articles, or presentations made by division personnel, including drafts, work sheets, and copies of related correspondence; also in this segment are submissions of materials to various committees such as the Productivity Review Committee, or the Productivity Subcommittee of the Economic Development Committee; as well as copies of pertinent articles of outside sources, and division comments on particular papers or articles submitted for review. The current segment covers 1976 to date.

The inactive segments comprise similar records, covering the period, 1960-1975. In addition, the inactive segments include such records as correspondence, charts, drafts, manual time series work sheets of various business sector productivity measures, and other related records on the development of such measures, both of a periodic time series nature, or to answer one-time requests for data, when such data were produced manually.

Typical fr 'er headings of these inactive ' ıents include: Annual Releases of Ou. c Per Man Hour, 1970; Tests; Se..onal Adjusted Mannours for Residual, 1973; Inactive Labor Force Data Work Sheets, 1968-1971; Average Hours Worked by Industry, 1947-1968; Benchmark Procedures for Manufacturers, 1968; Quarterly Historical Labor Force Data, 1962-1965; Preliminary Estimates of Productivity, Hourly Compensation, and Prices, 1973; Single Productivity Measures, 1969; Manpower Report to the President, 1973; Input for 1972 Commissioner Speech Before Prody Committee; 1968-1970 Quarterly and Annual Productivity Reports; 1970-1974 drafts, charts and work sheets for Quarterly and Annual Press Releases; and the like.

Retention Period. Break file every 5 years and bring forward active materials. Destroy when obsoleted, revised, or superceded, or when all essential information has been analyzed, tabulated, or disseminated, as appropriate.

68. Division Publication or Issuance Files. The Research Division regularly publishes various productivity measures covering different sectors of the U.S. economy in several output methods. It also provides certain productivity measures that are not published, but made available as unpublished data. Both record and distribution copies are maintained. Included in these available division outputs are monthly, quarterly and annual measures on labor productivity in such sectors of the economy as: total economy (GNP), economy less general government (private sector), nonfinancial corporations, business and manufacturing. Monthly tables on productivity are included in "Monthly Labor Review" and "Employment and Earnings," the "C" table series; quarterly and annual review articles are in "Monthly Labor Review" and annual tabulations are included in the "Handbook of Labor Statistics." Most of these measures cover the period 1947-to date, while the private sector goes back to 1909.

In addition, Quarterly News Releases on "Productivity and Costs" are issued for labor productivity measures providing typically two years of data. The annual "Multi-factor Productivity Measures" News Release provides data from 1948-to date.

Computer printout tables providing the historical index measures as well as matrix tables measuring changes or trends are available for the various productivity measures both for labor productivity and multi-factor productivity, that are published and also for such unpublished measures as SIC 1 industries or SIC 2 manufacturing industries, and "residual" sectors, i.e., nonfarm business less manufacturing.

Approximately 200 series of the published historic labor productivity measures, beginning in 1947, are available in machine-readable form in LABSTAT. (See Item 15.)

In addition to periodic current or historic issuances, one-time "Working papers," articles, or Bulletins are published, with most of these issuances being in "Monthly Labor Review," in outside journals, or being issued as separate Bulletins, such as BLS Bulletin 2178, "Trends in Multi-factor Productivity, 1948-1981."

The division record copy sets of the various News Releases are maintained in binders the Supervisory Economists in rge of labor productivity or multi-factor productivity. Sets are maintained of "Employment and Earnings," and "Monthly Labor Review," as well as reprints of various "Monthly Labor Review" or private journal articles, typically of a one-time nature.

Both large and laser printed letter size computer printouts of the individual time series productivity measures are available.

Retention Period. Destroy when no longer needed for current business, except:

a. **Unpublished historical time series computer printouts. Destroy when superceded by the next periodic update or when no longer needed for administrative purposes, whichever is sooner.**

b. **Record copies of News Releases and One-time publications not issued as Bulletins or in Monthly Labor Review. Permanent. Break file every 5 years. Transfer to the WNRC. Offer for transfer to the Archives of the United States in blocks of 15 years when the most recent record is 15 years old.**

69. Division Source Data or Background Publication or Machine-Readable Files. Secondary source data, reflecting input and output measures involved in deriving productivity indexes for the various sectors of the economy covered in the division's periodic issuances, are received from many Governmental sources. The source data frequently are in the form of transfer tapes received from such agencies as the Bureau of Economic Analysis of the Commerce Department or from the direct tapping of BLS data bases such as the CES, CPS, or CPI, or in the form of various published materials of the agencies.

In all possible instances, attempts are made to receive the data in machine-readable format for ease of entry into the OPT computer data base of the division. However, where machine-readable data are not available, or to use as a check against the machine-readable data obtained both periodical and one-time types of publications are received from the agencies. Such publications are included as: Monthly CPI Reports of BLS, "Employment and Earnings" and various BLS Productivity Bulletins, the Federal Reserve Bulleton, the Survey of Current Business, the Statistical Reporter, the Monthly Energy Review, the Economic Indicators of the Council of Economic Advisors, and the like.

In addition, some update source data in small quantities are obtained via the telephone, as available from the agency.

Retention Period.

a. Transfer tapes from Government agencies. Delete after successful entry of data into the appropriate data base.

b. Published source data. Destroy when obsoleted or superceded, or when all essential information has been analyzed, tabulated or issued, as appropriate.

70. Continuing or One-Time Productivity Research Project Files (other than Hours at Work Project). The Productivity Research Division carries out continuing and one-time research projects in developing statistical methodological approaches for new capital stock input data for the annual multi-factor productivity measures produced, or for improving existing labor or multi-factor productivity measures for various segments of the U.S. economy.

In carrying out such research projects, typically such types of records as the following are generated or accumulated: (1) project proposal statements outlining the scope of the work; (2) machine-readable source data obtained from BLS data bases such as the CES (790) Establishment or Current Population Survey of Census, or investment data from Bureau of Economic Analysis or the like to be inputted into the OPT computer disk or tape data sets for the projects; (3) occasional published secondary source or background materials data from which are inputted as appropriate into project data sets on the OPT computer disk or tapes; (4) desk, tape, or listing sheets records reflecting the development of needed source or other programs to access and manipulate the project data sets; (5) various intermediate machine listing sheets reflecting the entry of the source data onto the OPT computer disk or tapes of the manipulation of the data involving such actions as comparative sensitivity test runs, or other methodological developmental work; (6) final machine listing sheets reflecting time series data obtained for publication or unpublished release, or other results such as the derived weights or other adjustment factors to be applied to improve existing data; (7) various progress reports on the status of the project made by analysts to the Supervisory Economist in charge, or final explanatory statements outlining the methodological procedures and data derived from the project; (8) correspondence and memoranda reflecting comments of internal BLS reviews of the reports or of outside reviews of the reported project findings; (9) published data to be included in the annual or quarterly press releases reflecting project findings or special articles included in "Monthly Labor Review" or outside journals, or even in BLS Bulletins such as Bulletin 2178, "Trends in Multi-Factor Productivity, 1948-1981," and the like.

The continuing productivity research projects currently underway at the time of this writing include such projects as: Quality Adjustments to Labor Input in Multi-factor Productivity; the Role of Research and Development in the Growth of Multifactor Productivity; Capacity Utilization in Productivity Measurement-measurement; Measuring Physical Capital in Multi-factor Productivity at the 2-digit level for Manufacturers and the 1-digit level for other sectors of the Economy; and other projects as undertaken.

One-time projects presently include such projects as Testing the Obsolescence Hypothes. (involving the determination of the appropriate emphasis to give to energy prices in developing capital stock input data for measuring multi-factor productivity), and other such one-time projects or special complex reference requests undertaken as required.

Retention Period. Destroy when obsoleted or superceded, or when all essential information has been analyzed, tabulated or issued, as appropriate, except final data sets leading to publications of survey results, with documentation. Submit SF ~~258~~ 117 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.

HOURS AT WORK SURVEY.

71. ~~Special Projects on Productivity Research Involving Direct Collection of Data.~~ At the time of this writing, the annual Hours at Work Survey was the only survey of the division involving direct collection of source data by mailed questionnaire from some 4500 establishments. The aim of the survey is to determine the appropriate adjustments to be made to the existing available BLS data on hours worked by employees or others which are based on hours paid including leave, vacation, or other nonproductive time.

This survey, which is typical of many of the Bureau surveys, involves such records as: computer prepared survey sample frame; survey questionnaires returned by the reporting establishments; key punched data entry of the reported data onto disk data sets; intermediate listing sheets reflecting computer selected problem entries; computer programs for manipulating the data maintained on disk and tape, and printed on listing sheets; a data base of the reported data and estimates arranged by 1-SIC level industries except manufacturing arranged by the 2-SIC level and maintained under the RAMIS program; an internal survey procedures manual; weekly update backup tapes of the disk contents; final survey listing sheets providing the needed ratios of hours paid to hours worked; and the like.

A one-time article has been prepared for the "Monthly Labor Review" documenting the survey and its methodolgy.

Retention Period.

a. Survey documentation manual, "Monthly Labor Review" articles, and Programs. Destroy when superceded, or when no longer needed for current business, as appropriate.

b. Returned questionnaires. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.

c. Final Survey Ratios of Hours Worked to Paid Listings. Destroy when no longer needed for current business.

d. Time series, respondent, and other data in the Disk Data Base, and the final annual survey Disk to Tape Dump. Destroy when no longer needed for current business.

e. Survey sample listings. Destroy after completion of two subsequent surveys.

f. All other records on the survey. Destroy upon completion of annual survey.

72. 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 areas of responsibility, 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, as appropriate.

73. Intermediate Printouts, Job Runs, Work Sheets. In carrying out the one-time or continuing research projects on productivity measures for major sectors of the economy, or in issuing various published or nonpublished time series indexes or matrix tables, economists, analysts, or other program personnel of the division obtain intermediate printouts or various other job run listings, as well as occasional manual intermediate work sheets. Such listings or work sheets can cover administrative or internal housekeeping matters, programming operations, comparative methodological testing, answering complex requests for information, adjustment or review of inputted source data, drafting of tabulated data, input or data manipulation operations, developmental work, and the like.

The intermediate machine or manual listings of this item include only those not covered by the specific items of the Schedule listed above.

Retention Period. Destroy when superceded or obsoleted, or when all essential information has been analyzed, tabulated, or issued, as appropriate.

74. Labor Productivity and Cost Data Base Disk Files. The Division of Productivity Research maintains, on the Office of Productivity and Technology computer disk, a data base to support the preparation and publication of indexes of labor productivity and compensation. TOTAL 9 is used as a data base management system.

Input consists of secondary source data obtained from such sources as: (1) the Bureau of Economic Analysis (BEA), Department of Commerce; (2) the Federal Reserve Board (FRB); (3) the BLS Office of Employment and Unemployment Statistics' Current Employment Statistics (CES), and Current Population Survey (CPS); and (4) the BLS Office of Prices and Living Conditions Consumer Price Index Survey (CPI). While to these source organizations, the data obtained represent final output macrodata, to OPT it serves as raw data which will be adjusted, if necessary, to conform to OPT statistics projects definitions, and used as bases for computations to produce the final productivity measures for reporting (1) labor productivity and compensation; and (2) multi-factor productivity.

Input methodology consists of a mixture of techniques and media. Transfer (revision) tapes are received annually from the BEA, supplemented by data obtained monthly by telephone. The transfer tapes are used for machine-readable input and the data by telephone serves as source data for keying data via remote terminal-both as raw data input. Data are received from FRB by phone monthly and used to update the data base. From BLS sources, data are obtained by telecommunications transfer from BLS central computer data bases for the Office of Employment and Unemployment Statistics (OEUS) and the Office of Prices and Living Conditions. Paper documents (tables) from the OEUS Current Population Survey serve as a source for keyboard entry of labor costs pertaining to certain categories of workers.

After entry of raw data, Time Series Processor (TSP) programs are run to produce the final data. The programs perform adjustments, as necessary, for the data to conform to OPT project definitions. Computer printout listings (tables), providing the historical index measures, as well as matrix tables, are obtained (see Item 73). These tables are analyzed and any required adjustments and corrections to the data base are performed via terminal entry. Final tables are then produced and stored on the OPT disk.

Final tables are temporarily copied to the word processing disks by direct wire connection. A press release manuscript is produced on the word processor for delivery to the BLS Office of Publications, which provides final printing and issue. Published data are transferred via telecommunications to the LABSTAT files and to BLS regional office terminals. Data stored on the OPT disk include the cyclical input data, the production run final tables, and the programs (TOTAL 9 and Time Series Processor). Weekly and monthly dumps to tape are performed to provide security backup tapes for possible regeneration of disk records, if necessary. See Item 76.

Retention Period. Transfer to the National Archives upon the annual formulation of the major sector and multi-factor productivity measures a "snapshot" copy of data tapes containing a full set of the measures.

75. Multi-fac Productivity Data Production k Files. To produce the annual multi-factor productivity measures data, the division uses the Labor Productivity and Cost Data Base (Item 74) supplemented by additional secondary source data obtained from such sources as the: (1) Bureau of Economic Analysis (annual transfer tapes containing data on investments in equipment, structures, and rental residential capital); (2) Department of Agriculture (update data received by phone regarding stock of farm land); and (3) Bureau of Census published tables on energy consumption. Data entry to the data sets on the OPT disk is performed primarily by tape-to-disk run, supplemented by a very small amount of keyboarding via terminal.

Multi-factor productivity production program run (Time Series Processor Subprograms) are performed to convert the input data to BLS project time series tables. Printout listings of the tables are run for analysis and edit purposes and any necessary corrections and changes are entered via remote terminal keyboarding.

The resulting final tables are transferred to the division's word processing disk for inclusion in the annual press release. The press release is then delivered to the BLS Office of Publications for final checking and printing at the Labor Department print shop.

Annual input data and the multi-factor data production programs are retained on the disk files. Back-up tapes are produced periodically to provide for disk regeneration, if necessary (see Item 76).

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

76. Research Division Disk-to-Tape Backup or Other Tape Files. For security purposes, contents of the Research Division's disk files are copied onto tapes weekly and monthly, by the OPT computer staff to provide a backup source for possible disk regeneration, if necessary.

Weekly tapes contain data entered onto the disk during the week. The monthly tapes contain complete copies of programs and data contents of the disk.

Other tap are maintained containing cert secondary source data files too large maintain on disk, but reflecti.. the entry of data into the system.

Retention Period.

a. Weekly changes backup tapes. Destroy when 6 months old or when no longer needed for current business, whichever occurs first, provided the changes have been reflected on the monthly backup tape.

b. Monthly Backup Tapes. Destroy when 3 years old or when all essential information has been tabulated, analyzed and published/issued, as appropriate.

c. Secondary Source Data Tapes. Delete when all essential information has been analyzed, tabulated or issued, or when obsoleted or superceded, as appropriate.

77. Productivity Measurement Program Machine Processing Files. Processing tape or disk files maintained at the OPT computer or the Central Bureau Computer facility pertaining to the productivity measurement program as defined by General Records Schedule 20 (GRS), 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 other items of this schedule.

Retention Period. Apply the retention periods of GRS 20 — ~~Part~~ ~~[illegible]~~, Items ~~[illegible]~~, as appropriate.
1a or 1b

DIVISION OF FOREIGN LABOR STATISTICS

The Division of Foreign Labor Statistics collects data and publishes and/or distributes statistical information on international labor conditions and developments.

BLS foreign labor statistical reports cover a variety of international comparative measures, mainly for the Western industrial countries. The principal measures cover the labor force, employment, and unemployment; productivity and labor costs; hourly compensation costs of manufacturing production workers; and trends in consumer prices.

Labor Force, Employment, and Unemployment. Comparative measures of the labor force, employment, and unemployment are prepared regularly for the United States, Canada, Japan, Australia, France, Germany, Italy, the Netherlands, Sweden, and the United Kingdom. For most of the countries, the series begin with 1959. Unemployment rates, approximating U.S. concepts, are prepared monthly for most of the countries; the other measures are calculated annually.

Productivity and labor costs. Comparative trends in manufacturing productivity (output per hour), hourly compensation, unit labor costs (labor compensation per unit of output), and related measures are compiled on an annual-average basis for the United States and some 11 other countries. Trends are expressed in index form (1977 = 100)* and as percentage changes at annual rates. For most countries, the series begin with 1950.

Comparative levels and trends in productivity and labor costs in the iron and steel industry in the United States, Japan, France, Germany and the United Kingdom have been compiled annually beginning with 1964. The measures express levels of foreign output per hour, hourly compensation, and unit labor costs relative to the U.S. level (United States = 100). They also show trends in index form (1977 =100)* and at annual rates of change.

Comparative levels (United States = 100) and trends 1977 = 100* in gross domestic product (GDP), GDP per capita, and GDP per employed person are calculated on an average-annual basis for the United States and some 8 other countries beginning with 1950. The GDP level comparisons, which are based on estimated purchasing-power-parity exchange rates, are benchmarked to data from the United Nations International Comparison Project.

Hourly Compensation Costs. Measures of total compensation costs per hour worked for production workers in all manufacturing and in over 30 selected manufacturing industries are prepared on an annual-average basis for over 30 countries. The measures are developed from data on average earnings, as published by each country, plus information on other direct payments to the worker and employer expenditures for legally required insurance programs and contractual and private benefit plans. They are expressed in national currency and in U.S. dollars at prevailing commercial exchange rates. Hourly compensation, when converted to U.S. dollars at commercial exchange rates, indicates comparative levels of employer labor costs.

Consumer Prices. Indexes of consumer prices are compiled regularly for the United States and 14 foreign countries on a common base year. Annual indexes since 1950 and monthly or quarterly indexes since 1970 are available for most of the countries. Annual indexes for selected component series are also compiled for 12 countries.

Other Measures. Other comparative measures, generally available on an annual basis, include indexes of real hourly and weekly compensation of manufacturing employees for 12 countries; the number of work stoppages resulting from industrial disputes and their severity rates, as measured by days lost per thousand employees in nonagricultural industries, for 14 countries; selected producer price indexes for 8 countries; implicit price deflators for GDP and consumer expenditures for 9 to 11 countries; and ratios of capital investment, excluding residential construction, to output for 11 countries.

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* Base year 1977 = 100 for trends as of this writing.

The data [illegible] provides past and current yea[illegible]ata and future projections data of industry/occupational employment distribution data on some 1600 occupations and some 378 industries. In addition the disks contain the various source programs used in generating the matrix data for a particular time period. The computer system presently utilized is known as the Cap-Gemini System.

Automatic tape backup systems are employed by the computer facility for these disk-based files.

In addition, certain time series listing sheets are available reflecting the 1978 to date OES-based matrix results. Listing sheets are also available reflecting various source programs.

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

*142. National Matrix Periodic Update Data Sets and Related Printouts. As indicated in the previous item, as current source materials become available, the National Industry-Occupational Matrix is continuously updated. After the data are manipulated, the end product of the update is the development of the appropriate data sets on disk reflecting the results of the generation of the industry/occupational employment distribution data for the period covered and the projections for the target date for both occupation by industry and industry by occupation.

As of the time of this writing, the latest update is the 1982 A matrix covering data as of 1979, 1980, and 1981, and projected to 1995. While the data sets are on disk during matrix generation operations, the machine-readable outputs are on tape.

Two different outputs of these data are developed. The first is the full matrix resulting reflecting a dump of all data generated by the Cap-Gemini computer system for the period covered. These data are produced in the form of printouts reflecting both industry/occupational employment distribution data and occupation/industry employment distribution data. Together they comprise, as of this date, 5 large binders of printouts, available only for internal Bureau use. Also computer tapes are generated for the data, and the full set is considered as confidential, as certain of the data could pinpoint individual establishments.

Retention Period.

a. **Record copy set of both full and public matrix listing sheets, microfiche, and tapes. Destroy or delete when longer needed for current business.**

b. **Record copy of the public matrix tapes for matrixes after 1978. Permanent. Offer tapes for transfer to the National Archives upon release to the public.** (Public use data tapes are produced biennially)

c. **Duplicate sets of full and public tapes and listing sheets for a period. Destroy or delete when superceded or obsoleted by next update.**

*143. National Matrix Intermediate Data Sets - Printouts. After the various programs are applied to OES, CPS, CES, or Economic Model source data, current year and target year projections of industry/occupational employment distribution matrix estimates are mechanically generated as data sets and related printouts. These preliminary matrix estimates on listing sheets are then sent to the various Labor Economists responsible for the occupations and industries covered.

Using all available secondary source materials or industry, union association, or government contacts these Economists review the mechanically generated preliminary estimates and markup and revise the listing sheets based on their knowledge of the many factors possibly affecting the current year or projected target year data presented.

The revised listing sheets are then sent back to the personnel responsible for the matrix and the corrections are entered into the data sets on disks for the particular period covered.

After all corrections are made during this extended review process, certain of the data become the basis for the biennial Occupational Outlook Handbook, and the final data are entered into the OES-derived national matrix disk data base.

Data Sour and Analyses. Research on co rative labor statistics is based up statistical data and other source materials from (a) statistical agencies of foreign countries; (b) international and supranational bodies such as the United Nations, International Labor Office, Organization for Economic Cooperation and Development, and the European Community; and (c) private agencies such as banks, industry associations, and research institutions. All data are drawn from secondary sources; the Bureau does not initiate surveys or data collection programs abroad. The U.S. Department of State provides many of the foreign periodicals and publications used and provides assistance in obtaining answers to many technical questions about foreign data series.

Analyses of international labor statistics focus upon comparisons with U.S. data. U.S. data are obtained primarily from other BLS offices and other Government agencies such as the Department of Commerce. Whenever necessary and possible, foreign data are adjusted to U.S. definitions and concepts to facilitate comparisons.

Publication/distribution. The presentation of foreign labor statistics varies with the degree of analysis and major use of the data. Comprehensive BLS Bulletins have been published, covering manufacturing productivity and labor cost trends, steel productivity and costs, unemployment and labor force comparisons, and youth unemployment comparisons. For more current developments, articles are published periodically in the "Monthly Labor Review." Also, an annual news release is issued on comparative trends in manufacturing productivity and labor costs. The "BLS Handbook of Labor Statistics" and the Bureau of the Census' "Statistical Abstract of the United States" publish many of the principal foreign data series, and some series are published in the annual "Economic Report of the President." Many unpublished tabulations of current comparative data are available on request.

Records. The division's records include paper documents, a small microfiche reference file, and computer data sets on a disk of the Office of Productivity and Technology computer, with backup tape files. Some limited data files are maintained at a BLS central computer facility. While some calculation runs are performed on that computer facility, its major uses are for table edit and review runs, and for final table production. Major project time series data are in the BLS computerized LABSTAT files for the following projects:

- Labor Force, Employment, and Unemployment;
- Indexes of Manufacturing Productivity, Hourly Compensation, and Unit Labor Costs;
- Consumer Price Indexes;
- Work Stoppages Statistics; and
- Fixed Capital Investment Ratios

Paper files comprise a mixture of division administrative files, a division program direction file copies of statistical tables for distribution reflecting division products, central reference and source publications, project reference and source files maintained by the assigned project economists, and work files.

The division formerly was responsible for a Trade Monitoring system which is covered below under the caption, Trade Monitoring System Records.

Office of Division Chief

78. Division Program Subject Files. File contains materials relating to the division's on-going programs on international comparisons. It consists of copies of correspondence; reports on foreign trade and productivity by U.S. Government agencies, U.S. private sector sources (e.g., the Brookings Institution) international organizations, and foreign country sources; planning and position papers, seminar and conference presentation papers, interagency and international committee and task force meeting documents, BLS press releases, reprints of magazine and newspaper articles, and the like.

The file concerns such subjects as Agriculture, Automobile Industry, Iron and Steel, several other folders for other specific industries, Business Statistics, Canada, Japan, Japan Briefing Papers, folders for other countries, Census' Commerce Department Trade List, Economic Indicators, Economic Planning, Foreign Area Research Foreign Exchange, Gross National Product, Methodology, and the like.

These papers comprise a part of the program management, research, and reference bases of the division. The files of the Associate Commissioner also contain program direction materials relative to that organization level (Item 2 of this schedule).

Retention Period. Break file every 5 years. Transfer to the WNRC. Bring active materials forward as required. Destroy inactive file materials when 10 years old.

79. Division Administrative Files. Administrative files of the division comprising correspondence, memoranda, reports, and other related materials, arranged by subject containing division copies on such matters as personnel, time and attendance, budget, computer services, floor plans, supplies and equipment, committees, Business Research Advisory Committee, staff utilization, mailing lists quarterly review and analysis, and the like. A few incidental program papers, such as labor reporting are included.

Retention Period.

a. Time and attendance records. Destroy when 3 years old.

b. Meeting lists. Destroy as replaced or no longer needed for current business.

c. Other Records. Break file every 3 years. Transfer to the WNRC. Bring forward active materials. Destroy when 6 years old.

80. Division Chronological File. Extra copies of correspondence and other documents prepared in the division to be signed and/or approved by the Commissioner, Associate Commissioner, or Division Chief. Arranged by date.

Retention Period. Destroy when 3 years old.

Foreign Labor Statistics Records

81. Division Statistical Publications/Issuances File. This file consists of copies of published articles and tables and unpublished data produced by the division. It includes such materials as annual press releases, reprints of articles published in the "Monthly Labor Review," tables published in the "BLS Handbook of Labor Statistics," unpublished time series tables, and a few articles from foreign statistical publications. Extra copies are filed for distribution purposes. The unpublished time series table (computer printouts) are destroyed as they are replaced by updated printouts that add a new period's data to the data included in the replaced documents.

While the collection does not appear to be complete, it provides the best single set of documents found to document the comparisons of international labor statistics. Some series are not duplicated in LABSTAT or the "BLS Handbook of Labor Statistics."

Retention Period.

a. Record Copy of Selected Time Series Documents, Including Press Releases, Not Duplicated in LABSTAT or the Handbook of Labor Statistics. Permanent. Break file every 5 years. Transfer to the WNRC. Offer record copy to the Archives of the United States in blocks of 15 years when the latest record is 15 years old.

b. Others, Including Those replaces by Updated Issues. Destroy when no longer needed for current business.

82. Statistical Publications Reference and Source File. This file consists of publications of international labor statistical material maintained as ready reference resources for the division staff. They include issuances by: other BLS offices and U.S. Government agencies; such international organizations as the Organization for Economic Cooperation and Development, the International Labor Organization, and the International Monetary Fund; and statistical offices of such countries as Austria, Belgium, Canada, Denmark, France, Germany, Great Britain, Italy, and Japan.

Older issues are transferred to the Department of Labor Library as they are no longer needed for current business.

Retention Period. Offer to Department of Labor Library when no longer needed for current business. Destroy any unaccepted copies.

83. Card Index to Foreign Publications (Inactive). This file consists of 3 x 5 index cards referencing various publications containing material relating to the division's functions. It refers to articles published by international organizations such as the International Labor Organization; Supranational bodies such as the European Economic Community; and Governmental statistical offices of such countries as the United Kingdom, Canada, Germany, Austria, and Italy. The earliest entry refers to a 1954 document and the latest to a 1970. Inherited from a discontinued organization, the file has not been updated by index entries since 1970.

Retention Period. When no longer needed for current business, offer to Department of Labor Library. If not accepted, destroy.

84. Division Central Country and Subject Reference File. Consists of a variety of reference documents pertaining to labor-related economic conditions and statistics for some 45 countries. Its contents include such materials as copies of legislative acts by national legislatures; reports by international groups as the Organization for Economic Cooperation and Development (OECD), e.g., on certain labor and economic conditions in particular countries; U.S. Department of Commerce Overseas Business Reports; International Monetary Fund reports (restricted access); foreign newspaper clippings; State Department post messages and post reports; and the like.

Retention Period. Review file annually and destroy when obsoleted or no longer needed for current business.

85. Files of Former BLS Official, William Shelton. Consists of working/reference files of former BLS official, William Shelton, concerning statistics pertaining to the iron and steel, sugar, and footwear industries in various countries. The contents include such materials as correspondence, work sheets, reference publications, copies of State Department posts' messages, longhand notes, copies of Monthly Labor Review articles, papers presented at conferences, and the like. They are dated from 1960-1975.

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

86. Economist Research and Reference Files. These files contain data sources, resource and reference material used in preparing foreign labor statistical reports covering a variety of international comparative measures. They consist of such materials as: (1) publications (extracts therefrom) by international bodies, supranational organizations, foreign government statistical offices, other BLS office and U.S. Government sources; and private sector sources; (2) U.S. Foreign Service Posts correspondence; (3) other correspondence, longhand notes, work sheets, computer printout tables, and the like. Some files are arranged alphabetically by country, some alphabetically by subject, and some by a combination of both. The project economists use these materials for obtaining secondary source data, which may be analyzed and, in some cases, adjusted to conform to U.S. definitions and concepts to facilitate comparisons with U.S. data.

Files are maintained by the project economists for such foreign labor statistical projects as:

- Labor Force, Employment, and Unemployment Comparisons;
- International Consumer Price Indexes;
- International Wholesale (or Producers) Price Indexes;
- Industrial Disputes and Work Stoppages;
- Foreign Union Membership Files;
- Hourly Compensation for Production Workers in Manufacturing;
- Living Costs Abroad, Quarters Allowances, and Hardship Differentials; and
- Iron and Steel Productivity and Labor Costs.

Reports and computations representing project products are maintained in the Division Publications File.

Retention Period. Annually, destroy obsoleted reference or source materials, intermediate manual work sheets, intermediate machine listings, unused/unneeded comparative data and any other records reflecting data which have been revised and can no longer be considered as official productivity comparison measures.

Should the project be discontinued, apply the above procedures and, if project is not reactivated, destroy remaining documents 10 years after discontinuance.

87. Publications Research and Reference Microfiche Files. The division receives and maintains files of microfiche copies of selected foreign statistical publications, such as the computer output microfilm (COM) copy of the European Economic Community's triennial publication, Survey of Labor Cost (1984).

Available information indicates that some other foreign statistical publications will be received on microfilm.. The reports serve as one or more of the secondary data sources used by division economists in developing the measures of hourly compensation.

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

88. Foreign Labor Statistics Disk Files. Data sets for the Division of Foreign Labor Statistics projects, are maintained on the disk of the Office of Productivity and Technology computer. The files consist of such data as new input/update raw data; interim and temporary mathematical calculation runs and test runs data; results of the test runs; and final time series tables pertinent to the statistical products of the division's projects. These include such international statistics projects as the following and such other projects as may be required:

-- Labor Force, Employment, and Unemployment;

-- Industrial Disputes and Work Stoppages;

-- Productivity, Hourly Compensation, and Unit Labor Costs;

-- Consumer Price Index;

-- Earnings and Supplementary Benefits (Hourly Compensation);

-- Fixed Capital Investment;

-- Real Gross Domestic Product;

-- Living Costs Abroad, Quarters Allowances, and Hardship Differentials; and

-- Iron and Steel Productivity and Labor Costs.

The OPT computer text editor program is used for inputting data to the disk data sets. Division personnel directly access the disk data sets via the remote terminals for inputting data, performing calculations, test runs, etc. For mathematical calculations, standard programs may be used - least squares, seasonal adjustments, and the like.

Final updated table data for some projects are copied by the RTN (Remote Terminal Network) to data sets or disk maintained by the BLS central computer (see Item 90) for formatting and printout of tables for publication.

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

89. Foreign Labor Statistics Disk-to-Tape Back-up Files. For security purposes, contents of the Foreign Labor Statistics Production Disk Files are dumped to tapes weekly and monthly by the OPT computer, to provide a backup source for possible disk regeneration, if necessary. Weekly tapes contain only data entered onto disk during the week. The monthly tapes contain complete dumps of programs and data contents of the disk.

- Retention Period.

  a. Weekly changes dump tapes. Destroy when 6 months old or no longer needed for current business, whichever occurs first, provided that the changes have been reflected on the monthly disk dump tape.

  b. Monthly disk dump tapes. Destroy when 3 years old or when all essential information has been computed, analyzed, and published/issued, as appropriate.

90. Foreign Labor Statistics Table Production Disk and Tape Files. Files are maintained on disk and tapes at the BLS central computer facility of data related to selected Division of Foreign Labor Statistics projects.

The files consist, primarily, of such contents as table production data copied via the telecommunications network, and from the disk files maintained at the OPT computer. Some limited volume of intermediate mathematical calculation runs are also performed, via the Remote Terminal Network (RTN), using the BLS central computer facility. Tables are formatted and printed for publication.

The files pertain to such projects as the following and such other projects as may be required:

-- Labor Force, Employment, and Unemployment;

-- Foreign Industrial Disputes and Work Stoppages;

-- Consumer Price Indexes;

-- Living Costs Abroad, Quarters Allowances, and Hardship Differentials;

-- Manufacturing Productivity, Labor Costs and Related Measures;

-- Fixed Capital Investment (LABSTAT only); and

-- Iron and Steel Productivity and Labor Costs.

Disk files are continually updated for data sets that are accessed within a 45-day period. Data sets not used within 45 days are migrated to tape. The tape files contents are, in turn, copied back to disk as needed for access via the RTN. To maintain migrated data past the 3 years and 45 days period, migration tapes must be rerun and the data copied back to disk and/or tapes. (As a separate procedure, tapes may be assigned to a user and given a tape library register number. If such tapes are not accessed within 18 months, they are scratched.)

Some time series data date from 1950 to date.

LABSTAT data are obtained by the BLS Office of Technology and Operations Review by directly accessing the appropriate data sets via the Remote Terminal Network. The related LABSTAT records are maintained by that office, which is a separate organization of BLS and which provides for the principal public access to and the long-term retention of the appropriate machine-readable records. LABSTAT maintains data on the following international statistical projects:

- Labor Force, Employment, and Unemployment;
- Indexes of Manufacturing Productivity, Labor Costs and Related Measures;
- Consumer Price Indexes;
- Work Stoppages Statistics;
- Fixed Capital Investment Ratios; and
- Trade Monitoring Statistics (see Trade Monitoring Statistics Records below).

(See Item 15 for LABSTAT files.)

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

Trade Monitoring Records

The BLS previously maintained a trade monitoring program. Specific legislative authority was contained in Section 282 of the Trade Act of 1974. That program was intended to measure changes in U.S. imports, output, and employment in sufficient detail to permit analysis of the relationship between trade and employment. Started about 1974, program operations were suspended in 1983, although residual activities continued into 1984. BLS and the Bureau of the Census have agreed that the latter agency will now maintain the foreign trade monitoring statistics program.

The principal data sources for trade monitoring were: (a) for imports, the Bureau of the Census' monthly data tape on U.S. imports (IM-145), supplemented by annual concordance tapes which relate import data to the SIC classification system; (b) for exports, annual issues of the Bureau of the Census' EA-675, "U.S. Exports of Domestic and Foreign Merchandise," (SIC Division by SIC-based 2-digit, 3-digit, and 4-digit Product Code); (c) for domestic output, the quinquennial industrial censuses and annual surveys of manufacturing conducted by the Bureau of the Census; and (d) for employment, the BLS monthly establishment survey of employment and earnings (from the Office of Employment and Unemployment Statistics).

The principal measures developed covered U.S. merchandise trade, comparable domestic production, and related industry employment.

Merchandise Imports. Quarterly measures (with annual totals) of the customs value of U.S. imports for consumption were prepared regularly. The series begin with 1968. Value and quantity data were available on a Tariff Schedule of the United States Annotated (TSUSA) basis; only value data were available on a Standard Industrial Classification (SIC) basis. Country-of-origin, duty, and other information were not included. Data are not seasonally adjusted; value data represent current value measures.

Merchandise Trade as Related to Output. Annual value-based measures of U.S. merchandise imports as a percent of new supply (domestic shipments plus imports) and U.S. merchandise exports as a percent of domestic shipments were calculated each year for over 300 manufacturing SIC-based product groups, beginning with 1972 on a 1972 SIC basis and for 1968 to second quarter 1978 on a 1967 SIC basis.

Industry Employment. Quarterly measures of national mining and manufacturing industry employment were prepared from the Bureau's (Office of Employment and Unemployment Statistics) monthly establishment survey on employment and earnings, beginning with 1968. These comparative measures were distributed to interested U.S. Government agencies, selected foreign government statistical offices, and private agencies concerned with international economics matters, in the form of unpublished tables.

Certain residual Trade Monitoring System data are stored in LABSTAT machine-readable records and are available to the public. They include data on U.S. imports: (1) values and quantities for some 13,000 Tariff Schedules of the U.S. Annotated imported commodity classes, quarterly and annual series beginning in 1968; and (2) quarterly and annual commodity group measures of imports on a Standard Industrial Classification basis, 1968-1982 period covering differing numbers of commodity groups. The data also show ratios of imports to new supply, i.e., industry "penetration ratio," indicating industries sensitive to rising imports.

91. Trade Monitoring Subject Files (Inactive). This file consists of materials related to the Trade Monitoring Program which was suspended in 1983. The file's contents include correspondence, copies of BLS news releases, Congressional committee reports on proposed legislation, GAO audit reports, reports by of other U.S. Government agencies and intra-agency committees and private organizations, position papers, news clippings, papers for presentation at national conferences, and the like. File folder labels bear such subject titles as Trade Adjustment Assistance, AFL-CIO (IUD) Trade Conference 1970, Trade-Agriculture, Trade-Automobile, Trade-China, Trade-Chemical Industry Trade-Date Tapes, Trade General, Exports, Trade Legislation, Non-Tariff Barriers, Working Group on Trade Research, and Interagency Committee on Foreign Trade Statistics.

Retention Period. Destroy January 1, 1987, or when no longer needed for current business, whichever occurs first.

92. Trade Monitoring System Statistics Final Tables. Consists of computer generated final statistical tables reflecting the results of the data collection, analysis, and computation efforts of the division for developing measures of U.S. imports and related U.S. industry employment. The tables include annual and quarterly data covering the period of 1972-1981, issued in various years from 1976 to 1982, with some gaps. Also included are copies of some Trade Monitoring System Concordance Tables, showing cross references between the Tariff Schedules of the United States Annotated commodity codes and the SIC commodity codes.

Data are also stored in LABSTAT.

Retention Period. Destroy January 1, 1988 or when no longer needed for current business, whichever occurs earlier.

93. Trade Monitoring Source Data Tapes. Some 140 tape reels received from the Bureau of the Census containing value and quantity of imported commodities classified by the Tariff Schedules of the U.S Annotated (TSUSA), and tapes of employment data extracted from the BLS Office of Employment and Unemployment Statistics machine-readable files. These tapes were used as source data input for the quarterly and annual Trade Monitoring reports by the division. Using concordance (cross reference tables tape, the data from the monthly Census tapes were converted to Standard Industrial Classification (SIC) commodity group to match data against SIC based, BLS produced, employment data. The results of the conversion to SIC commodity groups, as well as partial contents of the Census tapes have been included in LABSTAT.

The collection includes the Concordance tape, which is not copied in LABSTAT.

Retention Period.

a. Cencus import data tapes and BLS employment data. ~~Scratch when no longer needed for current business.~~ See GRS 20, Item ~~[illegible]~~. 2c

b. Concordance tape. If project is not reactivated, scratch January 1, 1989. If program is reactivated, destroy when no longer needed for current business.

94. Trade Monitoring Intermediate and Reference Printout Listings. Consists of a mixture of computer printout listings related to the Trade Monitoring System. These include such items as intermediate and review listings of Imports, 1981 3rd Quarter; cross reference tables - 1975-1981 Master vs. 1981 Census IEM (a run listing Tariff Schedules of the U.S. Annotated commodity classification codes compared to Census codes); and computer dump - e.g., LABSTAT Update, 1982 3rd Quarter.

Final tables (printouts) are covered in Schedule Item 92, Trade Monitoring System Statistical Final Tables.

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

Records Common to All Division Projects

95. Intermediate Printouts/Job Runs/Work Sheets. These files consist primarily of machine printouts documenting various job runs of machine-readable files related to various aspects of the Foreign Labor Statistics and Trade projects. These work sheets or listings, however, could be both machine processed or manually prepared, and cover such matters as programming operations, program listings, edit and review operations, test runs, intermediate dumps of data files, file updating or manipulation operations, computing and drafting tabular data, and the like.

The machine listings of this item include only those not covered by 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.

96. Technical Reference/Working File. 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.

OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS

a. Mission. To conduct a program of research and analysis on economic trends and their effect on the economic outlook, on labor force developments and employment by industry and occupation; prepare projections of these elements and do research on procedures, data, and methods for developing projections; and analyze the prospective change in employment by industry and occupation resulting from changes in Federal policy or in other economic developments and prepare publications presenting the results of the research and analysis for use in vocational guidance, education planning, and economic and policy planning.

b. Functions.

(1) Provides leadership and policy direction in the conduct of a research and analysis program on economic trends and their likely effect on labor force developments and on employment by industry and occupation.

(2) Prepares materials for use in vocational guidance, primarily for publication in the Occupational Outlook Handbook and the Occupational Outlook Quarterly.

(3) Conducts analysis and research on problems and utilization in occupations important to the growth and well-being of the economy.

(4) Plans and conducts special studies and prepares reports on significant employment-related problems, employment characteristics and employment outlook in response to requests from other governmental agencies.

(5) Develops new methods for projecting economic trends, labor supply and demand, and employment by industry and occupation.

(6) Conducts research leading to the development of more scientific projections of the labor force.

(7) Prepares articles, reports, and bulletins on economic growth, labor force trends, employment projections by industry and occupations, occupational outlook, job requirements and methods for developing medium to long term projections.

(8) Advises and consults with key departmental personnel, organizations within the Department, and other government agencies in planning and implementing the statistical aspects of their program or in the use of office data or research.

(9) Participates in formulation of Bureau policy and represents Bureau in inter-agency committees.

97. Associate Commissioner's Program and Administrative Subject Files. Files consist of materials maintained at the direction of the Associate Commissioner to reflect the program direction and administration of the Office of Economic Growth and Employment Projections. It consists of such documents as copies of general correspondence, budget estimates, reports research proposals, committee and working group records, testimony before Congressional Committees, forms, computer printouts and the like. Folder titles include such subjects as Annual Reports, Awards - Suggestions, Advanced Procurement, Printout Budget Position Control Books, Budget Questions Senate, Budget 1985, Committees and Organizations, DOD/DOL/DOC Memo of Understanding, Legislative Occupational Outlook Information, Mail Control, Meetings, Monthly Progress Reports, Requisitions, Local Travel, and Expense Vouchers. See also Item 118 for related committee working group files.

Retention Period.

a. Except for chairperson records of committees/sub-groups, break file every 5 years and bring active materials forward. Destroy other materials when 5 years old.

b. Chairperson committee/sub-group records. Destroy 10 years after chaired organization is discontinued or when no longer required for current business, whichever occurs first.

98. Publications Reference File. Consists of selected BLS publications, documents such as speeches and papers presented at seminars and symposia, and some statistical tables prepared by the Office of Economic Growth and Economic Projections. The BLS publications include some issuances by the Office (such as the Occupational Outlook Quarterly, BLS numbered bulletins, BLS numbered reports, and reprints of Monthly Labor Review Articles) and by other BLS organizations such as the BLS Major Programs. The collection serves as a convenience set of reference materials.

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

99. Office Chronological Files. File consists of an extra correspondence prepared in the Office of Economic Growth Projections, arranged by date.

Retention Period. Break file every 3 years. Transfer to the WNRC. Destroy when 5 years old.

*100. 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, SF 50's, performance evaluation (appraisals) and performance standards, recommendations for promotion, requests to adjust work hours and the like. Arranged by name of employee. Official file is maintained at higher echelon. Such records appear to be covered by the Privacy Act.

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

*101. Time and Attendance Files. Consist of office copies of time and attendance, leave and earnings, and related flexitime records pertaining to employees of the Office of Economic Growth and Employment Projections. Officials records are maintained in the BLS Office of Administration. Such records appear to be covered by the Privacy Act.

Retention Period. Destroy when 3 years old.

102. Word Processing Media File. Diskettes used in preparation of correspondence, or textual or tabular material, typically for publications or other presentations such as papers for presentation at meetings, seminars, or legislative hearings.

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

103. Statistical Methodology Files of Dr. James M. Longley. Consists of 22 drawers of tab cards reflecting the various source or other programs involved in the various statistical regression procedures and routines developed by Dr. Longley. Also included are program listing sheets covering such regression subroutines as "stingy" or "skinny," or materials on the Gram-Schmidt Algorithm for Solution of Linear Least Squares Equation Routines, and background materials.

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

DIVISION OF ECONOMIC GROWTH

a. Mission. Carry out a program of research and analysis which identifies and assesses (1) the medium term growth potential of the U.S. economy and its major consuming sectors; (2) the implications of changing patterns of demand, technology, government policy and similar factors for the industrial structure of employment in the future; (3) the employment implications of particular Federal programs and policies.

b. Functions.

(1) Provides medium-term projections of the labor force, aggregate economic growth, and industrial output and employment, based on varying assumptions concerning Federal policy and other factors.

(2) Maintains a comprehensive analytical framework for assessing issues of medium-term growth particularly in relation to labor markets, and for estimating employment implications of Federal policy and programs. Carries out a research program to improve and expand analytical capabilities in dealing with questions of labor supply and demand.

(3) Carries out employment impact studies related to policy proposals, major Federal programs and particular economic developments.

(4) Provides analytical and graphics support needed in the presentation and intepretation of BLS economic indicators.

DIVISION OF ECONOMIC GROWTH RECORDS

The primary objective of the Bureau's studies of economic growth is to develop projections of industry employment under alternative assumptions in order to analyze various economic problems, such as the future utilization of available labor resources. These assumptions provide the bases for estimating different levels of possible economic activity. Projections are made for about 15 years ahead.

The Division of Economic Growth prepares projections on a 2-year cycle, using an Economic Growth Model System. This system is composed of a group of separate but related processes and data bases. Projections are produced in the following areas: (1) labor force; (2) aggregate economic performance; (3) industry final demand and total industry production; and (4) industry employment levels.

The projections, with related historical data, are published, usually bienially in the BLS Monthly Labor Review and BLS numbered Bulletins, the initial such publication being Bulletin 1536 in 1966 which contained 1970 projections. The most recent bulletins have contained historical data dating from 1958 (e.g., Bulletin 2197, March 1984), as well as projections for specified years. The Monthly Labor Review articles and Bulletins are edited by the BLS Office of Publications which forwards the manuscripts to the Government Printing Office for printing. ~~GPO sends archival copies to the National Archives~~. The basic methodologies for preparing the projections are described in BLS numbered Bulletins.

Labor Force Projections. Labor Force Projections provide long-term estimates of its future size and composition. Projections have been issued at various times since 1959. They use Bureau of the Census population projections by demographic groups (age, race, and sex); e.g., Census' "Projections of the Population of the United States, 1977 to 2050." Labor Force Projections also use labor force data from the Current Population Survey which have been inputted to the BLS LABSTAT machine-readable files by the BLS Office of Employment and Unemployment Statistics.

The division develops projections of labor force participation rates by demographic groups and calculates the levels of the anticipated work force participants by multiplying these rates by the Census' population projections.

Aggregate Economic Projections. The Aggregate Economic Projections use the BLS Labor Force and Census' population projections as inputs. Consistent economic scenarios (assumptions) are developed to provide aggregate controls for the various categories of demands and employment. Later stages in the projection process develop industry-level projections consistent with these aggregate data.

Econometric models of the U.S. economy have been used to provide source data and to compute the GNP projections. As of the time of this writing, a private contractor's proprietary model was being used. Resulting projections and underlying data are copied to tapes which are maintained at the central BLS computer facility.

Industry Final Demand and Industry Output. For industry output projections, the U.S. economy is distributed to some 156 producing sectors. The framework for this procedure is an input-output model of the economy that is prepared by the Bureau of Economic Analysis. (Input-Output may be defined as an economic accounting system which details transactions or sales and purchases among producing and consuming industries and among final users in an economy.) Projected demand, by industry, in conjunction with a projected input-output table is used to calculate total production.

Industry Employment Levels. Projected changes in industry output are important in determining projections of employment by industry. Converting output projections into employment estimates requires productivity-by-industry projections and measures of changes in average hours by industry. This is accomplished by computerized procedures, using in some cases special mathematical programs developed by the division Staff for such purposes.

Other Activities. The division also performs special studies and is continuously involved in efforts to improve its services, such as evaluating the accuracy of its projections and upgrading its systems.

Records. Data sources, processing, and records are explained in the record series descriptions which follow.

104. Labor Force Projections Machine-Readable Files. The division maintains a Labor Force Projections data base on the BLS central computer facility's disk and tape files. Secondary data sources are tapped to provide input to the data base, such as Bureau of the Census "Projections of the Population of the United States, 1977 to 2050" and data from the Current Population Survey which have been inputted to BLS LABSTAT disk files by the BLS Office of Employment and Unemployment Statistics. Data are entered into the data base via the Remote Terminal Network (RTN).

The data sets include historical and projected data pertaining to demographic groups (age, sex, race) by years dating from year 1962 to year 2000. As projections are developed in subsequent years, extension of the projections can be expected.

The data are adjusted and analyzed to develop the labor force and labor force participation projections by demographic groups. Various programs are used to produce the historical data and the projections. Statistical Analysis System (SAS) International Mathematical and Statistical Libraries (IMSL), Display Integrated Software System and Plotting Language (DISSPLA), TELL-A-GRAF, and programs written by the division Staff for the particular purpose.

The resulting projections are used as basic data for analytical articles published biennially in the Monthly Labor Review. Material is also subsequently published in the biennial BLS Bulletin of employment projections, such as "Employment Projections to 1995," Bulletin 2197, March 1984.

Machine-readable files are transferred to mass storage, consisting of the system files (SAS and specially designed mathematical analysis programs), the final projection tables (which are published), and unpublished data (including population raw data entered into the data base and projections to year 2000). Data and system files will be copied back to disk and tape as needed for processing. These data will be used for evaluations of the accuracy of the BLS projections. Such evaluations are usually performed about 5 years following the target projection year. The results of the evaluations are published in Monthly Labor Review articles.

Disk and tape contents have been printed out on microfiche after successful completion of the biennial projections. (See Item 105.)

Data can also be purchased by the public on magnetic tape, on request.

Retention Period. Permanent. Offer for transfer to the Archives of the United States when released to the public.

105. Labor Force Projections Microfiche Files. Consists of computer output microfiche (COM) produced at the BLS central computer facility, containing tabular data pertaining to Labor Force Projections made in 1976, 1978, 1980, and 1983 - projections in subsequent years are expected to be added. Contains historical data and projections from Year 1976 to projection year, latest was Year 2000, as of this writing. These data provide demographic data (sex, age, race), labor force participation, historical and projected.

Contains both intermediate and final statistical tables, some unpublished data, computer programs, and some description of methodology used in developing projections. Not a complete record; total file consists of about 10 fiche and is used primarily for reference purposes.

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

106. Aggregate Economic Projections and Underlying Data Disk and Tape Files. In developing gross national product (GNP) projections (output of the economy distributed among its final users), the BLS utilizes, under contract, a privately owned and managed proprietary econometric model of the U.S. economy. The Division of Economic Growth accesses the contractor's data base and uses the contractor's computer programs to compile underlying data and to manipulate data to develop projections.

Data are compiled by broad final user categories of final demand. These demands are then projected, by computing the estimated future purchases of each of these groups by target years. Based on assumptions developed by BLS, projections are made at varying levels of U.S. economic activity, such as low, moderate, and high. The projection data will be disaggregated to some 156 industries.

The contractor's data base has been compiled from secondary data sources, such as BEA's National Income and Product Accounts, BLS Employment and Earnings data, Department of Treasury Monthly Treasury Statement, Federal Reserve Board's Capacity Utilization, Bureau of the Census Manufacturing and Trade, and the like.

During the projection cycle, data are maintained and computations recorded on disk and tape at the contractor's computer facility. At the completion of the projections, dual tapes are written which contain the aggregate economic projections (GNP) and the underlying data for the projections. One set is maintained at the contractor facility and one at the BLS central computer facility for satisfying public requests and for future evaluations of the accuracy of the division's employment projections. The tape contents are copied to disk at the Central BLS computer facility, for use as needed. Data are also printed out to hard copy (see Item 107). Disk data sets, at the contract computer facility are then scratched.

Economic assumptions are developed for target projection years, such as the total civilian labor force; government expenditures and employment and military personnel levels; government revenue; monetary fluctuations; and other significant economic factors. These assumptions are used in developing other division employment projections and are published in the biennial BLS bulletin, such as Bulletin 2197, "Employment Projections for 1995," March 1984.

During previous projection development cycles, BLS used its own econometric model and its central computer facility. Historical data (from 1955 forward) and projections data (for years 1985 forward) from those previous cycles are also stored on magnetic tape.

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

107. Printout Listings - Final Tables and Underlying Data, Aggregate Economic Projections. At the completion of the projections, Aggregate Economic projections final tables and underlying data are printed out to hard copy listings. The underlying data include data from the various sources of both a historical and projected nature, pertaining to such data elements as various types of consumer expenditures, money supply, exports, imports government purchases, capital investment and the like. These listings are used for analysis and reference purposes.

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

108. Economic Growth Industry Input/Output Matrix Data Base. The Division of Economic Growth maintains, on disk and tapes at the BLS central computer facility, a matrix data base comprised of historical and projected data. The data base includes data sets of input/output industry production (dollars) tables for base years (e.g., 1972, and 1977) based on historical data received from the Department of Commerce's Bureau of Economic Analysis (BEA) and adjusted by BLS.

Data are inputted to the data base by the Remote Terminal Network (RTN) by the division staff using a combination of BEA data tapes and direct keyboarding of data obtained from other sources such as BEA and Bureau of the Census publications.

The division economists (via the RTN) perform calculations and enter new raw data into a temporary work section of the files and aggregate the BEA historical data into some 156 industries and major consumption components. Other computer runs are performed, e.g., to update the BEA 1972 data to a 1977 base and to develop projections for target years of industry input/output and final demands at low, moderate, and high alternatives of U.S. economy activity. Intermediate tables are run for analysis and final tables are compiled in the computer files. Disk contents are dumped to tape twice weekly for security (see Item 113). A matrix manipulation system is used, comprised of various routines entered by the division staff.

At the completion of the 2-year cycle, the data sets are updated and the temporary work files are deleted. Remaining in the computer files are the historical input/output tables, coefficients of input/output, historical output tables and final 1980. Historical data and projections data tables are written to public tapes and are available to the public via purchase from BLS. These tapes are also used in the office's evaluations of the accuracy of projections. In accordance with the central computer facility's disk-to-tape migration policy, some disk contents that are not accessed during a 45-day period may be copied to tape. When the contents are to be used again, they must be transferred back to disk.

Retention Period.

a. Data files. Destroy when 20 years old or when all essential information has been analyzed, tabulated or published, whichever occurs later.

b. System files. Delete when obsoleted or revised or when the industry input/output system is discontinued.

c. Temporary Work Files. Delete after completion of 2-year cycle, or when no longer needed for current business, whichever occurs sooner.

109. Machine Listings of Bureau of Economic Analysis Industry Input and Output Tables. Consists of printout listings of industry input-output tables prepared by the Bureau of Economic Analysis and provided to BLS on tape. The contents (tables) represent BEA compiled data, in dollars, as to the gross transactions or sales among producing and consuming industries, and to final users. The printout listings are used for analysis purposes. As the result of the analyses, the BLS economists via Remote Terminal Network keyboard entry, update the input-output matrix data base (Item 108 to provide a new base year version, e.g., adjust the BEA 1972 tables to a 1977 input-output matrix. The updated version is then used in developing the economic growth projections.

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

110. Industry Output Data and Employment Projections Disk and Tape Files. In the BLS central computer facility disk and tape files, the office maintains: (1) Time Series Data for Industry Output and Employment; and (2) Files of Projection Data. These files are updated and processed on a 2-year cycle to produce projections which are published biennially in the Monthly Labor Review and BLS Bulletins.

The Time Series Data for Industry Output and Employment files include historical data for output and employment industry for some 156 industries by year from 1958 forward. Such data series as the following are included:

Domestic output, millions of current dollars
Domestic output, millions of constant (1972) dollars
Industry output deflator, 1972=100
Total jobs, thousands
Total hours of all persons, millions
Wage and salary jobs, thousands
Wage and salary hours, millions
For manufacturing industries: production worker jobs, thousands
Production or nonsupervisory hours, millions
Self-employed and unpaid family worker jobs, thousands
Self-employed and unpaid family worker hours, millions

Files of Projection Data include estimated constant dollar values of outputs as well as employment estimates at alternative assumed levels of economic activity. Such data as the following are included in these files by industry and projection year: Wage and salary jobs, output in constant dollars (benchmarked to a base year), total jobs (wage and salary plus self-employed and unpaid workers), total hours of all persons, and average weekly hours.

Time Series Files are updated by various means such as running a Census of Manufacturers (Bureau of Census) tape mounted at the central computer facility or by keyboarding via the Remote Terminal Network (RTN) of data extracted from published sources. The machine-readable Input/Output Tables may be accessed via RTN (see Item 108). Source data may also be obtained via the RTN from the BLS LABTAT files (Current Population Survey and the Current Employment Statistics Programs). Projection data may also be obtained by RTN from the macroeconomic model data sets for the GNP data maintained in contractor data files (See Item 106).

The data for previous years may be revised as the result of modifications made by the data source.

Projections are developed by the economists, using SAS (Statistical Analysis System) as well as mathematical computation routines developed by the economists as applicable to the particular projections. Intermediate runs are performed as necessary before the final tables are obtained.

At the conclusion of the 2-year cycle, final tables are printed out of updated historical time series industry gross output and employment data and of projections of industry gross output and employment for the projection years (see Item 111). Intermediate data and temporary programs are deleted from the files.

A disk-to-tape migration policy applies at the central computer facility. As a result the computer files may at any time be on disk or tape. In addition, see Item 113 regarding backup tapes.

As mentic above, final tables are publis , in the BLS numbered bulletin series, biennially, which are printed by the Government Printing Office, ~~copies being furnished to the National Archives direct by GPO~~. At a future time, machine-readable data files are used for evaluating the accuracy of the projections.

Retention Period.

a. Time Series Data for Industry Output and Employment. Destroy when all essential information has been analyzed, tabulated, or published.

b. Files of Projection Data. Destroy when all essential information has been analyzed, tabulated or published.

c. Machine Readable Program Files. Delete when superceded or obsoleted, or after discontinuance of the Industry Output and Employment Subsystem.

d. Temporary Work Files. Delete upon completion of 2-year cycle, or when no longer needed for current business, whichever occurs sooner.

111. Printout Listings, Industry Output and Employment Data. As the 2-year projection cycle is completed, final tables are printed out that reflect the updated, time series (historical) data and the resulting projections of industry output and employment. They include tables that are published in BLS Bulletins; e.g. Bulletin 2197, March 1984, Employment Projections for 1995. Some unpublished underlying data are also included in the listings, such as average hours weekly and growth rates.

The documents are used for research when evaluating the accuracy of the projections and for other research and reference purposes.

Retention Period. Break file every 5 years. Transfer to the WNRC. Destroy when 15 years old.

112. Economic Growth Data Public Tapes. After the completion of the 2-year projection cycle, the Division of Economic Growth copies to tape certain data that are available to the public by purchase. These tapes are also used for source purposes during the division's evaluations of the accuracy of its economic growth projections. The tapes include published data and some underlying unpublished data, such as: (1) Industry Output and Employment Projections (historical data from 1958 forward and projections for years 1983 through 1995); (2) Industry Input/Output Historical Data (1963, 1967, 1972, 1973, and 1977) and Projection data for such years as 1980, 1985, 1990, and 1995; and (3) Aggregate Economic (GNP) historical data from 1947 for some series (however, some series begin in later years) and projections for 1995. The years applicable will change, of course, as each projection cycle is completed.

End product projections and related historical data are published in BLS Bulletins and the Monthly Labor Review printed by the Government Printing Office, ~~which furnishes archival copies to the National Archives.~~

Retention Period. Permanent. Offer for transfer to the Archives of the United States when released to the public.

113. Economic Growth Disk-to-Tape Dump Backup Files. For security purposes, approximately twice weekly, the contents of the Economic Growth disk files at the BLS central computer facility are dumped to tape for possible disk regeneration, if needed.

Retention Period. Scratch when 3 weeks old, or when no longer needed for current business.

114. Economic Growth Data Base Systems Documentation Files. Consists of various listing sheets descriptive of the computer programs involved, as well as procedures manuals, related to such systems as the Statistical Analysis System, International Mathematical and Statistical Libraries (IMSL), Display Integrated Software Systems and Plotting Language, TELL-A-GRAF; and programs written by the division Staff. Some systems are proprietary and only manuals are maintained. (In the Economic Growth area, explanatory methodological statements are published as Bulletins or segments of Bulletins in the BLS numbered Bulletin series and are available to the National Archives in that form.)

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

115. System Development Project Files. The Division of Economic Growth makes continuous efforts to improve the reliability of its projections and analyses. These improvement efforts relate to such activities as the selection of better econometric models for the aggregate economic projections or the development of new computer software. Some efforts may be performed by the BLS staff, some by contract. Examples are projects to: (1) design new software to support the office staff in their computations; and (2) to develop the Energy Disaggregated Input/Output Model (EDIO) for BLS to develop projections relating to energy consumption.

These system development files consist of documents maintained by the division's project manager or other participants or by the contracting officer's technical representative (COTR) in arranging for, or developing, or managing the development of computerized systems, or changes thereto.

Included may be such materials as project proposals and specifications, interim and final reports, related correspondence, copies of contracts, copies of invoices, working notes, test run printouts, draft procedures and other recommendations, and the like.

Official contract records (for contract projects) are maintained by the BLS Office of Administration Contracting Officer or the Department's Office of Procurement.

Products the projects typically consist manual procedures and/or computer softw. which after acceptance are embodied in the system documentation for the office's data bases, computer systems manuals, and the like.

Retention Period.

a. Contract project management records. Destroy 6 years and 3 months after final payment.

b. Other records. Destroy developmental machine-readable and hard copy records when superceded or obsoleted, or when no longer needed for current business, as appropriate.

116. Publications Development Coordination Files. Consists of papers relating to the highlight events in coordinating the development of draft BLS Bulletins, such as Bulletin 2197, "Employment Projections for 1995," March 1984, and Bulletin 2112, BLS Economic Growth Model used for Projections to 1990, April 1982. Consist of such documents as correspondence, longhand notes, final draft, and printing requisition. Typically, input material is developed by the various economists of the division (and may be reprints of Monthly Labor Review articles previously written by them) and tabular material is produced by the BLS central computer facility, using such programs as TPL (see Item 144).

The final draft (paper) is sent to the BLS Office of Publications which performs an edit function and sends the draft to the Government Printing Office. GPO prints the Bulletin, ~~and sends a copy to the National Archives~~. Therefore, no record copy file of such Bulletins for permanent retention is listed, as the GPO copy is considered the record copy set.

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

117. Special Project Files. The division conducts special studies relating primarily to the impact of current conditions on employment with consideration, in some instances, to projections up to 15 years in the future. Historical (past) performance of the economy, and particularly employment, are usually included. These studies are typically performed for other agencies and the final results are provided to the sponsoring agency in the form of a written report. Examples of such studies are: (1) Current Employment Affects (primarily of Federal programs); (2) Foreign Defense Sales and Grants, Fiscal Years 1972-1979; Labor and Material Requirements; (3) Technological Aspects of Defense Production and Jobs in Defense Industry; and (4) Changing Employment in Major Defense Industries. Secondary data sources are normally used such as publications of the Department of Defense and Department of Commerce. File materials include such items as methodology for task force subgroups and comments thereon by participants, final copies of reports with clearance papers, and backup reference and source materials. ~~Record copies of the final reports are in the custody of the agencies for whom the study was made and who controls the information~~. The project files are used by the office as research material for other projects.

Retention Period. Destroy when no longer needed for current business, unless a BLS publication or special report is obtained. If so, final data sets and special reports are not covered by the retention period. Submit SF 115 to NARA 3 years after publication or completion of special report of results.

118. Planning Officer Committee Files. The office participates in several working groups of the Interagency Emergency Mobilization Preparedness Board. The Board is chaired by the Assistant to the President with the secretariat provided by the Federal Emergency Management Agency (FEMA). The Board has several working groups, one of which is the Human Resources Working Group, chaired by the Assistant Secretary of Labor, Employment and Training Administration. The Information Systems/Skills Identification Sub-Group (of the Human Resources Working Group) is chaired by the Associate Commissioner. The record files of the Sub-Group are embodied in the Associate Commissioner's Program and Administrative Files (Item 97).

The Planning Officer assists the Associate Commissioner and maintains additional background files for the Sub-Group activities and for his participation in sub-groups of other working groups of the Emergency Mobilization Preparedness Board, which are chaired by other agencies; e.g., (1) Requirements Subworking Group, Military Mobilization Working Group (co-chaired by DOD and FEMA); and (2) the Resources Management Sub-Group; Industrial Mobilization Working Group (chaired by Department of Commerce). Files consist of such items as copies of correspondence, meeting minutes, input to the Office of Secretary of Labor's representative or business of the sub-groups; memoranda of understanding as to working groups methodologies; reference materials received from FEMA and DOD, reprints of Monthly Labor Review articles, newspaper clippings, worksheets, long hand notes, and printout listings providing background data, and the like.

Retention Period. Screen files annually and destroy obsoleted material. Destroy remaining documents 10 years after the Sub-groups or Committees are discontinued or whenever no longer needed for current business, whichever occurs first.

119. Economist Correspondence Files. Consist of correspondence files maintained by economists comprised of requests from the public for copies of Economic Growth computer tapes, or portions thereof (Item 112), or other data requests, and copies of the replies.

Retention Period. Destroy when 3 years old or whenever no longer needed for current business, whichever occurs first.

DIVISION OF OCCUPATIONAL OUTLOOK

a. Mission. To direct a program of analysis and research on occupational employment trends, and industry occupational structure including the development of information on current occupational employment, projections of requirements and supply, and occupational outlook.

b. Functions.

(1) Conducts analysis and research on:

(a) Current and future national occupational and industrial requirements and supply;

(b) Education and training needs by occupations;

(c) Problems and utilization in occupations important to the growth and well-being of the economy, including scientific, health, and construction occupations;

(d) Special problems of specific groups of workers in relation to their labor market adjustment, other problems, and factors affecting employment outlook.

(2) Helps plan and develop survey specifications and related survey requirements for surveys collecting data used by the office.

(3) Prepares material for use in vocational guidance, primarily for publication in the Occupational Outlook Handbook and Occupational Outlook Quarterly, and disseminates information based on the results of analytical studies in special reports, bulletins, and other sources.

(4) Plans, develops and maintains a system of current occupational employment statistics by industry.

(5) Plans and conducts special studies and prepares reports on significant employment related problems, employment characteristics, and employment outlook in major industries and activities, often in response to requests from other governmental agencies.

(6) Develops new methodologies for the analysis of occupational employment, occupational outlook and related statistics; explores new sources for obtaining data.

OCCUPATIONAL OUTLOOK PROGRAM FILES

A Manager for the Occupational Outlook Program provides direct supervision to the Project Leaders, Labor Economists, and other personnel involved with this program. The program provides information on future employment opportunities by occupation for use by counselors, educators, and others helping young people choose a field of work, as well as for local and national officials who plan education and training programs. Analyses of occupations include information on the nature of the work, employment, education and training requirements, the job outlook for about 10 years ahead earnings, and related occupations. The first available publication of the program was in 1946, when BLS provided occupational outlook information to the Veterans Administration for guidance of returning World War II Veterans. Originally, the VA issued the publications.

The current and target year outlook information on some 200 occupations is presented biennially by BLS in publication form by the Occupational Outlook Handbook. This Handbook provides job information covering the entire spectrum of white-collar, blue-collar, and service occupations.

In addition to the Handbook, the Occupational Outlook Quarterly is published to provide current occupational and job information between editions of the Handbook, together with the most recent information on earnings, training requirements, future job markets, and other related topics.

The program also issues the biennial "Occupational Projections and Training Data" Bulletin in addition to the Handbook. It presents detailed statistics on employment, job openings, and education and training completions for many occupations. Special articles of a more analytic nature are published in the Monthly Labor Review, while on occasion, various special publications may be issued.

The program is carried out by a staff of Labor Economists (Analysts) presently supervised by four Project Leaders each of whom has been assigned a group of occupations/industries to be covered. The Editor of the Occupational Outlook Quarterly also reports to the Manager of the Program.

The documentation for this program is aimed at providing as much information as possible on the various occupations covered as well as on the industries in which they are located. Data are obtained from such sources as: (1) personal contact with business firms, professional societies, trade associations, labor organizations, educational institutions, and government agencies; (2) analyses of secondary sources including information on educational statistics, earnings, and demographic and technological trends; and (3) from the National Industry-Occupation Employment Matrix on current and projected employment.

120. Occupational Outlook Administrative and Program Subject Files. Consists of general correspondence, memoranda, background materials computer printouts, worksheets, drafts, charts, forms, and the like pertaining to both administrative and program matters reflecting on the publication of various occupational outlook issuances and related program matters such as answering non-routine requests for occupational outlook information.

The file includes such headings as: Administration, Word Processing, Job Descriptions, Merit Pay, National Information Coordinating Committee, American Association for Counseling and Development, Research Projects, Technology Studies, Special Projections, Planning Occupational Outlook Handbook, Art Work, and the like.

The Program Manager maintains an active and an inactive segment of the file reflecting the current and past supervision of the development of such periodicals as the Occupational Outlook Handbook the Occupational Outlook Quarterly, Occupational Projections and Training Data, as well as research projects on occupational outlook.

Retention Period. Destroy when 2 years old, or when no longer needed for current business, whichever is later.

121. Occupational Outlook Technical Memoranda Record Copy Files. The statistical and methodology and procedures adopted in issuing periodic publications on detailed occupations or in carrying out special projects are documented by the division in a series of technical memoranda. These detailed explanatory documentation memoranda are prepared by the labor economist responsible for the particular occupation after completion of each biennial publication update or other project and the files are maintained by the Program Manager.

These documentary unpublished memoranda cover such subject matter as: employment data, OES codes, Matrix data, replacement needs, supply, job outlook, statistical documentation, interviews, organizations listed, reference sources, recommendations, reviews, and the like.

The file is arranged alphabetically by title of occupation and by date of update or project thereunder, and covers the period 1965 to date.

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

122. Division Files of Occupational Outlook Publications. The Program Manager maintains division record copy sets of such current occupational outlook periodicals as the biennial Occupational Outlook Handbook, the biennial Occupational Projections and Training Data, and the Occupational Outlook Quarterly, as well as the presently discontinued biennial Occupational Outlook for College Graduates.

These publications, except the Quarterly, are presently being issued in the BLS Bulletin Series. ~~and the GPO should be providing record copies to the Archives of the United States for those issued as BLS Bulletins. The GPO also should be providing the National Archives with the record copy set of the more current Occupational Outlook Quarterly issues.~~

The following are the time periods covered by these division record copy sets:

1. Occupational Outlook Handbook: 1946 - date

2. Occupational Outlook Quarterly: 1956 - date (duplicate set in binders, see Item 135 for record copy listing of earliest issues.)

3. Occupational Projections and Training Data: 1971 - date

4. Occupational Outlook for College Graduates: 1970 - 1981 (discontinued)

The quarterly and the biennial Outlook Handbook series were begun as issuances of the Veterans Administration. The first quarterly issued solely by BLS was in 1961, as well as the first biennial Outlook Handbook. The copies are arranged chronologically.

Retention Period. Destroy when no longer needed for current business except that the record copy set of the Occupational Outlook Handbook issued during 1946, 1949, 1950, 1957, and 1959, in cooperation with Veterans Administration and any other copies needed as record copies shall be permanent. Offer these issues for transfer to the Archives of the United States as a block when ~~the most~~ recent record is 30 years old.

123. Division Input Files for President's Report on National Housing Goals. Consists of printouts, worksheets, correspondence, comments, listing sheets, reviews, and printed copies of the President's "Annual Report on National Housing Goals." Each year, the division provides data and information to HUD, which coordinates this report on the possible impact of the housing construction goals set by the report on employment in the various housing construction occupations involved.

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

124. Background Files on the Issuance of the Biennial Publications on Outlook. Consists of correspondence, drafts, reprints, manuscripts, galley or page proof, background papers, printouts, worksheets, charts, and other materials involved in planning and supervising the issuance of the biennial publications "Occupational Outlook Handbook" and the statistical and research supplement to this handbook, the "Occupational Projections and Training Data."

The Program Manager's background files on s handbooks cover such matters as art work, procedures for requisitioning or printing, deletions, occupational coverage, OES occupational structure for manufacturing occupations, reprints, review of galleys, page prints or manuscripts, clearances, assignments, and the like.

Retention Period. Destroy upon completion of publication, when superceded by next issue, or when no longer needed for current business, as appropriate.

125. Reference - Source Files of the Program Manager. Consists of various periodical and one-time publications or copies collected by the Program Manager covering various aspects of Occupational Outlook matters or computer operations or statistical methodology and the like. One segment of this file is maintained in lateral files under subject headings, while the bulk of the files consists of such source or reference periodicals or other publications as Census of Population, Employment-Training Report of the President, Employment and Earnings, Monthly Labor Review, and the like.

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

126. Reprint - Distribution Files, Occupational Outlook Program. Consists of reprints of articles in the Monthly Labor Review or the Occupational Outlook Quarterly or of various segments of the Outlook Handbook, and other divisional publications maintained for convenience of distribution.

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

127. Mailing List Files for Outlook Publications. Consist of computer printouts and other listings of organizations or persons serving as mailing lists for distribution or contact purposes in connection with Occupational Outlook Publications.

Retention Period. Destroy when revised, dropped, or superceded.

Occupational Outlook Program, Project Leader Files

128. Project Leader Program - Administrative Direction Files. The four project leaders involved in the biennial Occupational Outlook Program maintain files reflecting their supervision of the various Labor Economists (analysts) responsible for preparation of Outlook materials on the various occupations assigned to the analysts.

Typically each project leader maintains such files as: a small amount of administrative records covering evaluation of employees and other personnel matters and requisitioning of needed materials; a file of final statements (word processing drafts) prepared by their analysts on the various assigned occupations to be included in the biennial Handbook; final statements covering employment and supply profiles in "Occupational Projections and Training Data"; copies of Technical Memoranda prepared by analysts included in the current Handbook worksheets and related papers, such as 1953 material on scientists and engineers; and materials pertaining to the answering of requests for information, and the like.

The files are typically based on the biennial issuance of a particular Occupational Outlook Handbook.

Retention Period. Destroy after completion and issuance of a particular Handbook and the Supplementary Occupational Projections and Training Data, or when no longer needed for current business, whichever is later.

129. Project Leader Special Research Project Files. During the off-year periods, after completion of the biennial publications, analysts are assigned special-research projects involving occupational outlook. Such projects can involve publication of articles in the Occupational Outlook Quarterly, publication of articles on technical aspects of occupational outlook projections in the Monthly Labor Review, Publication of Special Bulletins such as Bulletin 2101, "Employment Trends in Computer Occupations," or the results may be for internal use only. In the latter instance, the effort may be to improve methodological procedures, such as developing recommendations for the matrix staff as to changing industry output or employment data used in making projections and the like.

While the records on these special projects carried out by the analysts maintained by the project leaders are relatively minimal, (such as copies of the final articles, drafts, copies of technical memoranda prepared some background materials and the like) in some cases the project leaders personally carry out the projects. In the latter instance, more detailed background or source materials, worksheets, computer printouts, or other records involved in developing an article or recommendations for improved methodological approaches will result. (See also Items 133 and 151 of the Schedule.)

Retention Period. Destroy after all essential information has been analyzed, tabulated, or issued, except final data sets leading to publication of survey results, with documentation. Submit SF ~~258~~ 115 to NARA 3 years after publication of survey. If rejected by NARA, destroy immediately.

130. Outlook Transparency Files. In connection with the issuance of a biennial Outlook Handbook, transparencies are prepared for use in speeches and lectures by BLS Headquarters and regional officials.

Such transparencies are typically in the form of charts or tables illustrative of various projections highlighting the occupational outlook data. For example, in connection with the 1984-85 Outlook Handbook the transparencies highlight 1995 projections covering such matters as the 1982-1995 job opening labor force trends, trends in business service industries, and the like.

The transparencies are typically superceded with additional time series data or revisions of existing data with the issuance of the subsequent biennial Handbook.

As many as 50-100 transparencies may be prepared per issue.

Retention Period. Destroy when superceded or revised by issuance of next Handbook.

131. Project Leader File Copy Correspondence Files. Consists of extra copies of correspondence prepared within the unit for which the Project Leader is responsible, arranged by date.

Retention Period. Break file every 3 years. Transfer to the WNRc. Destroy when 5 years old.

Occupational Outlook Program Labor Economists Files

132. Individual Occupation-Industry Outlook Background Files. The various Labor Economists (Analysts) are assigned groups of occupations for which they prepare the required materials for the biennial Handbook or Occupational Projection and Training Data publications or for such special research or other projects to which they may be assigned. Over the years, the division has accumulated background or source materials relating to the many occupations and related industries for which employment outlook issuances or tabulations are prepared.

While the occupational assignments of the various Analysts may vary with each biennial issuance or special project, the background files are made available to them as required.

Typically these files contain such materials on the occupations and related industries as: (1) various source data from industries, associations, unions, and governmental agencies; (2) copies of correspondence with pertinent organizations; (3) reference or background publications from various sources; (4) manual worksheets, or computer printouts involved in developing estimates of occupational employment; (5) copies of Technical Memoranda prepared for publications; (6) drafts of articles of final statements prepared; (7) copies of charts or graphic materials concerning the occupation; (8) materials on occupational definitions or scope; (9) news articles or records of phone calls or contacts made; (10) copies of tabular materials prepared; (11) records involved in answering requests for information; and the like.

Some of the files are arranged by subject topics, such as Training Requirements, Interviews - Correspondence, Employment, Production, Technology, Earnings-Working Conditions, and the like. Some are chronologically arranged with emphasis on materials used in preparation of various biennial publications.

Retention Period. After completion of a biennial or other issuance involving an occupation, Analysts should screen their current working files to remove superceded drafts, obsoleted or useless reference materials, preliminary tabular materials, and the like, prior to filing current materials.

Once a year, Analysts should screen files to destroy obsoleted or superceded materials, copies of drafts, and the like or materials no longer needed for current business, as appropriate.

133. Special-Research Project Files on Occupational Outlook. On off-season, Analysts of the Handbook staff undertake various special-research projects focused primarily on occupations covered by the Handbook or national matrix. These research-special projects can result in preparation of special issuances or articles for the Occupational Outlook Quarterly or the Monthly Labor Review, or they may be for internal use such as studies involving methodology in generating occupational outlook data or projections for the Handbook or the Matrix.

Typically, each Analyst gathers a special file for each special project assigned consisting of such materials as: secondary source materials, reference materials, correspondence, worksheets, drafts of articles computer printouts, drafts of Technical Memoranda, and the like.

Such projects can include those on Managers, Jobs of the Future, Lasers, Social Services, Office Automation, and others as appropriate.

As required, data sets covering various special occupational outlook matters are entered onto the disks or tapes at the central Bureau computer center for ease of data manipulation and tabulation of results. (See also Items 129 and 151 of the Schedule.)

Retention Period. Destroy after all essential information has been analyzed, tabulated, or issued, except final data sets leading to publication of survey results, with documentation. Submit SF ~~250~~ 115 to NARA 3 years after publication of survey. If rejected by NARA, destroy immediately.

134. Occupational Outlook General Source Data and Background Files. Certain source data or background materials on particular occupations are either too voluminous or of a general nature so that the materials are not filed with the background files on particular occupations. These types of material include such series as: (1) the OPM Monthly PATCO data files for the period 1975 to date, with the data from 1978 to date now being on microfiche; (2) the OPM yearly Federal Occupation Inventory from 1970 to date with gaps, with the data from 1980 to date being on microfiche, (3) variously arranged computer printouts from the National Industry-Occupational Employment Matrix, covering most occupations or industries, and any other series of occupational-industry employment data such as Employment and Earnings, Current Population Survey, Decennial Census publications, and the like.

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

"Occupational Outlook Quarterly" Program Files

The "Occupational Outlook Quarterly" began in October 1948, as an update to information published by the Veterans Administration in 1946 in the handbook "Occupational Outlook Information." BLS had contributed certain of the information contained in the Handbook as well as certain in these occasionally issued updates entitled "Current Information on Occupational Outlook." In addition to BLS, the Bureau of Agricultural Economics of the Department of Agriculture also had contributed information for these updates.

As of 1953, the title of these occasionally produced updates to the biennial "Occupational Outlook Handbook" was changed to "Occupational Outlook Review," and it was issued cooperatively by BLS and VA.

As of 1961 it became solely a BLS publication, under the title of "Occupational Outlook Quarterly," issued by the Division of Manpower and Employment Statistics of BLS.

While the publication originally was primarily aimed at veterans, it has now been developed as an update to the Biennial Handbook as well as a special article vehicle for occupational outlook information of interest to both the public and certain Federal programs concerned with job training and guidance. Its emphasis on non-technical or non-analytical articles makes it a most useful tool for career guidance personnel in the education field.

A central file is maintained by the managing editor covering each quarterly issuance, as well as decentralized files maintained by individual authors of articles. The managing editor maintains a record copy set of these periodicals.

135. Record and Distribution Copy Files of the "Occupational Outlook Quarterly." The "Occupational Outlook Quarterly" began in October 1948 when BLS prepared for the Veterans Administration a series of short releases entitled "Current Information on Occupational Outlook." These VA releases also included input from the Bureau of Agricultural Economics of the Department of Agriculture. The releases were issued on an occasional basis until 1957, when quarterly issues were released. The emphasis was on providing vocational guidance for returning Veterans of World War II or the Korean conflict. As of 1953, the title was changed to "Occupational Outlook Review," issued jointly by VA and BLS.

As of 1957, the title became "Occupational Outlook Quarterly," and the periodical was issued by the Division of Manpower and Employment Statistics of BLS. By May 1961, the periodical was solely a BLS project.

The files contain both record and distribution copies from 1948-1957. As of 1957 record copies have been maintained in binders and distribution copies have been separated. Distribution copies include reprints of articles. While this periodical originally was designed to provide vocational guidance to returning veterans, its prime audience appears to be career guidance personnel in the education system as well as various Federal Programs.

It appears that the record copies of the Occupational Outlook Quarterly are being received at National Archives from the GPO.

Retention Period.

a. **Record copies of early VA issues or other early issues. PERMANENT. Break file every 5 years. Transfer to the WNRC. Offer for transfer to the Archives of the United States in five year blocks when the most recent record is 30 years old.**

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

136. Indexes to the "Occupational Outlook Quarterly." Consists of two three-by-five inch card drawers, one arranged alphabetically by subject topics and one alphabetically by author, comprising the indexes to the Occupational Outlook Quarterly.

Retention Period. Permanent. Offer for transfer to the Archives of the United States when the most recent record is 30 years old, or at cessation of publication, as appropriate.

137. Manuscripts and Author Files. "Occupational Outlook Quarterly" or "Monthly Labor Review." The "Occupational Outlook Quarterly" obtains articles from various staff members responsible for this publication as well as from other office staff personnel, from other units of the Bureau and from outside authors as well. The managing editor maintains a centralized manuscript publication file for this quarterly consisting of galleys, camera copy and negatives, drafts, background materials, final manuscript, correspondence, and the like.

Each author throughout the office maintains background files, drafts, extra copies of articles, copies of manuscripts, charts, worksheets, printouts, and the like for articles on occupational outlook prepared either for the Quarterly, or if primarily of an analytical nature rather than for non-technical consumption, for the "Monthly Labor Review."

Retention Period. Destroy when 2 years old, or when no longer needed for current business, whichever is sooner.

138. Promotional - Flyer Issuances Files. At one time, the division issued small flyers in the "Job for Which" series or others which contained short - one time articles as well as promotional materials. Later the flyers or occasional press releases were solely promotional to the Occupational Outlook Handbook or quarterly or the other publications of the division. These files contain copies of such promotional flyers or issuances.

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

139. Slides and Film Strips and Scripts for Occupational Outlook Handbook. At one time, slides or film strips were prepared for sale to the public providing certain charts or highlights of the information in the biennial "Occupational Outlook Handbook" together with script booklets. Such graphic materials are no longer being produced, and the files on hand consist of copies of certain of the slides or filmstrips and of some of the scripts.

Only one set of the available slides or film strips appear to be hand. These were sold through National Audiovisual Center, when these visuals were being produced..

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

Indus -Occupational Employment Matri and Related Resea.ch-Special Occupational Outlook Projects Files

The National Industry-Occupational Employment Matrix provides comprehensive data on employment in detailed occupations cross-classified by industry in the form of a matrix or table. The matrix can be presented in absolute numbers or in ratios which show the proportion of total employment in each industry accounted for by each occupation. The data can be transposed to show how total employment in an occupation is distributed by industry.

The computerized National Matrix includes past and current base year data and future projections covering some 1600 detailed occupations and some 378 detailed industries. As of the time of this writing, the current base year was 1982 and the projections were for the target year 1995.

Not all occupations are projected in the above manner. Projected employment data for primary and secondary school teachers, for example, are projected independently of the matrix. Teacher projections are based on the relationship of the occupation to more closely related variables, such as estimates of school age population and pupil teacher ratios.

A current year and projected year matrix are developed on a 2-year cycle which coincides with the cycle used by BLS to develop economic, industry, and occupational projections. While summary data from the matrix are published in the Occupational Outlook Handbook and other BLS publications, the voluminous matrix data are no longer disseminated in publication format. The last matrix data to be published was that for the base year 1978 derived from the 1970 Decennial Census as updated by the CPS. The latest matrix data, however, are available to the public from the division on a computer tape covering some 675 detailed occupations and some 260 industries.

Hard copy listing sheets and microfiche of the data on this tape are also available to the public from the National Technical Information Service of the Department of Commerce. The complete matrix data are not made available to the public as certain data cells contain information reported by less than 5 establishments, and such data are excluded from the public matrix tape.

From about 1974 until 1981, a Federal/State cooperative project was undertaken involving the generation of State/Area industry/occupational employment matrix data by the various States. The division provided technical assistance to the States on computer methodology in deriving the State/Area matrixes, as well as furnishing central data processing services to generate the matrixes. As of 1981, the formal State/Federal cooperative State/Area matrix project was discontinued. However, the Cap-Gemini computer system with various documentary user and systems manuals was made available to the States so that there could be a uniform-type approach at the States in generating these matrixes. While States still generate these State/Area industry-occupational employment matrix data, the division no longer has a formal Federal/State cooperative program for this activity.

A large v me of records holdings reflect this program still exists within the div on. Many of the voluminous listing sheets and tape records on hand reflect the former central computer processing activities for the States. Certain of the results of the State/Area matrixes are still maintained on tape or microfiche formats.

Various research or other special projects, typically employing computerized files, are undertaken by the division in connection with the occupational outlook program. Many of these projects are concerned with enhancing the occupational coverage or improving the statistical methodology adopted in deriving either the National Matrix current base year industry-occupational data, or the target year projections of the matrix. Other projects can involve: evaluation of the accuracy of past years' occupational projections, preparation of special articles in the Occupational Outlook Quarterly or the Monthly Labor Review or other journals, or carrying out occupational impact studies concerning such matters as the impact of increased defense depending on the availability of highly trained professional, blue collar, technical, or engineering personnel in future years, and the like.

Some of the projects are undertaken by contractors, some are carried out in-house, and in some cases, the division carries out these projects serving as the statistical contractor for other agencies such as the Defense Department the National Science Foundation, the Federal Highway Administration, and others.

Most of the records involving these projects involve computerized files, as well as collections of hard copy background or reference materials, drafts, comments and reviews, working papers, listing sheets, various types of project results, and the like.

National OES Based Industry-Occupational Employment Matrix Files

(See also Items 147 to 150 for Scheduled Items pertaining to the former Census-based National Matrix and the State and Area Matrix Program.)

*140. Source Data Tape and Printout Files for the National Industry/Occupational Matrix. Data on current occupational distribution of workers in all nonagricultural industries, except private households, are obtained from a tape of the Annual Occupational Employment Statistics survey (OES) of the Bureau. Typically some 200 occupations are covered in each survey.

Data on current occupational distribution of wage and salary workers in agriculture and private households are obtained from the Current Population Survey (CPS) of the Census Bureau on a tape. Data on current annual average industry distribution of wage and salary employment are obtained from a tape of the BLS Current Employment Statistics (CES) program. Microfiche copies of certain CPS data are also obtained as well as earlier listing sheets prior to microfiche.

The machine readable inputs provide the primary source data to be manipulated and from which are derived the preliminary current year matrix tabulations which show the proportion of total employment in each industry accounted for by each occupation (Industry Staffing Patterns). The data are also transposed to show how total employment in an occupation is distributed by industry.

Printouts are also obtained reflecting the data inputted into the matrix data sets at the Bureau central computer facility from these source data tapes.

Prior to the development of the 1978 matrix based on the OES survey, the Decennial Census and the CPS were the source data for earlier matrixes. A Special Census publication was available to provide comparability for 1970 Census Occupation categories from the 1960 Census occupational classification system. Decennial Census data are used as needed, to develop data on those occupations that are not covered by the OES survey, but are included in a particular matrix update.

To develop projections of occupational employment, past trends in industry staffing patterns are extended to the target date of the projections. The projected ratios of occupations in an industry are applied to projected industry employment totals for wage and salary workers obtained in machine-readable format from the Bureau's Economic Growth Model for these data, which, in effect, provides source data for the projections.

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

*141. National Matrix Data Base Files and Related Listing Sheets. The National Industry/Occupational Matrix data base file at the Bureau Central Computer facility is basically a disk file, which because of migration policies is constantly regenerated as required.

As the latest available source data are received, the matrix data base is updated. For any one base year, such as 1982, (latest available OES data at the time of this writing), there are three stages to the development of the matrix data base for the year. The 1982 A matrix, upon which was based the Occupational Outlook Handbook to be issued in July 1984, contains data from 1979, 1980 and 1981. The 1983 B matrix, which should be available by summer of 1984, would contain 1980-1981-1982 data. The 1982 C matrix, which should be available by the first of 1985, and upon which the next biennial Occupational Outlook Handbook would be based, would contain 1981, 1982, and 1983 data. All three 1982 matrixes contain projections for the target year 1995.

Early matrixes were based on the Decennial Census and CPS. Updates and tapes are available for the years 1970-1978. The present OES based matrix data base on disk began in 1978, and update data are available to date. Because of certain occupational definition changes, the base will be switched to Standard Occupational Classification (SOC) definitions, rather than OES definitions, with 1982 data being converted to the SOC system.

All throu' ıut the generation of the preli ary estimates and the revision process, vai .s intermediate listing sheets ı.. lecting the current status of the data sets can be generated, as well as intermediate machine-readable data sets on disk or on tape.

Retention Period. Destroy when superceded or obsoleted, or after completion of the biennial cycle, whichever is sooner.

144. National, State/Area Matrix Publication Files. Early matrix past and current years, and projection estimates were published as BLS Bulletins, but currently because of the size of the matrix only tape files are made available to the public by BLS of sansitized matrix data. National Technical Information Service of the Department of Commerce makes available hard copy and microfiche versions of the data on some 675 detailed occupations and 260 detailed industries presently available from the BLS public tape.

Some of the early published Matrix data include: BLS Bulletin 1599, December 1968; "Occupational Employment Patterns for 1960-1975," and Bulletin 1606 "Tomorrow's Manpower Needs for 1960-1975," February 1960. Also On this series of Tomorrow's Manpower needs were Bulletin 1737 (1971) and Bulletin 1769 (1973), as well as supplements.

In April 1981, data of the matrix based on the Decennial Census were published in Bulletin 2080, 2 volumes, "National Industry-Occupational Employment Matrix, 1970, 1978, Projected 1990."

Summary data from the matrix are available in the biennial "Occupational Outlook Handbook," as well as in other Bureau publications. It is expected that National Archives can obtain copies of these Bulletins from Government Printing Office, and therefore these BLS publication files are not considered as record copies.

In preparing the Handbook and special publications such as "Employment Projections for 1995," TPL programs are used as needed to format the tables of the publications and of separate listing sheet segments of matrix outputs. However, since TPL-produced tapes are not manipulable, the matrix tapes now typically sold to the public are data tapes which are manipulable by users.

Retention Period.

a. Office copies of publications. Destroy when no longer needed for current business.

b. TPL tapes for publication and segments of matrix outputs. Delete after successful publication of data, or when superceded or obsoleted, as appropriate.

c. Public matrix tapes for distribution. (See Item 142 for Record copy set.) Delete when replaced by latest year's data.

145. Matrix-Research Project Contract Files. In carrying out the National and former State and Area Matrix programs contracts were let as required in the development of the program or in improving existing procedures. The file consists of such materials as: copies of proposals received from prospective contractors; copies of BLS evaluation materials regarding acceptance of proposals; copies of correspondence regarding contracts; and after acceptance of a contractor various contract monitoring records such as monthly progress reports, drafts and comments on proposed contractor-prepared end products, and the like.

The files cover such matrix development or improvement contracts as: the Cap-Gemini contract for development of computer software and guidance manuals for the matrix system, and the Triangle contract for comparing actual 1982 industry-occupational employment distribution patterns against the 1976-based 1982 projections for some 20 states; and such other contracts as may be needed.

Also included are multiple copies of Cap-Gemini output documentation Manuals sent to the States, and various test run reports of the Cap-Gemini Company.

Retention Period. Destroy 6 years and 3 months after final payment or when no longer needed for current business, whichever occur later.

146. Matrix Program Subject Files. Consists of copies of correspondence; background materials; drafts; manuals; computer listings; work sheets; and the like involving such matters as: current base year or future projection procedures; training sessions for states; computer programs and processing techniques; copies of listings of computer costs chargeable to the program; answering of various requests for information based on matrix data; and committee or group membership activities such as those pertaining to the National Information Coordinating Committee, and the like.

Retention Period. Break files every 3 years. Transfer to the WNRC. Destroy when 5 years old.

FORMER CENSUS-BASED NATIONAL MATRIX AND FORMER STATE/AREA MATRIX FILES

(See Items 140 to 146 above for Schedule Items pertaining to current OES Based Matrix Program.)

147. National and State-Area Matrix Program Documentation Files. In carrying out the Cooperative Federal-State, State, and Area Industry-Occupational Employment Matrix Program, various procedural memoranda and other documentary materials were developed to obtain uniformity of operations. These included Cap-Gemini user guides and systems manuals source code and source program listing sheets, program tapes, and technical memoranda issued to the regions/States through the Office of Field Operations. Aside from source programs in machine-readable format, only source program listing sheets and an unfinished draft of a user's manual appear to be available for the previous Census-based system.

The prog[illegible] began prior to the adoption of [illegible]e Cap-Gemini System for OES-based matrix [illegible]timates. While the Cap-Gemini computer processing system was originally developed for the State-Area matrix program, it has been adapted for the National Matrix program.

The State-Area Matrix program involved BLS providing technical assistance to the States for developing and operating State and Area statistical employment matrix systems, and, in addition for BLS to provide central computer processing services for the States. As of 1981, the formal program for these services was discontinued, but some informal contacts with State programs have been continued.

Retention Period. Break files every 5 years. Transfer to the WNRC. Offer for transfer to the Archives of the United States when the most recent record is 30 years old.

148. Microfilm Files Involving Former Census Based National Matrix and Former State/Area Matrix Program. In connection with the development of the Census-Based National Matrix Program and the Census-Based and OES-Based State/Area Matrix Program, various microfilms have been made, primarily COM-prepared microficne. These collections maintained in binders or in boxes include such COM microficne as: those involving results of the matrix data included in the 1968-1969 "Tomorrow's Manpower Needs" publication series; those involving results of the State/Area 1976 base year matrix; those concerning results of the 1974-1978 Census-based National Matrixes; those involving results of the 1978 Census-based National matrix; those involving results of the 1975-1981 Census and OES-based State/and Area matrixes; those involving certain areas of the 1974 State/Area matrix covering regression analysis for interim occupational projections; and those covering special 1978 matrix data by sex of workers.

In addition, in the collection are two reels of Census microfilm providing listings of the occupational classification of workers included in the 1950 and the 1960 Decennial Censuses.

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

149. Former Ce s-Based National Matrix Progra d State and Area Matrix Program Tape - .achine-Readable Files and Related Listing Sheet Files. Various collections of tapes or other machine-readable files and related listing sheets are presently maintained at the central Bureau computer facility or in the division offices reflecting the generation of the Census-based National and State and Area matrices as well as the OES-based State and Area matrices. Included in these collections are such tape or other machine-readable files or related listing sheets as: (1) tapes or related listing sheets reflecting the central processing of the State and Area matrix program involving both the Census-based and OES-based matrices including 1974-1978 initial base year tapes per State, OES-based 1978 State tapes, 1981 Base year State tapes, and various area (SMSA) tapes; (2) source programs for the Census-based matrices maintained on mass storage facilities; (3) Census projection tapes for 1980-1985; (4) various year OES-based State and Area processing tapes (1978, 1979, 1980, and 1981) and tapes reflecting the results of the Census-based National or State/Area matrix programs, including National Matrix tapes covering industry-occupational distributions of jobs for the period 1970-1978; including projections to 1990, as well as listing sheets reflecting results of the matrices; (5) industry control and occupation control matrix listing sheets (1974-1976); (6) listing sheets reflecting source data input for National Census-Based Matrix covering the period of 1970-1978, as well as listing sheets reflecting development of estimates; (7) listing sheets reflecting the reconciliation of 1978-1980 Census and OES data for the matrix; (8) tapes and related listing sheets reflecting class of worker data for 1970-1978 National Matrix base years only; (9) listing sheets and tapes reflecting 1950-1960 Census occupational classification of workers to make them compatible with 1970 Census occupational classification, 1973-1974; (10) listing sheets reflecting descriptions of tape contents of 1974-1976 early Census-based National Matrix or State and Area matrix processing runs; (11) listing sheets of state OES survey data 1973, 1975, 1978, for a study involving validity of developing occupational trend data for State/Area Matrix; (12) listing sheets involving development of estimates of replacement rates on work life from death, retirements, etc., for State/Area Matrix Program 1970-1978 based on Census data; (13) manual tabulations, correspondence, and background materials relating to 1970 matrix projections based on 1960 Census data carried out by the Division of Manpower and Occupational Outlook, (1959-1971); and the like.

Retention Period. Destroy when all essential information has been analyzed, tabulated, or issued, as appropriate.

150. State-Area Matrix Program Subject Files. The Analyst responsible for the former State-Area Matrix Program maintains a program subject file on this former program. One segment of the file consists of correspondence, background materials, working papers, drafts, transmittals from States, and the like involving such matters as obtaining data from States for the former central processing of such matrix data; providing instructions to States to obtain uniformity in submission of Census-based or OES-based data to be centrally processed; providing technical assistance to the States in developing and operating the State and Area matrix Programs within the States; maintaining liaison with the States through the Office of Field Operations and the BLS regional offices in carrying out this cooperative Federal-State industry-occupational employment matrix program; providing training programs for use of procedural guides aimed at obtaining uniformity in State programs; answering requests for information; and the like.

Another [illegible]nent of the program subject fil[illegible] f the Analyst consists of drafts; background materials; copies of pertinent articles; copies of special reports to which some contribution has been made, such as on robotics, and materials involving agricultural workers and statistics on agribusiness involved in the State/area matrix program; and the like.

Retention Period. Break files every 3 years. Transfer to the WNRC. Destroy when 5 years old.

Special-Research Projects Files

151. Occupational Outlook - Matrix Research and Special Projects Files. Various research or other Special Projects are undertaken in connection with the Occupational Outlook Program. Many of the projects are involved with improvement of the projections or methodology involved in deriving current base year data or target date projections for the national industry-occupational employment matrix or the economic models used in deriving projections. Other projects evaluate the accuracy of projections, may result in preparation of various articles, or other published data, or are carried out at the request of various government agencies, such as Defense Department, Department of Health and Human Services, National Highway Administration and the like. Some projects are carried out by contractors, others may be in-house projects, and for some, the division acts as a contractor for other agencies.

Typically on a one-time or recurring project such records as the following may be accumulated: copies of correspondence; computer programs in machine-readable and listing sheet format; background reference articles or publications; data sets on disk or tape comprising the source data inputted, the data manipulations, and the resulting statistical output of the project; worksheets or manual tabulations; listing sheets of various computer runs; statements of procedural methodology; comments or evaluations; progress reports; test run listings; copies of final results; and the like.

Records of such projects as the following are maintained: (1) The Triangle contract which involves obtaining 1982 tape files from some 20 States reflecting their industry-occupational employment distributions to be compared against the 1982 projections derived in 1976 to evaluate the validity of the statistical methodology; (2) the Cap-Gemini contract which developed the basic uniform computer system and programs for use in State-Area Matrix work and which provides the basic computerized system for the OES-based National Matrix (1980-1981); (3) the various industry employment impact studies to derive projections of the availability of employees in various occupations with the studies evaluating the impact of such scenarios on industries as increases in defense spending, in pollution control activities, in highway construction, or the availability of health care employees with increasing population aging, and the like. (1970-date); (4) a project to reclassify the occupational classifications of the 1950 and 1960 Decennial Censuses to make them more compatible with the 1970 Census job classifications; (5) a project to determine the compatibility of the Census-based and the OES-based matrices, (1980); (6) a project to determine training needs of employees in terms of obtaining training for job skills either before or after employees are on a job, based on special January 1983 CPS data; (7) various special projects to enhance occupational coverage or statistical methods employed in developing the National or State/Area matrices or the Occupational Outlook Handbook; (8) project on the impact of robotics on future job markets and manpower needs; (9) Occupational Mobility projects involving movements of persons in and out of jobs (1972-date); (10) such other occupational outlook projects as may be undertaken. See also Items 117 and 133.

Retention Period. Destroy after all essential information has been analyzed, tabulated, or issued, except final data sets leading to publication of survey results, with documentation. Submit SF 115 to NARA 3 years after publication of survey. If rejected by NARA, destroy immediately.

RECORDS COMMON TO ALL OFFICES OF OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS

152. Technical Reference Working Files. These are extra copies, printed materials, and working paper files of the analysts, economists, or other program personnel of the office 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.

153. Intermediate Printouts, Job Runs, Worksheets. In carrying out the programs involving development of economic growth or occupational outlook data and projections, 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 projects or biennial updates undertaken by the office. These worksheets or listing sheets can be machine processed or manually prepared and cover: administrative matters or program operations, answering complex requests for information, editing or review of data files, intermediate dumps of data files, statistical methodological development work, and the like.

This item does not apply to specific items of similar records of this office covered elsewhere in this Schedule.

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

154. Economic Growth - Occupational Outlook Machine Processing Files. Processing tape or disk files as defined by GRS Schedule 20 pertaining to the various computerized systems for developing growth or occupational outlook data or projections such as: work files, test files, intermediate input/output files, input source files, valid transaction files, special request files, and the like.

This item does not apply to specific items of similar records of this office covered elsewhere in this Schedule.

Retention Period. Apply the retention periods of GRS 20 ~~Part II,~~ Item~~s~~ 1[redacted], as applicable.

'CERPT FROM NATIONAL ARCHIVES A
RE JRDS ADMINISTRATION GENERAL RECORDS
SCHEDULE 20 23 COVERING PROCESSING
(INTERMEDIATE) ~~MACHINE-READABLE AND RELATED~~ Electronic
RECORDS

Electronic and Records common to all offices within Agencies

The following records disposition authorities cover processing or intermediate ~~machine-readable~~ and related files and were issued in General Records Schedule 20 23 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 77, 93, and 154

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule applies to disposable electronic records routinely stored on magnetic media by Federal agencies in central data processing facilities, including ones operated for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities; certain master files, including some that are components of data base management systems; and certain files created from master files for specific purposes. Items covering disposable electronic records produced by end users in office automation applications (e.g., word processing files, certain text files, and data bases developed on personal computers in support of administrative functions) are included in General Records Schedule 23, Records Common to Most Offices Within Agencies. GRS 20 and 23 do not cover all electronic records. Electronic records not covered by items in GRS 20 or GRS 23 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several of the items in this schedule are authorized for erasure or deletion when no longer needed. NARA could not establish a more definite retention that would be appropriate in all applications. The agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.	
	a. Electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records.	Delete/destroy when no longer needed.
	b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	Delete after information has been transferred to the master file and verified.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Electronic files created to monitor system usage, including, but not limited to, log-in files, password, files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Delete when no longer needed in accordance with sound business practice and agency standard operating procedures.
2.	Input/Source Records.	
	a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
	b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.
	c. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.	Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later.
	d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.	Delete after the necessary data have been incorporated into a master file.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Master Files, (Including Master Files that are Components of Data Base Management Systems) Relating to Administrative Functions.	
	Master files that: a) replace, in whole or in part, administrative records scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; and b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates; EXCLUDING those that replace or duplicate the following GRS items: GRS-1, Items 1, 21, 22, 25f; GRS 2, Item 17; GRS 12, Item 3; and GRS 18, Item 5.	Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
4.	Data Files Consisting of Summarized Information.	
	Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are: a) created as disclosure-free files to allow public access to the data; or b) created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; which may not be destroyed before securing NARA approval.	Delete when no longer needed for current business.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	Records Consisting of Extracted Information.	
	Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS-20 or approved for deletion by a NARA approved disposition job, EXCLUDING extracts that are: a) produced as disclosure-free files to allow public access to the data; or b) produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or c) produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval. For print and technical reformat files see Items 6 and 7 respectively.	Delete when no longer needed for current business.
6.	Print File.	
	Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.	Delete when no longer needed.
7.	Technical Reformat File.	
	Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when no longer needed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	Security Backup File.	
	Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.	
	a. File identical to records scheduled for transfer to the National Archives.	Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file.
	b. File identical to records authorized for disposal in a NARA-approved records schedule.	Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.
9.	Finding Aids (or indexes).	
	Electonic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Delete with related records or when no longer needed, whichever is later.
10.	Special Purpose Programs.	
	Application software necessary solely to use or maintain a master file or data base authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives.	Delete when related master file or data base has been deleted.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	Documentation.	
	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a NARA-approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the National Archives.	Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

[NOTE: See item 1a of this schedule for documentation relating to system testing.]

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. The records covered by this schedule relate to routine internal administrative and housekeeping activities. The records generally serve facilitative or informational purposes. Item 1 covers records retained by the originating office as its record of initiation of an action, request, or response to requests for information. These are not program records and are not part of official program files. They are often copies of documents submitted to other offices for action, such as budget feeder documents, purchase orders, training requests maintained by the originating office. This schedule also covers certain types of records created in electronic form on stand-alone or networked micro- and mini-computers.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Office Administrative Files.	
	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Destroy when 2 years old, or when no longer needed, whichever is sooner.

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	Word Processing Files.	
	Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:	
	a. When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to create a hard copy.
	b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115.
3.	Administrative Data Bases.	
	Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files.	Delete information in the data base when no longer needed.
4.	Electronic Spreadsheets.	
	Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:	
	a. When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to update or produce hard copy.
	b. When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	Schedules of Daily Activities.	
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.	
	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).	Destroy or delete when 2 years old.

[NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]

	b. Records documenting routine activities contining no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed.
6.	Suspense Files.	
	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	
	a. A note or other reminder to take action.	Destroy after action is taken.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
7.	Transitory Files.	
	Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.	Destroy when 3 months old, or when no longer needed, whichever is sooner.
	a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	
	b. Originating office copies of lettersof transmittal that do not add anyinformation to that contained in thetransmitted material, and receivingoffice copy if filed separately fromtransmitted material.	
	c. Quasi-official notices includingmemoranda and other records that donot serve as the basis of officialactions, such as notices of holidaysor charity and welfare fund appeals,bond campaigns, and similar records.	
8.	Tracking and Control Records.	
	Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Destroy when no longer needed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	Finding Aids (or indexes).	
	Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or sooner if no longer needed.

BUREAU OF LABOR STATISTICS
PROPOSED SCHEDULE

Listing of Permanent Records Proposed for Transfer to the Archives of the United States

OFFICE OF PRODUCTIVITY AND TECHNOLOGY

OFFICE OF The ASSOCIATE COMMISSIONER, BLS

Item 1. Program Direction File of the Associate Commissioner.

Arranged roughly alphabetic by subject. 1974 to date.

Volume: 18 cubic feet (after screening) Yearly Accretion - 4 cubic feet

Item 10. Historical Productivity and Technology Publication Files.

Arranged by subject. 1939 to date.

Volume: 16 cubic feet Yearly Accretion - 1 cubic foot

Inactive Construction and Labor Materials Requirement Survey

Item 11. Construction Labor and Materials Requirements Selected Survey Documentation Files.

Arranged by subject. 1959 - 1984

Volume: 3 cubic feet Yearly Accretion: Discontinued

Office LABSTAT Files

Item 15. Productivity and Related Measures Issued Through the LABSTAT system.

Arranged by program. 1909 to date.

Volume: Approximately 3 tapes Yearly Accretion: Negligible

DIVISION OF INDUSTRY PRODUCTIVITY AND TECHNOLOGY STUDIES

Industry Labor Productivity Studies Program

Item 22. **Central Divisional Detailed Industry Files on Published Industries.**

Arranged by SIC numbers. 1940 to date.

Volume: 120 cubic feet **Yearly Accretion: 10 cubic feet**

Item 38. **Division Labor Productivity Indexes Disk-Tape Files.**

Arranged chronologically. 1947 to date.

Volume: 1 cubic feet **Yearly Accretion: Negligible**

Government Productivity Measurement Program

Item 49. Annual Federal Civilian Productivity Survey Subject Documentation Files.

Arranged roughly alphabetic by subject. 1971 to date.

Volume: 7 cubic feet Yearly Accretion: 1 cubic foot

Item 55. Federal Productivity Survey Data Base Tapes.

Arranged by year. 1967 to date

Volume: 1 cubic foot Yearly Accretion: Negligible

DIVISION OF PRODUCTIVITY RESEARCH

Item 68. Division Publication or Issuance Files.

b. Record copies of News Releases and One-time publications not issued as Bulletins or in Monthly Labor Review.

Arranged by date. 1947 to date.

Volume: 2 cubic feet. Yearly Accretion: Negligible

Item 74. Labor Productivity and Cost Data Base Disk Files.

Arranged by date.

Volume: 1 cubic feet

DIVISION OF FOREIGN LABOR STATISTICS

Item 81. Division Statistical Publications/Issuances File.

Arranged by project. 1950 to date.

Volume: 2 cubic feet Accretion: Negligible

DIVISION OF ECONOMIC GROWTH

Item 104. Labor Force Projections Machine-Readable Files.

Arranged by date. 1978 to date

Volume: 2 cubic feet. Accretion: Negligible

Item 112. Economic Growth Data Public Tapes.

Arranged by date. 1958 to date.

Volume: 2 cubic feet. Accretion: Negligible. 1 tape per year.

OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS

DIVISION OF ECONOMIC GROWTH

Permanent record materials of the Division of Economic Growth consist of the primary products of the Division: (1) BLS numbered Bulletins issuing medium-to-long range projections of the future size and composition of the labor force, industry employment levels, and related economic trends; and (2) analytical articles published in the Monthly Labor Review explaining the projections and their implications. Explanatory methodological statements are issued as separate BLS Bulletins or segments of Bulletins.

The BLS Bulletins are printed by the Government Printing Office and should be available to the National Archives from GPO.

DIVISION OF OCCUPATIONAL OUTLOOK

Item 121. Occupational Outlook Technical Memoranda Record Copy.

Arranged by occupation. 1965 to date

Volume: 12 cubic feet Yearly Accretion: 1 cubic foot

Item 122. Division Record Copy Files of Occupational Outlook Publications. (Limited to record copy set of the Occupational Outlook Handbook issued during 1946, 1949, 1950, 1957, and 1959, in cooperation with the Veterans Administration.) It appears that later issues should be furnished National Archives by GPO.

Arranged chronologically. 1946, 1949, 1950, 1957, 1959

Volume: 1 cubic foot Yearly Accretion: None

Item 135. Record and Distribution Copy Files of the "Occupational Outlook Quarterly." Later issues should be available to National Archives from GPO. Early issues involved Veterans Administration.

Arranged chronologically. 1948-1957

Volume: 1 cubic foot Yearly Accretion: None
(Record copies only.)

Item 136. Indexes to the "Occupational Outlook Quarterly."

Arranged alphabetically by: 1957-date
(1) subject; (2) author

Volume: 1/2 cubic foot Yearly Accretion: Negligible

Item 142. Biennial National Industry-Occupational Public Matrix Tapes.

Arranged by: Industry and occupation.

Volume: 1 tape per matrix Yearly Accretion: Negligible

Item 147. National and State-Area Matrix Program Documentation Files.

Arranged by date of memoranda, 1975-1981 or type of material involved.

Volume: 2 cubic feet Yearly Accretion: None

BUREAU OF LABOR STATISTICS
PROPOSED SCHEDULE FOR THE
OFFICE OF PRODUCTIVITY AND TECHNOLOGY
AND
OFFICE OF ECONOMIC GROWTH AND EMPLOYMENT PROJECTIONS

Cross Reference to the Disposition Authorities of this Proposed Schedule to the Existing Schedule NN170-100, October 1, 1971

OFFICE OF PRODUCTIVITY AND TECHNOLOGY

Office of the Associate Commissioner, OPT

The proposed OPT schedule covers these records under Items 1-15.

Items 1-2 of the old Schedule NN170-100 appear to be somewhat applicable. They relate to Items 1 and 10 of the proposed schedule.

Item 81 of Schedule NN170-100 appears to refer to Items 12, 13, and 14 of the proposed schedule.

The remainder of Items 1-15 of the proposed Schedule do not appear to be specifically covered by NN170-100.

Division of Industry Productivity and Technology Studies

The total coverage of the proposed schedule for this Division is in Items 16-64.

Office of Division Chief

The proposed schedule covers these records under Items 16-20. Only Item 1 of Schedule NN170-100 appears to be somewhat applicable to Items 16-20.

Industry Labor Productivity Program

The proposed schedule covers these records under Items 21-41.

Only Item 80 of Schedule NN170-100 appears to be somewhat applicable to any of the records covered by Items 21-41, although Item 24 of Schedule NN170-100 could have some applicability, as well as Item 2 of Schedule NN170-100.

Technology Change Program Files

The proposed schedule covers these records under Items 42-44.

Item 79 of Schedule NN170-100 appears to relate Item 44 of the proposed schedule.

The remainder of the proposed schedule Items 16-64 do not appear to be covered by Schedule NN170-100.

DIVISION OF PRODUCTIVITY RESEARCH

The proposed schedule covers these records under Items 65-77.

Only Items 1-2 of the old Schedule NN170-100 appears to be related somewhat to Items 65, 66, 67, and 68 of the proposed schedule. The other Items of the proposed schedule for this Division do not appear to be covered in NN170-100.

DIVISION OF FOREIGN LABOR STATISTICS

Office of Division Chief

The proposed schedule covers these records under Items 78 through 80. Only Item 1 of Schedule NN170-100 appears to be somewhat applicable to Items 78-80.

Foreign Labor Statistics Records

The proposed schedule covers these records under Items 81 through 90. Only item 77 of Schedule NN170-100 appears to be somewhat applicable to any of the records covered by items 81-90. Item 77 of Schedule NN170-100 appears particularly to refer to Items 81, 82, 83, 84, and 87 of the proposed schedule.

Trade Monitoring Records

The proposed schedule covers these records under Items 91 through 94. Items 1 and 78 of Schedule NN170-100 appear to be somewhat applicable to Items 91-94 of the proposed schedule.