

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2 Jul 81/81

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

LEAVE BLANK	
JOB NO	NCL-257-81-1
DATE RECEIVED	July 2, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>withdrawn</i>	
Date	Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Bureau of Labor Statistics

3. MINOR SUBDIVISION

Office of Administrative Services - Admin. Svcs.

4. NAME OF PERSON WITH WHOM TO CONFER

Dennis H. Lindsay
DENNIS H. LINDSAY

5. TEL EXT

523-1468

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 84 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>6/15/81</i>	<i>Dennis H. Lindsay</i>	<i>Chief, Branch of Records and Space Management</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Bureau of Labor Statistics Office of Employment Structures & Trends Office of Statistical Operations Federal/State Monthly Survey</p> <p>This office collects, analyzes, and publishes detailed industry data on employment, wages, hours and earnings, and turnover of workers on payrolls of nonagricultural business establishments. It also prepares monthly estimates of State and local area unemployment for use by Federal agencies in allocating funds as required by various Federal laws. In addition, the Bureau provides current data on occupational employment for most industries for economic analysis and for vocational guidance and education planning. Data collection and preparation are carried out under a Federal-State cooperative program by State agencies using methods and procedures prescribed by the Bureau.</p> <p>The magnetic tapes listed on this disposition request contain research data in finalized form collected by the Office of Statistical Operations (Federal/State Monthly Surveys).</p>		<i>withdrawn</i>

B. Item

Programs of the Office of Employment Structures and Trends are authorized by an act of July 7, 1930, which provides that the Bureau of Labor Statistics prepare "full and complete statistics of the volume of and changes in employment..." (46 Stat. 1019) (29 U.S.C. 2)

PROGRAM ACTIVITY STRUCTURE (PAS) CODE 61

BLS Records
Schedule-1971
Item Number

Employment and Earnings (BLS-790)

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The Employment and Earnings Survey is a monthly survey which contains non-agricultural establishment data. This survey reflects persons on the establishment payrolls who received pay for any part of the pay period which includes the 12th on the month. The establishment data is collected from all 50 states. From the establishment payrolls we receive current information on the number of employees, production workers, women workers, payroll, manhours, and overtime.

Intermediate Tapes - Dispose of after subsequent data files that contain detail data have been created. (GRS-20)

Master Tapes - Transfer to the Federal Records Center when four years old. Destroy tapes when 15 years old.

Labor Turnover (DL-1219)

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Under the Labor Turnover Program (DL-1219) 40,000 establishments report on total employment, number of women workers and totals and classes of separations and accessions. Data from these reports is summarized and published monthly and annually by industrial detail for the Nation by the Washington Office and for the States and Standard Metropolitan Statistical areas by the Cooperating State Agencies. The national office also publishes an annual summary of the state and area statistics of employment hours, and earnings.

Intermediate Tapes - Dispose of after subsequent data files that contain detail data have been created. (GRS-20)

Master Tapes - Transfer to the Federal Records Center when four years old. Destroy tapes when 15 years old.

State and Area Employment

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State and Area Employment, hours, earnings and labor turnover are collected and prepared by the State Agencies in cooperation with BLS. The data is then stored on the State and Area Database. The area statistics that are collected relate to the metropolitan areas.

Intermediate Tapes - Dispose of after subsequent data files that contain detail data have been created.
(GRS-20)

Master Tapes - Transfer to the Federal Records Center when four years old. Destroy tapes when 15 years old.

Federal/State Cooperative Occupational Employment Statistics

The Federal/State Cooperative Occupational Employment Statistics survey is collected and prepared by state agencies in association with BLS. The data on these tapes is used to develop historical time-series of state and occupational data. It is also input in the development of both state and national matrices of occupational employment.

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Intermediate Tapes - Dispose of after subsequent data files that contain detail data have been created. (GRS-20)

Master Tapes - Transfer to the Federal Records Center when four years old. Destroy tapes when 15 years old.