

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-257-84-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 3, 9A, 33, 35, 42, 49, 56, 58, 73, 87(1), 91A, 91B, 92A, 93, 94(4), 102, 112(1), 113, 114, 118, 120, 122, 128, 129, 136A, 143, 144, 145, 157, 167, 168, 169, 170, 175, 186, 187, 188, 198, 199, 200(2), 201(2), 201A, 201B, 202, 203, 204, 205, 206, 207, 212, 214, 215A, 215B, 237, 245, 246, 247, 251, 255, 271

Items 95, 229, 231, 232 and 295 are obsolete

Item 82. We presume the records were destroyed

Items 1 and 4 are superseded by N1-257-11-001 item A1A

Items 9B, 11, 14, 53, 110, 111, 192, 311 and 318 are superseded by N1-257-11-001 item A1B

Items 8B, 48, 57, 77, 83, 109A, 116, 121, 124, 125, 149, 150, 162, 184, 185, 197, 208, 209, 221, 222, 236, 248 and 312 are superseded by N1-257-11-001 item A1C

Item 213 is superseded by N1-257-11-001 item A1D

Item 119(1) is superseded by N1-257-11-001 item A2

Items 238 and 250 are superseded by N1-257-11-001 item B1A

Items 8A, 55, 115, 151, 180(1), 262, 263 and 266 are superseded by N1-257-11-001 item B2A

Items 84 and 264 are superseded by N1-257-11-001 item B2B

Items 86, 217, 219, 220, 233, 243, 244, 293, 313, 314, 315 and 316 are superseded by N1-257-11-001 item B3

Items 123, 126, 165, 170, 218, 235, 265, 267B, 268B, 305, 317 and 320 are superseded by N1-257-11-001 item B4

Item 44 is superseded by N1-257-11-001 item C1

Items 43, 284 and 294 are superseded by N1-257-11-001 item C2

Items 16, 26, 27, 36, and 37 are superseded by N1-257-11-001 item D1B

Items 258 and 259 are superseded by N1-257-11-001 item D2

Item 134A is superseded by N1-257-11-001 item D3

Date Reported: 12/20/2023

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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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Item 253 is superseded by N1-257-11-001 item D4
Items 134B, 254, and 256 are superseded by N1-257-11-001 item D5A
Items 64, 69, 75, 118, 127, 147, 224, 225, 273, 274 and 275 are superseded by N1-257-11-001 item F2B
Item 296 is superseded by N1-257-11-001 item E1A1
Items 130A, 130B, 130C and 131 are superseded by N1-257-11-001 item E1A2
Item 272 is superseded by N1-257-11-001 item E1B1B
Item 70 is superseded by N1-257-11-001 item E1B2
Items 98, 99, 151, 252, 269, 288, and 310 are superseded by N1-257-11-001 item E2A
Items 68, 101, and 289 are superseded by N1-257-11-001 item E2B
Items 38, 66, 67 and 181 are superseded by N1-257-11-001 item E2C
Items 17, 63, 146, 160 and 161 are superseded by N1-257-11-001 item E2D
Items 10, 80, 119(2), 223, 226, 228, 255 and 319 are superseded by N1-257-11-001 item E3
Item 290 is superseded by N1-257-11-001 item F1
Items 132, 276 and 277 are superseded by N1-257-11-001 item F2A
Items 64, 69, 75, 118, 127, 147, 187, 224, 225, 273, 274 and 275 are superseded by N1-257-11-001 item F2B
Items 128, 129, 135, 182, 190, 191, 230, 240, 257, 260, 261, 291, and 292 are superseded by N1-257-11-001 item F3
Items 234, 241, 281 and 282 are superseded by N1-257-11-001 item G1
Items 105 and 133 are superseded by N1-257-11-001 item G2A
Items 103 and 238 are superseded by N1-257-11-001 item G2B1
Item 39 is superseded by N1-257-11-001 item G2B2
Item 74 is superseded by N1-257-11-001 item G2C1
Items 40, 74, 141, 183, 242 and 270 are superseded by N1-257-11-001 item G2C2
Items 32, 97, 146, 166, 196 and 306 are superseded by N1-257-11-001 item G3
Items 25, 31, and 239 are superseded by N1-257-11-001 item G4
Item 138 is superseded by N1-257-11-001 item G5
Items 278 is superseded by N1-257-11-001 item H1A
Items 42A and 75 are superseded by N1-257-11-001 item H1B
Items 142, 280, and 297 are superseded by N1-257-11-001 item H1B1
Items 45, 171, 172, 176, 279, 285, 286 and 301 are superseded by N1-257-11-001 item H1C
Items 22, 24, 29, 77A, 79, 154, 155, 200(1) and 201(1) are superseded by N1-257-11-

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001 item H1D1A

Items 81, 164 and 216 are superseded by N1-257-11-001 item H1D2

Item 34 is superseded by N1-257-11-001 item H2A

Items 106, 163 and 291 are superseded by N1-257-11-001 item H2B

Items 30, 108, 117, 249, 267A and 268A are superseded by N1-257-11-001 item I1A

Items 51, 52, 72, 140, 179, 287 and 303 are superseded by N1-257-11-001 item I1B

Items 173, 174, and 283 are superseded by N1-257-11-001 item J2A

Item 71, 137, 298, 299, and 300 are superseded by N1-257-11-001 item J2B

Items 2, 5, 6, 7, 12, 13, 15, 18, 19, 20, 21, 54, 96, 100, 156, 158, 159, 162, 193, 194, 195, 307, 308 and 309 are superseded by 5.1 item 010 (DAA-GRS-2016-0016-0001)

Items 28, 45, 46, 47, 59, 62, 65, 78, 88, 89, 90, 136B, 137, 148, 177, 178, 180(2), 189, 206, 210, 211, 213, 302 and 304 are superseded by GRS 5.2 item 020 (DAA-GRS-2017-0003-0002)

Item 41 is superseded by GRS 3.2 item 040 (DAA-GRS-2013-0006-0005)

Items 50, 60 and 85 are superseded by GRS 3.1 item 051 (DAA-GRS-2013-0005-0003)

Items 23, 61, 87(2), 94(1), 94(2), 94(3), 152, and 153 are superseded by GRS 5.2 item 010 (DAA-GRS-2017-0003-0001)

Items 92B, 107, 112(2), and 139 are superseded by GRS 3.1 item 020 (DAA-GRS-2013-0005-0004)

Item 104 is superseded by GRS 3.1 item 050 (DAA-GRS-2013-0005-0002)

REQUEST FOR DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK

JOB

DATE RECEIVED

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

Mar 25, 85 *Robert M. Wane*
Date Archivist of the United States

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 MANAGEMENT

ADMINISTRATIVE SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER

DENNIS 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 _____ 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
2/14/84	<i>Elaine F. Jackson</i>	<i>Departmental Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO
	<p>RECORDS PERTAINING TO THE EMPLOYMENT--</p> <p>UNEMPLOYMENT STATISTICS PROGRAM OF THE BUREAU OF LABOR STATISTICS</p> <p>(SEE FOLLOWING PAGES)</p>	
		10 ACTION TAKEN

398 items

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EXPLANATORY STATEMENTS

A. Documentation of Survey Methodology.

BLS systematically documents the methodological approaches adopted in developing and issuing its survey data in the following manner:

1. Publishing Explanatory Methodological Statements. In its larger Offices, such as the Office of Employment and Unemployment Statistics, special Divisions (The Division of Statistical Methods) have been established to provide, among other things, documentation of survey methodology. The responsibilities of such Divisions include: designing survey samples, ensuring statistical quality, measuring statistical accuracy, and preparation of Technical Notes and Sampling Statements.

Such Explanatory Statements are included in the pertinent publications of BLS survey results and describe survey scope, methodology applied, and the reliability of the survey published data in terms of both sampling and non-sampling errors. In addition, a BLS Handbook of Methods is published documenting the methodology applied to the principal programs of BLS. To ensure preservation of such methodological documentation, the record copy of the various BLS publications has been listed as permanent on the Schedule.

2. Maintenance of Internal Statistical and Procedural Manuals and Technical Memoranda. The processing of BLS survey data is organizationally decentralized within several headquarters offices, while much of the sample development and data collection and tabulation work is carried out through eight BLS Regional Offices and cooperatively with the States.

To carryout such diffused survey activities in a uniform manner requires the maintenance of up-to-date detailed procedure manual systems outlining for users how to use the systems involved or how to install the systems, and, in effect, documenting the methodology employed.

In addition to the general manualization of these operations, special procedural memoranda are issued for particular periodic or one-time surveys, again providing specific survey documentation. Such manuals and memoranda are maintained as permanent items of the Schedule.

Also, 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.

3. Documentation of ADP Operations. Special attention has been given to ensuring that necessary documentation files explaining the operations involved in producing survey results will be transferred to NARS together with any permanent machine-readable collections. The Schedule items for such documentation files specifically reference the permanent machine-readable records which are being documented by these files.

B. Long Term Tape Maintenance.

BLS will provide required maintenance procedures to machine-readable records transferred to WNRC for a period of more than 5 years storage. 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 a BLS publication in the best physical condition which will be a permanent record for eventual transfer to the Archives of the United States.

D. Micrographic Publication Standards.

When micrographic publications are to be accessioned to the Archives of the 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 to be provided.

BUREAU OF LABOR STATISTICS

OFFICE OF EMPLOYMENT AND UNEMPLOYMENT STATISTICS

a. Mission. To plan, direct, and conduct programs involving the design collection, statistical research and analysis and publication of labor force, employment, and unemployment for the Nation, covering the current situation and long-term trends; of industry employment, hours and earnings data for the Nation, States and areas; of individual establishment and summary data from the insured unemployment administrative data bases; of occupational employment patterns for the Nation and States; and of employment and unemployment data for States and areas.

b. Functions

(1) Develops an applied research, analysis, and reporting program which provides accurate, comprehensive, timely, and understandable data and interpretations relating to all aspects of labor force, employment and unemployment behavior for the Nation.

(2) Provides leadership and policy direction in the conduct of statistical analysis and research on employment programs involving employment structure and trends, industry employment statistics, insured employment and wages, estimation of labor force and employment for States and local areas, and related program areas.

(3) Plans and develops survey specifications and related program requirements; establishes program objectives, provides guidance to appropriate agencies, and monitors program implementation.

(4) Develops new methodologies and procedures for survey design, data collection and analysis; plans and directs experimental approaches to the study of specific labor force problems; and implements and directs program initiatives designed to improve employment and related data.

(5) Conducts programs of applied research and evaluation to insure the continued relevancy and reliability of the labor force statistics, and to insure the application of sound analytical techniques.

(6) Maintains close working relationships with the Bureau of the Census to insure the smooth and continuous flow of needed data to users in the public and private sectors, and with the Office of Management and Budget on matters relating to statistical standards for the programs.

(7) Serves as the Bureau focal point for management of all Federal/State cooperative employment-related programs including the establishment of statistical standards, technical assistance, and monitoring of State performance.

(8) Advises and consults with key Departmental personnel, organizations within the Department, and other government agencies in planning and implementing the statistical and economic aspects of their programs.

(9) Plans and directs special employment-related studies as requested by Congress, the Secretary of Labor, and other Federal agencies.

(10) Participates in the formulation of Bureau policy serving on the Executive Committee.

OFFICE OF THE ASSOCIATE COMMISSIONER
FOR EMPLOYMENT AND UNEMPLOYMENT STATISTICS

1. Associate Commissioner Program Executive Direction File. General correspondence file, arranged alphabetically by subjects reflecting the executive direction by the Associate Commissioner for the Employment and Unemployment Statistics Programs of the Bureau of Labor Statistics. The Office of Employment and Unemployment Statistics was formed by the merger of the former Office of Employment Structures and Trends and of the former Office of Current Employment Analysis.

The file is unique, in that it contains in one file the overall reflection of the administration of all aspects of the Bureau's employment and unemployment statistics programs. Included in the file, in addition to the records of the present Associate Commissioner, are those of his predecessor who was in charge of the Office then known as Office of Manpower Structures and Trends. The file contains the Bureau record copies of controlled policy correspondence signed by the Commissioner or Department higher levels pertaining to employment and unemployment statistics matters, Bureau record copies of committee and commissions records involving labor force statistics including such committees as National Commission on Employment and Unemployment Statistics, Business Research Advisory Council, and the Interstate Conference of Employment Security Agencies; and copies of speeches and articles of the Associate Commissioner.

It includes such subject topics as: Data Base Management, BLS Policy, 790 Benchmark Revision, Establishment History File, Information Plan 1981, Legislation, Local Area Unemployment Statistics, Microdata Policy, Position Papers, Reorganization Study Commission, and the like, and historical files on the development and transfer of the Current Population Survey data, 1942-1962.

Retention Period. Permanent. Break file every five years and bring forward active materials to the new files as required. One year later, bring the older materials together with the cut-off files of the Deputy Associate Commissioner, and retire the files to WNRC. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old. ✓

2. Chronological File. Extra copy reading file, containing a copy of all correspondence prepared in OEUS and circulated to Division Directors, and kept for convenience of reference.

Retention Period. Destroy when one year old.

3. Office Administrative File. File on OEUS budget and travel of the Associate Commissioner, together with materials on other administrative internal housekeeping matters of interest to the Associate Commissioner.

Retention Period. Destroy when five years old.

OFFICE OF THE DEPUTY ASSOCIATE COMMISSIONER
FOR EMPLOYMENT AND UNEMPLOYMENT STATISTICS

4. Deputy Associate Commissioner, Program Executive Direction File.
Executive Direction File maintained by the former Assistant Commissioner, Office of Current Employment Analysis, Robert Stein and of the present Deputy Associate Commissioner, Office of Employment and Unemployment Statistics covering the direction of such programs as employment and unemployment analysis and labor force studies.

The former Office of Current Employment Analysis has been merged into the Office of Employment and Unemployment Statistics and responsibility for certain of its programs has been placed on the present Deputy Associate Commissioner. Major breakdowns in this alphabetically arranged general correspondence file include: concurrence file of controlled correspondence signed by the Commissioner containing the official record copy; memorandums of agreement covering cooperation between the former Office of Manpower (now Employment Training Administration) and Bureau of Labor Statistics; and records on speeches and articles, colleges and universities, Council of Economic Advisors, Office of the Secretary of Labor, various organizational subdivisions of OEUS, legislation, inflation, surveys in other countries, and the like. Included also are records and reports on the major revision study of the Establishment (790) data series of the Office, 1974 to date.

Retention Period. Permanent. Break file every five years and bring forward active materials for new file. One year later, bring the older materials together with older cut-off files of the Associate Commissioner, and retire the files to WNRC. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old.

5. Office Chronological File. Extra copy of correspondence prepared in the Deputy Associate Commissioner's Office and the Divisions of Employment-Unemployment Analysis and of Data Development and Users Services maintained in chronological order.

Retention Period. Destroy when two years old.

6. Office Administrative File. Administrative file of Deputy Associate Commissioner covering travel, time and attendance, and other administrative matters of direct concern of the Deputy Associate Commissioner.

Retention Period. Destroy when two years old.

Administrative Officer

7. Office Administrative File. Office copies of administrative records maintained for immediate use of the Office of Associate Commissioner, covering personnel, budget, supplies and equipment, mail, travel, accounting, space, communications, staff utilization and other administrative matters. The official records on these administrative matters are maintained by the administrative offices of both the Bureau and Department levels.

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

Exception: (a) Personnel Name Files. Destroy three years after employee has separated.

(b) Records Disposition Files. Destroy when records concerned are destroyed.

Program Manager

8. Major Program Project File. The Program Manager is responsible for coordinating and managing a series of programs or projects, as assigned by the Associate or Deputy Associate Commissioner. Major projects are aimed at improving primary segments of the overall labor force statistics program and usually are of several years duration, involving a series of more specific projects. Such programs or projects include the Major 790 Revision Program for reviewing every aspect of the 790 Federal/State Employment Surveys of Establishments. This major project looks for ways to improve this basic statistical program, covering such aspects as the national sample, state and area samples, editing and screening procedures, benchmarking procedures, employer perception of this program, relationships with unemployment insurance data, computer systems, and the like.

The records of the Program Manager include both small collections of documentation materials including the final report, and more voluminous operational and working files. Arranged by project-1979 to date.

Retention Period.

- (a) Project Documentation Materials needed to document the changes in existing procedures and the logic involved in such improvements, including the final report(s). Permanent. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent record is 20 years old.
- (b) Project Working and Operational Records. Retain in Office for five years after close of project and retire to WNRC. Destroy five years thereafter.

9. Specific Program Management Project Files. In carrying out the function of assisting the Office of Associate Commissioner in managing and coordinating statistical programs, the Program Manager carries out various specific projects of a one-time nature, usually of relatively short duration. Such projects include the Labor Market Information (IMI) funding project aimed at devising an appropriate formula among the organizations involved for costing out various types of statistical surveys. Small amounts of long-term documentation and records are accumulated reflecting the methodology and procedures involved, the logic behind the decisions, including a final report and recommendations. In addition, more voluminous back-up working papers, operational data, and the like are accumulated on these types of projects.

Retention Period.

- (a) Project documentation materials needed to document changes in existing procedures and the logic involved in making proposed changes including the final report(s). Destroy twenty-five years after completion of project.
- (b) Project operational and working papers. Destroy five years after close of project.

10. Management Control Data File (Code 8115). Data collected by Program Manager to assist on an occasional basis in planning, coordinating, and scheduling the Establishment Data (790) Revision Program. Several hundred tracks on the OES&T 0-1 (8110) Labor Force Studies on-line disk are reserved for this particular management project. For protection purposes, data is dumped onto one tape reel, as required. Data covers the management and control of the various projects comprising the major revision of 790 Program, with emphasis on planning a PERT chart on the projects, budget needs, etc. Full documentation for this program is maintained in hard-copy records.

Retention Period.

Tape: Scratch after five years.

Disk Tracks: Scratch when no longer needed for current business.

DIVISION OF DATA DEVELOPMENT AND USERS SERVICES,
AND DIVISION OF EMPLOYMENT AND UNEMPLOYMENT ANALYSIS

Office of Division Chief, Data Development and Users Services

11. Division Chief Program Subject File. General correspondence and program direction file maintained by the Chief, Division of Data Development and Users Services (formerly Division of Labor Force Studies). The file covers such matters pertaining to development and use of labor force statistical data as the relevancy and reliability of the Bureau of Labor Statistics data series on labor force employment, unemployment, and earnings, on the various characteristics of components of the labor force, and on problems or issues of specific groups within the labor force, such as working mothers, educational attainment, and other matters. Also covered are speeches, committees, general correspondence, program plans, projects, research proposals, progress reports, and the like.

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

12. Division Chief Administrative Files. File consists of office copies of materials pertaining to such internal housekeeping matters as time and attendance, budget, personnel, travel, requisitions for supplies, equipment and services, and similar housekeeping matters.

Retention Period. Destroy when three years old.

13. Division Chief Chronological Files. Extra copy file of correspondence created in the Division of Data Development and Users Services (formerly Division of Labor Force Studies) maintained in date order.

Retention Period. Destroy when three years old.

Office of Division Chief
Employment and Unemployment Analysis

14. Division Chief Program Subject File. General program direction file maintained by the Chief, Division of Employment and Unemployment Analysis. The file covers such matters as the relevance and reliability of Bureau of

Labor Statistics labor force data series; projects of interest to the Division Chief; adjustments and revisions of data series; analysis and evaluation of data series; committees; speeches; commentary on projects, articles, etc.; CPS data revisions; seasonal adjustment; international data issues and organizations; and other program matters. It also contains materials on such administrative matters as budget, program planning, progress reports, and current administrative directives.

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

15. Division Administrative File. File consists of Office copies of materials pertaining to such internal housekeeping matters as time and attendance, correspondence and memoranda, personnel, travel, requisitions for supplies, equipment and services, and similar internal housekeeping matters of interest to the Division.

Retention Period. Destroy when three years old.

**CURRENT POPULATION SURVEY HOUSEHOLD AND LABOR FORCE RECORDS
FOR THE "EMPLOYMENT SITUATION", "EMPLOYMENT AND EARNINGS," AND
BUREAU OF LABOR STATISTICS HOUSEHOLD AND LABOR FORCE DATA BASES**

The below listed file series cover records derived mainly from the basic data obtained from the Current Population Survey (CPS) of the Census Bureau. The records are used primarily in the production of the Series A, Household Tables on labor force, employment, unemployment and earnings included in the monthly "Employment Situation" Press Release, the monthly publication, "Employment and Earnings", the historical data books based on "Employment and Earnings," and for inputting monthly, quarterly, and annual tabulations into the Current Employment and Unemployment Analysis (CEUA) production disk or into the Bureau of Labor Statistics' LABSTAT system. In addition, these records may be used as appropriate in the preparation of other special publications on the labor force issued by the divisions.

Certain of the data contained in various of these listed file series are not further tabulated by the Bureau of Labor Statistics and are not included in the publication series or machine readable data base dissemination system of BLS.

16. CPS Monthly Microfiche Labor Force Household Data Source File. This file of COM produced microfiche dating from 1977 to date is the most complete source of CPS Labor force data on households obtained from the Bureau of the Census. Prior to 1977, the file consists of microfiche obtained from hard copy printouts of the CPS Census data. Certain of the data included in this microfiche file is published in the "Employment Situation" and "Employment and Earnings" monthly. Other data is included in the machine readable Labor Force household data base, but much of the data of the file is unpublished and not placed into the automated household Labor Force data base system. This basic source file only contains CPS monthly, quarterly and annually tabulated data, and is kept apart from the microdata tape files maintained on the some 60,000 households to which CPS questionnaires are sent monthly.

The microfiche are broken down into the file for basic labor force household data, and special subject files covering such labor force characteristics as: Not in Labor Force, 1980 Census Revisions, Gross Change in Labor Force, 14-15 Year Olds and Vietnam Veterans, Black Only Employment, Reasons for Unemployment, and others as required. The fiche are standard 98 image fiche.

Retention Period. Destroy when thirty years old or after essential information has been tabulated or published, whichever comes later.

17. Hard Copy CPS Source Printouts. File consists of binders, one per month, of hard copy printouts of basic household data for eleven months of the year, and basic and special data books for the month of December. Also included are special books for the year 1981 covering the 1980 census revision data. Since monthly, quarterly, and annual data is obtained, there are seventeen printouts received each year. This is only a hard copy working reference file, and is not as complete as the primary microfiche source data file of CPS household data.

Retention Period.

(a) All years but Census Revisions years. Destroy when two years old.

(b) Census Revision years. Destroy when five years old.

18. Historical Posting Books for CPS Data. File consists of twenty-six binders containing unadjusted original microdata on labor force series obtained from the CPS. The new data for each series were handposted as obtained. While much of the data are duplicated by publications or by the primary microfiche files, the data for those series covering the years from 1962 back to 1948 are not duplicated in the main microfiche file. After the advent of COM microfiche from the Census Bureau in 1977, the file was discontinued.

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

19. Census Bureau Early Source Data Records. Originals and photostats of hand tabulations transferred from the Census Bureau after it transferred the function of labor force statistics to BLS in 1959. The collection is incomplete and contains some basic data and some special subject data such as gross change and veterans.

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

20. Monthly Seasonal Summary Books. Consists of three-ring binders containing end of year printouts from labor force data base providing unadjusted and seasonally adjusted monthly data series on the labor force. For ease of reference, the latest month's data of the current year are hand posted onto each month for the current year. As of December, a new historic printout is obtained from the automated base for next year's posting, which includes the hand posted entries for the past year. Such printouts are easily referenced working files available to all employees.

Retention Period. Destroy past year's data upon receipt of latest printout.

21. End of Year Monthly-Quarterly Seasonally Adjusted Labor Force Data Books. Working file in binders maintained for ease of reference covering both monthly and quarterly seasonally adjusted labor force data printed out from labor force data base as of year end.

Retention Period. Destroy past year's file upon receipt of current year-end printout.

22. Microfiche Record Copy of the Publication, Employment and Earnings. Document microfiche of the monthly publication, Employment and Earnings, containing published household data on the labor force derived from the CPS data, as well as establishment and other data. This chronological series is the record copy of this monthly publication for the dates covered-1954 to date.

Retention Period.

- 41
- (1) Record Copy. Permanent. Offer original camera negative and one duplicate, per CFR 101-11.509(a)(2), to the Archives of the United States in blocks of 15 years when the most recent publication is 15 years old.
- (2) All other microfiche copies. Destroy when no longer needed for current business.
- RAH
11/24/85
DWR
1/24/85

23. Printed Copy Sets of the Publication, Employment and Earnings. Printed copies of the publication, Employment and Earnings, bound and maintained in hard copy for convenience of reference.

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

24. Record Copy of Monthly Employment Situation Press Release. Binders containing Census Bureau Labor Force predecessor monthly publications up to June 1959, when Labor Force statistics were transferred to the BLS. From July 1959 to date the binders contain the record copy set of BLS of this basic monthly publication on employment, unemployment and earnings which, when released, among other data, announces the national percentage of unemployed workers. While Census may also have the earlier issues prior to 1959, this is a complete chronological set covering this basic monthly labor force issuance from its inception at Census Bureau to the present-1941 to date.

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

25. Production Papers from Monthly Employment Situation. Production overlays for preparation of monthly tables in the press release on the Employment Situation, containing unadjusted and seasonally adjusted columnar data for the various statistical series published; and from which the final publication is printed.

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

**BUREAU LABOR FORCE RECORDS FOR STUDIES
RELEASES AND PUBLICATIONS BASED PRIMARILY ON SUPPLEMENTAL
CURRENT POPULATION SURVEY DATA**

The below listed file series cover records derived mainly from Supplemental CPS data reflecting supplemental questions regularly included in special months CPS surveys, such as during March and October. These supplemental CPS inquiries, coordinated with the basic monthly enumerations, are designed to provide more detailed statistics on certain aspects of economic activity. On some studies, certain other sources as appropriate are used in addition to the CPS.

The results of the studies are usually published in a numerical series of special Labor Force Reports or Bulletins that include detailed tabulations, after appearing as articles in the "Monthly Labor Review" without the detailed tabulations. Press releases are also issued for certain studies.

The records cover primarily annual studies. In the cases of earnings data, the results are released quarterly. On certain other special characteristics of the labor force, the results are issued at less frequent than annual intervals. Some studies are one-time studies, and in some cases, the tabulated results are not published.

Among the various characteristics of persons in or not in the labor force covered by these studies are: the calendar year work experience of persons, hardship data, marital and family characteristics of workers, earnings of workers, educational attainment and earnings of workers, students, graduates, and dropouts in the labor market, absences of workers, and other special characteristics of groups of workers such as minority workers, dual or multiple job holders, working mothers, volunteers, student workers, and the like.

26. Census Bureau CPS Machine Printouts of Supplemental Data. Each of the subject matter specialists covering such areas as work experience, marital and family characteristics, education and schooling, and earnings, as well as miscellaneous worker characteristics, receives printouts from Census Bureau presenting tabulated data derived typically from supplemental data primarily asked annually in the CPS during such months as March and October. The 1980 Census revision printouts are also included in the collections of the specialists. These printouts present data in the particular subject matter area based on specifications for the data tabulations submitted by BLS to Census. Microfiche of most of the various printed tabulations are also received from Census. Unlike the other specialists, earnings printouts are received monthly, quarterly and annually.

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

27. Microfiche of CPS Supplemental Data. From 1977 to date, Census Bureau has furnished COM produced microfiche of the supplemental data on the various worker characteristics presented also in hard copy printout to the designated BLS subject matter specialists. Prior to 1977, BLS has prepared document microfiche from printouts for the most of the regularly received CPS supplemental data. Most of these special subject fiche collections date back to 1967 although there are some fiche dating as far back as 1959. The fiche are retained as the primary source file for early data in lieu of the hard copy printouts.

Retention Period. Destroy after thirty years or after essential information has been tabulated or published, whichever comes later.

28. Source Data Files for Early Years or One-Time Studies. Typically prior to 1967, CPS supplemental data on characteristics of the labor force was not included in the regular printout or microfiche collections, but was received in various other formats. In addition, there is source data for one-time special studies, occasionally published studies of various labor force characteristics, for unpublished series on the labor force, or source data for series which have been discontinued. This source data can be from the CPS or other sources as available. Some of these studies have covered summer youth employment, income and education, children of working mothers, long hours and premium pay, and other characteristics or problems of the labor force. Typically the source data is not readily available elsewhere.

Retention Period. Destroy when essential information has been tabulated or published, ~~except those studies that do not involve information covered by other items of this Schedule.~~

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RM
1/24/85

29. Record Copy of Press Releases, and Publications Other than "Employment Situation" and "Employment and Earnings". The annual, occasionally produced, or one-timed study results are typically published as press releases, as articles in the "Monthly Labor Review" or as separate special Reports or Bulletins. The separate Special Labor Force Reports or Bulletins contain detailed tabulations of data not included in the Monthly Labor Review articles. Included in the binders containing the record copy of the publications and press releases are: the numbered series of Special Labor Force Reports or Bulletins including the detailed tabulations, and issuances on such topics as: Summer Youth Employment, Vietnam Veterans, Labor Shortage Reports, Special Census Labor Force Publications, Labor Turnover Reports, Employment Situation in Poverty Neighborhoods, Urban Employment Survey Releases, and other press releases and publications.

Retention Period.

- (1) Record Copy. Permanent. Offer record copy for transfer to the Archives of the United States in blocks of 15 years when the most recent publication is 15 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

RECORDS APPLICABLE TO BOTH DIVISIONS NOT SPECIFICALLY COVERED UNDER
ITEMS 11 THROUGH 25 FOR BASIC CPS DATA, AND UNDER ITEMS 26 THROUGH 29
FOR SUPPLEMENTAL CPS DATA

30. CPS Questionnaire - Specification Files. Consist of BLS record copy files of questionnaires used in the CPS to gather the basic or supplemental data requested by BLS for monthly, quarterly, annual, or occasionally produced or one-time studies. In addition, the various subject matter specialists prepare specifications for Census Bureau outlining the content and format of the supplemental tabulated data on the labor force they desire to receive from the Census CPS.

Retention Period. Destroy when thirty years old or after essential information has been tabulated or published, whichever comes later.

31. Historical Data Book Series Tabular Data. The files consist of tabulated data leading to the publication of historical data books merging the monthly quarterly or annual published data into one time-series publication. Such historical data book publications are planned for both the basic data contained in "Employment and Earnings" and in the various supplemental data areas such as Work Experience, Education, Family and Marital Data, and the like.

Retention Period. Destroy when essential information has been published.

32. Labor Force Statistics Intermediate Worksheets. In the production of various monthly-quarterly or annual time series publications and of other special publications on the labor force or unpublished data, various intermediate tabulations are required, either for inputting data into the machine readable data base, or to serve in producing tables, mainly for various special or supplemental publications. These are intermediate worksheets, such as the Monthly Current Employment-Unemployment Analysis Manual Update Worksheets, or worksheets for such special publications as the Quarterly Employment in Perspective: Working Woman. In certain instances, these worksheets can be job run printouts reflecting special tabulations as required.

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

33. Technical Reference - Working Files. These are extra copies, printed materials, and working paper files maintained by the various economists or other program personnel of the Divisions covering their particular assigned program areas, as well as statistical procedures and methodology.

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

34. Routine Requests for Information or Publications. Correspondence files involving routine requests for information on data series or publications of the Divisions, not requiring extensive research or special tabulations. Most involve sending publications to the requestor.

Retention Period. Destroy when three months old.

35. Special Evaluation - Research Studies. Records pertaining to special one-time studies concerned with evaluation of the reliability or relevance of the data series or the need for additional series or to revise or discontinue series, as well as concerning statistical methodology, procedures and other matters involved in maintenance of the data series based on the CPS or other sources. Such records could include source data, working papers, report of findings and the like. Final reports are typically made to the Associate or Deputy Associate Commissioner.

Retention Period. Destroy two years after conclusion of project, or when no longer needed for current business, whichever comes later, except those studies that do not involve information covered by other items of this Schedule. *Final data sets leading to BLS publication of survey results (with documentation) Submit SF 258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.*

Data Services Group

**MACHINE READABLE RECORDS FOR THE HOUSEHOLD
AND LABOR FORCE DATA BASE SYSTEM**

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The basic source of information inputted into the BLS Household and Labor Force Data Base system is from the monthly Bureau of the Census Current Population Survey (CPS) of some 60,000 households.

The principal outputs of information from this program are the Table A Household tabulations of the monthly press release, "Employment Situation," Table A Household tabulations of the monthly publication "Employment and Earnings," and the historic data book series based on "Employment and Earnings", and tabulations on employment, unemployment, and non-participation in the labor force included in the various machine readable data bases of BLS. In addition, certain annual or other publications on special labor force characteristics or problems are issued as press releases, articles in the "Monthly Labor Review," or as separate numbered Reports or Bulletins based primarily on the CPS data.

The Household and Labor Force Data Base System obtains two types of magnetic tapes monthly from the Census Bureau. (1) The microdata tape files that contain public information at the individual questionnaire level, and (2) the macrodata tape files that contain tabulated summary data on various characteristics or problems of persons in or not in the labor force.

The microdata questionnaire level information is primarily maintained at the BLS Computer Center in the form of the Census tapes. The data base for the summary macrodata on some 37,000 time series on personal and labor force characteristics is maintained by the BLS Computer Center in the form of a production disk-Current Employment and Unemployment Analysis (CEAU) disk. In addition, the Computer Center also maintains data on some 26,000 of the most important of these time series tabulations as a segment of the overall BLS LABSTAT data bases.

The present computer system is primarily a disk-oriented system, and the production CEUA disk is used in producing the many household series A tabulations for the monthly and special publication series of BLS.

BLS officials understand the need to take appropriate measures, such as periodic rewriting of tapes, to maintain the usability of machine readable data maintained on tape proposed to be stored in the Washington National Records Center.

36. Current Population Survey Monthly Microtapes. Bureau of the Census transmits monthly to BLS basic tapes presently at 6250 bytes per inch density, providing sanitized data reflecting at the questionnaire level the answers to the monthly Current Population Survey made of some 60,000 households representing a sample of the U.S. population. In the months of March and October, and on other months as required, special supplemental questions are included in the survey questionnaires to provide more detailed data on certain characteristics or problems of the labor force, and are reflected in additional tapes provided during such months.

The basic CPS microtapes are available for special studies of the labor force as appropriate, while the supplemental microtapes are typically used in preparation of annual or other articles issued in the "Monthly Labor Review," as press releases, or as separate special Labor Force Reports or Bulletins containing more detailed tabular data.

The CPS basic and supplemental microtape series maintained at the Bureau of the Census have been determined by National Archives to be the official record copy of these tape series.

Retention Period.

- (a) BLS record copy set of microtapes maintained at BLS Computing Center. Destroy after twenty-five years or when essential information has been tabulated or published, whichever comes first.
- (b) Partial set maintained at BLS Computer Center. Scratch after five years or when essential information has been tabulated or published, whichever comes first.
- (c) BLS back-up complete set. Retain current and two years in office space and then transfer to WNRC. Destroy after twenty-five years.

37. Original CPS Basic Data Monthly Quarterly and Annual Macrotapes. CPS macrotapes obtained from the Census Bureau contain numerical control and summary data, reflecting various characteristics or problems of the labor force. These tapes provide monthly, quarterly, and annual summary data for use in preparing a corrected tape series at the BLS Computer Center. The corrected series provides input to the disk data base. Since only about

30,000 of the 400,000 data cells containing information on a tape are placed onto the disk, the original tapes contain untapped data available for future studies as appropriate, or as a back-up for a disk regeneration. Seventeen tapes are received during a year containing the monthly, quarterly, and annual data. COM microfiche containing even more time series data than the original macro tapes are maintained as the prime source of summary macro data on labor force time series.

Retention Period. Retain current and two year tapes in office. Then transfer to WNRC. Destroy when twenty-five years old.

38. Corrected Monthly, Quarterly, and Annual CPS Macro tapes. The corrected CPS macro tapes are used for inputting the necessary control and summary labor force data into the disk data base - The Current Employment and Unemployment Analysis production disk (CEUA). They are temporary only, and disk regeneration, if needed, can be obtained from the original Census tape series maintained for longer periods.

Retention Period. Scratch when one year old.

39. Special CPS Macro tapes Such as for the Black Labor Force Population, and Standard Occupational Classification Data. CPS furnishes monthly, quarterly, and annual tapes, seventeen per year, providing numeric control and summary data on the problems and characteristics of black workers, as well as seventeen per year macro tapes covering standard occupational classification numeric summary and control data. Certain of the data from these and other special CPS macro tapes are extracted for inputting into the CEUA data base production disk. Since only a portion of the total data on these tapes is extracted, the tapes provide a source for further studies or disk regeneration, as required. Data from these tapes is included in the monthly press release the "Employment Situation," and the monthly publication "Employment and Earnings."

Retention Period. Retain current and two years in office space, and then transfer to WNRC. Destroy after twenty-five years.

40. Seasonal Adjustment XII ARIMA Program Tapes and Related Temporary Disk and Print Tapes. Two runs of the seasonal adjustment XII ARIMA Program are typically made to seasonally adjust selected labor force time series. The end of the year run of data through December produces five years of historical seasonally adjusted data and six-months of projected seasonal factors to be applied to the next years data. The mid-year run of the data through June produces projected seasonal factors for the last six-months of a year. The program runs also produce machine readable data on temporary disk storage used to input into the CEUA data base. It also writes the print file to tape, used to produce printed reports of the results of the seasonal adjustment process.

Retention Period. Scratch after one year, or sooner if no longer needed for current business.

41. Back-Up Tapes from Disk Write-to-Tape or Disk Dump-To-Tape Operations. These tapes include the following:

- (a) Four back-up tapes created each month during the week long production cycle involved in updating monthly the CEUA data base disk, and other back-up tapes as required depending on other activity applied to production disk.

Retention Period. Scratch after ninety days except for the year-end December update tapes to be scratched after eighteen months.

- (b) One tape containing the writing of the contents of the CEUA data base disk reflecting the 1970 Census base period for the time series on the labor force.

Retention Period. Retain in office until January 1985. Transfer to WNRC and destroy January 1995.

- (c) Monthly Writing-to-Tape of Updated Contents of CEUA Disk. One tape containing the updated contents of the CEUA disk is used to load the contents to an alternate back-up CEUA production disk as needed.

Retention Period. Scratch after next month's updated back-up tape is received.

- (d) Operating Program and Control Disk Dump to Tape. One back-up tape at the primary BLS computer center comprising the weekly dump to tape of the contents of a multi-purpose on-line disk containing necessary operating and control programs for the Household and Labor Force Data Base Systems and for other systems of program offices of Budget Activity 1, Labor Force Statistics as applicable.

Retention Period. Scratch after thirty-five days.

42. Current Employment and Unemployment Analysis Productionn Disk (CEUA). The CEUA production disk, an off-line, dedicated disk at the BLS primary computer center comprises the primary Household and Labor Force Data Base for macrodata. The disk comprises two segments (1) the master file, containing constant data such as the equivalent of table headings or stubs reflecting the characteristics of the persons in the labor force, as well as locational

points or chains to the variable data and (2) the variable or data files reflecting the numeric values comprising the monthly, quarterly, and annual data for each of the some 37,000 time series maintained on the labor force. Except for revisions of the data, or corrections of errors as required, data is not removed from the disk. The data is cumulative, as each month additional entries are added to each time series as appropriate. The updated contents of the disk are written monthly onto a transmittal tape for updating, as required, a back-up disk at the alternate BLS computer center.

The contents of this disk, with proper programming, provide for the production of the Household "A" series tables of the monthly press release, "Employment Situation", the monthly publication, "Employment and Earnings", the historic data book covering the Household Series "A" tables, and for the some 26,800 series A household time series on the labor force inputted as a segment of the overall BLS data base, LABSTAT. The confidentiality of the contents is software protected.

TOTAL 8, is the present data base management program used to maintain this CEUA production disk. The disk typically is rewritten about once a year.

Retention Period. Destroy after thirty years or after essential information has been tabulated or published, whichever is later.

42A. Labor Force Segment of BLS LABSTAT Data Base. Approximately 26,800 of the most important monthly time series of data on employment, unemployment, and non-participation in the labor force based on the CPS, in original and seasonally adjusted form, plus annual averages, are maintained as the Labor Force segment of the BLS LABSTAT Data Base maintained on disk. These data are available to the public in the form of a 1-reel Current Employment and Unemployment Analysis tape file. The data are available from the inception of the various time series, often 1948, until the present time, as each new month's data are cumulatively added to the data base.

The data are readily usable, and reflect in machine readable format the major results of the BLS program for providing macro summary data on the labor force derived from the monthly Current Population Survey of the Census Bureau.

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 agreed-upon time periods, as appropriate.

(No appreciable accretion, as these are cumulative data written monthly from disk to tape.)

43. CEUA Development Disk. This disk, containing the CEUA data base of time series on the labor force based on 1970 Census of Population data, originally served as the production disk. When 1980 Census data was used to revise the data base, a new production disk was written. The 1970 Census

based development disk was reserved for testing major changes or revisions to the CEUA data base. For example, when the new TOTAL 8 data base management program was tested, it was tested on this development disk.

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

44. Multipurpose Mounted Operating Program and Control Disk. The BLS Primary Computer Center for this system maintains a mounted disk for use of Program Offices of Budget Activity 1, Labor Force Statistics containing necessary operating programs such as TOTAL 8, X11 ARIMA, and cross reference locational controls from disk to tape, and various other operating programs and controls for the Household and Labor Force System and for other systems of program offices of Budget Activity 1 as required.

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

45. Print or Publication Driver Tapes. These temporary tapes contain the data required for printing or publishing various statistical publications of the Office. They are applied to the GPO Videocomp computer driven typesetting equipment as required for preparation of publications.

Retention Period. Scratch after publication or completion of reports concerned.

46. Special Tabulation Files. Temporary Tape or disk records used to produce printouts of data for one-time studies, special ad-hoc contractual requests and the like. Printouts of the results are made available to the requestors of the data.

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

47. Household and Labor Force System Processing Files. Processing tape or disk files of the system as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like, covering records not specifically listed in items 36 through 46, above. (See page 130 of this Schedule.)

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

Data Services Group

HARD COPY RECORDS

48. General Program Correspondence File. Correspondence and related program and administrative records covering the administration of data processing services primarily covering the Household and Labor Force Data Base Management System. Records in the file include: committee materials, management information, reports, correspondence involving inquiries for data, planning materials, records on Census revisions to machine readable files, data processing methodology and procedural records, and the like.

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

49. Job Run Printout Files. Office copy of Job Run printouts in binders and in drawers reflecting the results of machine runs of various major projects for which the Data Services Group provides data processing support. The printouts include such data as tape labels, program compilations, actual summary data developed, and other information resulting from the runs.

Retention Period. Retain in office three years. Then transfer to WNRC and destroy when ten years old.

50. Documentation Files for CPS Microdata Tapes. Record copy set received from Census Bureau covering record layout and other data processing documentation descriptions for the CPS Microtape series sent monthly from Census.

Retention Period. Destroy when twenty-five years old.

51. Program Listing Binders. Documentation Binders covering the coding and other information involving the use of the various programs such as TOTAL 8, XII ARIMA, PL/I, and others involved in the Household and Labor Force System.

Retention Period. Destroy when program is no longer applicable.

52. CEJA Data Base Documentation Files. This file consists of such instructional guidance documentation materials as the control statements for the data base, definitions from TOTAL 8 generation language, the instruction manuals on the TOTAL 8 System, the code book/dictionary for labor force characteristics, and other documentary materials as required.

Retention Period. Destroy one year after the system is no longer to be used, except that materials needed to document the use of the permanent Labor Force LABSTAT time series data (Item 42A) shall be transmitted to NARS with these records.

DIVISION OF LOCAL AREA UNEMPLOYMENT STATISTICS

a. Mission. To manage a program to collect, improve and publish State and local area labor force and unemployment data.

b. Functions

(1) Establishes objectives of program within the framework of data required by legislation and for broad policy determination.

(2) Manage the collection of data for the geographic and administrative areas required by Federal agencies to implement legislation involving allocation of Federal funds, and defines labor market areas.

(3) Reviews data and certifies that they are prepared in accordance with standard procedures.

(4) Develops, tests and implements new and improved employment and unemployment estimating procedures.

(5) Publishes State and local area labor force and unemployment data, and provides them in various forms to agencies administering funding programs.

(6) Establishes program goals and objectives and provides guidance to the Bureau's project office, the Division of Training, the regional offices and other support organizations in the implementation of program goals and objectives.

(7) Prepares program memoranda, manuals, technical memoranda and other materials for use of regional offices, States and other agencies.

(8) Provides expert advice and guidance on technical and methodological matters relating to State and local area labor force and unemployment data, and advises the Bureau, Department, and Executive Branch agencies and the Congress on the availability, use and limitations of these data.

(9) Develops seasonally adjusted national weekly initial and continued claims under regular State UI program for publication.

(10) Develops procedures for estimation of employment in small (non-SMSA) areas.

(11) Develops, implements, and participates in regional and national conferences sponsored by BLS or other agencies dealing with the subject matter of the programs.

OFFICE OF THE DIVISION CHIEF

53. Division Chief Program Subject File. General program direction file maintained by the Chief, Local Area Unemployment Statistics Division. The file consists of correspondence filed by Region and State thereunder involving communications with BIS Regional Commissioners and State Employment Security agency officials concerning such matters as validity or reliability of specific LAUS estimates, estimating procedures, meetings, methods of contacting State officials, and Congressional inquiries regarding unemployment estimates and the like.

In addition, another miscellaneous alphabetic subject segment of the file consists of correspondence and related records for period 1973 - date, concerning such program matters or subjects as: Methodology-Tabular Content, UI Data Base Statistics, Updating Labor Market Information, Technical Procedures under Title II, Adjustment Procedures - Non CES States, Multi-State SMSA's, Reorganization, Legislation, Water Resources Council, Areas of Substantial Unemployment, Labor Market Information Committee (LMI), Elements of a Comprehensive LMI Program, Urban Data Task Force, Issue Papers, On-Site Reviews, OMB A-46 Requirements, and the like.

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

54. Division Administrative Files. Administrative files of the Division comprising correspondence and related materials arranged by subject containing office copies on such administrative matters as personnel, training, organizational changes, general correspondence, requisitions for supplies or equipment and services, time and attendance, and similar internal housekeeping matters of interest to the Division.

Retention Period. Destroy when three years old with exception of personnel name files which should be destroyed one year after separation of employee.

55. Manual for Developing Local Area Unemployment Statistics and Related Standard Program and Standard Program Regional Issuances. This file covers the "Handbook" manual which comprises the basic BIS methodology and concepts to guide the states in preparing state and local area unemployment statistics, known as the "Handbook" method. The Handbook was originally prepared in 1950 by the former Bureau of Employment Security and by 1960 was formalized as the "Handbook on Estimating Unemployment". In 1979 BIS issued its revised Manual for Developing Local Area Unemployment Statistics which, as revised provides the basic uniform procedures for this Federal-State cooperative statistics program for estimating unemployment.

In addition, BLS issued to both the States and to the BLS Regions formal numbered Standard Programs (SP) and Standard Program Regions (SP-R) instructions providing supplementary guidance to the "Handbook" as well as guidance on methodological areas not covered by the "Handbook."

The record copy of the manual consists of four binders:

1. A copy of the 1960 BES Handbook and available revisions thereto.
2. An unrevised copy of the 1979 BLS Manual.
3. An updated copy of the 1979 BLS Manual with all revisions inserted.
4. A binder with a copy of the revisions to the BLS Manual.

In addition, the record copy of the SP and SP-R files, covering numbered issuances for the years 1975 to date are included. These files are serially numbered beginning each year.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in 5 year blocks when the most recent record is 20 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

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

Retention Period. Destroy when five years old.

LOCAL AREA UNEMPLOYMENT STATISTICS (LAUS) RECORDS USING
THE CPS AS A MAJOR SOURCE, INCLUDING RESEARCH ACTIVITIES

The BLS uses CPS macrodata received on a monthly, quarterly, and annual basis from the Census Bureau as one of the principal sources for developing and publishing monthly and annual time series data on the labor force and unemployment at the State and local area geographical levels. At the sub-state level, LAUS data primarily from other sources than CPS, is developed for Standard Metropolitan Statistical Areas (SMSA's), counties or equivalent, cities of 50,000 or more population, and certain administrative areas.

This data is used, among other purposes, for determining eligiblity for or for allocating Federal funds involved in such economic assistance programs as CETA (JTPA), PWEDA, and the like.

Because the CPS is presently derived from a sample of some 60,000 households, the statistical reliability of certain of the LAUS data obtained

from the CPS for State and most local geographical areas is not precise enough to meet BLS publication standards.

On a monthly basis, the CPS sample IAUS data is precise enough to meet BLS standards for ten large States and the areas of New York City and Los Angeles-Long Beach. On an annual basis, in addition to these areas, CPS revised data is used for deriving IAUS estimates for the remainder of the States, and for some thirty SMSA's and eleven cities published for information purposes only.

The IAUS data derived directly from CPS is included as a table for ten large States in the monthly Press Release Employment Situation and as ten State segments of tables for all States published in the monthly publication Employment and Earnings and the monthly Press Release, State and Metropolitan Area Employment and Unemployment. It is also used in the annual publication Geographic Profile of Employment and Unemployment, as well as for certain data in the monthly microfiche published at Government Printing Office providing needed IAUS data for administering certain Federal economic assistance programs.

The CPS derived IAUS data for all States and local areas, together with data from other sources is maintained in an automated IAUS-CPS and Research data base at the primary BLS Computer Center. This data base is used for research projects on the relevance and reliability of IAUS data, as well as for such uses as to answer specific requests for unpublished IAUS data, to provide input for published IAUS data, to monitor "Handbook" developed estimates, and to prepare certain publications or tables based on the CPS data.

The research work of this group of IAUS personnel is primarily concerned with long-term efforts at changing or replacing the current mixture of methods and procedures for deriving IAUS estimates, with emphasis on the use of CPS data to improve the reliability of the estimates.

57. Branch Chief (Unit Supervisor) Program and Administrative File. The file consists primarily of general correspondence and other program records reflecting methodology and procedures used in making IAUS estimates with emphasis on the use of CPS data as the basis for State estimates, as well as records on research projects to improve the reliability of estimates and office copies of administrative records of interest to the branch chief. Some of the subjects included in the file are: Computer Information, BLS Code Manual, CPS Sample Size Estimates, CPS Monthly Estimates, Employment-Agriculture, Handbook - 70 Steps, Project Status Reports, SMSA Information, and Tabular Specifications.

On the whole, the file reflects the day-to-day supervision of the economists who are responsible for preparation of IAUS estimates based on the CPS as well as for the detailed statistical methodology involved and for the research into more reliable methods for developing IAUS estimates.

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

58. CPS State and Local Area Microfiche Source Data File. The file consists of monthly, quarterly, and annual Census Bureau COM produced microfiche providing

CES tabular estimates by Census Region and Division, State and local area, of population, labor force, employment and unemployment from which are derived certain LAUS estimates in ten large states, and other statistical data as required. From 1977 to date the microfiche have been COM produced. From 1967 to 1977, the standard fiche were produced from document microfilming of CES paper printouts. The fiche file serves as the principal non-machine-readable source for CES-based LAUS estimates. Both a record copy set and a working copy set are maintained.

Retention Period. Destroy when thirty years old or after essential information has been tabulated or published whichever comes later.

59. Hard Copy CES Source Data Printouts. Prior to 1977, the CES Census Regional, State and local area population, labor force, employment and unemployment source data was received in hard copy printout format. While document microfilming of these printouts has been completed, the printouts provide a more convenient and readable format for deriving LAUS estimates as required from CES data. Since 1981, no hard copy printouts of CES data have been received.

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

60. CES Specification File. Binders containing BIS specifications sent to Census Bureau for formatting tapes for the LAUS program. As changes are made in data requirements or tape formats, new specifications are prepared as needed.

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

61. Census Total Population Publication Series. These Census publications, providing State and sub-state population data extrapolated from the Census of Population, serves as source data for LAUS estimates or research projects as required.

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

62. Annual Average and July 1st Census Population Estimates. The file consists of annual averages and July 1st extrapolated data from the 1980 Census of Population. The data is used in the LAUS program as controls for making annual revisions to the CES annual averages prior to development of the annual Benchmark for the "Handbook" prepared employment/unemployment estimates and for deriving data for the annual Geographic Profiles publication. Also included are various other Census tabulations and sampling data.

Retention Period. Destroy when essential information has been tabulated.

63. ETA Unemployment Insurance Claims Source Data Publications. The file consists of copies of the ETA publications, Unemployment Insurance Claims, and Unemployment Insurance Statistics serving as source data for LAUS program statistics.

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

64. Working File for 10-State LAUS Table in Employment Situation. The file consists of background materials and intermediate tabulations leading to the development of the ten State labor force and unemployment data table included in the monthly Press Release, The Employment Situation, and also used in the development of the LAUS data in the Employment and Earnings monthly.

Retention Period. Destroy when two years old.

65. Special Research - Evaluation Projects. The file consists of records pertaining to special research projects concerned primarily with evaluation of the reliability or relevance of existing LAUS statistical methods and procedures for maintaining LAUS data series based on CPS or other sources. Such records could include source data, machine printouts of job runs documenting the use of machine-readable data, intermediate worksheets or working papers, and reports of findings and recommendations, and the like. Typically such projects reflect in-house research with reports being made to the Associate or Deputy Associate Commissioner covering possible ways to replace or otherwise improve present methods of obtaining official LAUS estimates.

Retention Period. Destroy two years after conclusion of project or when no longer needed for current business, whichever comes later, except ~~these studies that do not involve information covered by~~

~~other items of this Schedule.~~ Final data sets leading to BLS publication of survey results (with documentation). Submit SF 258 to NARA three years

LOCAL AREA UNEMPLOYMENT STATISTICS CURRENT POPULATION SURVEY

AND

RESEARCH DATA BASE SYSTEM MACHINE-READABLE RECORDS

after publication of survey. If rejected by NARA, destroy immediately. Ret 1/24/85

The machine-readable records for the LAUS CPS and Research Data Base System are maintained within the LAUS Division by an economist responsible for planning for CPS-LAUS data usage. The actual records are maintained at the BLS primary computer center, and involve tape, disk, and IBM 3850 mass storage records.

The CPS derived data used in the preparation of official LAUS estimates is also included in the LAUS Official Estimate Data Base, although the CPS-Research Data Base is used in preparation of such published data as the 10-Large State Tables in the monthly press release, The Employment Situation, and for the preparation of the Annual Publication, Geographic Profiles of Employment and Unemployment.

Other uses of this CPS derived data base involve various research projects on improving the LAUS estimating procedures.

66. CPS Regional State and Local Area Macrotapes Source File. Census Bureau has furnished the State-local area data on population, labor force, employment and unemployment in the form of monthly, quarterly, and annual average tapes for years 1978 to date, presently at 6250 BPI. This data is now the prime source for deriving CPS-based LAUS monthly and annual estimates for the various publications and for entry into the CPS LAUS-Research data base. Presently, seventeen tapes per year are being received for the monthly data and quarterly and annual averages.

A working set of the tapes is maintained at the principal BLS Computer Center and a record copy set at the alternate Computer Center.

Retention Period.

Record Copy Set. Retain at Computer Center ten years, then transfer to WNRC. Destroy when twenty-five years old or after essential information has been tabulated or published, whichever is sooner.

Working Copy Set.

- (1) Monthly and Quarterly Tapes: Scratch after two years.
- (2) Annual Average Tapes: Scratch after five years.

67. Census Survey of Income and Education Microtapes. The file consists of seven microtapes reflecting data obtained from the Census Survey of Income and Education, 1976. These tapes provide source data primarily for research projects of the LAUS program and for other purposes.

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

68. Input Punch Cards and Tapes for LAUS CPS-Research Data Base. The file consists of punch cards or tapes containing in machine-readable format selected data presently included in the CPS machine printouts covering the 1967-1977 time period, that has been determined as appropriate for entry into the CPS-Research Data Base.

Retention Period. Destroy after successful input of the data into the appropriate disk file.

69. Preliminary CFS Data Extract and Computer Processing and Control Files for CFS Based LAUS Publications and Data Base Input. The files consist of entries onto a dedicated disk pack (presently an IBM 3380), and if too voluminous, entries onto IBM 3850 mass storage files. In addition, the files consist of machine printouts documenting the status of the machine-readable records of this disk oriented computer system.

These files are used in the preparation of the CFS-based annual publication, Geographic Profiles of Employment and Unemployment, and the monthly Press Releases of LAUS data, such as for the 10-State Table on the Employment Situation, and for segments of the State and Metropolitan Area Employment and Unemployment tables. In addition, these files provide data for input into the LAUS CFS-Research Data Base containing time series data.

There are three principal categories of records maintained in these files: (1) files involving the LAUS data extracted from the CFS monthly, quarterly, and annual macrotapes including computed values; (2) processing files descriptive of the LAUS CFS-based characteristics of the labor force-unemployment; and (3) preliminary processing files covering coding, computation formulas, and a general descriptive of the CFS data extraction processing.

Retention Period. For machine-readable disk and mass storage records and related documentary machine printouts.

- a. Files involving CFS extracted or other pertinent data: Scratch six months after essential information has been tabulated or published.
- b. Processing files involving characteristics of the labor force - unemployment. Scratch six months after revision of appropriate CFS tape package (specifications).
- c. Preliminary processing - control files:
 - (1) Printouts: Destroy after essential information has been tabulated or published.
 - (2) Machine-Readable Files: Scratch after revision of appropriate CFS tape package (specifications).

70. LAUS CFS and Research Data Base. The file consists of about 4,800 tracks of data sets on the same dedicated disk pack at the BIS Computer Center that presently also contains the previously described item (Item 69).

The CFS is the primary source of the some 250,000 time series descriptive of the LAUS labor force, employment and unemployment statistics in the data base. Other sources of data inputted into this database include: State unemployment insurance data, data derived from "Handbook" estimating procedures, employment and training administration data, Bureau of Economic Analysis data, and various Census Bureau population data.

This data base supports the publication of the CPS-based annual Geographic Profile of Employment and Unemployment report, and the CPS based data in the pertinent press releases or other publications. It is a repository for time series of CPS and component Handbook data for use in making official State and area unemployment estimates, for monitoring performance of Handbook LAUS estimating procedures, and for research in improved methods of estimating unemployment in States and local areas.

The disk data base is comprised of a master file segment and individual time series descriptive of various characteristics of the LAUS labor force-employment, and unemployment statistics. The master file segment includes characteristics descriptions for each time series, a sequence number file that translates the characteristics to numeric codes, and series master linkage or locational control files to all the data files.

The four individual series data files contain data stored on a weekly or monthly or quarterly, or annual basis. Except for corrections of errors or revisions of the existing data, data is not removed from the disk. The data is cumulative from 1967 to date depending on the particular time series, and additional entries to the time series are made periodically as appropriate.

TOTAL 8 is the present data base management program used to maintain this LAUS CPS-Research data base, and the confidentiality of its contents is software protected.

Retention Period. Destroy after thirty years or after essential information has been tabulated or published, whichever is sooner.

71. Back-up Tapes from Disk Write-to-Tape or Disk-Dump-to-Tape Operations.

- (a) One tape containing the write out, 1970 to date, of the time series reflecting the six months seasonally adjusted ten state and local area unemployment data contained in the press release, the Employment Situation.

Retention Period. Scratch after three update cycles.

- (b) Two tapes reflecting after each update, the disk-to-tape write out of the contents of the LAUS CPS-Research Data Base comprising the three master files segments and the four individual time series segments.

Retention Period. Scratch after three update cycles.

- (c) Two to four tapes, depending on the status of the disk, reflecting the contents of the dedicated LAUS CPS-Research disk to tape dump, including the data base, the programs, the preliminary extracted data, and the processing and control data sets. Usually dump operations occur twice a week.

Retention Period. Scratch after three update cycles.

(d) One tape at the primary BIS Computer Center and a copy maintained at the alternate Computer Center containing disk-to-tape write out from the data base of selected data sets as required to obtain more economical machine-readable storage than expensive disk pack.

Retention Period.

- (1) Primary Computer Center Tapes. Scratch when thirty years old or when essential information has been tabulated or published, whichever is sooner.
- (2) Alternate Computer Center Tape. Destroy when no longer needed for current business.

72. Documentary Materials for Machine-Readable CFS LAUS Data and for LAUS CFS and Research Data Base. The file consists of various hard copy documentation materials such as: CFS table outlines, CFS record layout for CFS tapes, CFS full table listings, Systems Maintenance Manual descriptive of the LAUS CFS and Research Data Base System, listings of programs involved in the System, and file maintenance documentation records such as disk pack table of contents, tape storage lists, back-up run documentation and the like.

Retention Period. Destroy when the system or the programs are changed or redesigned, when listings are updated and replaced, or when no longer needed for current business, as applicable.

73. Print or Publication Driver Tapes. These temporary tapes contain the data required for printing or publishing the annual Geographic Profiles of Employment and Unemployment publication or other publications as required. They are applied to the GPO Videocomp computer-driver typesetting equipment.

Retention Period. Scratch after publication of data concerned.

74. Seasonal Adjustment X11 ARIMA Program Tapes and Related Temporary Disk.
Two runs of the seasonal adjustment X11 ARIMA Program are made to seasonally adjust the 10-State CFS LAUS data. The end of the year run of data through December produces five years of seasonally historical adjusted data and six months of projected seasonal adjustment factors to be applied to the next year's data. The mid-year run of the data through June produce projected seasonal factors for the last six months of a year. The program runs also produce data on temporary disk storage for entry into the LAUS CFS-Research Data Base.

Retention Period. Scratch after one year, or sooner if no longer needed for current business.

75. Special Tabulation Files. The file consists of temporary mass storage or disk records used to produce printouts for one-time research studies, special contractual requests, or special searches of machine-readable files involving complex requests for LAUS-CPS information. Printouts of the run results are made available to the persons requesting the data.

Retention Period. Scratch after all essential information has been tabulated, except those studies that do not involve information covered by other items of this Schedule. Final data sets leading to BLS publication of survey results (with documentation): Submit SF 258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.

76. LAUS CPS and Research Data Base Systems Processing Files. Processing tape or disk files of the System as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files and the like, covering machine-readable records not listed in items 66 through 75 above. (See page 130 of this Schedule.)

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

**LOCAL AREA UNEMPLOYMENT STATISTICS RECORDS
USING STATE EMPLOYMENT SECURITY AGENCY -
SUPPLIED DATA AS A MAJOR SOURCE**

The BLS uses State employment security agency-supplied data as a major source for developing State and local area unemployment estimates in 40 States, the District of Columbia, Puerto Rico, and some 5,000 local sub-state areas with the exception of the New York City and Los Angeles-Long Beach areas. The LAUS estimates for these two local areas and for ten large States are derived directly from the Current Population Survey of the Census Bureau.

Estimates on State and local area Employment in 40 States and the sub-state areas are derived principally from the monthly 790 Establishment Survey (CES). The 40 State and the local area labor force estimates are derived by aggregating the employment and the unemployment estimates.

The unemployment, employment, and labor force estimates for 40 States and the sub-state areas, when combined with the ten large State and the New York City-Los Angeles estimates, serve as the official estimates used in determining the eligibility for an allocation of Federal funds for certain economic assistance programs as required by law. The BLS developed State and local area unemployment estimates have been used by such agencies as ETA (Employment and Training Administration) or EDA (Economic Development Administration) in allocating funds.

Each month, with the exception of the estimates for ten large States and the two local areas based on CPS, State employment security agencies furnish the Division of Local Area Unemployment Statistics with estimates of State and the local area unemployment using BLS uniform statistical standards based primarily on the 1979 Manual for Developing Local Area Unemployment Statistics. These LAUS estimates cover State totals and such sub-state areas as SMSA's, counties or equivalent, cities of 50,000 or more, and certain "administrative or programmatic" areas for the CETA program (now referred to as the JTPA program - Job Training Partnership Act of 1982).

At present a few States send the estimates in the form of magnetic tapes or by direct telecommunications between their computers and the BLS Computer Center. The majority of the States still furnish the LAUS data in hard copy format. BLS reviews and analyzes the State-furnished estimates to insure compliance with the BLS methodologies and concepts. Because of deadlines, the States furnish preliminary LAUS estimates for the current month and, as needed, revised estimates for the previous month based on more complete returns. The States also furnish back-up data to aid the LAUS Division in its review of the State estimates.

BLS presently disseminates the official estimates on State and local area labor force, employment, and unemployment as follows:

1. The monthly Press Release State and Metropolitan Area Employment and Unemployment.
2. The 10-State labor force, employment and unemployment table in the monthly Press Release, Employment Situation.
3. The State and metropolitan area unemployment table in the monthly Employment and Earnings Report.
4. Cumulative monthly microfiche publications and the annual microfiche publication at the GPO entitled Employment and Unemployment in States and Local Areas. A hard copy edition of this annual microfiche publication is also available (1981 to date).
5. A printed annual publication for the CETA (JTPA) program, Employment and Unemployment in Areas Potentially Eligible Under CETA as Areas of Substantial Unemployment.

(Prior to 1981, from 1975 to 1980, two monthly microfiche publications and two microfiche and hard copy publications were issued through the national Technical Information Service as follows:

CETA Area Employment and Unemployment, and State, County, and Selected City Employment and Unemployment.)

6. The LABSTAT machine-readable data base time series on Unemployment and Labor Force - State and Area, providing from 1976 to date, official estimates on the States, the District of Columbia and Puerto Rico, and some 5,000 sub-state areas covering civilian labor force, employment, unemployment, and unemployment rates.

77. Branch Chief (Unit Supervisor) Program and Administrative Files. The file consists of program and administrative records reflecting the day-to-day supervision of the monthly and annual production cycle in the development of official LAUS estimates, as well as in the intermittent production of estimates as requested by outside agencies. It includes general correspondence records, records pertaining to answering requests for information or publications, materials on methodology in developing estimates including benchmarking and six months CPS moving average logs of incoming State estimates and schedules covering all details in the branch and the data processing offices in the monthly production cycle of LAUS official estimates. It also includes copies of administrative records of interest to the Branch Chief, Regional correspondence and drafts of instructional materials for the Standard Program (SP) and Standard Program - Regional (SP-R) series.

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

77A. Record Copy of Microfiche of LAUS Publications. The file consists of the record copy of the GPO-produced and former NTIS-produced microfiche covering cumulative monthly published LAUS data on labor force, employment and unemployment, and annual published benchmarked data covered by the publication, Employment and Unemployment in States and Local Areas, as well as for the special annual publication, Employment and Unemployment in Areas Potentially Eligible Under CETA as Areas of Substantial Unemployment, and its predecessor publications. The microfiche also cover the former annual publication, State, County, and City Employment and Unemployment. Distribution copies of the microfiche are also maintained.

Retention Period.

- a. Record copy of microfiche. Original camera negative and one duplicate per 41 CFR 101-11.509(a)(2).
 - (1) Permanent. Offer for transfer to the Archives of the United States in blocks of 15 years when the most recent publication is 15 years old.
 - (2) All other microfiche copies. Destroy when no longer needed for current business.

78. Printed Copies of Microfiched LAUS Publications. The file consists of printed copies of the various LAUS official estimate publications also maintained in microfiche format for record copy purposes. The printed sets are maintained for ease of reference.

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

79. Record Copy of the Publication, Geographic Profile of Employment and Unemployment. The printed record copy of the annual CPS-based publication, Geographic Profile of Employment and Unemployment, provides State estimates and information estimates for some 30 SMSA's and eleven cities. From 1971 through 1975, the publication covered only certain States, but from 1976 to date, the increased sampling of households by the CPS has permitted the inclusion of all States in the publication. Distribution copies of this publication are also maintained.

Retention Period.

- (a) Record Copy. Permanent. Offer for transfer to the Archives of the United States in blocks of 15 years when the most recent publication is 15 years old.
- (b) All Other Copies. Destroy when no longer needed for current business.

80. Edit-Scan Printouts on Status of LAUS Official Estimate Data Base. The file consists of thick printouts received daily on the status of the LAUS official estimate data base reflecting the daily changes to the data base as State supplied estimates are received during the monthly production cycle of LAUS estimates. These printouts are distributed to the various economists of the branch. They are assigned specific regions for edit, scan and analysis purposes to determine the reasonableness of the State-supplied estimates by such methods as comparing them against last months and the previous years estimates, and other statistical analytical techniques.

Retention Period. Destroy all printouts when replaced or obsoleted, with the exception of the end of the month production cycle printouts which should be retained until no longer needed for current business.

81. State and Metropolitan Area Employment and Unemployment Press Release File. This monthly press release contains the initial preliminary estimates on LAUS unemployment and employment as well as for employees on non-agricultural payrolls by industry division. It also includes the revised estimates for the previous month as well as the month's estimates for the previous year.

After the preliminary monthly estimates are revised the following month, the estimates are included in the microfiche publications, as well as the following month's press release. The revised monthly estimates are further revised during the annual benchmarking procedures. The record copy of these press releases is covered by Item 201C.

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

82. Files Former Unit Supervisor, Kenneth Hazelbaker. The file consists of correspondence and related records, maintained primarily by subject, covering both production of official LAUS estimates and research into methods for improving existing procedures. The file covers the period 1973-1980, and reflects the day to day direction of the economists and other professional personnel in preparing LAUS estimates. The file contains various special LAUS materials received from the States such as Special Monthly Labor Market Information reports 1976-1977, and FY 1980 Designation of Areas of Substantial Unemployment for use in the CETA programs LAUS statistics. It also includes special LAUS reports transmitted by Governors of States for allocation of Federal funds using optional methods (ORS) under Section II of the Public Works and Economic Development Act (1977-1979), and out-going reading files covering the period 1976 through the first quarter of 1979.

The file includes such subject captions as: Areas of Substantial Unemployment, Consistency of Procedures in State Estimates, New EDA Areas, Extension of Anti-Recession Fiscal Assistance 1979, Monthly CPS Estimates, 1973 CETA Regulations, and Census Data.

Retention Period. Bring forward active materials to current files, and destroy remainder by January 1988, or when no longer needed for current business, whichever comes sooner.

**RECORDS PERTAINING TO RESEARCH ON METHODS AND CONCEPTS
FOR ESTIMATING STATE AND LOCAL AREA UNEMPLOYMENT
EMPHASIZING PRIMARILY IMPROVING EXISTING "HANDBOOK" PROCEDURES**

This segment of the LAUS program covers both research and administrative actions aimed at improving existing Handbook and other methods and concepts for developing official State and local area unemployment statistics with emphasis on use of employment insurance claims data.

The program includes such activities as projects to improve LAUS estimates, with some carried out directly by BLS, but mostly carried out by the States under LAUS supervision with BLS contracting with the States to carry out the projects.

These projects include: (1) those concerning statistical operational improvements in the State unemployment reporting operations, such as the major 1975 project to improve State Unemployment Insurance Claims Data Bases, or the State Non-Resident Claims Data Exchange System Project (NCDES).

(2) The other type of State contracted projects involve methodological research into various aspects of State unemployment reporting systems, such as the Youth Population Ratio Project, projects on estimating agricultural unemployment, or on estimating the exhaustion of unemployment insurance claims.

Other aspects of the work include monitoring the State project contracts with BLS; monitoring through BLS Regional Offices the compliance of the States in using "Handbook" procedures for producing State and local area unemployment statistics, maintaining the BLS 1979 "Handbook" Manual for Developing Local Area Unemployment Statistics, approving State applications for use of atypical procedures in submitting unemployment estimates, and providing to ETA as required, weekly seasonally adjusted unemployment insurance claims statistics.

83. Branch Chief (Unit Supervisor) Program and Administrative Files. The file consists of program and administrative records reflecting the day-to-day supervision of the research and administrative activities of the branch. It includes correspondence and related records, covering such matters as monthly report of activities, issues papers on NDES project, procedural data on UI Claim project, mail, personnel, training, report on NDES project, and the like.

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

84. State Atypical Procedure File. The file consists of application forms and related correspondence submitted by the States requesting the use of specific procedures for estimating unemployment that deviate from those of the approved "Handbook" method.

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

85. Unemployment Insurance Project Contract Documentation Files. To date, some 120 contracts have been entered into between BLS-IAUS and the various States covering State-run projects with Federal funding and supervision. These projects primarily involve the development of improved methods and concepts by States for reporting State unemployment insurance claims data used in preparing IAUS estimates, as well as for improving procedures for maintaining State data bases for unemployment insurance claims reporting.

A documentation book has been established for each contract including in addition to the contract, such records as contract proposals, related correspondence, cost estimates, reports on financial status, program reports, and the like.

Retention Period. Set up separate file for active and closed contracts folders. Retain closed contracts folders in office five years after closure. Then transfer to WNRC. Destroy ten years after closure.

86. State UI Data Base Project Results (Deliverables). This file is primarily in the form of printouts of the revised State Unemployment Insurance Claims data bases reflecting the improvements to the data bases made as a result of the better programs developed during these completed contracted projects.

Retention Period. Retain in office one year after close of project. Transfer to WNRC and destroy 10 years after close of project.

87. State Research - Methodology Contract Project Results (Deliverables). The files consist of tabulations and reports containing findings and recommendations of the States regarding the proposed improvements of State methods in preparing IAUS estimates based on UI claims data. After receipt of a project report, IAUS prepares a preliminary summary of it which is distributed to the BLS Regional Offices. Final adoption of any of the State proposed specific changes in IAUS estimating procedures is dependent on the completion of all of the methodological projects now in process so that the entire group of recommendations can be analyzed as a whole by IAUS, and accepted improvements can be entered into the IAUS instructional issuances.

Retention Period.

(1) Record Copy Set. Retain in office until completion of all segments of the total contracted methodological research projects. Then, after analysis, transfer to WNRC and destroy ten years later.

(2) Other Sets of Project Results. Destroy when no longer needed for current business.

88. State Contract Monitoring Subject File. This file consists of working materials, drafts of SP-R issuances, background materials relating to UI claims operations, legislation, materials on contracting procedures, printouts on monitoring the status of contracted projects, and records pertaining to special small projects, such as railroad unemployment insurance statistics, and the like.

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

89. Research Results of Predecessor Agencies. Research study results on methodology in estimating unemployment in States and local areas carried out by predecessor agencies such as the Bureau of Employment Security or the Manpower Administration.

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

90. Extra Copy of CPS-LAUS Data on Microfiche. The file consists of an extra copy set of CPS-LAUS data submitted by Census Bureau on COM microfiche retained for possible research uses.

Retention Period. Destroy after essential information has been tabulated.

91. Major LAUS Project Files. Major projects are those undertaken, usually of several years duration, at improving important segments of the "Handbook" method for estimating State and local area unemployment. Such projects include, for example, the 1975 project for improving State Unemployment Insurance Claims Reporting Data Bases, the current 1982 re-survey of the State Unemployment Insurance Claims Reporting Data Bases, or the Non-Resident Claims Data Exchange System. Typically, these are projects designed to improve the operations or administration of State systems for reporting unemployment insurance claims, or for making major methodological changes.

These records can include questionnaires, State submissions, working papers, correspondence, computerized data bases for summarizing project results, printouts, background materials and reports containing results of the projects.

Retention Period.

- (a) Project Documentation Materials. These can include reports and other records needed to document the proposed changes and the logic behind survey recommendations. Destroy twenty-five years after completion of project, except ~~those projects that do not involve information covered by other items of the Schedule~~ Final data sets leading to BLS publication of survey results (with documentation): Submit SF 258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.
RTH 1/24/85
- (b) Project Operational and Working Papers. Destroy ten years after completion of project or when essential information has been tabulated, whichever comes sooner. If voluminous transfer to WNRC and destroy when ten years old.

92. Specific Short-Term Projects. These files relate to specific short term projects undertaken by LAUS aimed at improving the operation of State Unemployment Insurance Claims reporting or for making relatively minor methodological changes. The records can include the types enumerated for major projects, but typically the volume is much smaller.

Such projects could include those concerned with exhaustion of UI benefits by claimants, Youth Population Ratio studies, estimation of agricultural unemployment claims, and the like.

Retention Period.

- (a) Project Documentation Materials. Destroy fifteen years after completion of project, except those projects that ~~do not involve information covered by other items of the Schedule~~. Final data sets leading to BLS publication of survey results (with documentation): Submit SF258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.
- (b) Project Operational and Working Papers. Destroy three years after completion of project or when essential information has been tabulated, whichever comes sooner.

93. On-Site Monitoring Files. The files document the LAUS central office program for monitoring, by BLS Regional Offices, of compliance by States to prescribed "Handbook" methods for estimating State and local area unemployment. Each year a review package comprising instructions to regions and a questionnaire is sent to each region for use in monitoring compliance to the "Handbook" at the State level and at one SMSA.

After receipt back of the completed questionnaire from the Regions, an analysis is made of the replies. A report is sent back to Regions for each State outlining any corrections needed for compliance and further follow-up.

If corrections are not possible, States are expected to file applications for Atypical Procedure Approvals by the Branch Chief.

Retention Period. Retain current and past year files in the office. Transfer annually the oldest years file to WNRC and destroy after storing for three years.

94. Seasonally Adjusted Weekly Unemployment Insurance Claims Files. These files document the statistical activity of LAUS in applying seasonal adjustment factors to raw data on weekly unemployment insurance claims statistics reported to LAUS by ETA. Using a modified X-11 Program, the Data Services Group furnishes LAUS with a printout indicating the appropriate seasonal adjustment factors to be applied to the raw data for the fifty-two weeks of the year. Each week after applying the seasonal factors, the results are transmitted to ETA which issues the official press release. An informal press release is issued by LAUS providing the data on initial claims for the week, and totals of persons claiming benefits, along with related unemployment data.

The results are entered into a disk data base at the BLS computer center, which maintains time series data on weekly claims from 1967 to date.

Retention Period.

- (1) Informal Press Release. Destroy when no longer needed for current business.
- (2) Seasonal Factors Printout. Destroy upon receipt of next years printout.

- (3) Weekly Printout of Data Base. Destroy when one year old.
- (4) Disk Data Base. Destroy after twenty-five years or after essential information has been tabulated or published, whichever is later.

95. New York State Unemployment Insurance Claims Tapes. The file consists of some 40-1600 BPI tapes covering 1979 New York State Unemployment Insurance claims filings sent to LAUS headquarters as possible source data for methodological research.

Retention Period. Scratch when essential information has been tabulated.

LAUS RECORDS COMMON TO ALL DIVISION OFFICES

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

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

97. Intermediate Printouts/Job Runs, Worksheets. The files consist primarily of machine printouts documenting various job runs of machine-readable files for various aspects of the LAUS program. Such uses could include various program or statistical methodology development activities, seasonal adjustment printouts, printouts of runs for 10-State tables or other more detailed CPS extract data runs, geographic profile publication runs, printouts from monitoring the adequacy of the CPS sampling procedures, printouts reflecting the status of the data bases or disks at the BLS Computer Center, and various manual or other intermediate worksheets used in the LAUS program. Worksheets or job runs may also reflect the answering of requests for information involving special searches of the LAUS machine-readable tapes or disks.

The workfiles of the economists or mathematicians of the Division basically are machine-run oriented, although various intermediate manual tabulations can be maintained in connection with various research projects involving long or short-term research into the reliability of official estimates and various techniques for improving present procedures or replacing such procedures.

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

OFFICE OF SURVEY PROCESSING,
DIVISION OF FEDERAL/STATE MONTHLY SURVEYS,
RECORDS PERTAINING TO THE LAUS OFFICIAL
ESTIMATES DATA BASE SYSTEM

The Division of Federal/State Monthly Surveys, Office of Survey Processing, provides the Division of Local Area Unemployment Statistics with data processing services for the production of official State and sub-state LAUS estimates as well as for benchmarked annual LAUS estimates or intermittent estimates as required. It also provides mailing and collection services for the monthly mail-out of machine-generated reporting forms sent presently to the thirty-six States that do not report in machine-readable format such as direct computer-to-computer telecommunications reporting or transmittal of magnetic tapes.

It maintains the LAUS Official Estimates Data Base on IBM 3850 mass storage equipment. The data base is used in the production of the various publications in hard copy or microfiche formats for all States, District of Columbia, Puerto Rico and some 5,000 sub-state areas, as well as to furnish LAUS official estimates time series data from 1976 to date to the LAESTAT Data Base.

It furnishes daily printouts of the data base to the LAUS Division officials concerned with analyzing and editing the State supplied estimates to permit them to make such corrections as required to the State supplied estimates. It also maintains certain administrative types of information needed in making official estimates.

This data base includes State data supplied for the LAUS estimates derived from CPS data of the Census Bureau as well as LAUS data for the forty States, District of Columbia, Puerto Rico, and the some 5,000 sub-state areas supplied by the States using the "Handbook" method relying primarily on unemployment insurance statistics.

The tape, disk, and mass storage records for this system are maintained at the primary BLS Computer Center rather than in this office. This system is software protected for confidentiality, but the data supplied to LAESTAT is available in a less restricted format to the public on tape, after the release date for the latest LAUS estimates in the data base.

98. State-Supplied LAUS Monthly Source Data Estimates Hard Copy File. The file consists of reporting forms presently received each month from the thirty-six States still reporting LAUS estimates in hard copy format. These estimates cover unemployment insurance claims data, "Handbook" estimates inputs and six-month moving average extrapolation data. In addition, any correction forms received from LAUS Division officials are included. This source data is sent to contractors for keypunching into machine-readable format prior to filing, arranged by State.

Retention Period. Destroy when two years old or when essential information has been tabulated or published whichever comes sooner.

99. State-Supplied LAUS Annual Benchmark Source Data Hard Copy File. The file consists of the annual State-Supplied Benchmark source data reports revising as required the official LAUS estimates. Such revisions can go back as far as 1976, causing a complete revision of the LAUS Official Estimate Data Base. The file covers only those States still reporting in hard copy format. Arranged by year and State thereunder.

Retention Period. Destroy when two years old or when essential information has been tabulated, or published, whichever comes sooner.

100. Log Book Controlling Mail-Out Receipt of LAUS Hard Copy Reports. The file consists of a computer prepared log book controlling the mail-out and receipt of hard-copy LAUS estimated received from the States.

Retention Period. Destroy after completion of the monthly production cycle.

101. LAUS Input Macro Tapes. The file consists of LAUS input tapes, monthly or annual benchmark, received either directly from States, from the alternate BLS Computer Center for those States transmitting reports by direct computer-to-computer telecommunication techniques, or from various contractors who keypunch to tape the State-supplied data received on hard copy forms. The data is inputted into the mass storage LAUS official estimate data base at the primary BLS Computer Center.

Retention Period. Reuse after successful entry into the data base.

102. Official LAUS Estimates Data Base File. This file on an IBM 3850 mass storage device, consists of two segments - a master file and a variable data file segment. The master file segment consists of characteristics data, data reflecting characteristics codes, and locational control data. The variable file segment consists of the LAUS time series data from 1976 - date reflecting the State and sub-state unemployment, employment, civilian labor force, and unemployment rate data, with coding to define the characteristics such as the geographic levels covered.

The data from this file, is extracted monthly for entry into the LABSTAT data base, which contains the same data in more readily accessible format. Data is also extracted monthly and annually into print or driver tapes used for printing the monthly published data, the annual Benchmark revised data, or for preparing the COM microfiche of the data.

This data base contains any of the data included in the CPS-IAUS and Research Data Base necessary for making official IAUS State and sub-state estimates covering all States, District of Columbia, Puerto Rico, and some 5,000 sub-state areas.

Because of the nature of the annual benchmarking procedures, the time series data has been revised back to 1976 during the revision process. In effect, the entire data base is revised each year.

The data base is software protected for confidentiality. TOTAL 8 is the present data base management system used.

Retention Period. Destroy when thirty years old or when essential information has been tabulated or published, whichever is later.

103. IAUS Data Base Segment of the BLS LABSTAT Data Base. All the data sets of the IAUS Official Estimates Data Base are extracted monthly for entry onto the IAUS Data Base segment of the LABSTAT Data Base. These data include both the monthly and annual IAUS statistics covering the States, District of Columbia and Puerto Rico and such sub-state areas as SMSA's, counties, cities of 50,000 or more, and certain administrative or programmatic areas for the CETA (JTPA) program. They indicate for each area, official estimates of unemployment, employment, labor force, and unemployment rate.

The IAUS data in the LABSTAT data base is in a more readily accessible format than in the IAUS official Estimates Data Base. The only restrictions on release involve publication release dates, but after official release of the information, the data is open to all purchasers.

Retention Period. Permanent. Write-to-tape, and offer for accession 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 agreed-upon time period, as appropriate.

104. Back-Up Tapes From IAUS Official Estimate Data Base, Write-To-Tape or Dump-To-Tape Operations. These tapes include the following:

(a) End of year write-out tape reflecting the status of the IAUS Official Estimate Data Base prior to applying the annual Benchmark revision program which revises the contents of the data base. Since the entries to the data base are cumulative, each year's write-out is complete in itself; 1976 to date.

Retention Period. Destroy after twenty-five years or when no longer needed for current business, whichever is sooner.

(b) Daily Data Base Write-Out. One tape reflecting the status of the IAUS Official Estimates Data Base at the end of each day's entries during the monthly production cycle.

Printouts of the status of the data base are also produced daily during the production cycle and are forwarded to the appropriate LAUS Division officials.

Retention Period. Scratch after five days.

(c) End of month Production Cycle and Annual Benchmark Run Write-Out Tapes. These tapes serve also as print or driver tapes after the end of the monthly LAUS official estimate production cycle or the annual benchmarking production cycle for the production of hard copy publications or the COM generated microfiche covering LAUS unemployment, employment and labor force statistics.

Retention Period.

(a) Monthly Back-Up Tape. Scratch after receipt of next month's tape.

(b) Benchmark Back-Up Tape. Scratch when two years old.

105. LAUS Official Estimates Program File. The file on disk consists of the necessary software to operate the LAUS Official Estimates System such as TOTAL 8 data base management program, or the software editing package used in making the six-month moving average run or the Annual Benchmark run, or for indicating percentage of change from previous estimates, and the like.

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

106. Special Tabulation Files. Temporary disk or mass storage records used to produce printouts or tapes for one time research studies, special ad-hoc contractual requests, or for complex requests for information. Printouts of the results are sent to LAUS Division officials for internal requests, while magnetic tapes of the results are forwarded to outside requestors.

Retention Period. Scratch after essential information has been tabulated.

107. Job-Run Printout File. The file consists of printouts reflecting such data as the program listings, files used and the processing procedures. The voluminous daily edit-scan LAUS data are not included in this internal job run file.

Retention Period. Destroy when three year old or when no longer needed for current business, whichever comes later.

108. LAUS Official Estimates Data Base System Documentation Files. These documentation files consist of such instructional materials as: record layouts for the master file and variable file segments of the mass storage data base, specifications for software, TOTAL 8 instructional materials, code book/dictionary, table of contents for mass storage, tape storage lists, and program listings and the like.

Retention Period. Destroy one year after system is no longer to be used, except that materials needed to document the use of permanent LAUS official estimates LABSTAT data series (Item 103) are to be transmitted to NARS with those records.

109. LAUS Official Estimates System Processing Files. Processing tape or disk files of the System as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering records not specifically listed in items 98 through 109 above. (See page 130 of this Schedule.)

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

DIVISION OF OCCUPATIONAL AND
ADMINISTRATIVE STATISTICS

a. Mission. To manage a program of data collection, applied research and analysis to provide statistics on industry occupational structure, including the development of information on occupational employment in industry based on collection of data in periodic establishment surveys, and provision of data on total employment and wages covered by unemployment insurance program.

b. Functions

1) Plans, develops and maintains a program of periodic establishment-based statistics on occupational employment; develops survey specifications and related survey requirements for surveys of occupational employment by industry.

(2) Develops standards, methodology, and procedures for the collection, analysis and publication of establishment-based statistics on occupational employment and UI covered employment and wage data; provides guidance to cooperating State agencies in the development of survey and administrative data and monitors results.

(3) Has responsibility for the preparation of national estimates of occupational employment by industry. Plans and conducts special studies and prepares reports on significant occupational-related problems, including occupational patterns in major sectors and industries for publication or in response to requests from other government agencies.

(4) Plans, develops and maintains a system of data on total employment and wages covered by unemployment insurance programs; develops specifications for editing and tabulating quarterly data from employer contribution (tax) reports.

(5) Plans, develops and maintains a system of data on employment and wages of individual firms and establishments covered by unemployment insurance programs; develops specifications for editing and tabulating data from micro records; manages maintenance of files for multi-purpose uses, including survey sampling and analysis.

(6) Plans and provides for the publication of quarterly covered employment and wage data in Employment and Wages.

(7) Established program goals and objectives and provides guidance to Bureau project offices, the Division of Training, the regional offices and other support organizations in the implementation of program goals and objectives.

(8) Conducts a program of applied research and analysis on trends and patterns in occupational employment and covered employment and wages by industry at the national level and by geographical area.

(9) Provides expert advice and guidance in subject fields, including SIC matters, to other groups in the Bureau and the Department, to other agencies, to business organizations, labor unions, universities and the general public.

(10) Develops, implements and participates in regional and national conferences sponsored by BLS or other agencies dealing with the subject matter of the programs.

In carrying out these functions, the Division conducts two distinct statistical systems: (1) Occupational Employment Statistics (OES) surveys, and (2) surveys on employment and wages covered by unemployment insurance (the ES 202 surveys).

OFFICE OF THE DIVISION CHIEF

110. Division Chronological Files. The file consists of a copy of the correspondence and other documents prepared in the Division, circulated, and then filed by date.

Retention Period. Destroy when five years old.

111. Division Program Subject File. The file consists of correspondence, and related records pertaining to the program direction and administration of regular and special occupational employment surveys, as well as other divisional matters such as ES 202 program related activities.

The file covers such program matters as: monthly progress reports, minutes of OES meetings, committee and conference records such as North American Conference on Labor Statistics or National Commission on Employment and Unemployment Statistics, comments on OES procedure manuals, standard occupational classifications, speeches by manpower personnel, sampling techniques, State comments on survey operations, publication standards, OSHA survey occupational coding, regional office correspondence, work plans, and Federal/State cooperation.

The file also covers certain administrative matters such as personnel, orientation and training, position classification, and other internal administrative matters.

The file is basically alphabetically by subject and reflects various aspects of the development of the OES program.

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

* 112. Special OES Surveys Files. The files reflect the hard copy records created or accumulated in carrying out special non-cyclical OES surveys such as the 1972-73 Job Openings-Labor Turnover Survey, 1978-80 Job Openings Survey, Education Services Survey 1978, and Hospital Survey 1980. The records can involve those concerned with the administration of the survey, typically those maintained by the survey director, and the operational or working papers accumulated in connection with survey design, questionnaire and sample design, determining industry and occupational coverage, making estimates, drafting reports, controlling receipt of data, and the like. Typically the administrative records can include such topics as: OMB clearance, Department clearance, budget, cost estimates, computer cost records, State contracts, pre-test, definitions, meetings, correspondence, status or progress reports, sample counts-response rates, response analysis tabulations, background material, and the like.

Retention Period.

- (1) Survey Administrative Records. Destroy when twenty-five years old or when essential information has been tabulated, whichever is first, except those surveys that do not involve information covered by other items of this Schedule. *Final data sets leading to BLS publication of survey results (with documentation): Submit SF25.*
- (2) Survey Operational Records. Destroy when essential information has been tabulated or two years after completion of survey, whichever is first. *to NARA three years after publication of survey. If rejected by NARA, destroy immediately.*

RECORDS PERTAINING TO OES SURVEYS

The Occupational Employment Statistics Program (OES) of BLS is a Federal/State cooperative survey effort presently in cooperation with both State Employment Security agencies and the Employment and Training Administration of the Department. The program generates statistics on employment by detailed occupation and industry.

Each year, over a three year cycle, BLS will conduct an OES mailed survey through the State Employment Security agencies. One year the survey will cover selected establishments in manufacturing industries; the next year in non-manufacturing industries; and the third year in selected trade, transportation, communications, utilities, and government services industries.

While the States actually draw the samples, mail-out questionnaires, and tabulate the results, BLS provides the questionnaires and uniform statistical procedures and methods, and publishes national occupational employment statistics by industry. The States publish their own State and sub-state statistics. In order to achieve complete national coverage, BLS will actually mail out questionnaires and tabulate survey results in the few States that are unable to participate in the annual survey.

In addition to these, regularly scheduled annual OES surveys, BLS conducts special occupational surveys as needed such as the 1978-79 Job Opening Survey, the 1978 Education Survey, and the 1980 Hospital Survey to meet specific requirements for data. The OES National Survey publications began in 1971, but the national publication program was not fully operational until 1977. From 1973-1976 only individual State survey publications resulted from these OES surveys.

While the Division of Occupational and Administrative Statistics is primarily responsible for the OES surveys, the Division of Federal/State Monthly Surveys, Office of Survey Processing, is responsible for the data processing work involved.

*note 1/24/85
DWH
1/24/85*

The Division of Occupational and Administrative Statistics maintains the record copy of the hard copy documentation available on this OES program, as well as a set of pertinent machine-readable records, primarily on magnetic tapes at the primary BLS Computer Center. In addition, the Division of Federal/State Monthly Surveys maintains machine-readable records on the OES surveys at the primary BLS Computer Center. These machine readable records consist of State supplied survey data and control records, as well as BLS survey estimates and processing files.

Each current occupational employment survey, whether a regularly scheduled manufacturing, non-manufacturing, or trade, etc. industry survey, or current special one-time surveys, such as the 1978-80 Job Openings survey, results in the generation of relatively uniform types of records under present survey methodology and procedures.

The existing records, reflecting the pilot or developmental surveys of the 1960's or early 1970's when the program was in its beginning phases, are of a more unique nature, as the survey methodology and procedures were being formulated and developed.

Typically each current Federal/State annual survey involves: the generation of computer-based questionnaires and sampling patterns, the pre-testing of the questionnaires and data collection procedures, the issuance to BLS Regions and States of a specific numbered instructional memorandum for the survey supplementing the BLS national survey operations procedural manuals, the questionnaire mail-out to sample establishments by States and follow-up activities as required, the tabulation by States of the individual establishment data, the transmission to BLS by States of magnetic tapes containing the survey results, the computerized tabulation of State results by BLS to develop national estimates on occupational distributions in each industry, the editing by BLS of establishment data to insure confidentiality, the computerized formatting of tables for BLS national publications, and the computerized printing of BLS national publications.

Occupational Employment Statistics Hard-Copy Records
Maintained By OES Personnel

113. Record Copy of OES National Survey Publications. The file consists of the record copy of each of the national survey publications on occupational employment survey results of the regular annual manufacturing, non-manufacturing, or trade surveys, as well as results of special occupational surveys, such as the 1978-80 Job Openings survey. File covers 1977 to date, and has negligible accretion. File is arranged by date of publication.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in blocks of 15 years when the most recent record is 15 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

114. State Occupational Employment Survey Publications. The file consists of a set of reproduced or printed copies of State publications providing State and sub-state results of OES surveys. States voluntarily send the publications to BLS after completion of OES surveys. The file is primarily arranged by State and by year thereunder.

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

115. OES Numbered Memorandum File and Occupational Employment Statistics Manual. The file consists of the record copy of reproduced OES numbered memorandums sent to Regions and States through the Office of Field Operations providing specific instructions on the carrying out of cyclical annual or special occupational employment surveys. It reflects the national uniform approach BLS maintains in carrying out those cooperative Federal/State surveys. Accretion to the file is negligible; 1977-to date. In addition to these individual survey instructions, the Occupational Employment Statistics Operations Manual provides overall guidance for those surveys, the record copy of which will be offered for transfer to National Archives.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in blocks of 5 years when the most recent record is 20 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

116. OES State Correspondence Files. This general correspondence and related records file, covering relations with the States, the District of Columbia, and Puerto Rico, reflects the carrying out by States of various OES surveys. In addition to a general correspondence folder for each State, a State breakdown can include such topics as comments on mailing list, validation of data, experimental project, progress reports, pre-test data, covering letters, publicity, or comments on OES manual. The file is arranged alphabetically by State.

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

117. OES Questionnaire Record Copy Files. Binders containing file copies (four copies each survey) of the long and short-form survey questionnaires used in regularly scheduled or special OES surveys. From thirty to fifty questionnaires may be used in a particular OES survey.

A microfilming program is under consideration for preparing on a current basis microfiche record copies of questionnaires in lieu of paper. Document microfilming of the backlog of existing questionnaires is also being considered. If applied, the microfilming would be in accordance with 41 CFR 101-11.5, and the backlog of paper records would be destroyed. The below retention period would then apply to the microfilm record copy.

Retention Period. Destroy when thirty years old or after essential information has been tabulated or published, whichever comes later.

118. OES Current Questionnaire Stock File. The file consists of multiple copies of questionnaires, from thirty to fifty long and short-form numbered questionnaires per survey, used in the regularly scheduled or special occupational employment surveys.

Retention Period. Destroy after completion of survey and filing of questionnaires into the record copy set.

- * 119. Annual Cyclical OES Surveys File. The files reflect the hard copy records created or accumulated in carrying out the three year annual cyclical OES surveys of manufacturing industries, non-manufacturing industries, and trade, transportation, communications, utilities, and government service industries. The records can include those concerned with the administration of the survey such as those maintained by the survey director, and the operational or working papers accumulated in connection with survey design, questionnaire and sample design, obtaining of State data, data collection, determining industry and occupational coverage, making estimates, drafting reports, controlling receipt of data, and the like. Typically administrative records can include such topics as: OMB clearance, budget, cost estimates, computer cost runs, pre-test activities, definitions, meetings, correspondence, status or progress reports, sample counts response analysis, background materials and the like.

Retention Period.

- (1) Survey Administrative Records. Destroy when twenty-five years old or when essential information has been tabulated, whichever is first. If volume warrants, offer for transfer to WNRC after retaining in office for seven years after close of survey.
- (2) Survey Operational Records. Destroy when essential information has been tabulated or four years after completion of survey, whichever is first.

- * 120. OES Supplemental "All Other Category" Survey Reports and Special Questionnaires. The files consists of the establishment reports from various surveys of occupations placed under the "All Other Category" and thus not easily broken out by predetermined job files. These records contain "confidential" information in that they identify individual establishments. In addition on special surveys, questionnaires are sometimes sent to Washington.

Retention period. Destroy after essential information has been tabulated or four years after completion of survey, whichever is sooner.

121. Regulated Industry Survey Administrative File. The file consists of correspondence, reports of meetings, and related records pertaining to Bureau efforts to coordinate with such agencies as FCC, ICC, CAB, in obtaining occupational employment statistics. Under the OMB direction, the aim was to avoid duplicate reporting by such regulated industries, by having the regulatory agency obtain the occupational employment data needed by BLS at the same time they were obtaining regulatory data from such industries as airlines, railroads, communications industries, and the like.

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

- * 122. Early OES Survey Administration Records. The files consist primarily of records reflecting the administration of these early pilot or other surveys leading to the development of the current survey procedures and methods for annual or special surveys. Such surveys include the 1970 Printing and Publishing Industry Survey, 1970-71, Metalworking Survey, 1968 Computing and Accounting Machine Survey, 1967-698 Communications equipment survey, 1971 Survey of Manufacturing, and 1973 Survey of non-manufacturing industries. Typically, the records on a survey can include such folder captions as: OMB (Bureau of the Budget) Clearance, Department Clearance, State response rates, pretest, questionnaires-instructions, mailing list of establishments, sample selection, comments, response analysis, end of survey report, special tabulations, correspondence, background information on SIC classified industries, and the like.

Retention Period. Destroy when twenty-five years old or when essential information has been tabulated, whichever is sooner, except ~~these surveys that do not involve information covered by~~ Final data sets leading to BLS publication of survey results (with documentation). Transfer to WNRC if volume warrants in 1985.

- * 123. Pretest-Survey Files. The file consists of copies of questionnaires, instructions, reports from regions, and other sources, and other records reflecting, carrying out of pretests of surveys, to assist in validating the questionnaires, the sampling procedures, the definitions, industry classifications, and other aspects of survey methodology prior to a full scale mail-out of questionnaires on a survey. Such records can include pretest materials on the 1973 Trade Survey, the 1973-74 State and Local Government Survey, and other pretests undertaken to develop approved survey methodology to provide adequate statistical results. Such pretest materials sometimes are filed together with other records on a survey, and sometimes are filed separately.

Retention Period. Destroy when essential information has been tabulated.

124. State Progress Reports. The file consists of formal monthly progress reports, arranged by State, of the status of the various State/Federal occupational employment surveys.

Retention Period. Destroy when five years old.

REM 1/24/85 publication of survey.
If rejected by NARA,
DUR 1/24/85 destroy immediately.

- * 125. Job Run Machine Printouts Maintained by OES Supervisor. The file consists of books of printouts reflecting various job runs of OES survey machineable data used by the OES Supervisor to answer complex requests for information, to validate the design of various survey procedures or validity of statistical results to be obtained, and for developing various survey techniques and procedures. Such printouts do not reflect the final results of surveys that are published in national publications.

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

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

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

- * 127. OES Intermediate Printouts, Job Runs, Worksheets. In carrying out or designing occupational employment surveys or in developing other required statistics, various economists or other program personnel obtain printouts or job runs from various machine-readable files, typically of an intermediate nature, or develop manual worksheets as required to answer complex requests for information and the like. These are typically intermediate or working papers type records needed to obtain final statistical results, and cover such areas as questionnaire design, sample determination, status reports and the like.

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

- 127A. Special Request Records. The files consist of printouts, tabulations, related correspondence, and other records pertaining to answering complex requests for information, for preparing statistical estimates on occupational employment under contractual arrangements, or for preparing such special estimates as those done for the Department of Energy on Scientific and Technical Personnel.

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

OFFICE OF SURVEY PROCESSING (OSP)
DIVISION OF FEDERAL/STATE
MONTHLY SURVEYS
National OES Mail Out Records

- * 128. Non-Cooperating State OES Questionnaires Files. The file consists of questionnaires returned from the Office of Survey Processing mail-out of questionnaires to cover States not cooperating in an annual or special OES survey. Both long forms and short forms are included. The questionnaires are arranged by assigned serial number. Separate files are maintained for complete and non-responding returned questionnaires. If non-responding, only the front page with the computer prepared address label is kept and any correspondence regarding reasons for non-response. The volume of questionnaires filed depends on the type of survey and the number of States not cooperating in the mail-out.

Retention Period. Transfer to WNRC after completion of receipt of survey questionnaires and valid inputting into computerized system. Destroy after storage of four years.

- * 129. OES Survey National Mail-Out Central Machine Listings. The file consists of various types of machine listings obtained to control the mail-out by OSP of OES questionnaires. Such listings include the original full label address printout of all questionnaires mailed, the address correction listing for entering corrections, and the bi-weekly status listings reflecting the status of receipt of questionnaires and other control listings as required.

Retention Period:

- (1) Label address listings, address correction listings, and final status listings of received questionnaires. Transfer to WNRC after completion of receipt of survey questionnaires and valid inputting into computerized system. Destroy after storage of four years.
- (2) All other repetitive control listings - Destroy upon receipt of revised or updated listings.

**MACHINE-READABLE RECORDS PERTAINING
TO OES SURVEY PROGRAM**

Machine-readable records on the OES Survey Program, primarily magnetic tape, are maintained both by the OES personnel of the Division of Occupational and Administrative Statistics of the Office of Employment and Unemployment Statistics, and by the Federal/State Monthly Survey Division of the Office of Survey Processing. The Office of Survey Processing has the primary responsibility for the data processing operations, and it generates and transmits tapes as requested, to the OES program personnel.

**OES Machine-Readable Records Maintained
By Division of Federal State Monthly
Surveys, OSP**

The Division of Federal/State Monthly Surveys of this Office is presently in a transitional procedural status, in that it is now revising and improving its present system for obtaining machine-readable data from the States, as well as combining individual State reports on a survey to lessen storage problems.

Until recently, each State involved in each annual cyclical OES survey sent four tapes to the BLS on each survey as follows:

(a) One tape known as the Initial Control File. It listed all establishments picked by the State in the sample and to which the State had mailed a questionnaire.

(b) One tape known as the Final Control File which indicates what actually happened at each sampled establishment, such as whether it returned the questionnaire, the follow-ups made, etc.

(c) One tape known as the Data File. This is the micro tape containing the reported data on occupations by industry from each establishment responding.

(d) One tape known as the State Estimate File. It contained the macro data aggregated occupational employment estimates for the State from which the State survey publications were based.

Approximately 200 tapes per survey were obtained from States each year under this system; known as the batch survey system.

Under the recently revised, improved Survey Processing Management System (SPAM), only one combined tape containing all control data on the reporting status of each sampled establishment together with the occupational employment data reported by each establishment (a master tape) is obtained from each State per survey.

In addition, each State still sends in to BLS one tape per survey containing the aggregated State estimates of occupational employment by industry.

In addition to the receipt of State tapes, the OSP generates various tapes used in preparing national estimates of occupational employment by both two-digit and three-digit SIC industrial classification codes. Some four tapes of such aggregated estimates are prepared per survey.

Also various intermediate operational tapes are generated per survey such as parameter tapes, sample table tapes, and benchmark unemployment insurance tapes, as well as various update tapes containing revisions or corrections the OES program staff desires to make to State supplied data, as well as OSP editing of State supplied data.

Under the old batch system various intermediate processing tapes were required to match and enter data into the final control and data files. Now under the revised system, fewer such intermediate tapes are required to merge the data into the combined master file.

The OSP is also improving procedures to reduce the volume of old OES tapes stored at the BLS primary Computer Center. A program is underway to combine the data reported under the old batch system by each State on a tape per State basis into one combined survey tape for all States. This covers the combined control file, data file and the State estimates file. Plans are underway to combine the individual State files stored for previous surveys and greatly reduce the stored volume of tapes.

At the time of the writing, about 2,400 OES tapes of the Office of Survey Processing were being stored; as well as some 660 tapes stored by OES program personnel. In addition, OSP maintains one dedicated disk at the Primary BLS Computer Center used mainly for storage of the many programs involved in the OES system as well as a mountable disk used for special tabulations and/or data processing operations.

- * 130. State Supplied OES Survey Tapes, Batch Processing System. Under the Batch Processing System now being phased out, each State furnishes OSP three separate tape files per survey, in addition to the State Estimates file. These are the Initial Control File Tape, the Final Control File Tape, and the Reported Data File tape containing responses from each establishment responding to the survey.

The initial Control File tape provides identifying and benchmark information on each establishment selected in the sample, and to which a survey questionnaire has been mailed. The Final Control file tapes indicates the response status of each establishment contacted as well as indicating any changes in the identifying and control fields, as well as additional establishments. The reported data tape contained the actual responses of each establishment to the particular questionnaire mailed to that establishment in the survey, and is held confidential.

Under the Survey Processing Management System (SPAM) now being phased in to these OES surveys, all three of these State tape files are being combined into one State Master File tape.

For those States not cooperating in a survey, under the Batch Processing System, OSP generates an Initial Control File, a Final Control File, and Data File covering all the multiple States not cooperating.

A program is now underway to combine the separate tapes from each State for OES surveys into one combined tape for all States per survey. It covers the State data files, and a stripped down version from 295 characters to 40 characters per establishment of the Final Control File tapes.

A copy of the final combined data and control tape files is sent to the OES Branch personnel.

Retention Period.

- (a) State Establishment Micro Data Tapes. Destroy when twenty-five years old or when essential information has been tabulated, whichever is sooner. Transfer to WNRC earlier year individual State tapes not yet combined into one all State tape per survey.
- (b) Final Control File Tapes. Destroy when twenty-five years old or when essential information has been tabulated, whichever is sooner. Transfer to WNRC earlier year individual State tapes not yet combined into one State tape per survey, or not yet stripped of voluminous address characters.
- (c) Initial Control File Tapes. Transfer to WNRC after completion of a survey and store for four years. Destroy four years after completion of survey.

- * 131. State Supplied OES Master Tapes, State Processing Management System (SPAM). Under the SPAM System, now being phased into OES surveys, each State will furnish one combined Master tape per survey containing data similar to that contained in the three separate files of the Batch Processing System. After completion of a survey under this system, individual State tapes should be combined into one master tape per survey.

The BLS OSP Office provides one master tape for any of the States not cooperating in the survey.

A copy of the final combined master tape for a survey is sent to the OES Branch personnel. These tapes are held confidential as individual establishment data is contained in them.

Retention Period. Destroy after twenty-five years or after essential information has been tabulated, whichever is sooner.

- * 132. OES State Estimates Tape Files. Magnetic tapes, one per State, transmitted to OSP by each cooperating State containing the State aggregated results of the occupational employment statistics in selected industries by SIC industry code classifications. These tapes are the basis for the publication by each State of the annual State Occupational Employment Estimates publications providing State-wide estimates.

OSP presently is combining the individual State estimates tapes received into one stacked tape per OES survey, but this action has not been completed for early survey tapes. Accretion is one tape per year, per survey, after the merging has been completed.

Retention Period. Destroy after twenty-five years or after essential information has been tabulated, whichever is sooner. Transfer to WNRC earlier year surveys tapes of individual States which have not been combined into one tape for all States.

- * 133. OES National Estimates Tape Files. Based on the State input tapes, OSP generates four types of national estimates data, typically one tape for each type. These national estimates include: (a) three-digit SIC industry classification estimates; (b) three-digit SIC industry classification estimates with occupational subtotals; (c) two-digit SIC industry classification estimates, and (d) two-digit SIC industry classification estimates with occupational subtotals.

These survey results are forwarded to the OES program personnel who edit the surveys results to eliminate any data which might pinpoint individual establishments. These tapes are held confidential as they contain data which could pinpoint individual establishments.

Retention Period. Destroy after twenty-five years or after essential information has been tabulated, whichever is sooner.

134. OES Operational Tape Files. The following operational tape files are typically generated by OSP in carrying out an OES survey:

(a) Paramater Tape File. This tape defines the survey and the actions to be taken, the SIC groupings, the occupational codes and titles, and in general parameters of the particular survey.

(b) The State Sampling Table Tapes based on the survey sampling patterns designed by BLS and which govern the States selection of sampled establishments.

(c) The National Benchmark Tape (ES 202 employment data by SIC industry classification).

(d) The Benchmark Factors Tape Computer Listing.

Retention Period.

- (a) Parameter Tape Files. Scratch after twenty-five years or when essential information has been tabulated, whichever is sooner.
- (b) Sampling-Benchmark Tapes. Scratch when seven years old.

- * 135. OES Reported Data Revision - Update Tapes File. These intermediate tapes reflect the editing or revision of State reported data either by OSP or by OES program personnel in order to meet BLS standards, prior to final entry into the System.

Retention Period. Scratch six months after estimates have been approved and validated, or when no longer needed for current business, whichever is sooner.

- * 136. OES Program and Special Tabulation Disks. These files consist of one dedicted disk containing primarily the many programs involved in processing OES surveys as well as special tabulations or operational data.

In addition, a mountable disk is available for special OES tabulations or operational data.

Retention Period.

- (a) OES Programs. Scratch five years after the present OES System is no longer being used.
- (b) OES Special Tabulations - Operational Data. Scratch when no longer needed for current business.

- * 137. OES Disk to Tape Dumps - Writeouts. The file consists primarily of tapes containing the contents of the program disk transferred to tape on a daily basis for backup purposes.

Retention Period. Scratch when ten days old.

OES Hard Copy Machine-Readable Records Maintained
By Division of Federal/State Monthly Surveys, OSP

- * 138. OES Job Run Printouts. The files of machine printouts maintained by OSP of various job runs include the following: Estimates generation runs printouts, data screen listings, control file screen listings, data control file matching listings, update revision file listings, label scans listings, and Job Control language listings.

Retention Period.

- (a) Estimates Generation Listings. Destroy when three years old.
- (b) Label Scans - Job Control Language Listings. Destroy when eighteen months old.
- (c) Control File Screen Listings, Data-Control File Matching Listings, Update-Revision Listings. Destroy six months after validation of completion of survey.
- (d) Data Screen Listings. Destroy six months after validation of survey estimates.

139. OES Tape Transmittal Documents. The file consists of a survey log book on receipt of tapes from States, transmittal sheets covering tape transmittals from States to BLS, and transmittal sheets covering transmittal of tapes from BLS to the States.

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

140. OES Survey Documentation Files. The files consist of various manuals and other instructional materials maintained by the OSP office governing the machine operations of OES surveys such as: OES operations manual, Batch Systems Manual, Survey Processing Management Systems Manual, SPAM Procedures Users Guide, Estimating Procedures Manual, Regional Terminal Network Users Guide, and the like.

Retention Period. Destroy one year after present OES System is obsoleted or replaced, except that materials needed to document the use of permanent tape records (Item 142) shall be transmitted together with these TPL tapes.

Machine-Readable Records Maintained By The
OES Program Personnel

The bulk of the OES magnetic tape records maintained by OES program personnel are stored at the primary BLS Computer Center although certain of the older tapes are maintained in the office of the Branch. At the time of this writing about 660 tapes were on hand, although this number changes with each survey undertaken.

Typically after completion of each annual cyclical occupational employment survey under present procedures, the OES program personnel will generate or receive the following tapes from the Office of Survey Processing:

- a. One tape containing all reported establishment data combined from all State reports on occupational employment.
- b. One tape combined from all State reports containing survey control information on the status of each establishment within the sample contacted during the survey.
- c. Four tapes containing the combined National aggregated occupational employment estimates for all States generated by the Office of Survey Processing. This has confidential data.
- d. One tape generated by the OES program personnel which has screened from the estimates tape ((c) above), any data that would pinpoint individual establishments.
- e. One tape, generated by the OES Branch personnel using the Table Production Language Program (TPL) which produces from the screened estimates tape in the appropriate format for final publication, all the tabular data to be included in the final National OES Survey publication of BLS.
- f. One temporary print or driver tape which is used to drive the video comp machines at GPO to produce the final National OES Survey publication of BLS. (The small amount of textual explanatory data in the publication is presently obtained from a non-machineable word processing system).

No data base has yet been established for a time series approach to these occupational employment surveys, although the BLS Office of Economic Growth and Employment Projections has developed in 1980 and 1981 the 1978 and the 1980 National Industry Occupational Matrix (table) based on the OES survey data.

The OES Program personnel also maintain intermediate processing machine-readable records (tapes) on OES involving such matters as the generation of the survey questionnaires, the development of "cross walk" tapes involving the final determination of occupational titles by industry for a particular survey; and various other intermediate tapes involving sampling patterns and the like.

141. OES Edited National Estimates Files. OES Program personnel edit the final national estimates tapes by two-and three-digit SIC Industry classifications furnished by OSP to eliminate references which might identify any individual reporting establishments (Schedule Item No. 133). It is the combined edited tape that serves as the basis for the publication of National survey results by BLS.

Retention Period. Destroy when fifteen years old or when essential information has been tabulated, whichever is sooner.

142. OES Table Production Program Language Tapes (TPL). OES Program personnel apply the Table Production Language Program (TPL) to the edited national OES survey results tape to properly format the many tables of the report for final publication of national estimates. This tape then contains the tabulated results of each OES survey in their most usable format.

The tapes are arranged by date of survey and the accretion of one tape per survey per year is negligible; 1977 to date. Typically for each survey, the TPL tape will show by SIC industry classification code and OES occupational breakdown thereunder such variable information as: employment, number of establishments reporting occupations, percent distribution, relative error, reported apprentice-employment, reported employment, reported research and development employment, and variance.

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 agreed upon time periods, as appropriate.

143. OES Survey Print-Driver Tapes. OES personnel apply the PCL printing program to the formatted TPL tape for each survey to prepare the print-driver tape which drives the video comp machine at GPO to prepare the publication of national survey results. The text of the publication is printed from masters prepared on word processing equipment.

Retention Period. Scratch after publication or completion of reports concerned.

144. OES Program Personnel Operational Tapes. OES Program personnel in planning for OES surveys generate such operational tapes as those involved in generating the long and short-term form questionnaires for a survey or developing "cross walk" listings of occupations to be reported on by surveys. OES program personnel may also obtain copies of tapes from OSP involving the design of survey sample patterns and the parameter and benchmark tapes for the survey and the like.

Retention Period. Scratch when seven years old.

- * 145. Tapes Maintained by OES Personnel Obtained from Former Central Computer Center. The files maintained in the storeroom are closed tapes obtained by OES program personnel from the defunct central Computer Center. They are identified by the computer code BAOP, standing for Occupational Employment Surveys and mainly indicate Mr. Thomas Shirk or Mr. B.H. Graf as the clients requesting the tape runs. Some may have been the property of the Division of Federal/State Monthly Surveys that is responsible for the data processing work for Occupational Employment Surveys. Most appear to be intermediate processing tapes covering such matters as design of survey questionnaires or sampling patterns, the answering of special requests, and other intermediate data processing operations. Most of these tapes date from 1975-1980.

Retention Period. Scratch when essential information has been tabulated, or by December 1986, whichever is sooner.

- * 146. Magnetic Tapes on Occupational Employment from Outside Sources. Magnetic tapes maintained in OES supervisor's office received primarily from such outside sources as Civil Service Commission, ERDA, National Center for Health Statistics and the like providing statistical data on occupational employment in various types of industries. The files are maintained for possible use in future surveys or to aid in design of surveys.

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

OES Machine-Readable Records Common to OSP
and OES Program Personnel

- *147. OES Special Tabulation Files. These are temporary tape or disk records used to produce printouts for answering complex requests for information, special contractual requests, survey design requests, etc. Typically printouts of results are made available to the requestor, although tape may be the media by which requested information is furnished. Such special contractual request records could include those pertaining to the Annual National Scientific and Technical Personnel data surveys prepared for the Department of Energy.

Retention Period. Scratch when no longer needed for current business, except those studies that do not involve information covered by other items of this Schedule. Final data sets leading to BLS publication of survey results (with documentation): Submit SF 258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately.

- *148. OES Survey System Processing Files. Processing tape or disk files of the system as defined by General Records Schedule 20, such as work files, test files, input source files, data matching files, intermediate input/output files, valid transaction files, and the like covering records not specifically listed in items 130 through 147 above. (See page 130 of this Schedule.)

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

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**RECORDS OF THE DIVISION OF OCCUPATIONAL AND ADMINISTRATIVE STATISTICS
PERTAINING TO THE ES 202 PROGRAM INVOLVING STATISTICS ON EMPLOYMENT
AND WAGES COVERED BY UNEMPLOYMENT INSURANCE**

The ES 202 Employment and Wages Statistics Program is a cooperative Federal/State endeavor involving BLS and the Employment Security Agencies of the fifty States, the District of Columbia, Puerto Rico, and the Virgin Islands. It provides pertinent statistical data on workers in the private sector and on Federal workers and State and local government workers who are subject to various unemployment insurance laws.

Worker unemployment insurance is broadly available and basically comparable from State to State. In 1981, some 90,641,808 workers, or about 90.3% of the civilian workforce, were covered under the various unemployment insurance laws. The principal exclusions from such coverage include members of the Armed Forces, railroad employees, most domestic and agricultural workers, and some employees of small non-profit organizations. Also self-employed and non-paid family workers are excluded.

About 4.7 million reporting units in the non-agricultural private sector submit the quarterly tax reports to State Employment Security Agencies containing data on reporting units, monthly employment, quarterly total and taxable wages, and contributions. In addition, the State agencies receive reports from about 33,000 reporting units covering Federal employment in their States, as well as reports on nearly 99% of State and 96% of local government employees, and about 40% of farm workers.

The States submit to BLS magnetic tapes which summarize and codify the raw data reported to them under the unemployment insurance laws from private establishments or government agencies. Most States submit one tape per quarter providing county statistics on employment, wages and contributions classified by SIC four-digit industrial codes. The remaining States provide two-digit county to BEA and four-digit State data to BLS. BLS further summarizes the State-supplied data at county, State, and National levels by SIC industry codes, and by size of reporting units for the report of the first quarter of each year. It publishes the summaries on a quarterly or annual basis in the publication, Employment and Wages, as well as in microfiche format presently at NTIS. The individual States usually publish their own ES 202 summary data.

Because of the many reporting units which must submit the data to the States, and the need for BLS to validate and coordinate the data reported by the States, at present about two-three years can elapse before BLS can publish the summary data derived from this system. During that time, the States submit for a particular quarter, tapes containing data on employment, wages, and contributions, codified by four-digit SIC industrial codes. BLS edits the data and as required resubmits it to the States via the regions for needed further review and revisions or corrections, if necessary; edits the revised data; and finally prepares the county, State and National summaries prior to publication.

In 1972, BLS assumed responsibility for developing statistics on employment and wages based on unemployment insurance tax reporting. It published National and State level data only on a quarterly basis until 1975, at which time it began publication of Employment and Wages only on an annual basis.

Because of the need to issue the published information in as timely a manner as possible, in 1979, BLS began to issue press releases on an annual basis, for the previous year covering average annual pay by State and industry, and also annual pay levels for metropolitan areas. Because the statistics are issued as rapidly as possible in the press releases, revisions are continued to be made to the data after the issuance of these releases.

At present, the ES 202 publication program is in a transitional stage. As of this year, it is planned to publish Employment and Wages both on a quarterly and annual basis in printed and microfiche formats. Also it is planned to begin publishing the data using automated methods for table generation and printing to improve the timeliness of the data.

Automated computerized procedures for developing ES 202 employment and wage data were adopted in 1967, while the project was the responsibility of the Manpower Administration. Summary county, State, and National employment and wage data is now available in machine-readable format from 1967 to the present time, although the earlier data are not as complete or in the same format as the later data. These tapes, however, contain data that can pinpoint certain individual establishments, and must be considered as confidential.

149. ES 202 Program Subject File. General program direction file maintained by the Unit Supervisor in charge of the ES 202 program that serves as the general file for the program. The file is arranged alphabetically by planned subject topics, and is divided into four segments: The A-Z subject file, the State correspondence file, the BLS Regional Office correspondence file, and the Standard Industrial Classification (SIC) file.

The file covers such program matters as BEA tape transfers or edits, CETA Wage Index, conferences, Congressional testimony, editing criteria, unemployment insurance performance appraisals, HCFA contract, progress reports, public service employment, seasonal adjustment, unlocking data, State estimating procedures, manual changes, validation of data, committees, speeches, confidentiality, Freedom of Information Act, legislative proposals, budgeting restrictions, and the like.

The State general correspondence file is arranged by State, while the BLS Regional correspondence file is arranged by Region. The SIC segment of the file covers committees, training courses, interpretations, definitions, and various revisions to this Standard Industrial classification coding system. The bulk of the file covers the period 1978 to date.

Retention Period. Break the file every five years and bring forward active materials to the new file as required. Destroy when five years old or when no longer needed for current business, whichever is later. ~~If storage problems exist, offer for transfer to WARC for final disposition.~~

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150. ES 202 - State Operations Review Files. The file consists of binders, one to each State containing copies of correspondence, the questionnaires filled out by the States reflecting the status of the State ES 202 program, and the covering report of the BLS Region reflecting this annual ES 202 State program review.

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

151. State Tax Bill Files. The file consists of copies of the various State unemployment insurance tax bills sent by the States to private establishments or government agencies under the ES 202 program. These tax bills serve as questionnaires or source documents for the ES 202 program, being returned by private establishments or other institutions to the State employment agencies. They provide the initial data which serves as the source for State summary magnetic tapes furnished to BLS. In addition, the file contains background forms and related documents used by the State in the program such as refiling plans forms.

Retention Period. Destroy when obsoleted or replaced.

152. State Unemployment Insurance Laws File. The file consists of copies of various State unemployment insurance laws kept by BLS for reference purposes.

Retention Period. Destroy when obsoleted or revised.

153. State Publications on Employment-Wages Derived from the ES 202 Program. Copies of State publications furnished by the States covering employment and wages data for the State based on the ES 202 program. The file is not complete, as not all States issue such publications. BLS issues its own State employment and wage data on a national basis.

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

154. Record Copy of Employment and Wages. Employment and Wages. issued on either a quarterly or annual basis, over the years, serves as the media for disseminating ES 202 program statistics at the National and State level covering privately owned establishments, and State, local and Federal government workers.

The record copy of this publication is in two segments. The first segment consists of bound copies of the quarterly issues of Employment and Wages from 1938 to 1974. Certain of the first quarter publications contain annual summary data. The amount of detailed breakdowns of the data covered varies with less breakdowns in earlier years.

The second segment of this record copy publication file, at the time of this writing, consists of printed issues on an annual basis only, covering the years 1975-1979. Work is underway on publishing 1980 data on an annual basis. Certain of the data is published in microfiche format through 1979 at the present time and in the form of annual press releases from 1979-1981. The microfiche are not to be the record copy. (See Items 155 and 156 of the Schedule covering Press Releases and the Microfiche.)

It is planned in the future to publish both quarterly and annual issues of Employment and Wages. The file is arranged by date and accretion is negligible.

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

155. ES 202 Program Press Releases. Because of the lag at the time of this writing of publishing the annual Employment and Wages publication, it was determined to issue press releases covering certain of the data for the previous year, rather than wait the two-three years for full publication. Press releases were begun in 1979. At present, two separate annual press releases are being issued with year old data: Annual Pay Levels for Metropolitan Areas, and Average Annual Pay by State and Industry. These releases are superseded with the later publication of the annual Employment and Wages for the same year, as the data have been further revised and corrected.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in blocks of 15 years when the most recent record is 15 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

156. Microfiche Publication Files. Two microfiche publications are issued for the ES 202 program produced by COM microfiche. One set duplicates the publication, Employment and Wages, on a quarterly or annual basis, but the printed publication is considered to be the record copy.

The other published data reflects certain of the "locked" data submitted by the States for a quarterly completion of the lengthy edit and revision process. Some aggregation of the original data has been made prior to publication covering such data as size class, and reimburseable and non-reimburseable contribution. (See Item 169 for the more complete file of this "locked" data.)

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

157. ES 202 Program Improvement Contract File. The file consists of contracts with State agencies, copies of State ES 202 procedures and related documents relating to improvement contracts made between BLS and State agencies involving the improvement of the State ES 202 reporting program and statistical outputs.

Retention Period. Break file into active and closed contracts. Destroy closed contracts 10 years after closure.

158. Refiling Plans Files. Periodically, depending on the type of industry concerned, States send queries to private and government establishments requesting information on any changes in the reporting units' outputs that may affect their SIC classification. BLS provides guidance to States in this refiling activity. The file consists of proposed forms for queries, definitions, copies of ADP programs for producing establishment labels, and other documentation involved in checking on the accuracy of the SIC classification of reporting units. Arranged by States.

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

159. Current SIC Manual Revision File. The file consists of definitions, meeting materials, correspondence, and other documentation reflecting BLS activities involving the current revision of the SIC Industrial Classification Coding System of OMB.

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

160. CETA Wage Index Files. The file consists of annual summary printouts of employment, earnings, and reporting units reflecting the development of the data upon which the CETA (JPTA) wage index is based.

This area wage adjustment index has been used by ETA in determining the maximum and average wages of public service employment participants for each prime sponsor.

Retention Period. Destroy when essential information has been tabulated.

* 161. Health Care Finance Administration File (HCFA). The file consists primarily of machine printouts in blue binders which contain the data for the Hospital Wage Index Program, used by HCFA in its program. Two sets of the annual summary printouts constituting the Index, are maintained, one including data for Puerto Rico, the other without such coverage. The printouts, arranged by SMSA, indicate for health facilities, the appropriate county, total wages, employment, average monthly wage, and total employment. Copies of the annual printout and of the pertinent tape are sent to HCFA upon completion of the machine run.

Also included in the file are intermediate printouts as well reflecting machine runs involved in designing or developing the index, as well as answering specific requests for information regarding the reported data included in the index.

Retention Period. Destroy when essential information has been tabulated, or upon revision or or obsolescence.

162. ES 202 Chronological File. The file consists of copies of correspondence and other documents prepared in connection with the ES 202 program and maintained in date order.

Retention Period. Destroy when three years old.

163. Requests for Information File. The file consists of copies of correspondence reflecting the answering of requests, some of which could be complex, for information on employment or wages based on ES 202 data.

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

164. Working File for Publication of Employment and Wages. Background materials, tabular layouts, drafts of manuscripts, data on dissemination, correspondence, and related records involved in preparation of the publication Employment and Wages.

Retention Period. Destroy two years after publication.

165. Technical Reference/Working Files. These are extra copies, printed materials, and working paper files, maintained by various economists or other program personnel of the ES 202 program covering their particular assigned program areas as well as statistical procedures and methodology and computer technology and the like.

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

* 166. Intermediate Printouts/Job Runs/Worksheets. The files consist primarily of machine printouts documenting various job runs of machine-readable files for various aspects of the ES 202 program. These runs could include various printouts aggregating data for a quarter or year covering such data as: three-digit industry summaries, two-digit SIC runs for each State covered, universe summaries, taxable and reimburseable employers, validation or edit runs of State-supplied

data, ownership by industry by State by size, Public Service employee jobs, answers to individual reference requests, runs reflecting the status of reporting or data sets, and the like.

The workfiles of the various economists of the ES 202 program are primarily machine-oriented, although some manually prepared working tabulations may be included.

Retention Period. Destroy when essential information has been tabulated or published or when data have been obsoleted by revision, as appropriate.

- * 167. ES 202 Historical Program Summary Tapes. The ES 202 program personnel have assembled a set of summary tapes on the program from 1967 to date providing the following data on employment and wages: State summaries by two-digit SIC, county summaries by two-digit SIC, size of reporting unit State summaries, State summaries by three-digit SIC codes, State summaries by manufacturing establishments by four-digit SIC codes, State summaries of non-manufacturing establishments by four-digit SIC codes, county summaries by four-digit SIC codes, and State first quarter summaries by four-digit SIC codes and by size class. The earlier years data are not as complete for some of these breakdowns as the later years.

Because of the classification by SIC codes, all of these tapes contain data which could pinpoint individual establishments and would involve restricted access.

The collection, at the time of this writing comprises about fifty tapes with an accretion of about nine tapes per year. It is the most complete and best available collection of machine-readable data on the ES 202 program, covering the period when automation was first applied to the program in 1967 to date. A back-up set of these tapes is being made available.

Retention Period. Permanent. Offer for accession 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 agreed-upon time periods, as appropriate.

- *168. ES 202 Program Processing Machine-Readable Files. Processing tapes of the System maintained by ES 202 program personnel as defined by GRS Schedule 20, such as work files, test files, intermediate input/output files, input source files, valid transaction files, special request files and the like.

Retention Period. Apply the retention periods of GRS 20-Part II, Items 1-14 as applicable. (See page 130 of this Schedule.)

**ES 202 PROGRAM RECORDS MAINTAINED BY THE DIVISION OF
FEDERAL/STATE PERIODIC SURVEYS, OFFICE OF SURVEY PROCESSING**

The fifty States, District of Columbia, Puerto Rico, and the Virgin Island submit quarterly to BLS a summary on magnetic tape of reporting units, employment, wages, taxable wages, and contributions data for employees covered by State Unemployment Insurance laws and Federal UCFE laws. The data are classified by four-digit SIC levels. State-wide total records are also included in this quarterly machine-readable ES 202 report. BLS supplies copies of State ES 202 tapes to the Bureau of Economic Analysis Department of Commerce for use in the BEA statistics program.

The Division of Federal/State Periodic Surveys of the Office of Survey Processing of BLS is responsible for receiving the quarterly ES 202 Reports. It also works with the States and BLS Regions in the lengthy process of editing, correcting and obtaining final State approval for the revisions to the original State-supplied data, and is responsible for the data processing work involved in preparing the aggregated machine-readable records leading to the publication of Employment and Wages, and other employment and wage statistics on a quarterly and annual basis.

Two organizational sub-units within the Division are responsible for the ES 202 program work. One is responsible for all the machine-readable records maintained at the primary BLS Computer Center. The other is responsible for the hard-copy records of the Division involving the voluminous machine printouts of job runs, and the hard-copy records concerning the receipt, edit, revision and final State approval of the revised State reported ES 202 data. It also is responsible for obtaining COM-produced microfiche of the final-revised State-supplied quarterly data, as well as microfiche of the quarterly and annual publication, Employment and Wages. In addition it maintains the basic Manual, which, provides uniform direction to this Cooperative Federal/State statistical program (Employment Security Manual -- Part III, Sections 0400-0599, Employment, Wages, and Contributions).

The ES 202 program machine-readable records maintained at the primary BLS Computer Center involves some 3,000 tapes, a program disk, and Regional Office disks, as well as use of other disks as needed for the internal processing. Since 1980 the lengthy correction-edit process prior to "locking" the State-supplied, revised data for a quarter has been disk oriented. However, magnetic tapes are available for the various aggregated summary data of the ES 202 program. Such tapes contain data that can pinpoint individual reporting establishments. Other than the tapes used for publication purposes, most of the tapes contain such confidential data.

Because the publication program involving Employment and Wages is now in a transitional stage with plans for the near future for further automation of this publication, additional machine-readable tapes such as those involved with the Table Production Language Program, and the print or driver tapes for GPO Videocomp publication production will be maintained.

At present, there are no time series data bases for the ES 202 program statistics. Data are available on employment, wages, contributions and reporting units classified by industry and size class on a quarterly and annual basis at the National, State, and county level from the year 1975 to date, with earlier years having less comprehensive data than later years.

A tape stacking program is in effect for the State-supplied major ES 202 tape series after "locking" the information for a year. For example, the 212 State-supplied tapes covering the four quarters of a particular year will be stacked onto one tape per year, with a back-up tape made for that year's summary tape, rather than storing the 212 tapes.

MACHINE-READABLE ES 202 PROGRAM RECORDS
MAINTAINED BY THE DIVISION OF FEDERAL/STATE PERIODIC SURVEYS, OSP

*169. State-Supplied, Revised, ES 202 Quarterly Macro Data Four-Digit SIC Tapes. Each State submits quarterly to BLS in 80 or 95 position format, macro data by four-digit SIC on reporting units, monthly employment, total wages, taxable wages, and contributions for employees covered by State unemployment insurance laws and Federal unemployment insurance program. After a lengthy edit and revision process carried out by the National Office, the States, and the BLS Regions, which can last as much as three years, the State-supplied data is considered finalized and "locked." Fifty-three tapes are received each quarter.

After the locking of the data for a particular quarter, quarterly and as available, annual summary publication is made of the data in the publication, Employment and Wages. Tapes are available on this series from 1975 to date.

A tape stacking procedure, after the "locking" of the data, permits the stacking of the contents of the 212 quarterly tapes received per year onto one yearly tape for this State data. A back-up tape is also made for that tape.

The tapes contain information that can pinpoint individual reporting establishments and are considered confidential.

Retention Period. Destroy when twenty-five years old, or after all essential information has been tabulated, whichever is sooner.

*170. ES 202 Quarterly Summary Tapes. Various quarterly summary tapes are prepared from the data contained in the finalized "locked" State-supplied ES 202 data on reporting establishments, employment, wages and distributions.

After completion of the various summarization runs, the data for each type of these quarterly summary tapes are eventually maintained on one tape per quarter, with a back-up tape prepared for each type of quarterly summary tape. At the time of this writing, such quarterly summary tapes have been prepared for the years 1975-1979 with additional year's data to be prepared after finalization of the data for the period.

The various types of these quarterly summary tapes include:

- (1) County Summary Tapes
- (2) Four-digit SIC State-supplied data tapes with some aggregation of data for size class, and reimburseable and non-reimburseable contributions. State microfiche are made from these tapes by COM processing, covering each State's data.
- (3) All-State data summary tapes on a quarterly basis. After screening, such tapes could lead to quarterly publication of Employment and Wages.
- (4) Available county summary tapes on a quarterly basis. At present, county data at the four-digit SIC level is available from some thirty-five States.

Unless involved in publication of data, these quarterly summary tapes are confidential as they contain data which can pinpoint individual reporting establishments.

Retention Period. Destroy when twenty-five years old, or after all essential information has been tabulated, whichever is sooner.

171. Annual All-State Publication Summary ES 202 Tapes. Annual All-State Summary Tapes are prepared which contain finalized data that have been screened to permit publication without compromising any confidentiality regarding individual establishments. The publication, the annual average edition of Employment and Wages, is presently prepared by reducing the printouts of these annual summary tapes. It is planned in the future to use Table Production Language Programs to automate the production of the tables for this publication when future years of ES 202 program data are published. One tape per year and a back-up tape are involved.

Retention Period. Destroy when twenty-five years old or after all essential information has been tabulated, whichever is sooner.

*172. Annual SIC Four-Digit County Summary ES 202 Tapes. The collection of four-digit SIC level county data is progressing as additional States provide this data. In 1975, only one State provided such data, while at the time of this writing, some thirty-five States are providing the data at the four-digit level. After summarization, the annual finalized county data are maintained on one tape, with a back-up tape.

Retention Period. Destroy when twenty-five years old, or after all essential information has been tabulated, whichever is first.

*173. Regional Disk Dump To Tape Files. Data from the Regional disk packs used for processing the corrections and revisions to the State-supplied data are dumped daily from the disks-to-tape for back-up purposes. Also a weekly dump is made from these disks.

Retention Period.

- (a) Daily Dump. Scratch after seven days.
- (b) Weekly Dump. Scratch after thirty days.

*174. Program and Source Data Disk Dump to Tape Files. Data from the program disk and from the other disk packs used for internal processing are dumped weekly from disk-to-tape for back-up purposes.

Retention Period. Scratch tapes after thirty days.

175. Special Tabulation Files. Temporary tape or disk records involved in such matters as: preparing replies to requests for information not immediately available from other files; making non-disclosure runs; preparing special ETA tables such as taxable reimburseable tables, 12-month average tables, or tables 22 and 23 on percent distribution of employment; preparing data for special contractual requests; preparing 790 Benchmark tapes; preparing HCFA data, and the like.

When preparing tapes for ETA, HCFA and the like, copies of the pertinent tapes are sent to those organizations requesting the data.

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

176. Table Publication Language Tapes. These tapes contain the output of data summary and formatted for the quarterly or annual publication of Employment and Wages. Such tapes will replace those presently used in the less automated publication of this report on an annual basis.

Retention Period. Destroy when twenty-five years old or after all essential information has been tabulated, whichever is sooner.

177. Print or Publication Driver Tapes. These tapes contain the data required for operation of the GPO videocomp computer driven publication system as required for publication of quarterly or annual issues of Employment and Wages.

Retention Period. Scratch after publication or completion of reports concerned.

*178. ES 202 Program Processing Files. Processing tape or disk files of the ES 202 program system as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering records not specifically listed in items 169 through 177 above. (See page 130 of this Schedule.)

Retention Period. Apply the retention periods of General Records Schedule 20-Part II, Items 1 through 14 as applicable.

179. OES 202 Program Documentation Files. This file consists of such instructional guidance documentation materials as various run procedure books, program listings, code book/dictionary for TPL program systems and other documentary materials as required.

Retention Period. Destroy one year after the ES 202 system is no longer to be used; except those guides needed to document the use of the permanent records described in Item 167, which shall be transferred to the National Archives along with the records.

HARD-COPY ES 202 PROGRAM RECORDS MAINTAINED BY THE DIVISION OF
FEDERAL/STATE PERIODIC SURVEYS

180. Record Copy of ES 202 Manual and Related Numerical Update Memoranda. The file consists of a record copy of the basic manual governing this cooperative Federal/State statistical program (the Employment Security Manual — Part III, Sections 0400-0599, Employment, Wages, and Contributions), and numbered memorandum manual updates. Such materials provide detailed explanations of the uniform procedures to be followed by States, BLS Regions, and the National Office in obtaining the ES 202 program statistics. The present edition of the manual is 1979, and the record copy of the numbered revision memorandums provide a record of the changes required to date.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in blocks of 5 years when the most recent record is 20 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

181. ES 202 Civilian Defense Source Data Files. A special procedure is in place regarding the receipt of data on unemployment insurance from civilian defense agencies, in that such data is obtained directly rather than through the States. The file consists of the raw source data from these agencies which is entered via the States into the machine-readable disk data base for the particular quarter. Transmittal memorandums are also included.

Retention Period. Destroy when three years old or after final tabulation or publication of essential information, whichever is sooner.

182. State Transmittal Records Involving Quarterly Supplied ES 202 Magnetic Tapes. The files consist of various hard-copy records involved in the original transmittal of quarterly ES 202 magnetic tapes by States, and the extended process of editing, revising, and correcting this State-supplied data. The files consists of transmittal letters sending the tapes, formal comment forms providing explanatory information regarding a particular quarterly submission, correction letters regarding revisions to originally submitted data, and clean letters, by which States formally approve as final the revised and edited data for a quarter. Arranged by year, quarter, and State thereunder.

Retention Period. Destroy when three years old, or upon final tabulation or publication of essential information, whichever is sooner.

*183. ES 202 State Estimates Files. Certain ES 202 data are furnished ETA or are included in preliminary publications such as Press Releases and the like before the completion of the lengthy edit and revision process for a particular quarters' data.

Included in such files are State Estimate letters, by which States furnished estimated two-SIC level statistics as required under previous procedures, and State estimates at the four-digit SIC level furnished by this Office or by ES 202 Program Personnel of the Division of Occupational and Administrative Statistics under present estimating procedures. Arranged by year, quarter, and States.

Retention Period. Destroy when three years old or after final tabulation or publication of essential information, whichever is sooner.

184. ES 202 Progress Status Reports. The files consist of various progress reports received or prepared in the office describing the status of completion of the required statistical data for the ES 202 program.

Retention Period. Destroy when two years old.

185. ES 202 Regional Office Worksheets. The file consists of worksheets, logs, and related records reflecting the status of completion of revisions or corrections by Regions of a particular quarter's ES 202 statistics.

Retention Period. Destroy when three years old or after final tabulation or publication of essential information, whichever is sooner.

*186. Record Copy of ES 202 State Data File Summaries Microfiche. The file consists of the record copy of COM-produced microfiche displaying the fully edited, clean, statistics supplied by a State on employment, wages, contributions, and reporting units. The fiche show, for example, industry data by four, three, and two-digit SIC coding levels, and division totals for each type of ownership. First quarter summaries will also display size-of-unit subtotals for each of these levels of data. Because the data can pinpoint individual reporting establishments, it is held confidential, and distribution is restricted to States, Regional Offices, and to ES 202 program personnel.

Fiche are arranged by year, quarter, and by State thereunder.

Retention Period. Destroy when 30 years old, or when all essential information has been analyzed and tabulated, whichever is later.

187. Reference Copy of Microfiche of ES 202 Published Tables in Employment and Wages. The record copy of the hard-copy publication, Employment and Wages, quarterly and annual issues, is maintained by the Division of Occupational and Administrative Statistics. Presently, the record copy of the microfiche of this publication is at NTIS. Only non-silver duplicates of the fiche are presently on hand in this OSP office and the Division of Occupational and Administrative Statistics. Hard-copies of the tables of this publication are also maintained in this OSP office.

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

188. ES 202 Tables Furnished ETA. BLS furnishes certain tabular data based on ES 202 records to ETA for its use, including publication. These three tables include Tables 22 and 23 concerning percent of distribution of employment covered by unemployment insurance; the 12-Month Average Tables indicating certain total UI, UCFE and State totals; and Taxable Reimbursable tables providing data on UI reimbursable coverage of certain non-profit institutions, and State and local governments and political subdivisions.

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

189. Special Machine Listings Involved in Publishing ES 202 Data. The file consists of certain machine listings representing special runs involved in publication of employment and wage ES 202 data. These machine listings cover such matters as: Non-disclosure SND passes, involving the runs to eliminate disclosure of individual establishment data; Universe Summaries concerning the preparation of

ownership summaries of all-State data at the two-digit SIC level; and two-digit SIC Summary Tables, providing preliminary two-digit SIC level State employment and wage data, and four-digit National data.

Retention Period. Destroy when three years old or after final tabulation or publication of essential information, whichever is sooner.

*190. ES 202 Edit and Update Machine Listings. The files consist of voluminous machine listings documenting the many edits and revisions of originally supplied State ES 202 data involving National, regional and State edits and updates during this two to three year process. The file also includes listings of interquarter edits as well as the regular Regional-State edits and revisions prior to closing the data on a particular quarter's submissions from the States. Files are arranged by year, quarter, and by State thereunder.

Retention Period. Destroy when three years old or after final tabulation or publication of essential information, whichever is sooner.

191. ES 202 Non-Economic Code Change File. Once a year the States are required to submit information on any significant ownership changes, SIC classification, or county changes, involving reporting units within the State that would result in coding changes for such reporting units. These records reflect such submissions.

Retention Period. Destroy when three years old, or after final tabulation or publication of essential information, whichever is sooner.

**RECORDS PERTAINING TO THE CURRENT EMPLOYMENT STATISTICS
PROGRAM (THE 790 PROGRAM) FOR PRODUCTION
OF ESTIMATES OF EMPLOYMENT, HOURS, AND EARNINGS**

The Current Employment Statistics (CES) program of BLS is also known as the 790 program, because the data from the various reporting establishments are obtained from mailed shuttle questionnaires in the BLS Form 790 series. This is a cooperative Federal/State program under which the States mail out 790 Shuttle Schedules to a sample of some 212,000 reporting establishments and transmit the reported microdata to BLS. BLS produces monthly and annual National estimates on employment, hours, and earnings from these data. It also publishes State and area estimates which are produced by the States under the technical direction of the BLS.

To provide a firm base for the data, the monthly "all employees" estimates are benchmarked annually, typically in March, from tabulations compiled by State employment security agencies from reports of establishments under State Unemployment Insurance Laws (the ES 202 program). Certain other sources are also used by BLS to true up these monthly sample-based data, for the few industries or Federal government employees not covered by State UI laws.

In the Office of Employment and Unemployment Statistics, the Monthly Industry Employment Statistics Division has the primary responsibility for the 790 program. There are three subordinate units (Branches) within this Division. The largest involves the monthly production of the National estimates on employment, hours, and earnings. The other two involve the monthly production of State and area estimates, and benchmarking and estimating techniques.

The Division of Federal/State Monthly Surveys of the Office of Survey Processing is responsible for operations involving the receipt of the State monthly transmittals of data, for development and maintenance of the manuals setting the uniform procedures and standardizing the operations involved, for the maintenance of the machine-readable records involved, and for the data processing operations. In addition, units of the Office of Technology and Operations Review are responsible for receiving State-supplied data for the conversion to machine-readable format of any hard-copy reported establishment data supplied by the States; and for the maintenance of the IABSTAT data base.

At the National level, the program produces some 2,800 separate published series each month. At the IABSTAT machine-readable data base of the BLS available to the public, more than 2,800 National 790 time series are included as well as some 24,000 State and area 790 time series. The employment data cover some 250 geographic areas while the hours and earnings data cover about 210 areas. Most series begin in 1958 or 1972.

The BLS publications for 790 Establishment data include: the monthly Press Release, The Employment Situation; the monthly Press Release, Real Earnings; the monthly Press Release, State and Metropolitan Area Employment and Unemployment; the monthly Bulletin, Employment and Earnings (Table Series B and C); the annual Employment and Earnings Bulletins one for National data, and one for State and area data; and monthly National summary reports and State and area reports in the Monthly Labor Review.

DIVISION OF MONTHLY INDUSTRY EMPLOYMENT
STATISTICS, OFFICE OF EMPLOYMENT AND UNEMPLOYMENT STATISTICS
OFFICE OF THE DIVISION CHIEF

192. Division CES Program File. The file consists primarily of incoming and outgoing correspondence and related records with such headings as -- Memorandums, Mr. Tucker's File-Memos, Monthly Reports, Letters, Letters Commissioner, Tables, Drafts, Employment and Training Administration Numbered Memos, Miscellaneous File, Progress Reports, Labor Turnover, Mailing List, OSI-Wylbur, and the like.

Administrative folders are presently intermixed. Closed earlier segments of the Division Chief's files appear to be more subjectively arranged than this later primarily chronological file.

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

192A. Program Subject Files of Present and Past Division Chiefs, Division of Monthly Industry Employment Statistics. The file consists of older subject files created or accumulated by Mr. John Tucker, present Chief of the Division, and by his predecessor, Mr. Robert Dorman, covering the period 1959-1977, as well as a few folders on earlier periods back to 1945. The files do not appear to be complete. They consist of correspondence and attachments, drafts, selected publications, working and background papers, handwritten and published tabulations, reports, instructional memoranda, committee records, and related records.

Included in this closed file are such folders as those pertaining to: Budget 1966-1971, Time Utilization reports, Staffing Pattern for field offices, State A through Z files with trip reports and correspondence for 1966 and earlier reports, cost reduction, continuity of State-area series, Regional Office Responsibilities 1974-75, Monthly Progress Reports for 1974-77, Manpower Administration 1975 Survey of State Agencies, Productivity Task Force 1967-69, Program Planning 1959-72, Redirection of JOLTS 1973, Hydraulic Turbine Index Tabulations 1972, Interstate Conference on Labor Statistics 1968, Reading File 1964-68, Business Research Advisory Committee 1965, Subcommittee-Standard Classification for Professional Workers 1966-67, and early published tables and articles.

Retention Period. Screen of reference materials and working papers which should be destroyed.

Remainder of File -

- (a) Early publication, tables and articles should be added to the permanent publication files, but screened out if duplicative;
- (b) Other Records: Destroy when twenty years old. Store at WNRC, if volume warrants.

193. Division Administration File. The file consists of Division copies of administrative form and correspondence records pertaining to such internal housekeeping matters as time and attendance of employees, requisitions for supplies and equipment, employee addresses, personnel actions, overtime authorizations, travel, performance appraisals, requisitions for printing or reproducing form letters, record of information requests, name files of employees, and the like.

The file is presently intermixed with program folders.

Retention Period. Destroy when three years old.

194. Division Chronological File (I and E File). The file consists of an extra copy of correspondence and other documents prepared in the division, filed by date.

Retention Period. Destroy when five years old.

195. Division Chief Secretary's Chronological File (ES File). The file consists of a copy of the correspondence and other documents prepared by the Division Chief's Secretary filed by data. It duplicates the I and E file.

Retention Period. Destroy when two years old.

CES (790) National Program,
Unit Supervisor (Branch) Files

196. CES National Estimates Reading (I and E) File. The file consists of an extra copy of correspondence and other documents prepared by members of the National Program Branch maintained in date order in monthly folders.

Retention Period. Destroy when three years old.

197. CES National Program Unit Supervisor (Branch Chief) Program File. The Unit Supervisor maintains incoming and outgoing correspondence and related records addressed to him or prepared by him in monthly folders arranged by date. A correspondence log descriptive of the correspondence contained in the folders is maintained in each monthly folder. The Supervisor also maintains some subjectively filed records, consisting of drafts, tabulations, correspondence, and background papers, in his immediate office reflecting the production of National CES program estimates.

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

198. Reserved.

**RECORDS PERTAINING TO THE NATIONAL CES (790) PROGRAM
ON EMPLOYMENT, HOURS AND EARNINGS,
DIVISION OF MONTHLY INDUSTRY EMPLOYMENT STATISTICS**

There were, at the time of this writing, four teams comprising the National program employees concerned with the production of CES National estimates on employment, hours, and earnings. Two teams are comprised of industry analysts specializing in producing National estimates for particular industries. These specialists screen and edit the monthly State-supplied establishment data for their particular industries for each of the three closings involved for a month's data.

To meet BLS publication deadlines, States must submit all reported data received for a particular month by the last week of that month. This is the first closing. Additional establishment data received by the States for that month are transmitted to BLS on the following month for the second closing, and further additional data received for the particular month are transmitted two months later for the third or final closing.

The published National estimates based on the first two closings are considered preliminary. Only the estimates based on the third closing are considered final, subject to revisions resulting from annual benchmarking.

The third team of the National CES program involves the Analytical Services personnel. These analysts are concerned with disseminating statistics on unpublished employment, hours, or earnings estimates that do not meet BLS publication standards, or, for example, pertain to industries that do not meet the criteria for minimum numbers of employees. In addition, this team is concerned with analytical projects aimed at improving the quality of 790 program National estimates.

The fourth team, the Technical Services team of the National CES program, is concerned with the installation by the States of the BLS Employment and Earnings System package of program software to standardize methodology in the States in making estimates of employment, hours, and earnings at the State and area level.

In pilot installations, Illinois has adopted this BLS software package, and Rhode Island has also adopted the standard software on a service bureau basis.

At the time of this writing, the team was working on the installation of this BLS standard program software package at the States of New Jersey, West Virginia, and Louisiana. This work involves planning for the State installation, controlling and monitoring State changes to the system, testing the data bases, and providing technical support and training to the States in this standardization effort.

In addition, the team reviews pertinent software development and authorizes and validates changes or additions to the basic Employment and Earnings System software package.

Any of the many files pertaining to the National CES program or to the defunct Labor Turnover Program containing microdata, or pertaining to the registry of reporting establishments would be considered confidential, as they could pinpoint individual establishments.

199. CES First Closing Background Monthly Folders. The file documents the production of the CES National Program estimates based on monthly first closing data. The file includes hand tabulations, drafts of text of press releases, various graphs and charts on the economic situation, computer prepared tables such as strike information, summaries of key data included, notes of economists, and the like. Most of the data is published, but certain is unpublished.

The file is used in year-to-year comparisons, making various analysis and in documenting the production of the preliminary estimates on employment, hours, and earnings in press releases and Employment and Earnings.

Retention Period. Destroy when ten years old or when essential information has been tabulation or published, whichever is sooner.

200. Record Copy of Real Earnings Press Release File. The record copy of the Monthly Press Release, Real Earnings, has been maintained in five three-ring binders from 1962 to date. This release involves the application of CPI-W Index data to 790 gross earnings data to adjust the reported earnings for inflationary factors. Arranged chronologically.

Retention Period.

- (1) Record Copy. Permanent. Offer for ^{transfer} ~~accession~~ to the Archives of the United States in blocks of 15 years when the most recent record is 15 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

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201. Record Copy of Miscellaneous CES-Based Publications, Articles, and Press Releases. The file contains the record copy and some other copies in some instances, of the monthly Press Release, Labor Turnover - 1950-1981; also included are the record copy of the defunct Press Release, Monthly Report on the Labor Force - January through March 1965, and Net Spendable Earnings 1964-1968, Summary-Employment and Unemployment Estimates 1961-1962; and 1972, 1974 Releases on the Job Openings (JOLTS) Survey. the file also contains the record and other copies of miscellaneous one-time articles published in the Monthly Labor Review or as separates including:

Revised Seasonal Adjustment Series, 1961
Benchmarks for Payroll Employment, 1959
Measurement of Employment, Hours and Earnings
in States and Areas, 1963
Seasonal Factors Tabulations Report, 1964
and various other one-time articles based on CES estimates.

Files are basically chronological, or by title and cover from 1950.

Retention Period.

- (1) Record Copy. Permanent. Offer for ^{transfer} accession to the Archives of the United States in blocks of 15 years when the most recent record is 15 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

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201A. Quarterly-Annual Employment-Wages Publication. The file consists of a set of the publication, quarterly or annual, Employment and Wages, from 1939-1971. This publication was issued by the Bureau of Employment Security and the Manpower Administration of the Department prior to its being taken over by BLS in 1972. This is a duplicative set. See Item 154 for record copy.

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

201B. Reference Set of Employment Situation and Real Earnings. The file consists of extra copy sets of the Press Release, Employment Situation and Real Earnings, 1978 to date.

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

201C. Monthly Press Release, "State and Metropolitan Area Employment and Unemployment" Record Copy File. Record copies of the monthly Press Release, "State and Metropolitan Area Employment and Unemployment" are maintained in two binders, by date. From 1977-1982, the release was issued by Local Area Unemployment (IAUS) Division. In 1982 the CES program assumed responsibility for it.

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

Records Pertaining to Production of National
CES (790) Estimates

- * 202. CES Machine Listings of Monthly Sample Estimate Aggregates (SEA), 3rd Closing Data. These are monthly machine listings reflecting published and unpublished National CES program, 3rd closing final data for employment, hours, and earnings for a particular month, including data on estimates of size of reporting establishments, and sample averages. Certain of the data are considered confidential.

Retention Period. Destroy the oldest years' monthly SEA listings after receipt of the latest years' benchmark involved in this two year benchmarking process.

203. Machine Listings of Twelve Month Annual Averages of National 790 Data. The file consists of machine listings of CES (790) twelve month annual average data on employment, hours, and earnings involving both published and unpublished data. The file includes listings containing unbenchmarked 3rd closing 790 annual data, and listings involving the first recalculation of 790 benchmarked data, and the second recalculation of fully benchmarked 790 data for a particular year.

In addition, this file contains annual average machine listings reflecting the final (second) closing of labor turnover data, a program which has been discontinued at the time of this writing.

These listings are valuable for analytical research purposes, as well as for providing quick reference to annual twelve-month data for answering reference requests as both published and unpublished data are included.

File is arranged chronologically by years.

Retention Period. Retain in office space six years and then transfer to WNRC. Destroy when fifteen years old.

204. Machine Listings Summarizing Over-the-Month Estimates Changes. These summary listings of over-the-month estimating changes provide a guide for determining the validity of various monthly estimates derived from the 790 system covering employment, hours, and earnings.

Retention Period. Destroy after receipt of data for three benchmark periods.

205. CES Machine Listings of Monthly Edit, Screening, and Atypical Reports. These monthly machine listings are Regional office transmittals and National office data arranged by each of the three closings. These listings include edit errors and non-matches and reported establishments considered as atypical during the estimation process of State reported data on employment hours and earnings.

Retention Period. Destroy previous months' listing for a particular closing after receipt of the next months' listing for that closing.

206. CES Machine Listings on Monthly National Estimates Based on First or Second Closing. The files consist of machine listings reflecting National 790 estimates on employment, hours, and earnings for a particular month based on reported data available for the first or second closing. These preliminary data are included on the third closing monthly SEA listings.

Retention Period. Destroy first closing listing upon receipt of second closing data, and second closing listing upon receipt of third closing.

207. Machine Listings Covering Internal (Administrative) Processing 790 Data. The file consists of machine listings describing such processing actions in a particular 790 National data run as the number of establishments reporting, the number edited, the number of screenings, the number of rejected reports, the programs involved, and other data descriptive of a particular computer run.

File is arranged chronologically by closing.

Retention Period. Destroy when five years old.

208. Program Subject File on Production of National 790 Estimates Maintained by the Team Leader. The file consists of correspondence and related records maintained by the production team leader reflecting the production of 790 National estimates on employment, hours and earnings. The file contains some records of the former team leader. The file is alphabetical by subject and pertains to such matters as: closing date memoranda, shipbuilding index, sample counts, numbered revision memoranda to the State or Regional Operating Manuals, and other matters involved in the processing of State-supplied 790 data to develop National estimates as required.

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

209. Program Subject File of Former CES National Estimate Production Team Leader. The file consists of correspondence and related records pertaining to the production of National CES program estimates on employment, wages, hours, and labor turnover of Mr. Osborne, former team leader. The file is concerned with such matters as instructional memoranda, documents for non-matches, screening and editing of State-supplied 790 data overlays, correspondence with various recipients, and internal statistical procedural matters, and the like.

Retention Period. Bring forward active records to the file of the present team supervisor. Destroy remainder by January 1985.

210. Reference Set of Employment and Earnings. The file consists of a reference set of the monthly publication, Employment and Earnings containing published National 790 program data on employment, earnings, and hours.

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

- * 211. Establishment Registry Microfiche File. This is a reference file on non-silver duplicate microfiche of the registry of coded reporting establishments providing name and location information on the more than 212,000 reporting establishments involved in the 790 program. File is updated each year.

Retention Period. Destroy when four years old.

- * 212. Industry Analysts 790 Monthly Estimate Work File. The files consist of work sheets maintained by industry analysts involving the review of State-supplied monthly 790 data including Estimate Review Sheets, Overlay Forms, and Weighting Forms for each of the three closings per month. These worksheets reflect the determinations of the industry analyst specialists in the development of the monthly 790 National estimates.

Retention Period. Destroy when two years old except for the centralized overlay records of the third closing, which shall be destroyed when five years old.

213. Industry Analysts CES National Production Estimates Project File. These files of industry analysts on various special projects involving production of National 790 estimates includes files on updating and maintaining internal procedures manuals, preparing special articles for Monthly Labor Review, or various projects on improving estimating procedures and techniques in producing National 790 estimates.

The file consist of drafts, background materials, manuscripts, source data, work papers and the like.

Retention Period. Except for unpublished results destroy one year after completion or abandonment of a particular project. Destroy unpublished results when no longer needed for current business.

- * 214. CES Shipbuilding Schedules. Information on employment and earnings is obtained directly from shipyards monthly. These schedules serve as the basis for the Shipbuilding Index.

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

Records of the CES National Estimates Analytical
Services Team

215. CES National Program, Special Index--Form Letter Files. Employment, hours, and earnings statistics on certain types of industries are not published because of such reasons as the industries employ less than 20,000 workers, or the sample does not provide statistics that meet BLS publication standards. Various outside economists, analysts, or industry representatives have requested BLS to provide them with such unpublished employment, hours, and earnings data for the certain of the these industries. Form letters are used to transmit these monthly data to the requestors, and at one time separate manual tabulations were maintained to document the indexes on these industries. At present, copies of the form letters serve also as the index documentation.

Form letters indexes are presently maintained for such industries as State and local government employment and payrolls, footwear manufacturing hours and earnings except rubber, shipbuilding and repairing industry employment, and earnings for the steel shipbuilding industry. Discontinued indexes include the potash industry and the hydraulic turbine manufacturing industry and wooden shipbuilding.

At one time the files on letters and indexes were kept by type, but presently the form letters are filed by month.

Retention Period.

- (a) Destroy form letters when ten years old, except for those that serve in lieu of separate index tabulations.
- (b) Index tabulations and form letter serving in lieu of index tabulations. Destroy when twenty-five years old or after all essential information has been tabulated, which is sooner. Transfer to WNRC when ten years old if volume warrants.

216. Real Earnings Press Releases Background File. A monthly press release, Real Earnings, is prepared. It includes text and machine prepared tables involving the application of CPI-W index data to 790 gross earnings data to adjust the reported gross earnings for inflationary factors. The file consists of background and operational data, drafts of text and tables, and the like leading to the monthly press release. A record copy set is maintained at the Branch level.

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

217. 790 National Estimates Revision Project Files. The Analytical Services team members are engaged in carrying out various one or two year analytical projects involving differing aspects in improving the quality of the 790 National estimates. These projects cover such matters as: Sample Characteristics by Closing, Macro Screening, Microdata Received at State Levels, State Estimating Cell Criteria, Defense Employment Estimates, Revisions Between First Closing Runs, Use of Six Month Seasonal Adjustment Factors, Longitudinal Analyses of Various Firms, Effects of Overlays on Precision of Estimates, Precision of Local Education Estimates, and Review of Internal Branch Information Requirements in Production of National Estimates.

The project records can include such materials as: project plans, machine printouts from various machine-readable records maintained for a project, correspondence, background and source data, analytical manual or machine-produced tables, and final project reports.

Retention Period.

- (a) Final Reports, Project Plans and Micro Data Source Records. Destroy when no longer needed for current business.
- (b) Other Project Operational Records. Destroy one year after closing or abandonment of project, or when essential information has been tabulated, whichever is sooner.

218. Data Resources Inc. File. The file consists of a three-ring binder containing terminal printouts of data received from Data Resources Inc., used as background or for analytical purposes.

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

Records of the CES (790) Program Technical Services
Team Pertaining to State Installation of the
Employment and Earnings System Program Package

219. Illinois-Rhode Island 790 State Pilot Project Files. The file consist of office copies of memoranda, correspondence plans, background materials, and reports and tabular data reflecting the pilot installation at Illinois on a self sustaining basis and at Rhode Island on a service bureau basis of the standard methodology of the BLS Employment and Earnings System software package for the monthly production of State and area employment, hours, and earnings estimates. The Illinois project involves the development of three software modules concerning benchmarking, sample selection, and address delinquency.

Retention Period. Destroy five years after the completion of the project involving the pilot installations, or when no longer needed for current business, whichever is sooner.

220. Project and State Installation of Standard Employment and Earning System Software Package. The files maintained by the different analysts of the team concern various aspects of this improvement project aimed at installing the standard methodology software package at the States. They cover such areas as planning documents involved in the installation of the standard Employment and Earnings System software package at various States; controlling and monitoring any proposed State changes to the System; and testing State data bases established during the installation.

The records also concern training or on-site technical assistance given during the installation of the system by the State.

At the time of this writing, the States of West Virginia, New Jersey, and Louisiana were involved, and additional States will be involved in the future.

These records consist of correspondence, planning documents, progress reports, tabular data, evaluation reports, and the like.

Retention Period. Destroy five years after completion of project in a particular State, or when no longer needed for current business, whichever is sooner.

RECORDS PERTAINING TO CES STATE AND AREA EMPLOYMENT,
HOURS, AND EARNINGS STATISTICS OF THE
DIVISION OF MONTHLY INDUSTRY EMPLOYMENT STATISTICS

One organizational unit (Branch) of the Division of Monthly Industry Employment Statistics is concerned with the State and Area (some 250 SMSA's and other local areas) employment, hours, and earnings data obtained under the CES program. This unit is responsible for preparing the State and area tables on employment, hours, and earnings in section B and C of Employment and Earnings, and in Table 2, "Employees on Non-Agricultural Payrolls by State and Selected Industry Division" of the monthly press release, State and Metropolitan Area Employment and Unemployment, as well as for the State and Area CES data in annual supplements of Employment and Earnings, for articles in the Monthly Labor Review, and for the CES State and area segment of LABSTAT.

Other functions of this unit, in addition to publishing the above listed statistical tabulations and issuing the State and metropolitan area press release are concerned with conducting periodic surveys through the BLS Regions, of the State operations involved in the CES program to validate the quality of the State and area employment, hours, and earnings furnished BLS by the States; the unit is also concerned with developing the best possible procedures at headquarters offices to produce these CES State and area statistics. For example, work is underway at the time of this writing at developing procedures for further automation of the publication of certain State and area statistics.

221. Unit Supervisor (Branch Chief) Program Subject Files. The file consists of correspondence, tabular data, and related records reflecting primarily the program operations involved in generating the CES based State and area estimates on employment, hours, and earnings. Included on the file are a State breakdown for correspondence to or from the individual States, and such subject headings as Contracts, Handbook of Methods, Publications, SMSA Definitions, State/Area Redesign, Labor Cost Measures, LABSTAT, SIC Review, CES Automation Guide, Benchmark Listings, and Puerto Rico. A small section of alphabetically filed correspondence is also included.

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

222. Program Subject Files of Former Branch-Chiefs, CES State-Area Program. The file consist of a collection of folders of former Branch Chiefs, such as Ms. Kathy Beall or Mr. Paul Amknecht, reflecting the supervision of the CES State-area program. Included are correspondence, tabular data, and related records covering such areas as: Labor Turnover Design, SIC Revision, On-line Terminal System, CETA Measurements, Computer Facilities, Specifications-Labor Turnover System, Reconciliation CPS-CES, Measures of Variability, Spendable Earnings Statistics, Energy Worksheets, Press Releases, Seasonal Adjustment Tabulations, State-Area Diffusion Codes, Publication Deadlines, Closing Procedures, Job Evaluation Reports, Job Vacancies Program, Progress Reports, CES Registry Conversion to 1972 SIC, and Comparison of ES 202 First Quarter 1975 on 1967 and 1972 SIC.

Retention Period. Bring forward active materials to current Branch Program subject file. Destroy remainder by December 1984.

223. Survey of All-State, State/Area Statistical Procedures. The file consists of binders arranged by States, containing copies of the Regional observations on the States of the statistical procedures in the individual States that prepare the macrodata on State and area employment, hours, and earnings transmitted to BLS. Two sets of these regional State observations have been maintained reflecting this one-time survey.

Retention Period.

- (a) First Set. Destroy after all essential information has been analyzed and tabulated.
- (b) Second Set. Destroy immediately.

224. CES State and Area Monthly Transmittals. The file, arranged by State, consists of manual tabulations of certain macro data and facsimile machine listings of machine-readable macro data on State and area employment, hours, and earnings transmitted monthly from the States to BLS Headquarters.

Retention Period. Destroy monthly data for a year after completion of the annual benchmarking procedures for that year.

225. CES Annual State and Area Transmittals. The file, maintained in binders, consists of printouts of State annual benchmarked transmittals of State and area data on employment, hours and earnings, as well as manual tabulations of certain of the data. Four books each cover State-wide employment and State-wide hours and earnings while ten books cover area employment and eight books cover area hours and earnings.

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

226. CES State-Area On-Site Review Files. In 1981, a validation packet was developed for conducting a Regional/State survey periodically of the effectiveness and quality of State statistical operations involved in submitting the monthly and annual State-area employment, hours, and earnings data to the BLS. The file, arranged by State and area thereunder, consists of Regional observations, samples of State statistical outputs, correspondence, and related records. These surveys are planned to be continued on a periodic basis.

Retention Period. Destroy past survey records one year after receipt of results of the most current survey, or after all essential information has been analyzed and tabulated, whichever is later.

227. Reference Copies of State Prepared Publications on State/Area CES and Other Data. States submit copies of the State-prepared publications on State/Area employment, unemployment, hours, and earnings. The files are arranged by State, and are referred to by LAUS Division as well as by personnel of this Branch. The file serves reference purposes only is not intended as a continuing documentation of these State publications.

Retention Period. Destroy when one year old.

228. Monthly Machine Listings on the Status of the CES-State/Area Data Base. Typically on a monthly basis, after entries have been made, a machine listing is made of the CES State/Area data base, and separate listings, by State, are furnished to this office.

Retention Period. Destroy upon receipt of latest month's listing.

229. State/Area Annual Validation Report Files. Under a discontinued procedure, Regional offices would monitor State statistical procedures to determine if the States were properly applying the CES State Operations Manual in submitting the monthly and annual statistics on State/Area employment, hours, and earnings. The file consists of Regional reports, arranged by State and area, validating such State operations. Eight binders contain the Employment, Hours and Earnings Validations, while three binders contain the validation for the Labor Turnover program with the last reports submitted in 1981.

Retention Period. Destroy when three years old.

230. CES State/Area Correction Files. At one time corrections to State-supplied data of the CES State/Area program were made by the headquarters office. Now Regional offices make required corrections using the Regional terminal system. This obsolete file consists of correspondence from the States indicating required corrections to originally submitted data. The latest date is 1981.

Retention Period. Destroy when two years old.

231. State/Area Labor Turnover Monthly Submissions. The file consists of the monthly manually tabulated forms submitted by States providing the data for the discontinued monthly Labor Turnover reports. The files indicate that the data has been punched, although much of the machine-readable data has been eliminated. There are two segments to the file, one for 1974-1977, and the other for 1980-81 covering this defunct program.

Retention Period. Destroy when final analyses has been completed and all essential information has been tabulated.

232. State/Area Labor Turnover Annual State Submissions. The file consists of eight binders containing annual revised State and Area submissions from States covering Labor Turnover rates. The file covers the years 1974-75, for this defunct program.

Retention Period. Destroy when final analyses has been completed and all essential information has been tabulated.

233. Illinois/Rhode Island Demonstration CES State/Area Projects Files. The Illinois State project to apply the Employment and Earnings Systems software package for National CES estimating to State ADP operations as well as the Rhode Island service bureau type of installation represent attempts of the BLS to have uniformity in ADP operations at State installations, as well as at the CES primary Computer Center at BLS headquarters.

These files consist of explanatory materials, sample tabulations, and training materials involved in demonstrating how these projects operate at the State level.

Retention Period. Destroy two years after completion of these two demonstration pilot projects.

234. CES State/Area Annual Benchmark Comparision Listings. Each year, a machine listing is prepared comparing the benchmarked data at the data cell level for the past year with the data for the previous year. The files on hand compare 1981-1982 benchmarked data. The data are useful in determining the percent of change from one year to another and the quality of the State CES estimating operations.

Retention Period. Destroy current year's listings upon receipt of next year's listings.

235. Analyst Working Files on the Development of Press Releases, Articles, and Manuals. The files consists of background materials, drafts, tabulations, and other working papers involved in preparing revisions to the State Operations Manual, Press Releases, or special articles.

Retention Period. Destroy after completion of the article, manual or press release involved.

**RECORDS PERTAINING TO CES BENCHMARKING
AND ESTIMATION TECHNIQUES, DIVISION OF
MONTHLY INDUSTRY EMPLOYMENT STATISTICS**

The Benchmark and Estimating Techniques Unit (Branch) of the Division is responsible, among other duties, for establishing the annual benchmarks upon which the sample CES monthly estimates are based using the link relative techniques. Under this technique, the ratio for all employees in a cell for one month to all employees for the preceeding month is computed for sample establishments which reported for both months.

The CES estimates are based on a sample of some 212,000 establishments. The annual benchmark data is derived, however from the ES 202 unemployment insurance reports to the States. These data cover about 98% of the civilian payrolls, and thus can provide a firm base upon which to generate the monthly CES sample estimates until the next year's benchmark data are obtained.

The Branch also is responsible for conducting certain of the major 790 Revision program projects. This program originated in the Branch, but overall responsibility for it has, at the time of this writing, been placed on the Deputy Associate Commissioner. Under the program, various projects are being undertaken to improve all aspects of the production cycle involved in the CES program.

The Branch also maintains certain older records of long-term value of the Division relating to various programs which are no longer being actively carried out by the Division. For example, it maintains the hard-copy records of the Division documenting the discontinued National Labor Turnover System statistics, as well as records on the discontinued ES 203 program on characteristics of the insured unemployed, and on the discontinued Job Vacancy and Labor Turnover Rates Survey (JOLTS) program.

236. Program Subject File of the Unit (Branch). Correspondence drafts, worksheets and other tabular records, background materials and related records pertaining to such program matters of the branch as: benchmarking activities including work sheets and special tabulations on railroads and State and Area data; answering requests for information on CES statistics involving analysis of the data; working and background files on various projects including preliminary or final tabulations; and a segment of chronologically-filed correspondence and related records of a program nature not fitting existing subject headings. Also included are older records on Labor Turnover, benchmarking, ES-203 program, Regional office relations, Job Vacancy surveys, SIC Revisions, Railroad estimates, overtime estimates, and non-profit organizations.

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

237. Administrative Subject File of the Unit (Branch). Office copies of correspondence and related form records pertaining to such internal housekeeping matters as requisition for supplies or services, budget, performance standards, training, personnel, and other internal housekeeping matters.

Retention Period. Break files every three years and bring forward active materials as required. Destroy when three years old.

238. CES Benchmark Documentation Files. Each year, the documentation involved in obtaining the annual benchmarking data for the CES system is assembled and filed in a binder. These records, maintained in three-ring binders, consist of correspondence,, instructions issued to Regions and States, field memoranda, analytical tabulations, and the like. This file is the most complete collection documenting the establishment of the annual CES program benchmark available. The file is arranged by date, and consists presently of about three cubic feet of records.

Retention Period. Permanent. Offer for transfer to the Archives of the United States in 10 year blocks when the most recent records are 20 years old.

239. CES Annual Benchmark Original Printout Files. The file consists of voluminous machine printouts reflecting the receipt from the States of the annual ES 202 based benchmark aggregate statistics providing employment and wage data for all States by size of industry, and for individual States by industry divisions.

Retention Period. Destroy when ten years old. If volume warrants, retain in office space for six years and transfer to WNRC for four year storage, prior to destruction.

240. CES Benchmark Edit and Revision Printouts. The file consists of printouts reflecting the status of the benchmark data base as edits and revisions are made to revise the original benchmark data received from the States. Preliminary status printouts are received during the edit process, and a final set of revised printouts of benchmark data is received when the process is completed.

Retention Period.

- (a) Preliminary Printouts. Destroy when replaced by further revised printout.
- (b) Final Edited Printouts. Destroy when benchmark data for next year are received.

241. BEA U.S. Total Summaries of ES 202 Data Machine Listings. The Bureau of Economic Analysis prepares U.S. Summary Totals based on the ES 202 data furnished it by BLS. Such summaries are furnished BLS by BEA and are used in the benchmarking process to establish an annual base for the cycle of monthly production of CES statistics.

Retention Period. Destroy when ten years old.

242. CES Seasonal Adjustment Run Printouts. The files consist of printouts reflecting the application of the X-11 ARIMA program to provide for seasonally adjusted estimates for some 3,000 of the CES time series on employment, hours and earnings.

Retention Period. Destroy previous years' printouts upon receipt of latest year's printouts.

243. 790 Revision Program Development Files. Starting in 1979, a major series of projects were begun aimed at making comprehensive improvements to the CES system for estimating employment, hours, and earnings. This program envisages a series of projects investigating the possibilities of revising the present production techniques of the 790 program, covering the many individual steps in the overall estimate production cycle.

The program had its beginnings in this branch, and the records cover the activities of a special task force which outlined the scope of the program, as well as documenting the development of the program and the scope and coverage of the individual projects comprising it. At the time of the writing, the Deputy Associate Commissioner for Employment and Unemployment Statistics has been given responsibility for overseeing the program, and the Program Manager in the Office of the Associate Commissioner is assisting in these oversight activities.

The various personnel of this Branch, however are presently carrying out certain of these individual projects. (See Item 244) (See also items 8 and 9 of the Schedule covering the records of the Program Manager.)

Retention Period. Destroy when ten years old or when no longer needed for current business, whichever is sooner, except for the task force and early development records. After these are no longer needed, they should be filed with the project records of the Program Manager (Item 8).

- * 244. 790 Revision Individual Project Files. Certain of the individual projects of the 790 Revision program are carried out by personnel of the Branch, including such projects as: the Employer Records Analysis Survey, the Employer Perception surveys of the 790 questionnaire, the All-Employee Payroll Test involving Maine and Florida, and the Longitudinal 790 Studies. Others may be involved during the course of this comprehensive study of the 790 program.

Typically on a project, the following types of records can be accumulated: Developmental and clearance records covering planning the project, clearing the plans internally within BLS, with the States and Regions concerned, with the Department, and if questionnaires are involved, with the Office of Management and Budget; data collection reports involving instructions and procedural documentation, as well as completed questionnaires; data processing records involving the entering of microdata from questionnaires onto machine-readable records as well as analytical runs in developing tabular results; printouts and worksheets reflecting various operational steps in the analysis of the data; and final reports.

Retention Period.

- (a) Project Documentation Materials including copies of instructions, and procedural guides, clearances, and other developmental records, as well as final reports, and the questionnaires or microdata inputs to machine-readable files. Destroy ten years after completion or abandonment of the project, or after all essential information has been analyzed or tabulated, whichever is later. (See Item 8 of the Schedule for Permanent 790 Revision project records.)
- (b) Project Operational or Working Files, such as transmittals of documents, operational correspondence, preliminary analytical printouts, manual tabulations, intermediate machine-readable processing disk or tape files, and the like. Destroy after completion or abandonment of the project.

245. Reserved.

246. Reserved.

247. Documentation Files on ES 203 Program on Characteristics of the Insured Unemployed. In 1972, BLS was given responsibility for generating statistics on the characteristics of the insured unemployed, based on ES 203 reports from the States. This was a program which had been the responsibility of various other Bureaus of the Department such as the Bureau of Employment Security or such successor agencies as Manpower Administration or the Employment and Training Administration. The statistics generated by BLS from 1973-1979 when the program was terminated in BLS were furnished to Manpower Administration or ETA. The file was maintained by the Branch Chief in charge of the program.

The file consists of correspondence, background materials on the program drafts, SIC coding materials, and actual printed tabular results of the program, and related records. The bulk of the file on this discontinued BLS program consists of copies of all-State Tabular data on characteristics of the unemployed (the published results of this survey) furnished to Manpower Administration or the successor ETA from 1973 through 1979.

Also included in the file are correspondence folders on the ES 203 program, background materials on the program, a folder on the impact of the Privacy Act on the program, a SIC 1972 Code Conversion folder, a 1975 analysis of the ES 203 program, and a large binder containing published monthly reports from 1956-1958 on the characteristics of the insured unemployed; and the like. One and one-half cubic feet, arranged roughly by subject. 1956-1979.

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

248. CES Regional Correspondence File. The file consists of carbon copies of outgoing Regional correspondence 1964-1966 as well as copies arranged by State of trip reports to the States during the period.

Retention Period. Dispose immediately.

249. CES Record Copy Set of the 790 Schedules and the Labor Turnover Schedules. Samples of the Schedules used in the CES program from 1915 to date have been collected as well as samples of the Labor Turnover Schedules. Background materials on development of the Schedules are also included in the file from 1947-75. Arranged by date and type of schedule. 1915 to date. Six cubic feet. Minimal accretion.

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

250. CES Instructional Memoranda Files. The file consist of copies of reproduced instructional memoranda in the various series, such as Employment Statistics (ES), Information memoranda, and the like maintained by the CES Benchmark-Estimating Techniques Branch. The file largely duplicates the record copy set of such instructions supplementing the CES operating manuals maintained by the Division of Federal State Monthly Surveys, OSP. (See Schedule Items 262, 263, and 264.)

Retention Period.

- (a) Early instructional memorandums not duplicated in record copy set. Include in the record copy set as appropriate (Items 262, 263, 264).
- (b) Duplicate instructions. Destroy when no longer needed for current business.

**CES PROGRAM MACHINE RELATED RECORDS
MAINTAINED BY THE DIVISION OF
FEDERAL/STATE MONTHLY SURVEYS
OFFICE OF SURVEY PROCESSING (OSP)**

The Division of Federal/State Monthly Surveys (OSP), is responsible for operations involved in receiving the CES (790) establishment data from the States; the direct receipt of certain schedules or employment data from certain industries or organizations; preparing, updating, and maintaining the various operating manuals that provide a uniform approach to this Federal/State cooperative statistical program; maintaining the machine-readable and related hard-copy records involved in producing the National and State and Area estimates of employment, hours, and earnings; and for the data processing operations involved in producing the estimates.

Separate groups of employees of the Division are concerned with maintaining the CES machine-readable records for both the National estimates and the State and area estimates programs, as well as for maintaining the Division's related hard-copy records.

Approximately 1,250 tapes are involved in the CES National estimates program, as well as some eight disk packs at the primary BLS Computer Center. About 200 tapes are involved at the Center in the State and area program, as well as one disk pack.

In addition to the data processing work concerned with producing and publishing the CES employment, hours, and earnings estimates, the Division maintains the machine-readable records concerned with the comprehensive 790 Revision program aimed at studying all aspects of the production cycle in generating the CES statistics to improve the quality and timeliness of the data. The Division also maintains the remnants of the machine-readable records involved in the defunct National Labor Turnover program, which was discontinued as of 1981.

The Division also transmits three times monthly to the Bureau's LABSTAT data base updating data on the some 2,800 published time series involved in the CES National estimates on employment, hours, and earnings. In addition, the Division transmits to LABSTAT time series data on CES State and area employment, hours, and earnings. About 10,000 series of monthly data are available on total payroll employment covering each State and about 250 major labor areas. About 11,000 monthly series are available covering production or non-supervisory worker's average weekly earnings, average weekly hours, and average hourly earnings for each State and some 210 major labor areas.

Hard Copy Records Pertaining to Production of CES (790)
National Estimates or to State-Area Estimates

- * 251. National Labor Turnover Direct Schedules. Under the defunct labor turnover program some 3,000 establishments transmitted shuttle schedules monthly directly to OSP for keypunching. At the end of the year, after keypunching, the schedules were filed by the Division of Federal/State Monthly Surveys. This program was discontinued in 1981.

Retention Period. Destroy when three years old.

- * 252. National-Telephone Company 790 Schedules. Some 300 large multi-unit establishments, as well as the 450 various telephone companies send 790 Schedules directly to the Federal/State Monthly Surveys Division which has them keypunched and then files them. The multi-unit schedules are yearly shuttle schedules, while the telephone companies submit photocopies of the schedules monthly. Filed by date and company.

Retention Period. Destroy when three years old.

- * 253. National-Telephone Company Sample File Listings. For each of the three closings per month, the Division receives a machine listing of the data on each schedule inputted into the data base, known as sample file listings. These listings are useful for checking address delinquency and as a record of inputted data.

Retention Period. Destroy when four months old.

- * 254. Edit Listing of National-Telephone Company Screening Schedules. A machine listing is prepared reflecting the edited or corrected data in the data base for the national-telephone company data.

Retention Period. Destroy after being replaced by next month's listing.

- * 255. National-Telephone Company Master Address File. Computer prepared master address listings are maintained to control the mail-out of the multi-unit establishment schedules and the telephone company schedules to reporting establishments.

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

- 256. Edit-Screening Listings of National All State Data. The file consists of a machine listing received covering the edited listing of all state sample data.

Retention Period. Destroy when one month old.

- * 257. National-State 790 Update File. The National and telephone company direct reporting establishments, as well as many States, report revisions or updates to the originally submitted data on schedule update forms. After being entered into the data base, the forms are filed in the Division of Federal/State Monthly Surveys.

Retention Period. Destroy when three months old.

- * 258. CES Registry Master Identification File. A register of the some 212,000 establishments reporting under the CES system is maintained as computer prepared machine listings. The register indicates for each reporting establishment such information as the name, industry code, report code, and other identifying characteristics. New registry listings are computer-prepared on a six month cycle.

Retention Period. Destroy present registry listings upon receipt of replacement listings.

- * 259. Microfiche Copies of Master CES Registry Identification File. COM produced microfiche sets are prepared of the CES registry listings, and are replaced annually with updated microfiche.

Retention Period. Replace present fiche set of registry upon receipt of replacement set.

- * 260. Weekly Master CES Registry Updates Listings. Machine listings indicating changes or revisions to the Master CES Registry are prepared weekly and are maintained by the Federal/State Monthly Surveys Division.

Retention Period. Destroy six months updates after receipt of replacement registry listings.

- * 261. Regional Registry Update Input File. Regions transmit revision listings serving as input for the weekly update revision listings of the CES Registry. These input listings are filed by Region.

Retention Period. Destroy when six months old.

262. Record Copy of the CES State Operating Manual and Pertinent Update Memoranda. The CES State Operating Manual provides uniform statistical methodology and operating procedures for the cooperative Federal/State CES program for producing employment, hours, and earnings statistics at the National, State, and area levels. Record copy sets of the 1969 Manual and the current 1981 manual are maintained, although earlier manuals had been prepared. At the time of this writing, it is contemplated to reissue the Manual on a three or four year cycle. The current revision is maintained in machine-readable form as well as printed copy.

Updates or revisions to this Manual are made by numbered Memorandum Series. Prior to 1981, several series of numbered memorandums were used to revise the Manual as needed, or to convey procedural instructions to the Regions or the State.

These early memorandums include, the A-series for interim or urgent non-cleared instructions, and the B-Series providing new or revised pages or pen and ink changes to the Manuals.

In 1981, a new Manual numbered update memorandum series was begun, the RS series, which provides new or revised pages or pen and ink changes as required.

The record copy of Manuals and updates are maintained in binders. The file dates from 1948 to date, and updates are numerical. Some earlier manual editions are maintained in the Division of Monthly Industry Employment Statistics, which should be integrated into the file.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in 5 year blocks when the most recent record is 20 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

263. Records Copy of CES Regional Office Guide and Related Update Memoranda. No formal CES instructional manual for Regional offices was established before 1981. At that time a 150 page manual summarizing existing CES Regional Office procedures was issued, in print and in machine-readable format.

It is contemplated that a complete revision of this manual will be issued every two or three years, as a 1983 version is now being prepared. Revisions as required are issued in a numbered R-series of memorandums.

Prior to 1981, formal CES program instructions to Regional Offices were issued in an ES Numbered Memorandum Series, an abbreviation for Employment Statistics Letters. This series began in 1959, to convey CES program information and instructions to the Regional Offices only.

The record copy for these Manuals and ES memoranda is maintained in binders.

Retention Period.

- (1) Record Copy. Permanent. Offer for transfer to the Archives of the United States in 5 year blocks when the most recent record is 20 years old.
- (2) All Other Copies. Destroy when no longer needed for current business.

264. Record Copy of CES Informational Memoranda Series. Numbered informational memoranda were begun in 1950 as the media of the CES program to transmit to both States and Regions temporary informational items as opposed to operating instructions. The record copy is in one binder, and these memoranda are of a temporary nature, as the substantive memoranda are included in Schedule Items 262 and 263.

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

265. Distribution Copies of Manual Updates and Other Instructional Memoranda. A small number of copies are maintained of A-Series, B-Series, ES-Employment Statistics Letters, Informational Memoranda, R-Series, or RS Series Memoranda revising the basic manuals or providing instructional or informational materials to the States or Regions.

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

266. Revisions of State or Regional Office CES Manuals. The CES State Operating Manual and the CES Regional Office Guide are periodically revised and reissued. During the process, background materials, drafts, tabulations, correspondence, reviews, working papers and the like are accumulated.

Retention Period. Destroy one year after issuance of revised manual.

267. CES Employment and Earnings System Users Guide Record Copy Files. In 1977, a software program package known as the Employment and Earnings System was developed for use in the headquarters BLS office for processing CES statistics on employment, hours, and earnings. To document the use of this package, the Employment and Earning Users Guide was developed as a computer printed manual comprising some 150 pages. Separate updating RS memos are issued as required to update this basic data processing guide. A complete revision of this manual is now underway as of 1983, and periodic revisions are contemplated. A record copy set of the Users Guide and of the Updating RS Memoranda is maintained.

Manual revision records include background data, drafts, correspondence, tabulations, work papers, comments, and the like. The file is kept by date of manual revision or by number of revising memoranda. The file comprises about two cubic feet.

Retention Period.

- (a) Record Copy of the Guide and Updating Memoranda. Permanent. Offer for transfer to the Archives of the United States in blocks of 5 years when the most recent record is 20 years old.
- (b) Manual Revision Records. Destroy one year after issuance of revised manual.

268. CES Employment and Earnings System Installation Guide Record Copy Files. In 1983, a 145-page manual was issued to document the installation of Employment and Earnings System in the data processing establishments of various States. This is part of an on-going program to achieve uniform data processing operations at both the Federal and State levels in the development of CES program statistics. The file is arranged by date of the manual, and comprises about one cubic foot of records. A record copy of the Installation Guide and Updating Memorandums is maintained.

It is contemplated that this Manual will be revised periodically and that numbered memoranda updating the Manual as required will be issued. Revision records will include background data, drafts, tabulations, correspondence, comments, work papers and the like.

Retention Period.

- (a) Record Copy Set of the Manual and Updating Memoranda. Permanent. Offer for transfer to the Archives of the United States in 5 year blocks when the most recent record is 20 years old.
- (b) Revision Records. Destroy one year after issuance of revised manual.

- * 269. CES Forest Service - Railroad - Shipyard Tabulations. Data on certain establishments involved in the CES National Program, such as railroads, shipyards, and Forest Service personnel are obtained in special ways. For example, monthly summary sheets covering employment and wages of railroad companies are obtained from ICC, monthly letters from the Forest Service cover Forest Service personnel, and special schedules from shipyards are entered into the data sets, and turned over to the National program personnel of the Division of Monthly Industry Employment Statistics. (For Shipbuilding Schedules, See Item 214.)

Retention Period. Destroy when essential information has been tabulated.

270. CES Benchmark - Seasonal Adjustment Records. The file consists of Office copies of memoranda, background materials, and work papers, one folder per year, reflecting the development of annual CES benchmark guides and annual seasonal adjustment factors to be applied in the development of CES program statistics on employment, hours, and earnings.

Copies of these materials are maintained in the Division of Monthly Industry Employment Statistics.

Retention Period. Destroy when five years old.

271. CES Data Log Files. Logs are maintained to record the receipt and key punching of non-machinable CES macro data from a minority of States as well as to record the receipt of all State macro data covering State and local area employment, hours and earnings data in any format including telecommunications.

Retention Period. Destroy when one year old.

272. CES Macro State and Area Machine Listings. The files consist of machine listings reflecting the entry into the data base of the screened and edited data from the States of every transmission of monthly State and area data received, as well as listings involving Regional office corrections of problem entries.

In addition, these listings are received for annual data transmissions as well as the monthly data transmissions. Listings are maintained in Regional binders.

Retention Period.

- (a) Monthly Listings. Destroy when three months old.
- (b) Annual Listings. Destroy when six months old.

Machine-Readable Records Pertaining To
Production of CES (790) National Estimates

- * 273. CES National Program Input Tapes. Certain of the micro data received from States are written onto magnetic tapes at the BLS Computer Center. These data are combined onto screen and edit tapes prior to entry onto sample disk files.

Retention Period. Scratch after fifteen days.

- * 274. CES Sample Microdata Screen and Edit Tapes. The State-supplied sample microdata on reporting establishments is recorded from the various media onto some nine tapes per closing to permit the screening and editing of the reported data prior to input into the sample microdata sets on disks.

Retention Period. Scratch after one month.

- * 275. CES Sample Microdata for National Estimates Disks. The reported microdata on sampled establishment employment, hours and earnings, for a particular month's closing are entered onto two disks after screening and editing. After the third closing data are entered, the data are considered final for a particular month, subject to annual benchmarking revisions. Some sixteen months of sample establishment microdata are retained on the disks. Each month, data for that month of the previous year are written onto tape.

Retention Period. Maintain data on sixteen months cycle, and replace earliest month's data with latest month's, or until obsoleted or revised, as appropriate.

- * 276. CES Microdata Tapes. Once a month, the sample reported microdata from establishments on employment, hours, and earnings for the previous year are written from the disks to tape. Every six months, six months of these monthly tapes are combined onto tapes to provide six months of such microdata on the tapes. These tapes are confidential as they contain individual establishment data. From 1972 to 1982, the tapes have been rewritten to provide for a minimum of errors in accessing the data. These tapes provide a continuing record of the reported data from the some 212,000 establishments in the sample. The series started in 1972. Accretion is two tapes per year.

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 agreed-upon time periods, as appropriate.

277. CES National Program Monthly Estimates Macro Data. The same disk containing the registry data and part of the sample establishment microdata, also contains the National monthly macrodata estimates of employment, hours, and earnings for the current year, as well as related data on seasonal adjustment and other statistical factors, and sample totals, and the like.

Retention Period.

- (a) Monthly Estimates. Maintain on a thirteen month cycle and replace earliest month with latest month's data.
- (b) Seasonal Adjustment and Other Factors. Maintain on a yearly basis except screening factors which shall be replaced on a three month cycle.
- (c) Sample Summary Totals. Replace on a three month cycle.

278. CES National Macro Estimates Time Series Disk. CES macrodata on National employment, hours, and earnings are maintained as cumulative time series on a disk, many of which are not published because they do not meet BLS standards for such publication. About 15,000 time series are included on the disk. Most series begin in 1958 or 1972 although some are available from 1909. Certain of the series contain seasonally adjusted data. There are annual average data and twelve monthly observations for each of the cumulative time series.

About 2,800 time series are published covering various aspects of employment, hours, and earnings. These data are transmitted to LABSTAT.

Retention Period. Except for obsoleted series, which are deleted after obsolescence, destroy after thirty years, or when no longer needed for current business, whichever is later.

279. CES National Estimates LABSTAT Transmittal Tapes. Three times a month a tape is prepared transmitting the time series data from the Time Series disk (Item 278) to the LABSTAT Data Base, for inclusion in that base. These transmittals cover the some 2,800 published time series in LABSTAT.

Retention Period. Scratch when thirty days old.

280. CES National Industry Employment, Hours and Earnings Segment of LABSTAT Data Base. The CES Program provides information on employment, hours of work and earnings on a National basis in considerable industrial detail, and transmits such estimates three times monthly to LABSTAT for updating.

About 2,800 time series of published CES National estimates are available in the IABSTAT Data Base, with each series providing annual average data and twelve monthly observations, as follows.

For all employees, women, and production or non-supervisory workers, nearly 1,300 employment series are available. The series for all employees include over 400 industries at various levels of aggregation. About 1,300 time series are available for production workers' average weekly earnings, average hourly earnings, average weekly hours, and in manufacturing, average weekly overtime. Hours and earnings data are available for more than 300 industries.

Most series begin in either 1958 or 1972; some are available from 1909. Employment by industry division is available from 1919. For industry divisions and major manufacturing groups, about 150 series of seasonally adjusted data are also available.

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 agreed-upon time periods, as appropriate.

281. CES Annual Benchmark Disk Files. The estimated National employment data maintained on the disk files are benchmarked annually to begin the yearly cycle of National estimates. Typically in March, the employment data derived from reports of establishments covered under State unemployment insurance laws provide the beginning "all employment" benchmark for use in preparing monthly estimates (the ES 202 Program). The monthly estimates throughout the year based on the 790 sample establishment data, are derived by a link relative technique, starting with the benchmark data and applying a ratio of all employees in one month to all employees in the preceding month. This ratio is applied to the data for the preceding month to determine the current month's estimate.

The ES 202 data are entered on the benchmark disks, and are applied to the previous year's estimates on the production disks under certain statistical procedures to revise the data as required for a smooth transition to the new benchmark.

The benchmark disks are temporary with the revised or restratification data being entered into the appropriate production disks.

Retention Period. Delete after completion of the revision or restratification process to the macro and microdata bases.

282. Source Code Library Disk File. Source codes and certain older program data are maintained on a disk as part of the data processing operations involved in the CES National Estimates Program.

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

- * 283. Disk-to-Tape Dump Back-Up System File. The primary BLS Computer Center has procedures for daily, weekly, or monthly dumps of the contents of disks onto tape in order to insure the capability of regenerating the information on disks, if such data are lost because of some mishap. The seven daily tapes, if daily dumps are applied, are maintained at the BLS Computer Center. The tapes from weekly or monthly dumps, if applied to a disk, are maintained for safekeeping at other locations.

Retention Period.

- (a) Daily dump tapes. Scratch after seven days.
- (b) Weekly or Monthly Dump Tapes. Scratch when no longer needed for disk regeneration purposes.

284. CES National Estimates Data Processing Program Disk Files. Various program packages are maintained on disks to govern the data processing operations of the CES National Estimates program. These include TOTAL 8 Data Base Management program, the Employment and Earnings System program package providing a uniform guide for both National and State data processing operations, PL-1, COBOL, Job Control Language program, the X-II ARIMA Seasonal Adjustment programs, and the like.

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

285. CES Table Production Language Tapes. Table production language programs are used to automate the formatting of the CES tables in such publications as the monthly Employment and Earnings, the annual issues of Employment and Earnings, the Monthly Labor Review, and the like. Tapes are produced containing such formatted data as required.

Retention Period. Scratch after ten days.

286. CES Print or Publication Driver Tapes. These temporary tapes contain data required for printing or publishing the CES tabular data in such publications as the Annual Employment and Earnings Bulletins. They are applied to GPO videocomp computer driven typesetting equipment as required for preparation of the publications.

Retention Period. Scratch after completion or publication of the reports concerned.

287. CES National Estimates Program Documentation Files. The file consists of such instructional guidance documentation materials as the definitions from TOTAL 8 generation language, the instruction manuals on the TOTAL 8 System, the Employment and Earnings Production System Run Book, and such program documentation as that pertaining to use of COBOL, PL-1, Job Control Language, Table Production Language, and the like.

Retention Period. Destroy one year after the Employment and Earnings Production System is no longer to be used, except that material needed to document the use of permanent National CES microdata sample tapes (Item 276) and the LABSTAT segment of the CES National Macro Estimates Time Series tapes (Item 280) will be transmitted to National Archives with those records.

Machine-Readable Records Pertaining to CES
Registry of Establishments, the CES 790 Revision
Program, and the Discontinued National Labor Turnover Program

- * 288. CES Registry Input Punch Cards. Certain States transmit updates to the CES Registry of reporting establishments in the form of non-machinable Registry Transmittal Forms. These are sent to OSP for keypunching, and the cards are turned over to Federal State Monthly Surveys Division after entering the data into the Registry of CES establishments.

Retention Period. Destroy after next update.

- * 289. CES Registry Input Tapes. Data for registry input is received from States in the form of telecommunications from some States, magnetic tapes, punched cards, or non-machinable Schedules for which punch cards are prepared in OSP. For each closing a combined input tape is prepared to input the data into the Registry data base disk.

Retention Period. Scratch when two months old.

- * 290. CES Registry Disk Data Base. The CES Registry comprises a listing on a disk identifying the some 212,000 active establishments that report employment, hours, and earnings data monthly to the States using BLS 790 shuttle schedules. The Registry information is received from the States in a variety of formats, most machinable, but some non-machinable, and is entered onto one of the three production disks maintained at the primary BLS Computer Center for monthly production of National CES estimates. The Registry occupies only a fraction of the disk's holdings, which also includes such data as sample micro establishment data, monthly National CES estimates, sample totals, and the like. The Registry information on the disk is addressed through use of the TOTAL 8 data base management system.

Data on each establishment in the Registry includes such information as the name of the establishment, its size, ownership, SIC Based Code, and County. Additional address information, and more specific identity of the reporting unit within the establishment is also included. The Registry data is considered confidential.

The Registry data is updated three times a month on a regular basis, and the data on the disk is dumped onto tape on a daily, weekly, and monthly basis for possible regeneration purposes.

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

- * 291. CES Monthly Registry Status Tapes. Once a month a tape is written from the Registry disk reflecting the status of the listing of Registry establishments, as well as the last reported date and the employment reported at each establishment. This tape is used to answer requests from States or others about establishments on the Registry as of that particular month.

Retention Period. Scratch when four months old.

- * 292. CES Registry Revision Tapes. A record is made on tape of the revisions or updates made to the CES Registry limited to adds, cancellations, or SIC coding changes. One tape is made for each of the three closings per month, a fourth tape is made combining the three monthly closing tapes, and an annual tape is prepared covering all twelve months of the revisions.

Retention Period.

- (a) Individual Closing Tapes. Scratch after two months.
- (b) Combined Monthly Revisions Tapes. Scratch after eighteen months.
- (c) Annual Revision Tapes. Scratch after three years.

- * 293. National 790 Program Revision Projects Files. A series of projects or studies are being carried out aimed at improving the quality or validity of the CES National Estimates.

Tape or disk records are created in such studies as:

- (a) The Subnational Estimates Project in which the 790 microdata from Arizona, Michigan and Wyoming are used to develop State estimates on employment, hours, and earnings to compare with State produced estimates. This project involves input tapes, disk data base and disk back-up tapes.

- (b) Department of Defense Contractor Study aimed at studying the 1982 status of workers in manufacturing industries with large contracts with Department of Defense as compared to the status of workers in industries with only small or no contracts with the Defense Department. A disk data base, input tapes of 790 microdata, and disk back-up tapes are involved in this ongoing study.
- (c) Longitudinal analysis studies, involving the evaluation of data of sample establishments which report over a period of time. Tapes are involved, containing study data.
- (d) Macro screening study involving the automated production of data on particular sampled industries in which the change from previous reported data is beyond established norms. A printout covering such problem data cells would be sent automatically to program personnel under this study. Tapes are involved.
- (e) Valid Sampling Studies.. These studies involve the creation of tapes to determine in a particular area or industry the need for expansion of the existing sample of establishments to produce improved National estimates.
- (f) Other 790 Revision Studies as undertaken.

Retention Period.

If disk data base is involved:

- (1) Input Tapes. Scratch after successful entry of data onto disk.
- (2) Disk Data Base. After completion or abandonment of study, dump contents onto a tape.
- (3) Disk-to-Tape Back-up Tapes. Scratch when four months old or when no longer needed for possible disk regeneration, whichever is sooner.
- (4) Final Disk Content Dump Tapes. Scratch five years after completion or abandonment of study or when no longer needed for current business, whichever is sooner.

If tape only is involved:

Scratch one year after completion or abandonment of study.

- * 294. Projects Involving Installation of Employment and Earnings Program Package in States. Projects are underway aimed at installation at the State Computer Centers of the BLS National Employment and Earnings Production System program package to achieve data processing uniformity in the cooperative Federal/State CES program.

Several projects are underway as follows:

(a) Illinois Module Projects: The State of Illinois after installing the National program package, found the need for additional programs covering sample selection evaluation, benchmarking, and addressing and delinquency control. Tapes containing these additional programs have been forwarded to the National office for possible inclusion in the total production program package.

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

(b) Rhode Island Service Bureau Project. The State of Rhode Island has entered into an agreement with the Bureau whereby the State microdata on CES employment, hours, and earnings are telecommunicated to the CES Primary Computer Center and entered directly on a disk. On the same disk, similar files are maintained as for the National Employment and Earnings Production System, such as sample microdata files, current year monthly estimate files, Registry files, sample totals, and time series files.

The Bureau, in effect, is serving as a Service Bureau and performing the data processing operations for Rhode Island to produce State and area estimates that State Computer Centers perform in other States. Similar projects are being undertaken in other States.

Retention Period.

- (1) Disk Files. Delete upon termination of agreement between State and Bureau.
- (2) Periodic Write-Out of Disk Contents to Tape. Destroy when no longer needed for current business.
- (3) Disk-to-Tape Back-Up Tapes. These daily, weekly, and monthly dumps to tape are for possible regeneration of the disk in case of mishap.
 - (a) Daily Tapes. Scratch after seven days.
 - (b) Weekly and Monthly Tapes. Scratch when no longer needed for disk regeneration.

- * 295. National Labor Turnover Program Tapes. The file consist of some seven tapes documenting the National Labor Turnover program at the time it was discontinued in 1981. The following tapes were produced for this purpose. Four tapes containing a dump of the contents of the of the two disks used in the program including the data base macro data time series on National labor turnover for manufacturing, mining and communications industries, including some seasonally adjusted series; as well as the Registry data, data on the various computer

programs, and coding involved in the program; and certain sample microdata. In addition there are two tapes containing the individual establishment data on turnover rates for the years 1980 and 1981, which are confidential, and a separate tape from the disks, containing only a duplicate of the National macro data base time series segments for ease and efficiency of answering requests for data. This National data base contained the following: Approximately 1,700 monthly series were available for 215 manufacturing industries and for seven mining and communications industries. Rates were available for the manufacturing industries from 1930 and for the telephone and telegraph industries from 1943. For industry groups and individual industries in the manufacturing and mining divisions, most series begin either in 1958 or 1972. Seasonally adjusted series for manufacturing, beginning in 1930 complete the published series of this data. Some unpublished series are present.

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 agreed-upon time periods, as appropriate.

Machine-Readable Records Pertaining to the CES
State-Area Statistics Program

The Division of Federal/State Monthly Surveys, OSP, is responsible for the computer operations and the maintenance of the machine-readable records involved in the CES State-Area statistics program covering employment, hours, and earnings by industry division. No separate records are maintained in this office of the input of the State-supplied macrodata covering this sample establishment survey. If the data are sent by telecommunications, such data are inputted directly into the CES State/Area disk, if transmitted by magnetic tapes, as the majority of States do, the tapes are sent back to the States after inputting the data into the CES State/area disk; if transmitted in hard-copy or punch cards, the resulting punch cards are maintained in another office for a short time period.

As some 24,000 time series on employment, hours, and earnings are maintained, only the latest four years of the data are maintained on the CES State/area disk at the primary BLS Computer Center. The remainder of the time series data of the data base going back for some series to 1939 are maintained on two historical tapes.

Daily disk-to-tape dumps are made for back-up purposes in case there is need for disk regeneration. Other tape series are maintained as described in the individual items of the Schedule.

A monthly transmittal of all validated time series data is made from the CES State/Area Data Base to the LABSTAT data base for use by the public. Some unpublished data is included.

296. CES State/Area Data Base File. The file consists of one disk and two tapes containing the some 24,000 time series of monthly and annual macrodata covering State and area employment, weekly and hourly earnings and weekly hours of work by industry divisions. Only the latest four years of the time series are maintained on the disk, and the earlier data, some of which go back to 1939 are on two tapes. All validated data from this data base are transmitted monthly to the LABSTAT data base segment for CES State and Area Industry Employment, Hours and Earnings.

Retention Period. Destroy when twenty-five years old or when all essential information has been analyzed and tabulated, whichever is later.

297. LABSTAT Segment for CES State and Area Industry Employment, Hours and Earnings. Once a month, the some 24,000 monthly and annual validated time series data covering each State and about 250 major labor areas (primarily SMSA's) maintained in this CES State/Area data base file are transmitted to LABSTAT for entry into the CES State/Area Industry Employment, Hours, and Earnings Data Base of LABSTAT.

Specifically the following data are maintained: for total payroll employment, almost 10,000 series of monthly data are available covering each State and some 250 major labor areas. About 11,000 monthly series covering production or non-supervisory workers' average weekly earnings, average weekly hours, and average hourly earnings, for each State and some 210 major labor areas begin in 1947 or later. Some industry detail at the four-digit SIC level is available for recent years. Some unpublished data are included, which may require BLS clearance prior to release.

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 agreed-upon time periods, as appropriate.

298. Daily CES State/Area Disk Back-up Tapes. Each day a disk-to-tape dump is made of the State/Area data base on disk for possible use in regeneration of the data if necessary.

Retention Period. Scratch after seven days.

299. Combined CES State/Area LABSTAT Transfer-Benchmark Tapes. Once a month, the contents of the CES State/Area Disk data-base time series for the latest four years and of the two history tape reels are entered onto one tape for transfer to the LABSTAT data base. These tapes are also used in the annual benchmarking of data to true up the statistics, and to prepare the benchmark comparison printouts used by program personnel.

Retention Period. Scratch after completion of the benchmarking revisions for the current year.

300. CES State/Area Migration (Transaction) Tapes. Once a month the data sets on the CES State/Area disk involved in the initial input of the State-supplied macro data, the edit identification of problem areas, and the corrections of those errors by the Regions are migrated off the disk onto tapes to permit adequate room for additions to the time series data base. Some five or six tapes per month are involved in the removal of this transaction type of data from the disk.

Retention Period. Scratch when one year old.

301. CES State/Area Table Production Language Tapes for Annual Publication. An annual State and Area Supplement to Employment and Earnings is prepared using automated methods. The TPL tapes format the data from the data base for presentation in the annual State and Area publication. This publication provides both annual and historical time series data.

Retention Period. Scratch when three months old.

302. CES State/Area Annual Publication Driver or Print Tapes. In the preparation of the Annual Supplement to Employment and Earnings, print or driver tapes are produced to drive the videocomp machines at the Government Printing Office in producing this annual publication.

Retention Period. Scratch after completion of the publication of the book.

303. CES State/Area Machine-Readable Documentation File. The files consist of various instructional materials documenting the computer operations involved in the CES State/Area program. These materials include: TOTAL 8 data base management manuals, Run Book for preparation of annual supplements of Employment and Earnings, Table Production Language Manual, Tailored Retrieval and Information Management System Manual, and other such instructional manuals.

Retention Period. Destroy when no longer needed for current business, except that materials needed to document the use of the permanent LABSTAT CES State/Area Industry Employment, Hours, and Earnings Time Series tapes (Item 297) shall be transmitted to National Archives with those tapes.

304. CES National and State/Area Estimates Program Processing Files. Processing tape or disk files of the CES National and State/Area estimates program as defined by General Records Schedule 20, such as work files, test files, input source files, intermediate input/output files, valid transaction files, and the like covering records not specifically listed in Items 273 to 304 above. (See page 130 of this Schedule.)

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

CES Records Common to Offices of the Division of
Monthly Industry Employment Statistics and the
Division of Federal/State Monthly Surveys, OSP,
Not Specifically Listed in Items 192 through 304 Above

305. CES Program Technical Reference - Working Files. These are extra copies, printed materials, working papers and manuals and maintained by the various economists, analysts, or other program personnel concerned with the CES program covering their assigned program areas as well as computerized operations and statistical procedures and methodology.

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

- * 306. CES Intermediate Printouts, Job Runs, Worksheets. In carrying out the CES program, economists, analysts, or other program personnel obtain printouts or various Job Runs from machine-readable records, typically of an intermediate nature, covering such areas as: the production of National, State, or area CES estimates, developing new programs for automating the publication of data; benchmarking or seasonal adjustment of data; various administrative listings; or listings, both machine-processed or manually prepared, involved in answering complex requests for information. Such machine listings in this item are not covered by any other items of the CES Program of the Schedule listed above.

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

OFFICE OF TECHNOLOGY AND OPERATIONS
REVIEW, AUTOMATIC DATA PROCESSING
SYSTEM DIVISION

Records Pertaining to Receipt of CES State/Microdata or Key punching
of CES (790) Hard-Copy Establishment Records

The Automatic Data Processing Systems Division is responsible for maintaining records on the receipt from each State for each closing of the CES establishment microdata received in the form of magnetic tapes, telecommunications entries, punched cards, or hard-copy records. It also records the receipt of CES Registry transmitted forms from the States, and transmits input tapes back to the States as appropriate.

For those few States which still transmit hard-copy non-machinable establishment microdata, it provides keypunching services as requested to permit the entry of the data into the System in machine-readable format, and maintains the keypunched cards after such entry.

307. CES Program Outgoing Transmittal Files. The file consists of copies of outgoing transmittal forms sending magnetic tapes back to States for reuse.

Retention Period. Destroy when one year old.

308. CES Program Block Control Log File. This is an alphabetically arranged file by State providing a record of the receipt from States for each CES monthly closing of magnetic tapes, punched cards, Registry Schedules, or non-machinable listings requiring punching.

Retention Period. Destroy when three years old.

* 309. CES Program State Transmittal Sheets. The file consists of transmittal forms from a State covering the shipment of CES establishment microdata, arranged alphabetically by State.

Retention Period. Destroy when three months old.

* 310. CES Program Punched Cards. A minority of the States still send in non-machinable listings or copies of Schedules for establishments for a particular closing. This office typically prepares punched cards for such establishments, which are returned to the office after entry into the data base.

Retention Period. Destroy one month after the pertinent closing for the month.

DIVISION OF STATISTICAL METHODS

a. Mission. To plan, develop, manage and evaluate all statistical aspects of the programs within the Office of Employment and Unemployment Statistics. Identical services are provided to OSH and OPT.

b. Functions.

(1) Consults with program managers and analysts within the Office on the program conceptual framework and program objectives. Develops statistical framework and statistical requirements consistent with the conceptual framework and program objectives. Integrates and coordinates all statistical activities within the Office.

(2) Designs and directs implementation of:

- statistical frames and samples to meet the survey objectives of precision and cost,
- statistical models to adjust for missing data within the survey,
- survey estimators and methodologies for measuring sampling error,
- procedures to identify sources of non-sampling errors and techniques to control their impact on survey estimates, and
- quality measurement and control procedures.

(3) Reviews operational procedures of new and existing programs to ensure the statistical quality of the survey procedures.

(4) Reviews and evaluates existing survey design and statistical outputs to assess the degree to which the design satisfies the program requirements and to insure that the outputs are statistically valid and conform to program specifications.

(5) Determines statistical requirements for survey pretests and works with program managers and analysts to develop pilot surveys to test measurability and operational feasibility of concepts and methodologies.

(6) Prepares Technical Notes and Sampling Statements describing the survey scope, methodology and reliability of estimates for publications with survey data. Documents statistical methodology and statistical policies employed in survey programs, and justifies methodology in response to request or reviews by the Office of the Chief Mathematical Statistician, GAO and other outside reviewers.

(7) Conducts applied and evaluative research in the design and analysis of surveys. Develops new approaches to sample design and estimation procedures for office surveys. Consults with Office of the Chief Mathematical Statistician to keep abreast of scientific developments in survey design and estimation that occur in other BLS program offices or elsewhere. Keeps OCMS informed of technical developments in survey designs in the office which might have implications for other BLS surveys.

(8) Responsible for the development of official statistical policy and statements for the Office. Represents the Associate Commissioner on statistical aspects of its programs. Provides expert advice and counsel in statistical aspects of Office programs, representing the Office and the Bureau when designated, with committees, and private organizations.

(9) Responsible for statistical quality of the surveys within the Office including the development of statistical standards of quality, measurement of adherence to the standards, and application of statistical quality control methods for all programs. Develops short and long range goals for management review on the upgrading of the overall survey design or individual survey activities.

(10) Provides assistance in the clearance of survey forms for office surveys and other surveys as requested by the BLS Clearance Center.

RECORDS PERTAINING TO THE DIVISION OF STATISTICAL METHODS, OEUS

The Division of Statistical Methods of the Office of Employment and Unemployment Statistics was formed in FY 1983 as part of the reorganization of the Office of Survey Design. Although the Division is relatively new it reflects the ongoing work of the predecessor Office of Survey Design as well as some new programs, such as studies of statistical methodology of the Current Population Survey (CPS), which is used as the source of certain BLS statistics.

There are three subunits within the division. One covers the CPS based statistics, one the OES and ES 202 and certain 790 Revision programs, and one the OSH, Productivity and other 790 Revision programs.

The records on the various statistical methodological projects undertaken in the subunits are covered by a standard listing of subjects serving as file folder captions.

The bulk of the records on hand, however, are machine printouts reflecting the sample design and estimation and variance phases of these statistical projects. The bulk of the machine-readable records involved in this work are maintained by the Office of Survey Processing.

While most of the work of the Division involves the surveys of the Office of Employment and Unemployment Statistics, similar statistical methodological work is also provided for the Office of Occupational and Health Safety Statistics and for the Office of Productivity and Technology of BLS.

Among the division's responsibilities is the preparation of the Technical Notes and Sampling Statements describing the scope of a survey, its methodology, and the reliability of the estimates for publications with survey data.

311. Division Program Subject File. The file consists of correspondence and related records, reports, forms, and other records covering the direction of the statistical methodology program of OEUS. Included are such folder headings as Monthly Progress Report, Field Collection Activities, Office of Data Analysis, Special Universe, and such administrative topics as Administrative Management, Budget, Personnel, and Travel. Condensed project records are also planned to be included in this file, which at the time of this writing, was in its beginning phases.

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

312. Unit (Branch) Program - Project Files. The files, maintained at each of the three subunits (Branches) reflect the various OEUS, OSH, and productivity surveys for which the Division develops appropriate universes, and sampling, estimation, and error or variance specifications or other statistical methodological procedures. A standard series of subdivisions reflecting the Division's activities has been recommended for installation at each of the three branches for filing the records pertaining to each of the surveys involved, such as: OES, ES-202, the Current Population Survey of the Bureau of the Census upon which many BLS statistical household series are based, the 790 Revision Projects, the Annual Occupational Health and Safety Survey (OSH), the Hours of Work Survey, and Productivity Surveys.

While not all survey files will require all the suggested breakdowns for project records, the breakdowns include: Project Proposal, Management Correspondence, Planning, Resource Requirements, Concept Goals, Frame Development, Sample Methodology, Collection Method and Questionnaire, Control File, Data File, Non-Response Adjustment, Estimation, Sampling Error, Technical Statement, Non-Sampling Error, and Research.

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

313. Machine-Readable Records and Related Printouts Pertaining to CPS Methodological Surveys. Statistical analysis system aggregate data sets on disk are planned to be developed from sampled CPS microdata, for projects aimed at improving the quality of the BLS estimates derived from the Census Bureau's Current Population Survey. Printouts and other records reflecting the runs of the data sets will be furnished the statistical analysts of the office for analysis and development of recommendations for improvement.

Retention Period. Destroy when all essential information has been analyzed and tabulated, *except final data sets leading to BLS publication of survey results (with documentation).* Submit SF 258 to NARA three years after publication of survey. If rejected by NARA, destroy immediately. ROK 1/24/85
DUR 1/24/85

- * 314. OSH - Hours of Work Statistical Methods Surveys. The files consist primarily of machine printouts of various runs of data sets on disk involving the development of the universe for these annual or periodic surveys, allocation summaries, sample summaries, estimates and variance summaries, and related records pertaining to OSH, or Productivity or Hours of Work Survey statistical methodology.

Retention Period.

- (a) Sample Summaries. Destroy three years after completion of a survey.
- (b) Allocation and Major Estimates of Rates or Variance Summaries. Retain in office three years after completion of survey. Then transfer to WNRC for three years storage and then destroy.
- (c) Minor Estimates Summaries Such As By Illness or Injury. Destroy one year after completion of survey.

- * 315. ES 202, and OES Statistical Methods Surveys. The files consists in the case of OES surveys, primarily of machine printouts involving the development of the universe, criteria for State sampling, control files reflecting State sample units selected, and various estimates or variances or error rates. The files are typically arranged by State. Each of the periodic OES surveys such as manufacturing, non-manufacturing, or trade or services surveys is repeated at three year intervals. Special OES surveys are also occasionally undertaken.

Less voluminous records are created in connection with ES 202 surveys which are based on replies from some 4,700,000 respondents, rather than on sampling. Records involve efforts at improving the quality of the statistics derived from such a non-sampling survey.

Retention Period.

- (a) Cyclical OES Survey Records. Destroy after completion of two surveys of manufacturing or non-manufacturing or trade or services surveys.
- (b) Special OES or ES 202 Survey Records. Destroy when no longer needed for current business.

- * 316. 790 Revision and Special Survey Statistical Methods Surveys. As in the case of other surveys, the files consist primarily of machine printouts involving universe development, criteria for State sampling, control files reflecting State samples selected, and estimate and variance summaries. Typically arranged by State.

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

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

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

**RECORDS PERTAINING TO THE
DIVISION OF COOPERATIVE PROGRAMS COORDINATION,
OFFICE OF FIELD OPERATIONS**

The Division of Cooperative Programs Coordination of the Office of Field Operations is concerned with BLS headquarters-regional office relationships in carrying out Federal/State cooperative surveys. It oversees and coordinates the operations of the various program and project headquarters offices and the BLS Regional Offices in their dealings with the States in these surveys. It serves as the focal point through which headquarters - Regional/State communications are funneled.

The Division also is concerned with the effective management of these cooperative Federal/State programs and it monitors the status of surveys to ensure the timelines of completion of operations or the receipt of needed data. Among its responsibilities, the Division provides mailing distribution, and inventory services for various types of survey supplies such as labels, questionnaires, and the like used by the States in contacting respondents or by the Regions in working with the States in these cooperative surveys.

While the Division is concerned with other Department programs, a large percentage of its work involves the programs of the Office of Employment and Unemployment Statistics.

318. Headquarters - Regional Coordination Subject File. The file consists primarily of correspondence and related records, status reports, budget memoranda, and the like reflecting the management and coordination activities of this office in assisting in carrying out Federal/State cooperative surveys. Communications between the various headquarters offices and the Regions involving these Federal/State surveys are funneled through this office, which also receives various progress or status reports on the surveys. Included in the file are records covering such matters as trip reports, budgets, contracts, regional office progress reports, training, 790 and 790 Revision projects, 790 on-site reviews, LAUS projects, SIC revisions, OES and 202 programs, comments on operating manuals, memoranda on survey planning and the like.

Retention Period. Break file annually and bring forward active materials. Destroy when six years old or when no longer needed for current business, whichever is sooner. If volume warrants, transfer files to WNRC when three years old and store for three years before destruction.

319. Machine-Readable and Related Records on Survey Status, and Mailing, Distribution, and Inventorying Survey Supplies. Disk records are maintained at the primary computer center and printouts and related records at the offices of the various analysts responsible for OEUS surveys reflecting the status of such programs as LAUS, OES, ES 202, 790 and its revisions, and the like, as well as actions involving mailing, distributing, and inventorying various survey supplies.

Retention Period.

OES-LAUS. Printouts and Data Sets. Destroy when no longer needed for current business or when obsoleted or revised, as appropriate.

ES 202. Printouts and Data Sets. Destroy after eight quarters are held.

790 Revision Projects. Printout and Data Sets. Destroy after completion of project.

320. Technical Reference - Working Files. These are extra copies, drafts, printed materials, and working papers maintained by professional employees of the Division covering their particular assigned programs, as well as statistical and computer procedures and methodology. The file includes printouts involving intermediate or processing job runs.

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

EXCERPT FROM NATIONAL ARCHIVES AND
RECORDS SERVICE GENERAL RECORDS
SCHEDULE 20 COVERING PROCESSING
(INTERMEDIATE) MACHINE-READABLE AND RELATED
RECORDS

The following records disposition authorities cover processing or intermediate machine-readable and related files and were issued in General Records Schedule 20 of NARS. They relate to such files as work files, test files, input source files, intermediate input/output files, valid transaction 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 47, 76, 109, 148, 168, 178 and 304.

PART II PROCESSING FILES

Item	File function/ designation	Consisting of	Which are	Then
1	Work file	new media, or media not included in a library control control system, or files whose retention dates have expired	used by computer operators to facilitate the processing of a specific job and/or system run	Available for immediate use or reuse
2	Test file	data used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	Dispose of when no longer needed
3	Input/Source file	data abstracted from input/source documents or other media and entered into the system for each update cycle	converted to magnetic media	Dispose of after verification of data on related magnetic media
4			used for updating and required to support reconstruction of a master file	Dispose of after three or more update cycles
5			not used as input to a master file and not required to reconstruct a master file	Submit SF 115, Request for Records Disposition Authority
6			retained by ADP operational elements as back-up to magnetic media	Dispose of when no longer needed

Part II Processing Files

Item	File function/ designation	Consisting of	Which are	Then
7			officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document	Dispose of in accordance with instructions applicable to the hard copy
8		data created by another agency ¹	files that the creating agency routinely made available to other agencies or to the public	Dispose of as reference material
9			the result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency	Submit SF 115, Request for Records Disposition Authority
10		punched cards that contain original entry with film or written inserts (such as aperture cards)	source documents	Dispose of in accordance with instructions applicable to the hard copy

¹ If the receiving agency reformats, edits, merges, analyzes, summarizes or otherwise processes the data in a file from another agency, then the files created during such processing are files of the receiving agency. The receiving agency should schedule the resulting files according to the appropriate category in Part I, Master File.

Part II Processing Files

Item	File function/ designation	Consisting of	Which are	Then
11	Intermediate input/output file	data that is manipulated, sorted, and/or moved from one run to a subsequent run	used in the process of creating or updating a master file	Dispose of after master file has been proven satis- factory
12	Valid transaction file	data used with a master file for creation of an updated master file	used for independent analy- sis	Submit SF 115, Request for Records Dis- position Authority
13			not used for independent analysis	Dispose of after three or more update cycles ^a
14	Audit trail file	"statistical" data generated during the creation of a master file	used to validate a master file during a processing cycle	Dispose of in accordance with instruc- tions for each appropriate cycle of the master file

BUREAU OF LABOR STATISTICS
PROPOSED SCHEDULE
Listing of Permanent Records
Proposed For Transfer to
Archives of the United States

BLS, OFFICE OF EMPLOYMENT AND UNEMPLOYMENT
STATISTICS

Office of the Associate Commissioner, BLS

- Item 1. Associate Commissioner, Program Executive Direction File.
Arranged Alphabetically by Subject 1942 to date
Volume: 11 cubic feet Estimated Yearly Accretion 2 cubic feet
- Item 4. Deputy Associate Commissioner, Program Executive Direction File.
Arranged Alphabetically by Subject 1974 to date
Volume: 2 cubic feet Accretion - $\frac{1}{2}$ cubic foot per year
- Item 8A. Program Manager, Major Program Project Documentation Files.
Arranged by Project 1980 to date
Volume: 1 cubic foot Accretion - Negligible

DIVISIONS OF DATA DEVELOPMENT AND USERS SERVICES
AND OF EMPLOYMENT AND UNEMPLOYMENT ANALYSIS

Item 22. Microfiche Record Copy Set of Monthly Publication,
"Employment and Earnings."
Arranged by date 1954 to date
Volume: 1 binder Accretion - Negligible

Item 24. Record copy of Monthly "Employment Situation" Press Release.
Arranged by Date 1941 to date
Volume: 5 cubic feet Accretion - 1 binder a year

Item 29. Record Copy of Press Releases and Publications Other than
"Employment Situation" and "Employment and Earnings."
Arranged by Title and Date 1941 to date
Volume: 7 cubic feet Accretion - 1 cubic foot

Data Services Group

Item 42A. Labor Force Segment of Machine-Readable BLS LABSTAT Data Base.
1948 to date
Volume: 1 Cumulative Time Series
Magnetic Tape File Accretion - Negligible

DIVISION OF LOCAL AREA UNEMPLOYMENT STATISTICS

Item 55. . Manual for Developing Local Area Unemployment Statistics and Related Standard Program and Standard Program Regional Issuances.

Manual - 4 binders

Issuances - Arranged by number

1960 - date

Volume: 7 cubic feet

Accretion - Estimate 1 cubic foot

Item 77A. Record Copies of Microfiche of LAUS Publications.

Arranged by date

1976 to date

Volume: less than 1 cubic foot Accretion - Negligible

(To be prepared in accordance with 41 CFR 101-11.5)

Item 78. Printed Record Copy Set of "Geographic Profile Employment and Unemployment," (annual).

Arranged by date

1971 - date

Volume: 2 cubic feet

Accretion - Negligible

Item 103. LAUS Data Base Segment of the BLS LABSTAT Data Base.

1976 to date

Volume: 1 magnetic tape

Accretion - Negligible

DIVISION OF OCCUPATIONAL AND ADMINISTRATIVE
STATISTICS

Occupational Employment Statistics (OES) Records

- Item 113. Printed Record Copy Set of OES National Survey Publications.
Arranged by date of annual publications 1977 to date
Volume: 1 cubic foot Accretion - Negligible
- Item 115. OES Numbered Memoranda File and "Occupational Employment
Statistics Operations" Manual.
Arranged by number of issuance 1977 to date
Volume: 2 cubic feet Accretion - Negligible
- Item 142. OES Table Production Program Language Tapes (TPL).
Arranged by year of survey 1977 to date
Volume: about 1 cubic foot Accretion - One tape per
annual survey

Records Pertaining to Statistics on Employment and
Wages Covered by Unemployment Insurance (ES 202 Program)

Item 154. Printed Record Copy Set of the Quarterly or Annual Publication,
"Employment and Wages."

Arranged by date 1938 to date

Volume: 3 cubic feet Accretion - less than 1
cubic foot

Item 155. ES 202 Program Press Releases.

Arranged by date 1979 to date

Volume: Negligible Accretion - Negligible

Item 167. ES 202 Historical Program Summary Tapes.

Arranged by date 1967 to date

Volume: 50 tapes, 7 cubic feet Accretion - 9 tapes a year

Item 180. Record Copy of ES 202 Manual and Related Numbered Update
Memoranda.

Arranged by Number 1979 to date

Volume: 1 cubic foot Accretion - Negligible

CURRENT EMPLOYMENT STATISTICS (790) SURVEY -
LABOR TURNOVER STATISTICS RECORDS

Item 200. Record copy of printed monthly Press Release "Real Earnings."

5 binders arranged by date 1962 to date

Volume: 1 cubic foot Accretion - Negligible

Item 201. Printed Record Copy Sets of Miscellaneous CES Based Publications, Press Releases, and Articles.

Printed record copies of such defunct press release series as the monthly "Labor Turnover," 1950-1981; "Monthly Report on the Labor Force," January-March 1965; "Net Spendable Earnings," 1964-1968; and "Summary Employment-Unemployment Estimates," 1961-1962. Also included are various one-time special articles and publications.

Arranged by title and date 1950-1981

Volume: 9 cubic feet Accretion - Negligible

Item 201C. Printed Record Copy Set of Monthly Press Release, "State and Metropolitan Area Employment and Unemployment."

Arranged by date, 2 binders 1977 to date

Volume: less than 1 cubic foot Accretion - Negligible

Item 238. CES Benchmark Documentation Files. Instructions, procedural and methodological information; field memoranda on the benchmarking procedures; assembled documentary file.

Arranged by date 1958 to date

Volume: 3 cubic feet Accretion - Negligible

Item 249. Record Copy Set of Questionnaires sent to establishments under the CES and Labor Turnover Programs.

Arranged by date and tape schedule 1915 to date

Volume: 5 cubic feet Accretion - Negligible

Item 262. "CES State Operating Manual" and Pertinent Update Numbered Memoranda Record Copy Files.

Arranged by Manual Revision and by 1948 to date
numbered update memoranda

Volume: 2 cubic feet Accretion - 1 cubic foot

Item 263. "CES Regional Office Guide," and Pertinent Update Numbered Memoranda File.

Arranged by date of manual revision 1949 to date
or by numbered memoranda

Volume: 1 cubic foot Accretion - Negligible

Item 267. CES "Employment and Earnings System Users Guide" and Update Memoranda.

Arranged by date of manual revision 1977 to date
and by numbered update memoranda

Volume: 2 cubic feet Accretion - Negligible

Item 268. CES "Employment and Earnings System Installation Guide" and Update Memoranda.

Arranged by date of manual revision 1983 -
and by numbered update memoranda

Volume: 1 cubic foot Accretion - Negligible

Item 276. CES Historic Microdata Sample Tapes

Arranged by 6 months merged intervals 1972 to date
two sets prepared (have been rewritten recently)

Volume: 43 tapes, 6 cubic feet Accretion - 2 tapes a year

Item 280. LABSTAT Segment of CES National Macro Estimates Time Series File.

2800 published time series 1909 to date

Volume: 1 tape from disk Accretion - Negligible

Item 295. CES Labor Turnover History Tapes. Micro and Macrodata

1930-1981

Volume: 4 tapes Accretion - File closed

Item 297. LABSTAT Segment for CES State and Area Industry Employment, Hours, and Earnings

About 24,000 Time Series 1947 to date

Volume: 1 tape from disk Accretion - Negligible