

BLS / OTSP / Associate Commissioner and DTCS Front Office  
File Plan – February 2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Storage Location (Electronic Path or Physical Site)	Date Range*	Type (Paper / Electronic / Other)	Vital** (Yes /No)	Comments/ Examples
<b>Unique Program Records:</b> <i>The Unique Program Records category is to be used by BLS offices for records that fall under a Bureau of Labor Statistics Agency Schedule and/or the General Records Schedule (GRS) for the administration of their programs and electronic systems.</i>								
<b>Program Direction</b>	<b>Program Direction (Subject/Correspondence)</b>  <u>Associate and Assistant Commissioner, Deputy Commissioner, and Special Assistant Files</u> Associate Commissioners, Assistant Commissioners, and Special Assistants reflecting the interests of these officials in the direction and planning of BLS administrative management programs and systems. This record series contains both administrative and program unique subject topic files, some of which include communications prepared for the signature of high level officials. Files may include, but are not limited to: copies of correspondence, reports, newsletters, clippings and notes, in addition to the calendars and daily activities of each official	Admin Bucket Item 6.1.2 Unscheduled – Temporary. Cut off files annually and bring forward active materials. Destroy 15 years after cutoff or when no longer needed for current business operations. (Supersedes: NC1-257-88-1, Items 15, 34a, 37, 43b, 100, 103a, 104 and 150)  Admin Bucket Item 6.1.2.1 Unscheduled – Permanent Historical Files containing documentation considered to have enduring value lasting over 10 years are to be considered permanent and should be transferred to the National Archives. (Supersedes: NC1-257-88-1, Items 34b and 103b)	Assoc. Commissioner  Carol Mullins	OTSPFO <a href="#">\\filer6/CentralShares/PSBRES1</a> (F)	2014 – Present	Electronic	No	
<b>Program Direction</b>	<b>Program Direction (Subject/Correspondence)</b>  <u>Division Director Files</u> Files pertaining to the program affairs and functions of Division Directors. These files contain incoming and outgoing correspondence, memoranda, progress reports, directions and reference files maintained by the various BLS divisions. Documents may vary depending on unique management	Admin Bucket Item 6.1.3 Unscheduled – Temporary Cut off files annually. Destroy 10 years after cutoff. (Supersedes: NC1-257-88-1, Items 91a/b, 21a/b, 31, 32, 35, 42a/b, 75, 81, 111, 113, 156, 183 and 215)	DTCS FO Jesus Salinas	OTSPFO <a href="#">\\filer6/CentralShares/PSBRES1</a> (F)	2014 – Present	Electronic	No	

\* 'Date Range' is optional for the offices to enter and serves as an aid in applying retention.

\*\* 'Vital (Y/N)' can be left blank, if unknown. The RMT can assist with determining whether the records are vital or not.

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	techniques and requirements of the program.							
<b>Records Common to all BLS Offices:</b> <i>The Records Common Category is to be used by all BLS office for the records that deal with the routine administrative or housekeeping activities of the office rather than the functions for which the offices exists</i>								
<b>Human Resources</b>	<b>Supervisors' Personnel Files</b> Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, performance appraisals, and records on individual employees duplicated in or not appropriate for the OPF.	Temporary Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1, Item 18(a))	Assoc. Commissioner Carol Mullins  DTCS FO Jesus Salinas	OTSPFO <a href="#">\\filer6/CentralShares/PSBRES1</a> (F)	2006-Prst	Electronic	No	These files also include leave application files and flexi-place/telework agreements.
<b>Human Resources</b>	<b>Time and Attendance Source Records</b> All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexi time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	Temporary. Cut off files annually. Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS 2, Item 7)	Assoc. Commissioner Carol Mullins  DTCS FO Jesus Salinas	Assoc. Commissioner Files Room 5025	TBD	Paper	No	Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be maintained.  Flexi Time Records
<b>Financial Management</b>	<b>Budget Background Records</b> Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices'	Temporary Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2)	Assoc. Commissioner Carol Mullins  DTCS FO Jesus Salinas	OTSPFO <a href="#">\\filer6/CentralShares/PSBRES1</a> (F)	2014-Present	Electronic	No	

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	copies of reports submitted to budget offices.							
<b>Schedules of Daily Activities</b>	<p><b>Calendars, appointment books, schedules, logs, and diaries.</b></p> <p>Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials. [See note after item 5a.]</p>	<p>Temporary. Cut off files annually. Delete when 2 years old. (GRS 23, Item 5(a))</p>	<p>Assoc. Commissioner Carol Mullins</p> <p>DTCS FO Jesus Salinas</p>	Outlook Email and Email Archive Folders	2014-Present	Electronic	No	Outlook Email and Archive Email Folders

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