BLS / OTSP / Division of Communications and Computing Technology (DCCT)
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**
Shared Drive Locations: \\filer6\dcct – This is where we store our DCCT files. PPM Projects contains subfolders for the research/test documents as part of each Project Portfolio Management (PPM) project. \\filer1\blscentraldev$\apps\dtcs – This is where we store the code for our applications. Network Drive (NTFS) = 84.0 GB								
Unique Program Records: *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.*								
Program Direction	**Program Subject Files Division Directors** These files pertain to the program affairs and functions of the Division Directors, Branch Chiefs. These files contain incoming and outgoing correspondence, memoranda, weekly and monthly progress reports, directions and reference files maintained by the various BLS divisions. Documents may vary depending on unique management techniques and requirements of the program. These files can also consist of materials such as copies of correspondence, reports, newsletters, and notes. Note: Files should be reviewed annually to dispose of non-record items, such as reference material	Admin Bucket Item 6.1.3 Unscheduled - Temporary. Cut off files annually. Destroy 10 years after cutoff. (Supersedes: NC1-257-88-1, Items 19a/b, 21a/b, 31, 32, 35, 42a/b, 75, 81, 111, 113, 156, 183 and 215)	Bobby Masakayan	BLS Central – DCCT Monthly Cab 1Drw 3 (Bobby's office)	2008-Present	Electronic Paper	No	Monthly Project Status Reports
Program Direction	**Program Subject Files Branch Chief and Team Leader Files** Files pertaining to the program affairs and functions of Branch Chiefs and Team Leaders. These files contain incoming and outgoing correspondence, memoranda, progress reports, directions and reference	Admin Bucket Item 6.1.4 Unscheduled - Temporary. Cut off files annually. Destroy 5 years after cutoff. (Supersedes: NC1-257-88-1, Items 58, 165 and 193)	Team Leaders Leslie Brooks	BLS Central – Project Portfolio Management (PPM) Email Archive (Tech Fair)	2010-Present 1995-Present	Electronic	No	Weekly Project Reports (All staff members)

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	files maintained by the various BLS branches and office units. Documents may vary depending on unique management techniques and requirements of the program.							
Program Direction	**Project Management Files** This series contains a mixture of BLS work products created during the management of projects. Documentation includes printed materials, notes, drafts, and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work. Files include but are not limited to: • Project plans • Project schedules • User documentation • Requirements • Charters • Progress reports • Risk/issue lists	Admin Bucket Item 6.2 Unscheduled - Temporary Cut off files annually or upon completion of project. Incorporate final work products into office files or publications. Destroy 5 years after cutoff or when no longer needed for business operations, whichever is later. (Supersedes: NC1-257-88-1, Items 20a/b, 29, 39, 40, 43a, 102c, 112, 240, 241, 249 and 255)	Project Leaders Leslie Brooks Grant Earich	DCCT share drive: Project Portfolio Management (PPM)	Unknown 2005-Present 2012-Present	Electronic	No	Most staff members store copies of working files on their personal X: drive Leslie Brooks: Budget, Asset Management, and IT Certification and Testing Grant Earich: Wireless Working Group
General Technology Management	**Information Technology Operations and Management Records** IT Facility, Site Management, and Equipment Support Services Records – records in offices responsible for the control and operation of buildings and rooms where IT equipment, etc. is stored.	Temporary. Cut off files annually. Destroy 3 years after cutoff or upon termination of system, project or activity. (GRS 3.1, Item 020)	Bobby Masakayan Grant Earich	BLS Central – Conference Equipment Application	2011-Present 2012-Present	Electronic	No	Conference Equipment
General Technology Management	**Information Technology Operations and Management Records** IT Asset and Configuration Management Files – Inventories of IT assets, etc. Records created and retained related to configuration management and routine IT maintenance on the network infrastructure.	Temporary. IT Assets: Cut off files annually. Destroy 3 years after cutoff or upon termination of system, project or activity. (GRS 3.1, Item 020)	Bobby Masakayan James Dade	BLS Central – BLS Asset Management Email Archives	2011-Present Unknown	Electronic	No	Asset Management – IT Assets Configuration Management – DCCT follows DEWS configuration management practices for application development

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		Configuration Management: Cut off files annually. Destroy 5 years after system superseded by new iteration, or is terminated, defunded or no longer needed for business use. (GRS 3.1, Item 030)						(James Dade has over 2GB of emails relating to configuration management archived)
General Technology Management	**Information Systems Security** User Identification, Profiles, Authorizations, and Password Files, (excluding records related to electronic signatures) Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Temporary. Destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 3.2, Item 030)	James Dade Safdar Rizvi	BLS Central – OTSP Lab	Unknown	Electronic	No	Audits; Continuous Monitoring; Logs and Password Files
General Technology Management	**Information Technology Operations and Management Records** IT Operations Records – workload schedules, run reports, schedules of maintenance, problem reports and related decision documents, reports on operations, benchmark measures, performance indicators, etc.	Temporary. Destroy 3 years after cutoff or upon termination of system, project or activity. (GRS 3.1, Item 020)	Leslie Brooks Grant Earich Barry Quigley	Email Archive	2012-Present	Electronic	No	Product Authorization System (PAS) correspondence and non-system generated emails: Approval of BLS software and hardware products Workflow process
General Technology Management	**Information Technology Operations and Management Records** IT Customer Service Files – records related to providing help desk customers, help desk logs, reports and other customer query problems.	Temporary. Cut off files annually. Destroy 1 year after cutoff. (GRS 24, Item 10)	All Applicable Staff	Outlook Emails	2001-Present	Electronic	No	BLS Internal Emails

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General Technology Management	**Information Technology Operations and Management Records** IT Infrastructure Design and Implementation Files – records of individual projects designed to provide and support new agency IT infrastructure, systems, and services (system requirements and implementation; installation and upgrades; development, maintenance and acceptance/accreditation). Includes projects not implemented; implemented and the installation and testing records.	Temporary. Cut off files annually. Destroy 5 years after cutoff or after project is terminated. (GRS 3.1, Item 010)	Elaine Jereza Chuck Owens	DCCT share drive: Chuck Owens' X: drive	2003-Present 2005-Present 2009-Present Unknown	Electronic Paper	No	Elaine: Application Codes and Documentation Databases: Development: fresca.psb.bls.gov Production: romainia.psb.bls.gov Email Archive (Communications) Chuck Owens: brainstorming notes are in paper format
General Technology Management	**System Development** Research and Feasibility Studies Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system	Temporary Cut off files annually or upon completion of project. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for IT administrative purposes or in accordance with the Office of the Chief Information Officer (OCIO) reporting requirements. (GRS 3.1, Item 011)	Leslie Brooks Barry Quigley Grant Earich Ervine Li	DCCT share drive: Project Portfolio Management	Unknown Unknown 2012-Present 2007-Present	Electronic	No	Research Papers Final products
Records Common to all BLS Offices: *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*								
Schedule of Daily Activities	Calendars/Appointment Books/Schedules (Substantive Information) Calendars, appointment books, schedules, logs, diaries, and other records documenting	Temporary. Cut off files annually. Destroy when 2 years old. (GRS 23, Item 5a)	Division Director	Outlook Email and Archive Folders	N/A	Electronic	No	

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	meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. (Excluding materials determined to be personal) Records **containing substantive information** relating to official activities, the substance of which has not been incorporated into official files.							
Schedule of Daily Activities	Calendars/Appointment Books/Schedules (Non-Substantive Information) Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Temporary. Cut off files annually. Destroy/delete when no longer needed for reference. (GRS 23, Item 5b)	All Other DCCT Staff	Outlook Email and Archive Folders	N/A	Electronic	No	
Temporary Commissions, Boards, Councils, and Committees	**Committee Records** All Other Committees Copies of committee records, such as agendas, meeting minutes, final reports and related record created by or documenting the accomplishments of official boards and commissions excluding those kept by the sponsor or Secretariat. Note: This series does not cover BLS Teams and Working Groups. Records created by teams or working groups should be filed in the appropriate project files.	Temporary. Cut off files annually. Destroy 3 years after cutoff, or when no longer required for business use, whichever is sooner. (GRS 26, item 1a)	Leslie Brooks	To Be Determined	Unknown	To Be Determined	No	Technical Research Steering Committee
Human Resources	**General Administration** **General Employee Management** Supervisors' Personnel Files /Team Leaders' (Records of Employees) • Records related to individuals while employed with BLS,	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 18a)	Bobby Masakayan	Cab 1 Drw 2 (Bobby's office)	12/2009 -Present	Paper	No	

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	• records include correspondence, forms, • 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.							
Human Resources	**General Employee Management** Flexiplace Administration Program Files Files contain the signed flexiplace agreement form (either Local 12, NCFLL, or non-bargaining unit forms (which may be found in related flexiplace handbooks)), self-certification safety checklists, the BLS Managers' Security Checklist, and a brief narrative of off-site work Approved & Disapproved Requests	Temporary. Destroy 1 year after the end of participation in the program or date of rejection. (GRS 1, Item 42a/b)	Bobby Masakayan	DCCT shared drive Telework Folder	2009-Present	Electronic	No	
Human Resources	**Time and Attendance Source Records** 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. Destroy after GAO audit or when 6 years old whichever is sooner. (GRS 2, Item 7)	Bobby Masakayan	Email Archive Folder Cab 1Drw 1 (Bobby's office)	2009-Present	Electronic Paper	No	(Sign in and out sheet are still under a records freeze) (Agreement Forms are filed with Supervisor personnel files)
Human Resources	**Employee Compensation and Benefits** Leave Application Files SF71 or equivalent plus any supporting documentation or requests and approvals of	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, Item 6b)	Bobby Masakayan	Email Archive Leave Folder	2009-Present	Electronic	No	(Leave Request via email)

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	leave (includes request for leave or approved absence; request for leave without pay or advance sick leave.)							
Financial Management	**Budget Background Records** 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' copies of reports submitted to budget offices.	Temporary Cut off files annually. Destroy 5 years after the close of the fiscal year covered by the budget. (GRS 5, Items 1-4)	Bobby Masakayan Leslie Brooks	Email Archive Budget and Procurement Folder BLS Central - Checkbook	2009-Present 2005-Present	Electronic	No	Budget Formulation records are created at the Cost Center level by the OTSP Budget Team and maintained with Jesus Salinas
Financial Management	**Goods and Acquisition Services** Purchase Card Records – Below the Simplified Threshold (<= $2,000) Contract, requisition, purchase order, including correspondence and related papers pertaining to purchase card transactions. Examples include: • Purchase Cards • Statements • Vendor Invoices • Invoice Reconciliation Reports • EPS Shopping Cart	Temporary Cut off files annually. Destroy 6 years after final payment or cancellation, whichever is appropriate for the type of record. (GRS 1.1, item 010)	Leslie Brooks	DCCT Share: Filer6/Procurement Email Archive: Procurement In Leslie overhead	2006-Present 2006-Present 2006-2010	Electronic Electronic Paper		Leslie Brooks files
General Operations Support	**Office Administrative Files** These records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day to day administration of office personnel including training and travel; supplies and office services and equipment	Temporary. Cut off files annually. Destroy 2 years after cutoff. (GRS 23, Item 1)	Leslie Brooks	To Be Determined	Unknown	To Be Determined	No	

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	requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. • Administrative Subject /Correspondence Files • Procurement Files • Travel Files (excludes original receipts • Training Files • Office Organization • Office Copies of Department Directives (Procedures) • Property Management							
General Operations Support	**Technical Reference Files** Contains extra copies of BLS work products, printed materials, outside publications, copies of manuals and memoranda, maintained by staff covering their assigned areas of expertise and maintained for easy of reference.	Temporary. Review files annually. Destroy when no longer needed for current business.	All DCCT Staff	N/A	N/A	Paper/Elect ronic	No	
General Operations Support	**Transitory Emails and Other Files** Records of short-term interest (180 days or less), including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. For example: Routine requests for information; Notices of non-work related activities, such as holiday parties; Tickler files and Task lists.	Temporary. Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (e.g., implementing the auto-delete feature of "live" electronic mail systems), usually 90 days or less. (GRS 4.2, Item 010)	All DCCT Staff	(System Generated Emails)	Unknown	Electronic	No	

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General Operations Support	**Workplace Policy** Administrative Issuances – • Notices - Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel). • Case Files - Case files related to notices listed above that document aspects of the development of the issuance.	Temporary. Destroy when superseded, obsolete or when issuance is destroyed. (GRS 16, Item 1a/b)	Leslie Brooks	BLS Central – Product Authorization System (PAS) FAQ's	Current	Electronic	No	Product Authorization System (PAS) Procedures FAQ's
Information Management	**Files Related to Electronic Systems (Housekeeping)** Input/Source Records Hard copy (non-electronic) documents used solely to create, update, or modify the records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. • E2 Travel - Bobby • WebPARs - Bobby • Product Authorization System (PAS) - Bobby • NCFMS - Leslie • MIS Check Book - Leslie • EPS System – Leslie	Temporary. Cut off files annually. Destroy after data have been entered or otherwise incorporated into the master file or database and verified. (GRS 4.3, Items 010, 012 and 020)	Bobby Masakayan Leslie Brooks	(System Generated Emails)	Current	Electronic	No	
Information Management	**Files Related to Electronic Systems (Housekeeping)** Output/Print Files Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications	Admin Bucket Item 4.3.2 Temporary. Cut off file annually. Destroy when business use ceases. (GRS 4.3, Items 030 and 031)	Leslie Brooks Bobby Masakayan	Unknown	Current	Electronic	No	

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	and/or printouts of tabulations, ledgers, registers, and statistical reports. • E2 Travel - Bobby • WebPARs - Bobby • Product Authorization System (PAS) - Bobby • NCFMS - Leslie • MIS Check Book - Leslie • EPS System – Leslie							

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