

BLS / OTSP / Division of Enterprise Web Systems (DEWS)
File Plan: 2/2016

Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Storage Location (Electronic Path or Physical Site)	Date Range	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
<p>http://dewsnets.psb.bls.gov (this is to the website) 7.45 GB, content from 2003 to Present</p> <p>http://otsp.sp.bls.gov/DEWS/default.aspx 1.58 GB, content from 2009 to Present</p> <p>http://projects.psb.bls.gov/ Location of project information can be found here. Use your network account password to sign-in. You may not have access to all of the content however. (my user information doesn't allow me access) 850MB, content from 2010 to Present</p> <p>\\filer1\ddds\ is highly restrictive, so let me know how far you can get if at all. (No access) 5.69 TB, content from 1996 to Present</p>								
Program Direction	<p>Program Direction (Subject/Correspondence Files)</p> <p><u>Division Director's , Deputy Director's and Division Chief Files</u> These files contain incoming and outgoing correspondence pertaining to unique program affairs, weekly & monthly progress reports, direction and reference files maintained by the division may vary depending on unique management techniques & requirements of the program. These files can also include such materials as copies of correspondence, reports, newsletters, clippings and notes.</p> <p>Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material</p>	<p>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)</p>	Amrit Kohli	X:\mailboxes	2007-Present	Electronic	No	Mostly correspondence and information emails.
Program Direction	<p>Program Direction (Subject/Correspondence Files)</p> <p><u>Branch Chief/Team Leader Files</u> These files contain incoming and outgoing correspondence pertaining to unique program affairs, weekly & monthly progress reports, direction and reference files maintained by the branch may vary depending on unique management techniques and requirements of the program. These files can also include such materials as copies of correspondence, reports, newsletters, clippings and notes.</p> <p>Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material</p>	<p>Admin Bucket Item 6.1.4 Unscheduled - Temporary Cut off files at the end of the calendar year. Destroy/ delete 5 years after cutoff. (Supersedes: NC1-257-88-1, Items 58, 165 and 193)</p>	<p>Jo-Ann Yu Kathy Li Bakul Patel Stacey Edwards David Brumage Arief Bawan (CTR)</p>	<p>Archived are at X:\MSMAIL, current are at PSBMBX1.psb.bls.gov</p> <p>X:/exchange</p>	<p>2010-Present 1999-Present 2000-Present 1992-Present 1997-Present 2010-Present</p>	Electronic	No	Mostly correspondence and information emails.
Program Direction	<p>Program Direction</p> <p><u>Project Management Files</u> This series contains a mixture of BLS work products created during the management of projects.</p>	<p>Admin Bucket Item 6.2 Unscheduled - Temporary. Cut off files annually or upon completion of project. Incorporate final work products into office files or</p>	<p>Alexander Ivankoff Amrit Kohli Jo-Ann Yu Kathy Li Stacey Edwards</p>	<p>Email Sharepoint Wiki Filer RedMine</p>	<p>2008-Present 2007-Present 1996-Present 1999-Present 1992-Present</p>	Electronic	Yes/No	System Diagrams, Project Plans, Requirements docs, User stories,

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	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.	publications. Delete/destroy 5 years after cutoff or when no longer needed for business operations, whichever is later. (Supersedes: NC10257-88-1, Items 20a/b, 29, 39, 40, 43a, 102c, 112, 240, 241, 249 and 255)		Subversion				
Program Direction	Program Direction (Subject/Correspondence Files) <u>Other Staff Members</u> These files contain incoming and outgoing correspondence pertaining to unique program affairs, weekly & monthly progress reports, direction and reference files maintained by the branch may vary depending on unique management techniques and requirements of the program. These files can also include such materials as copies of correspondence, reports, newsletters, clippings and notes.	Admin Bucket Item 5.1 Unscheduled - Temporary. Cut off files annually. Destroy no sooner than 2 years after cutoff, but no later than 5 years after cutoff. (Supersedes: NC1-257-88-1, items 21a, 25, 36b/c, 42b, 48, 59, 61, 63, 76, 77, 143, 144, 149, 161, 163b, 177, 182, 188, 189, 191, 197, 202, 218, 223, 226, 228, 229, 230, 241, 242, 243, 248, 251, 256,257, 261, 263c, and 287)	All DEWS Staff not listed above	Email Sharepoint	1992-Present	Paper/ Electronic	No	
General Technology Management and Systems Security	Information Technology Development (Infrastructure) Project Files IT Infrastructure Design and Implementation Files of individual projects designed to provide and support <i>new</i> agency IT infrastructure, systems, and services. IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications.	Temporary. Cut off files annually or upon completion of project. Destroy 5 years after project is terminated. (GRS 3.1, item 010)	Bakul Patel David Brumage	Redmine Sharepoint PPM	2000-Present 1997-Present	Electronic	No	Files include but are not limited: <ul style="list-style-type: none"> • Requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications. • Infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, work associated with

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								<p>implementation, modification, and troubleshooting.</p> <ul style="list-style-type: none"> • Models, diagrams, schematics, and technical documentation. Quality assurance reviews and test plans, data, and results.
<p>General Technology Management and Systems Security</p>	<p>System Development System Development is the development of each information technology (IT) system and software application through its various stages from initial planning to system acceptance. System documentation primary case files include planning, decision making, requirements analysis and design, programming, verification and testing, evaluation, problem solving, installation and production and procurement.</p>	<p>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)</p>	<p>Bakul Patel Amrit Kohli Stacey Edwards Arief Bawan Kathy Li Jo-Ann Yu</p>	<p>Email Sharepoint Wiki Filer RedMine Subversion</p>	<p>2000-Present 2007-Present 1992-Present 2010-Present 1999-Present 1996-Present</p>	<p>Electronic</p>	<p>No</p>	<p>Files include but are not limited to:</p> <ul style="list-style-type: none"> • Project Plans • Feasibility Studies – Studies conducted before the installation of any technology or equipment associated with information management systems. • Cost Analyses • Requirements Documents (see note 3 below) • Compliance Documents including: <ul style="list-style-type: none"> ▪ Privacy Impact Assessments (PIAs) ▪ System of Record Notices (SORNs) • Procurement Documents (IT Admin Copy only) • Communications with Contractors • Deliverables • Change control files • Closeout files
<p>General Technology</p>	<p>Information Technology Operations and Maintenance Records</p>	<p>Temporary. Cut off files annually or upon completion of project. Destroy 3 years after agreement, control</p>	<p>Bakul Patel David Brumage Wilson Zuo</p>	<p>Email Sharepoint PPM</p>	<p>2010-Present 1997-Present 1999-Present</p>	<p>Electronic</p>	<p>No</p>	<p>System Administration</p>

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Management and Systems Security	<p>Routine IT Maintenance Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.</p>	<p>measures, or procedures are superseded or terminated; or files that have no outstanding payment issues; or project/activity/transaction is obsolete, completed, or superseded, whichever is appropriate. (GRS 3.1, item 020)</p>	<p>Garcia Balawe Li-Ta Chang Dmitriy Stotland Andre Winslow Houston Norris Joshua Ellison</p>		<p>2003-Present 1990-Present 1999-Present 2008-Present 2012-Present 2012-Present</p>			
General Technology Management and Systems Security	<p>Information Technology Operations and Maintenance Records IT Operations Records Records consist of workload schedules, run reports and schedules of maintenance and support activities. Problem reports and decision documents related to the software infrastructure of the network or system. Additional records include reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.</p>	<p>Temporary. Cut off files annually or upon completion of project. Destroy 3 years after agreement, control measures, or procedures are superseded or terminated; or files that have no outstanding payment issues; or project/activity/transaction is obsolete, completed, or superseded, whichever is appropriate. (GRS 3.1, item 020)</p>	<p>Bakul Patel David Brumage Wilson Zuo Garcia Balawe Li-Ta Chang Dmitriy Stotland Andre Winslow Houston Norris Joshua Ellison I</p>	<p>Email Sharepoint</p>	<p>2000-Present 1997-Present 1999-Present 2003-Present 1990-Present 1999-Present 2008-Present 2012-Present 2012-Present</p>	<p>Electronic</p>	<p>No</p>	<p>System Administration</p>
General Technology Management and Systems Security	<p>Configuration and Change Management Files Performance and Capacity Management Records Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Version Manager Software, Subversion Edge, and similar applications are used to track, maintain, and store the survey system or application changes.</p> <p>Data and Detailed Reports Records relate to the implementation of systems, applications, and modifications; application sizing,</p>	<p>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 030)</p>	<p>Alexander Ivankoff</p>	<p>Archived records reside in SVN</p>	<p>2009-Present</p>	<p>Electronic</p>	<p>No</p>	

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	<p>resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.</p> <p>System Requirements and Specifications Files Records include computer system specifications and requirements. Such projects may also generate temporary computer developmental data sets and programs related thereto as well as test runs, machine listings, manual tabulations, installation records, and testing records.</p>							
<p>General Technology Management and Systems Security</p>	<p>Data Administration (System Documentation)</p> <p>Types of Documentation Records related to system documentation are adequate to identify, service, and interpret system records and consist of:</p> <ul style="list-style-type: none"> • Codebooks and record layouts used to define values in a system. • User Guides and Data Dictionaries • External Findings Aids • Additional documentation as needed to understand data in formats other than data files and databases. <p>b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records</p> <p>Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.</p>	<p>Temporary. Cut off and archive documentation with associated electronic records. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or associated data is migrated to a successor system. (GRS 3.1, item 051)</p>	<p>DEWS Staff</p>	<p>To be Determined</p>	<p>The date range is going to vary from survey update to survey update</p>	<p>Electronic</p>	<p>No</p>	<p>Based on our conversation the website is constantly changing. However we snapshot the website at different times.</p> <p>Snapshot of the website on DVD.</p>

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General Technology Management and Systems Security	Information and Systems Security System Backups Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. Incremental Backup Tapes b. Full Backup Tapes	Temporary. Cut off files annually. <u>Incremental Backup</u> Destroy when superseded by full backup. (GRS 3.2 Item 040) <u>Full Backup</u> Destroy 6 months after 2 nd subsequent backup in accordance with DOL Policy (GRS 3.2, Item 041)	Bakul Patel Joshua Ellison Houston Norris Dave Brumage Wilson Zuo Garcia Balawe Andre Winslow	To be Determined	The date range is going to vary from backup tape to backup tape	Electronic	No	What type of media are used for incremental backup tapes?
General Operations	Internal Help Desk Services Files related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions", and other documents prepared in advance to assist customers. Additional files include help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend and analysis reporting.	Temporary. Cut off files annually. Delete/destroy 1 year after record is superseded, obsolete or when no longer needed for review and analysis, whichever is later. (GRS 24, Item 10a/b)	Jo-Ann Yu Carol Dodson Naveen Balakrishnan Kristyn Jeschelnik Reggie Simmons Tyira McElhane Connie Sielaff Robbin Galloway	<ul style="list-style-type: none"> • Archived are at IDCF\IDCF Help Desk, current are at PSBMBX5.psb.bls.gov • Filer1\ blscentralprod\$ • Archived are at Filer1\ddds\labstat\exchange, Current are at PSBMBX5.psb.bls.gov • Archive are at Filer1\ddds\dsm_submit, current are at PSBMBX5.psb.bls.gov 	<ul style="list-style-type: none"> • IDCF Helpdesk (2009-Prst) • BLS Central Web Update (2009-Prst) • LABSTAT Helpdesk (2008-Prst) • LABSTAT Web Update (2006-Prst) 	Electronic	No	Mostly web update request and helpdesk emails
Dissemination	Output Files Output files are electronic files copied from a master file or data base and are used solely to produce hard-copy	Temporary. Cut off and archive changed data set annually. Destroy/delete published data set no	Kathy Li	LABSTAT FTP Public Site	The date range is going to vary from	Electronic	No	LABSTAT Files FTP Files

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	<p>or electronic publications and/or printouts of tabulations, ledgers, registers, and statistical reports.</p> <p>Output Data Sets (Public Data)</p>	<p>sooner than 5 years, but no later than 25 years after annual cut-off. (NC1-257-11-1, Item H1b(2))</p>			<p>survey to survey</p>			
Dissemination	<p>Output Files</p> <p>Final Data Sets (LABSTAT Load Files) These data sets are used to prepare and load publication data, including Table Production Language (TPL) files and Excel tables.</p>	<p>Temporary. Delete immediately after data have been entered or otherwise incorporated into the master file or database and verified. (GRS 4.3, Item 020)</p>	<p>Kathy Li</p>	<p>To be Determined</p>	<p>To be Determined</p>	<p>Electronic</p>	<p>No</p>	<p>LABSTAT Files FTP Files</p>
Policy and Operational Planning	<p>Emergency Planning This series covers activities related to the processes of planning, responding to, and mitigating adverse events. It also involves activities associated with the identification of critical systems and processes, and the planning and preparation required to ensure that these systems and processes will be available in the event of an emergency. Files may include, but are not limited to:</p> <ul style="list-style-type: none"> • Emergency planning case files • Emergency operations test files • Continuity of Operations Planning (COOP) • Fire alarm surveys <p>Note: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration.</p>	<p>Temporary. Cut off files annually or when obsolete/superseded or when no longer needed for current business. Destroy 3 years after cutoff. (GRS 18, items 27 and 28)</p>	<p>Amrit Kohli Bakul Patel Kathy Li Jo-Ann Yu</p>	<p>To be Determined</p>	<p>To be Determined</p>	<p>Electronic</p>	<p>Yes</p>	<p>Contingency Plan covers CES, CPS, CPI, LABSTAT and IDCF only.</p>

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<p>Records Common to all BLS Offices: <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></p>								
<p>Schedules of Daily Activities</p>	<p>Calendars, appointment books, schedules, logs, and diaries.</p> <p>a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials.</p>	<p>Temporary. Destroy or delete when 2 years old. (GRS 23, Item 5(a))</p>	<p>Division Director</p>	<p>Outlook</p>	<p>To be Determined</p>	<p>Electronic</p>	<p>No</p>	<p>Outlook Email and Archive Email Folders</p>
<p>Schedules of Daily Activities</p>	<p>Calendars, appointment books, schedules, logs, and diaries.</p> <p>b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.</p>	<p>Temporary. Destroy or delete when no longer needed for convenience of reference. (GRS 23, Item 5(b))</p>	<p>Branch Chiefs</p>	<p>Outlook</p>	<p>To be Determined</p>	<p>Electronic</p>	<p>No</p>	<p>Outlook Email and Archive Email Folders</p>
<p>Committee Records</p>	<p>Committee Records</p> <p><u>All Other BLS Committee Records:</u> Committees established by an agency for facilitative or operational purposes. Records include committee charters, agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions. Note: BLS employees participate in a number of Professional Organizations. Presentations given by BLS employees when representing the BLS are records and should be filed as part of the individual's subject files. Professional Organization Files are considered non-records by the National Archives.</p>	<p>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)</p>	<p>Amrit Kohli</p>	<p>Sharepoint Email</p>	<p>2009-Present</p>	<p>Electronic</p>	<p>No</p>	<p>IDCF Advisory Group LABSTAT Program Advisory Group</p>

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Human Resources	Supervisors' Personnel Files 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))	Amrit Kohli Jo-Ann Yu Kathy Li Bakul Patel	Filer: X: drive	2004-Present	Paper/ Electronic	No	
Human Resources	Travel Files (Original Receipts) Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel	Temporary. Cut off files annually. Delete/destroy 6 years after cutoff. (GRS 1.1, Item 010)	Staff	Filer: X: drive	2007-Present	Paper/ 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. Cut off files annually. Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS 2, Item 7)	Amrit Kohli	Book Shelves	2003-Present	Paper	No	Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be retained. Flexi Time Records - usually done via email
Human Resources	Leave Application Files SF71 or equivalent plus any supporting documentation or requests and approvals of leave (includes request for leave or approved absence; request for leave without pay or advance sick leave).	Temporary. Cut off files annually. Delete/destroy after GAO audit or when 3 years old, whichever is sooner (GRS 2, Item 6b)	Amrit Kohli Kathy Li Jo-Ann Yu Bakul Patel	Personnel Files & Emails Personnel Files & Emails	2007-Present 2004-Present	Paper Paper	No	Are these records included in the Supervisor Personnel Files? YES. YES.
Human Resources	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'	Temporary. Delete/destroy 1 year after the end of participation in the program or date of rejection.	Amrit Kohli Bakul Patel Kathy Li Jo-Ann Yu	File Folder in Cabinet File Folder in Cabinet	2008-Present 2004-Present	Paper Paper	No	Are these records included in the Supervisor Personnel Files?

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	Security Checklist, and a brief narrative of off-site work. Includes Approved and Disapproved Requests	(GRS 1 , Item 42a/b)						
Financial Management	Purchase Card Files Contract, requisition, purchase order, including correspondence and related papers pertaining to purchase card transactions. Examples include: <ul style="list-style-type: none"> • Purchase Cards • Statements • Vendor Invoices • Invoice Reconciliation Reports • EPS Shopping Cart 	Temporary. Cut off files annually. Delete/destroy 6 years after final payment. (GRS 1.1, Item 010)	Bakul Patel David Brumage Connie Sielaff Amrit Kohli	File Folder in Cabinets	2010-Present	Paper	No	
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. Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2)	Amrit Kohli	Email folder	2009-Present	Electronic	No	
General Administration	Office Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, 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 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,	Temporary. Destroy when 2 years old, or when no longer needed. (GRS 23, Item 1)	Amrit Kohli Bakul Patel Kathy Li Jo-Ann Yu	Filer: X: drive	2004-Present	Electronic		<ul style="list-style-type: none"> • Administrative Subject /Correspondence Files • Procurement • Travel Files (excludes original receipts) • Training Files • Office Organization • Office Copies of Department Directives (Procedures) • Property Management

BLS / OTSP / Division of Enterprise Web Systems (DEWS)
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Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Storage Location (Electronic Path or Physical Site)	Date Range	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
<p>http://dewsnet.psb.bls.gov (this is to the website) 7.45 GB, content from 2003 to Present</p> <p>http://otsp.sp.bls.gov/DEWS/default.aspx 1.58 GB, content from 2009 to Present</p> <p>http://projects.psb.bls.gov/ Location of project information can be found here. Use your network account password to sign-in. You may not have access to all of the content however. (my user information doesn't allow me access) 850MB, content from 2010 to Present</p> <p>\\filer1\ddds\ is highly restrictive, so let me know how far you can get if at all. (No access) 5.69 TB, content from 1996 to Present</p>								
	<p>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.</p>							
General Administration	<p>General Administration</p> <p><u>Technical Reference Files</u> 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.</p>	<p>Temporary. Review files annually. Delete/destroy when no longer needed for current business.</p>	All DEWS Staff	N/A	N/A	N/A	N/A	This series has been retained on the file plan for staff informational purposes.
General Administration	<p>Transitory Emails and Other Files</p> <p><u>Records of short-term interest</u> (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.</p>	<p>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)</p>	All DEWS Staff	N/A	N/A	N/A	N/A	This series has been retained on the file plan for staff informational purposes.
General Administration	<p>Electronic Systems (Housekeeping)</p> <p><u>Electronic Systems</u></p> <p><u>Input/Source Records</u> 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.</p> <ul style="list-style-type: none"> • E2 Travel 	<p>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)</p>	All DEWS Staff	Data is maintained within the appropriate BLS or DOL master database files	Unknown	Unknown	No	<p>WebTA AMS</p> <p>Volume information must be provided by System Owners/Managers.</p>

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	<ul style="list-style-type: none"> • WebPARs • Product Authorization System (PAS) • NCFMS • MIS Check Book • EPS System 							