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**
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 Direction (Subject/Correspondence Files)** Division Director Files 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 copes of correspondence, reports, newsletters, clippings and notes. Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material	Admin Bucket 6.1.3 Unscheduled - Temporary. Cut off files annually. Destroy 10 years after cutoff. (NCI-257-88-1, Item 19a & b)	**Richard Duquette**	5125 Secured office suite door lock & local lock on cabinet	2010-Present	Paper 1.25 cubic feet Electronic in email	No	Copies of high level Directive Correspondence, Reports
Program Direction	**Program Direction (Subject/Correspondence Files)** Branch Chief, Project Manager and Team Leader Files	Admin Bucket 6.1.4 Unscheduled - Temporary. Cut off files at the end of the calendar year. Destroy/ delete 5 years after cutoff. (NCI-257-88-1, Item 21a)	**Charles Benrubi** **Broderick Hill**	\\filer1\mis\infrastructure\activity reports\Benrubi Outlook Email Archive Folders	2009-Present 2000-Present	Electronic 1.29 MB Electronic in email	No	Monthly activity reports. Filer1 location is Infrastructure Branch (Benrubi). Monthly activity reports. Email used by Development Branch (Hill)
Program Direction	**Program Direction (Subject/Correspondence Files)** Other Staff Members	Admin Bucket 5.1 Unscheduled - Temporary. Cut off files annually. Destroy no sooner than 2 years after cutoff, but no later than 5 years after cutoff. (NCI-257-88-1, Item 25)	**Charles Benrubi**	Central Electronic Library located on \\filer1\mis Server.-	2009-Present	Electronic 576,839 KB	No	Staff Weekly Inputs SW library
Information Technology	**Information Technology Operations and**	Temporary.	**Charles**	1. \\filer1\mis\infrastructure\sy	2009-Present	Electronic	No	1. Hardware

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Last Reviewed: 2/2016

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	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.	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)	Benrubi	stem_diagrams\ 2. http://missrv1:3343/CSVN/ CollaboraNet SubVrsn Edn. 3. http://missrv1:8081/redmine/		580KB 223,230 kb 177,786 kb		2. SW version control 3. Issue and change management
Information Technology	**Information Technology Operations and Management Records** System Backups and Tape Libraries –	Temporary. Cut off files annually. Incremental Backup Destroy when superseded by full back up. (GRS 3.2 Item 040) Full Backup Destroy 6 months after 2nd subsequent backup in accordance with DOL Policy (GRS 3.2, Item 041) Tape Library Destroy when superseded or obsolete. (GRS 4.1, Item 010)	**Charles Benrubi**	Backup tapes kept in Secured Office storage room and a local lock on cabinet in 5125 Documentation description located at \\filer1\mis\DMIS Management\Records Management\2014_06 DMIS_Records_Inventory_Findings.docx	Non-ending 2000- Present	Hardcopy 1 Cu. Ft. **(6 months-BLS mandate 2013)**	Yes	Tape storage kept for 6 months each. Electronic files include disaster recovery documentation.

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BLS Records Categories and Series			Program/Office Information						
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Information Technology	**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. 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)	**Charles Benrubi**	Outlook Email Archive Folders	2009-Present	Electronic	No	
Information Technology	**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)	**Charles Benrubi**	Outlook Email Archive Folders	2009-Present	Electronic	No	DMIS does not have a formal help desk – all requests are done via email.

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Information Technology	**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 or upon completion of project. Destroy 5 years after project is terminated. (GRS 3.1, item 010)	**Charles Benrubi** **Broderick Hill Hill Staff files:**	\\filer1\mis\projects MIS shared DMIS SharePoint site: http://oa.sp.bls.gov/DMIS/default.aspx *Room 5125 staff cubes: Staff Rollup* -SDLC -design/test : 4.5 or <5 cub. ft. staff aggreg. -Project records : 7 cub. ft. staff aggregate	2009-Present 1983 – Present	Electronic 122,481 Kb Sharepoint Paper	No No	Includes Basic Diagrams Lan. Admin. Staff Systems Dev. Staff
Information Systems Security	**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. Cut off inactive files annually. Destroy 1 year after user account is terminated or password is altered or when no longer needed for investigative or security purposes, whichever is sooner. GRS 3.2, item 030	**Charles Benrubi**	\\filer1\mis\infrastructure\itsecurity	2009-Present	Electronic 309,75kb	Yes	Monitoring Profiles for MIS servers, applications; and database management systems
Information Systems Security	**Information Systems Security** System Security – BLS IT Security Documents Documents Identifying IT Risks Records are used to analyze IT risks and their impact, such as risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data.	Temporary. Destroy 1 year after system is superseded or obsolete. (GRS 24, Item 5a/b)	**Charles Benrubi**	CSAM; \\filer1\mis\infrastructure\itsecurity See also Comments section	2007-Present	Electronic (as part of above count of 309,75kb	Yes	Hard copies of certain documents, such as the Contingency Plan, are kept at home by System Owner and System Security Officer, as required.
Records Common to all BLS Offices: The Records Common category is to be used by all BLS offices for the								

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records that deal with the routine administrative or housekeeping activities of the office rather than the functions for which the office exists.								
General Administration	**General Administration (Schedule of Daily Activities)** Calendars/Appointment Books/Schedules (Substantive Information) Calendars, appointment books, schedules, logs, diaries, and other records documenting 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.	Temporary. Cut off files annually. Destroy when 2 years old. (GRS 23, Item 5a)	**Richard Duquette**	Outlook Email and Archive Folders	2011-Present	Paper <.25 Cu. Ft. and Electronic email only	No	Outlook Email and Archive Folders
General Administration	**General Administration (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 when no longer needed for reference. (GRS 23, Item 5b)	**Charles Benrubi** **Broderick Hill**	Outlook Email and Archive Folders	2011-Present	Electronic Email only	No	Outlook Email and Archive Folders
General Administration	**General Administration** **General Employee Management** Supervisors' Personnel Files /Team Leaders' (Records of Employees) • Records related to individuals while employed with BLS, • 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.	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)	**Richard Duquette** **Charles Benrubi** **Broderick Hill**	5125 Secured office suite door lock & local lock on cabinets in Room 5125/Suite 1 (Duquette) Room 5125/suite 3 (Benrubi) Room 5125/ Suite 5 (Hill)	2011-Present	Paper 1 Cubic Ft. Electronic 35MB Paper .25 Cu. Ft. Paper .5 Cu. Ft.	No	These files also contain flexi-place/telework agreements and leave files.

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General Administration	**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 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)	**Richard Duquette** **Charles Benrubi** **Broderick Hill**	5125/ Suite 1 (Duquette) Secured office suite door lock & local lock on cabinet Room 5125/ suite 3 (Benrubi) Room 5125/suite 5 (Hill) email	2012-Present	Paper 1 Cubic Ft. . .5 Cubic Ft. Email only	No	
General Administration	**Employee Compensation and Benefits** **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)	**Charles Benrubi** **Broderick Hill**	5125 /Suite 4 Secured office storage room door lock	2003-6/2014	1 Cu Ft shared by office.	No No	Sign-in/Sign-out Sheets These records are under a records freeze and need to be maintained.
General Administration	**Employee Compensation and Benefits** 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. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, Item 6b)	**Charles Benrubi** **Broderick Hill**	5125/Suite 3 (Benrubi) Secured office suite door lock & local lock on cabinet Room 5125/Suite 5 (Hill) email	2012-Present	Paper . .5 Cubic Ft. Email only	No	

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General Administration	**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)	**Richard Duquette**	5125/Suite 1 Secured office suite door lock & local lock on cabinet	2011-Present	Paper 0.5 Cubic Ft. Electronic 2MB	No	
General Administration	**General Administration** **Goods & Services Acquisition** 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. (GRS 1.1, Item 010)	**Charles Benrubi**	Locked cabinet, room 5125/Suite 3.	2009-Present	Paper 1 Cu. Ft.	No	EPS shopping carts have been retained for 2013. For 2014, AMS requisitions have been saved. Documentation prior to FY2013 is in storage room 5125/04.
	General Administration 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 reference.	Temporary. Review files annually. Destroy when no longer needed for current business.	**All Branch Staff Members**	Copies of Commercial Technical Ref Manuals: programming lang, etc. Operatg. Manuals/Instructions SF-52,OB,PB, SYBASE/Old Ramis DMIS SharePoint http://oa.sp.bls.gov/DMIS/default.aspx	1998- Present 2006 Present	21 C. Ft. 3 Cu. Ft. 4.4 MB (4391 KB).	No No No	These are non-record reference materials and do not carry a record schedule item number.^ DMIS maintains work process standards documents in SharePoint. Need to walk around Suite to get approximate date range and volume.

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