# Bureau of Labor Statistics
## Division of Network Information Assurance
## Management File Plan

| Current BLS or GRS Records Schedule Item Description / Title | Retention | Location | Paper/ Electronic (P/E) | Date Range | Volume/F older Size | Comments |
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| **Program Direction (Subject/Correspondence Files)**<br><br>Division Director Files<br>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.<br><br>Note:  Files should be reviewed at least 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) | Email<br><br>\\Filer1\OTSP\Secure\Documentation\DNIAInformation<br><br>http://otsp.sp.bls.gov/DNIA/DNIA_Internal/DNIA%20Management%20Documents/Forms/AllItems.aspx | E | 03/2000 - Present | 161MB | Paul Blahusch Jason Ralph |
| **General Administration**<br><br>Working Project Files<br>Documents such as drafts, extra copies, input and comment on the work of others or background materials used in development of more formal program and administrative documents. | Admin Bucket Item 6.2 Unscheduled - Temporary. Cut off files annually. Incorporate final work products into office files or publications.  Destroy remainder of working files 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) | http://otsp.sp.bls.gov/DNIA/DNIA_Internal/default.aspx<br><br>Room 2905 | P/E | FY14 | N/A | Paul Blahusch Jason Ralph |
| **General Administration (Schedule of Daily Activities)**<br><br>Calendars/Appointment Books/Schedules (Substantive Information)<br>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 (e. g. Outlook and Archive folders …)<br>(Excluding materials determined to be personal) | Temporary. Cut off files annually.  Destroy when 2 years old. (GRS 23, Item 5a) | Management Email<br><br>SharePoint Lists<br><br>http://otsp.sp.bls.gov/DNIA/DNIA_Internal/_layouts/viewlsts.aspx?BaseType=0<br><br>Meeting Notes | P/E | 1/2000 – Present | N/A | Paul Blahusch Jason Ralph |

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| Records **containing substantive information** relating to official activities, the substance of which has not been incorporated into official files. | | | | | | |
| **General Administration**<br><br>Office Administrative Files<br>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, 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.<br><br>• Administrative Subject /Correspondence Files<br>• Procurement Files<br>• Travel Files (excludes original receipts<br>• Training Files<br>• Office Organization<br>• Office Copies of Department Directives (Procedures)<br>• Property Management | Temporary.<br>Cut off files annually.  Destroy 2 years after cutoff.<br>(GRS 23, Item 1) | Email<br><br>\\Filer1\OTSP\Secure\Documentation\DNIAInformation\Personnel<br><br>\\Filer1\OTSP\Secure\Budget<br><br>Room 2905 | P/E | 1/2000-Present<br>\\Filer1\OTSP\Secure\Documentation\DNIAInformation\Personnel | 108MB<br><br>35MB | Paul Blahusch<br>Jason Ralph<br><br>File Cabinet/Binder |
| **General Administration**<br>**General Employee Management**<br><br>Supervisors' Personnel Files /Team Leaders' (Records of Employees)<br>• Records related to individuals while employed with BLS,<br>• Records include correspondence, forms,<br>• Other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and<br>• Records on individual employees duplicated in or not appropriate for the OPF. | Temporary.<br>Review annually and Destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer<br>(GRS 1, Item 18a) | \\Filer1\OTSP\Secure\Documentation\DNIAInformation\Personnel<br><br>File Cabinet | P/E | 12/1999 – Present | 108 MB | Paul Blahusch<br>Jason Ralph |
| **General Administration**<br>**General Employee Management**<br><br>Flexiplace Administration Program Files<br>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 | Temporary.<br>Destroy 1 year after the end of participation in the program or date of rejection.<br>(GRS 1, Item 42a/b) | Room 2905 | P | 06/2011 – Present | N/A | Jason Ralph<br>File Cabinet |

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| Approved & Disapproved Requests | | | | | | |
| **General Administration**<br>**Travel**<br><br>Travel Files (Original Receipts)<br>• Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and<br>• All other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. | Temporary.<br>Cut off files annually. Destroy when 6 years old.<br>(GRS 1.1, Item 010) | Room 2905 | P | 09/2012 – Present | N/A | Jason Ralph/File Cabinet<br>Very few not much on travel |
| **General Administration**<br>**Employee Compensation and Benefits**<br><br>**Time and Attendance Source Records**<br>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.<br>(GRS 2, Item 7) | Room 2905 | P/E | 10/2007 – 05/2014 | N/A | Jason Ralph/File Cabinet<br><br>Sign-in/Sign-out Sheets |
| **General Administration**<br>**Employee Compensation and Benefits**<br><br>Leave Application Files<br>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.<br>Destroy after GAO audit or when 3 years old, whichever is sooner.<br>(GRS 2, Item 6b) | Email | E | 06/2006 – Present | N/A | Jason Ralph |
| **General Administration**<br>**Budget Background Records**<br><br>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. | Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2) | \\Filer1\OTSP\Secure\Budget<br><br>Room 2905 | P/E | 01/2000 – Present | 35MB | Paul Blahusch<br>Jason Ralph<br><br>Binder/ File Cabinet |

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| **General Administration**<br>**Goods & Services Acquisition**<br><br>Purchase Card Records – Below the Simplified Threshold (<= $2,000)<br><br>Contract, requisition, purchase order, including correspondence and related papers pertaining to purchase card transactions. Examples include:<br>• Purchase Cards<br>• Statements<br>• Vendor Invoices<br>• Invoice Reconciliation Reports<br>• EPS Shopping Cart | Temporary.<br>Cut off files annually. Destroy 6 years after final payment. (GRS 1.1, Item 010) | \\Filer1\OTSP\Secure\Budget<br><br>Room 2905 | P/E | 01/2000 – Present | 35MB | Jason Ralph/Paul Blahusch<br><br>Binder/ File Cabinet |
| **General Administration**<br><br>Technical Reference Files<br>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.<br>Review files annually. Destroy when no longer needed for current business. | Cabinets in Hallway to DNIA's Front Door | P | 01/1999 to Present | 8 boxes | These are non-record reference materials and do not carry a record schedule item number.<br><br>RMT needs to walk around Suite 2905 to get approximate date range and volume. |
| **General Administration**<br>**Transitory Emails and Other Files**<br><br>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.<br>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.<br>(GRS 4.2, Item 010) | Outlook Mailbox | E | 01/1999 to Present | 100 MB per user | |
| **Information Technology Operations and Management Records**<br><br>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 of infrastructure components). 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) | \\Filer1\OTSP\Secure\Documentation\DNIAInformation\DNIA-Management-Report<br><br>http://otsp.sp.bls.gov/DNIA/DNIA_Internal/Lists/Project%20Scorecard/DNIA%20ScoreCard.aspx | E | 10/2006 – 09/2013<br><br>09/2013 – Present | 13.8 MB | |

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