Bureau of Labor Statistics
Division of Network Information Assurance
Staff File Plan

Current BLS or GRS Records Schedule Item Description / Title	Retention	Location	Paper/ Electronic (P/E)	Date Range	Volume/ Folder Size	Comments
Program Direction (Subject/Correspondence Files) • Team Leader 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 copies of correspondence, reports, newsletters, clippings and notes. • Working Project Files 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 (e.g. Internal drafts, Secure Plus drafts, extra copies of BLS IT Security documents). **1) Outlook Messages** Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material	Admin Bucket Item 6.1.4 Unscheduled – Temporary (Team Leader Files) Cut off files at the end of the calendar year. Destroy 5 years after cutoff. (Supersedes: NC1-258-88-1, Items 58, 165 and 193) Admin Bucket Item 6.2 (Working Project Files) Incorporate final work products into office files or publications. Destroy 5 years after cutoff, or for remainder of working files – delete 5 years after cutoff or when no longer needed for business operations, whichever is later. (Supersedes: NC1-257-88-1, Items, 02a/b, 29, 30, 39, 40, 43a, 102c, 112, 240, 241, 249 and 255)	1) PSBMBX1.psb.bls.gov	1) E	1) 12/2008 to Present	1) 100 MB/user	Team Leaders
Program Direction (Subject/Correspondence Files) Other Staff Members 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	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. (NC1-257-88-1, Items 21a, 25, 36b/c, 42b, 48, 59, 61,	1) PSBMBX1.psb.bls.gov	1) E	1) 12/2008 to Present	1) 100 MB/user	All other DNIA staff

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materials as copies of correspondence, reports, newsletters, clippings and notes. **1) Outlook Messages** Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material	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)					
Information Systems Security Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records 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. • Audit • Continuous Monitoring • Logs • Password Files 1) **Audit and Assessment SOPs** 2) **DNIA Audit Services Dashboard** 3) Auditor AD Scripts 4) Archived Event Logs on DNIASrv2 5) MBSA Logs on DNIASrv1 6) Audit Data on Filer1 7) Server Audit Data on Filer1 8) DTNM Security Audit Logs on Filer6	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)	**1) DNIA Internal Sharepoint** **2) Secure Plus site – DNIA Services Dashboard** **3)On SecAuditdnia01; /home/dniaaud/lsscripts/Development/ARCHIVE /home/auditor/Scripts/ AD** **4) On DNIASRV2 \\dniasrv2\EventLogs\ Archives** **5) On DN IASRV1 \\dniasrv1\Dniasrv1\MBSA\Logs \\dniasrv1\Scripts\AD \\dniasrv1\Results** **6) \\filer1\data$ \\dniasrv1\auditdata DIP\ipsrv1\auditdata OCSP\ocwcinet\auditdata CPI\DCPCSSRV7\audit**	1), 2), 3), 4), 5), 6), 7) E	1) 9/2008 to Present 2) 2/2011 to Present 3) 01/2009 to Present 4) 01/2012 to Present 5) 01/2011 to Present 6) 8/2010 to Present 7) 01/2014 to Present 8) 08/201 to Present	1) 2 MB 2) 464 KB 3) N/A 4) 17 GB 5) 5.28 GB 6) 10.8 GB 7) 762.5 MB 8) 87.4 GB	DNIA Sharepoint Home, BLS IT Security Sharepoint, ITSACA, DNIA Services Dashboard – Audit, DNIA_Internal – Audit Team, DNIA Internal Sharepoint, other DNIA Audit/Continuous Monitoring Servers.

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		data ATL|atlsrv2\auditdata CADC|cadcsrv1\auditd ata Regions|filer6\DTNMSe curity\RegionLogs **7)** **\\filer1\mis\Infrastructu re\ITSecurity\ServAud Data** **8)** **\\filer6\dtnmsecurity\au ditlogs**				
Information Systems Security System Security – BLS IT Security Documents **1) BLS IT Sec. Manual** **2) Sec. Directives** **3) Sec. Checklists** **4) Recommended Practices** **5) Gen. Security Info.** 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. Delete/destroy 1 year after system is superseded or obsolete. (GRS 3.1, Item 010)	**1), 2), 3), 4), 5) BLS IT Security Sharepoint site**	**1), 2), 3), 4), 5) E**	**1), 2), 3), 4), 5) 9/19/2008 to Present**	**1) 47 KB** **2) 1.23 MB** **3) 4 MB** **4) 603 KB** **5) 5.38 MB**	IT Security Manual, directives, checklists, recommended practices, general security information, etc … on DNIA Sharepoint Home, BLS IT Security Sharepoint.
Information Systems Security Computer Security Incident Handling, Reporting and Follow-up Records. Computer Security Incident Response Team (CSIRT) Files/Documents	Temporary. Delete/destroy 3 years after all necessary follow-up actions have been completed. (GRS 3.2, Item 020)	**1) DNIA Internal Sharepoint** **2) Secure Plus site – DNIA Services Dashboard** **3)** **\\Filer1\OTSP\Secure\D ocumentation\CSIRT**	**1), 2), 3) E**	**1), 2) 12/2008 to Present** **3) 3/2007 to Present**	**1) 3.25 MB** **2) 464 KB** **3) 1.69 GB**	BLS IR Plan, BLS IR Procedures, SIEM reports, etc … on DNIA Sharepoint Home, BLS IT Security Sharepoint, DNIA Internal Sharepoint, DNIA

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1) CSIRT SOPs 2) CSIRT Dashboard 3) Incident Reports		**Docs**				Services Dashboard – Incident Response Services, SIEM server.
General Administration **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. 1) Outlook Mailbox	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)	1) PSBMBX1.psb.bls.gov	E	1) 1999 to Present	100 MB/user	
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 (e. g. Outlook and Archive folders …) 1) **Outlook Mailbox**	Temporary. Cut off files annually. Destroy/delete when no longer needed for reference. (GRS 23, Item 5b)	1) PSBMBX1.psb.bls.gov	E	1) 1999 to Present	100 MB/user	

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