

BLS / OTSP / Division Survey Processing (DSP) Front office  
Inventory Findings Document      Date Inventory Performed: (Insert Date)

BLS Records Categories and Series			Program/Office Information						
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Volume (cubic feet, Mega Bits)	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
<b>Unique Program Records:</b> <i>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.</i>									
Program Direction	<b>Program Direction (Subject/Correspondence Files)</b>  <u>Division Director 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.  Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material	<b>Unscheduled/Proposed</b> Temporary. Cut off files annually. Delete/destroy 10 years after cutoff.	Division Director						
Program Direction	<b>Program Direction (Subject/Correspondence Files)</b>  <u>Branch Chief and Team Leader Files</u>	<b>Unscheduled/Proposed</b> Temporary. Cut off files at the end of the calendar year. Destroy/ delete 5 years after cutoff.	Branch Chiefs Team Leaders						
Program Direction	<b>Program Direction (Subject/Correspondence Files)</b>  <u>Other Staff Members</u>	<b>Unscheduled/Proposed</b> Temporary. Cut off files annually. Delete/destroy 3 years after cutoff.	All Other Staff						
Program Direction	<b>Program Direction</b>  <u>Project Management Files</u> This series contains a mixture of BLS work products created during the management of projects. Documentation includes printed materials, notes, drafts, and copies of	<b>Unscheduled/Proposed</b> Temporary. Cut off files annually or upon completion of project. Incorporate final work products into office files or publications. Delete/destroy 5 years after cutoff or when no longer needed for business operations, whichever is later.	Project Managers						

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	instruction manuals or memoranda maintained by economists or other program personnel covering their assigned areas of work.								
<b>General Technology Management and Systems Security</b>	<b>Information Technology Oversight and Compliance Files</b> Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities. Records include performance measurements, benchmarks and all other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	Temporary. Cut off files annually or upon project completion. Delete/destroy no sooner than 3 years but no longer than 5 years or 1 year after responsible office determines that there are no unresolved issues, whichever is longer. (GRS 24, Item 1a/b)	Division Director						
<b>Records Common to all BLS Offices:</b> <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>									
<b>Committee Records</b>	<b>Committee Records</b>  <u>BLS Sponsored Committees</u> For organization/subcommittees for which BLS provides the chairperson or coordinator. Documentation includes but is not limited to agendas, minutes and reports and related records created by or documenting accomplishments.  <b>Note:</b> BLS employees participate in a number of Professional Organizations.	Temporary. Cut off files annually or upon termination of the committee. Delete/destroy 10 years after cutoff or termination of committee, whichever is appropriate for the type of record (GRS 26, Item 1b)  <b>Note: As per NARA these could be potentially permanent records and need to be reviewed by BLS Records Management Team prior to destruction of the records.</b>							

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	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.								
<b>Committee Records</b>	<p><b>Committee Records</b></p> <p><u>All Other Committees</u> 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.</p> <p>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.</p>	<p>Temporary. Cut off files annually. Delete/destroy 3 years after cutoff. (GRS 26, Item 3)</p>							
<b>General Administration</b>	<p><b>General Administration (Schedule of Daily Activities)</b></p> <p><u>Calendars/Appointment Books/Schedules (Substantive Information)</u> 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)</p> <p>Records <b>containing substantive information</b> relating to official activities,</p>	<b>General Administration</b>							

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	the substance of which has not been incorporated into official files.								
<b>General Administration</b>	<b>General Administration (Schedule of Daily Activities)</b>  <u>Calendars/Appointment Books/Schedules (Non-Substantive Information)</u> Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	<b>General Administration</b>							
<b>Human Resources</b>	<b>General Administration General Employee Management</b>  <u>Supervisors' Personnel Files /Team Leaders' (Records of Employees)</u> <ul style="list-style-type: none"> <li>• Records related to individuals while employed with BLS,</li> <li>• records include correspondence, forms,</li> <li>• other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, performance appraisals, and</li> <li>• records on individual employees duplicated in or not appropriate for the OPF.</li> </ul>	<b>General Administration</b>							
<b>Human Resources</b>	<b>General Employee Management</b>  <u>Flexiplace Administration Program Files</u> 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	<b>General Administration</b>							Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be maintained.  Flexi Time Records

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	Approved & Disapproved Requests								
Human Resources	<b>Employee Compensation and Benefits</b>  <u>Time and Attendance Source Records</u> 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.	General Administration							Are these records included in the Supervisor Personnel Files?
Human Resources	<b>Employee Compensation and Benefits</b>  <u>Leave Application Files</u> 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. Delete/destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, Item 6b)							Are these records included in the Supervisor Personnel Files?  Flexiplace forms dated from August 30, 2003 to present are currently under a records freeze and must be maintained.
Financial Management	<b>Budget Background Records</b>  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)							

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<b>Financial Management</b>	<b>General Administration Goods &amp; Services Acquisition</b>  <u>Purchase Card Records – Below the Simplified Threshold</u>  Contract, requisition, purchase order, including correspondence and related papers pertaining to purchase card transactions. Examples include: <ul style="list-style-type: none"> <li>• Purchase Cards</li> <li>• Statements</li> <li>• Vendor Invoices</li> <li>• Invoice Reconciliation Reports</li> <li>• EPS Shopping Cart</li> </ul>	Temporary. Cut off files annually. Delete/destroy 3 years after final payment. (GRS 3, Item 3a1b.)							
<b>Reference</b>	<b>General Administration</b>  <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.	Temporary. Review files annually. Delete/destroy when no longer needed for current business.							<ul style="list-style-type: none"> <li>• Administrative Subject /Correspondence Files</li> <li>• Procurement</li> <li>• Travel Files (excludes original receipts)</li> <li>• Training Files</li> <li>• Office Organization</li> <li>• Office Copies of Department Directives (Procedures)</li> <li>• Property Management</li> </ul>