BLS / OTSP / Division of Technology Measurement and Strategic Initiatives (DTMSI)
File Plan – February 2016

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 Files	**Program Subject Files Division Directors** These files pertain to the program affairs and functions of the Division Directors. These files contain incoming and outgoing correspondence, memoranda, weekly and monthly progress reports, directions and reference files maintained by the various BLS divisions. Documents may vary depending on unique management techniques and requirements of the program. These files can also consist of materials such as copies of correspondence, reports, newsletters, and notes.	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)	Jesus Salinas	DTMSI \\filer1\OTSP (Y)	2006-Present	Electronic	No	Subject Files Correspondence Weekly/Monthly Reports	
Program Direction Files	**Program Subject Files Branch Chief/Team Leaders** These files contain incoming and outgoing correspondence pertaining to unique program affairs, weekly and 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 copes of correspondence, reports, newsletters, clippings and notes.	Admin Bucket Item 6.1.4 Unscheduled - Temporary. Cut off files annually. Destroy 5 years after cutoff. (Supersedes: NC1-257-88-1, items 58, 165, and 193)	David Miller Jeanette Villa	DTMSI \\filer1\OTSP (Y)	2007-Present	Electronic	No		

* 'Date Range' is optional for the offices to enter and serves as an aid in applying retention.
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	Note: Files should be reviewed at least annually to dispose of non-record items, such as reference material.							
Program Direction Files	**Program Subject Files** **Project Management Files** These series contain a mixture of BLS work products created during the management of projects. Documentation includes printed materials, notes, drafts and copies of instruction manuals or memoranda maintained by economists or other program personnel covering their assigned work areas. Files include but are not limited to: • Project Plans • Project Schedules • User Documentation • Requirements • Charters • Progress Reports • Risk/Issue Lists	Admin Bucket Item 6.2 Unscheduled - Temporary. Cut off files annually or upon completion of project. Incorporate final work products into office files or publications. Delete/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)	David Miller Jeanette Villa	DTMSI \\filer1\OTSP (Y)	2007-Present	Electronic	No	Project Management User Group (PMUG) documentation
General Technology Management and Systems Security	**Information Technology Operations and Maintenance Records** **Financing of IT Resources and Services** The series contains the following types of files and documentation related to financing IT resources and services: Excluding records that are part of the agency's cost accounting system, which are covered in GRS 8, Item 6 and 7).	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)	Dave Miller	DTMSI \\filer1\OTSP (Y)	2007-Present	Electronic	No	Files Include: • IT Assessment Documents • IT Contract Funding Documentation
General Technology	**Information Technology Oversight and Compliance Files**	Temporary. Cut off files annually or upon completion of project. Destroy 5 years after the	Jesus Salinas	DTMSI \\filer1\OTSP (Y)	2006-Present	Electronic	No	IT Capital Planning Documentation and BLS IT Spending Plan

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Management and Systems Security	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.	project/activity/transaction is completed or superseded. (GRS 3.1, item 040)						
Records Common to all BLS Offices: *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*								
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))	Dave Miller Jeannette Villa	DTMSI \\filer1\OTSP (Y)	2007-Present	Electronic	No	
Financial Records	**Purchase Card Files** 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 and AMS Requisition Number	Temporary. Cut off files annually. Destroy 6 years after final payment. (GRS 1.1, Item 010)	Dave Miller	DTMSI \\filer1\OTSP (Y)	2010-Present	Electronic	No	Credit Card Files

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Budget Background	**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)	Jesus Salinas	DTMSI \\filer1\OTSP (Y)	2006-Present	Electronic	No	
Schedules of Daily Activities	**Calendars, appointment books, schedules, logs, and diaries.** 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. [See note after item 5a.]	Temporary. Destroy or delete when 2 years old. (GRS 23, Item 5(a))	Division Director Branch Chiefs	Outlook Email and Email Archive Folders	Start date to present	Electronic	No	Outlook Email and Archive Email Folders
Schedules of Daily Activities	**Calendars, appointment books, schedules, logs, and diaries.** Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Temporary. Destroy or delete when no longer needed for convenience of reference. (GRS 23, Item 5(b))	All Other Staff	Outlook Email and Email Archive Folders	Start date to present	Electronic	No	Outlook Email and Archive Email Folders

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