BLS / OTSP / Division of Technology and Network Management (DTNM)
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	

DTNM Documentation Filer Location: \\filer1\LUSNetShares: This shared filer was determined to contain duplicative files and are considered non-record and reference materials.
DTNM SharePoint locations: Home: http://otsp.sp.bls.gov/DTNM/default.aspx: The SharePoint site contains the official DTNM records.
    • DTNM Documentation Library - The Documentation Library serves a central source for DTNM policies, procedures, guides and other related information.
      Link: http://otsp.sp.bls.gov/DTNM/DTNM%20Documentation%20Library/Forms/AllItems.aspx
    • DTNM Software Installation Instructions Library - This library will house installation instructions for all core BLS approved software.
      Link: http://otsp.sp.bls.gov/DTNM/Software%20Installation%20Instructions/Forms/AllItems.aspx
    • DTNM Project Management Library - The DTNM Project Management Portal will be organized to represent all DTNM projects. Project folders will contain documents that are used for the planning, tracking, and completion of DTNM projects including: charters, project management plans, activities and schedules, deployment plans and related diagrams.
      Link: http://otsp.sp.bls.gov/DTNM/DTNM%20Project%20Portal/Forms/AllItems.aspx
    • Shared Documents (Miscellaneous/Administrative) - Share a document with the team by adding it to this document library.
      Link: http://otsp.sp.bls.gov/DTNM/Shared%20Documents/Forms/AllItems.aspx
    • Security Documentation:
        ▪ http://otsp.sp.bls.gov/DTNM/compliance/default.aspx
        ▪ http://otsp.sp.bls.gov/DTNM/Assessments/default.aspx
        ▪ http://otsp.sp.bls.gov/DTNM/DTNMCM/default.aspx
        ▪ http://otsp.sp.bls.gov/DTNM/IT%20Review/default.aspx									

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's Deputy Director's and Division Chief 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	Admin Bucket Item 6.1.3 Unscheduled – Temporary Cut off files annually. Destroy 10 years after cutoff. (Supersedes: NC1-257-88-1, Items 91a/b, 21a/b, 31, 32, 35, 42a/b, 75, 81, 111, 113, 156, 183 and 215)	**Charles Bose**	Project Portfolio Mgmt	2006-Present	Paper / Electronic	N	DTNM has one central set of Division Files. All other files are duplicate copies. Monthly/Weekly Reports	

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	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							
Program Direction	**Program Direction (Subject/Correspondence Files)** <u>Branch Chief/Team Leader 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 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. 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 Cut off files at the end of the calendar year. Destroy/ delete 5 years after cutoff. (Supersedes: NC1-257-88-1, Items 58, 165 and 193)	**Frank Ryan Nadeem Sahibzada** **Cedric Coard Pat Richardson-Lewis**	Project Portfolio Mgmt	2013-Present 2009-Present 2009- Present	Paper / Electronic	N	Weekly Reports
General Technology Management and Systems Security	**Information Technology Development (Infrastructure) Project Files** **IT Infrastructure Design and Implementation** Files of individual projects designed to provide and support *new* agency IT infrastructure, systems, and services. IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications.	Temporary. Cut off files annually or upon completion of project. Destroy 5 years after project is terminated. (GRS 3.1, item 010)	**Nadeem Sahibzada**	DTNM SharePoint Site Project Management Library (files are stored w/different record series) System Architecture Library Note: Overlapping series – jumbled in filer1 and SharePoint	2009-Present	Electronic	No	Files are located in the Project Management Library. Files include but are not limited: • Requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and

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								shared applications, and providing data telecommunications. • Infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, work associated with implementation, modification, and troubleshooting. • Models, diagrams, schematics, and technical documentation. • Quality assurance reviews and test plans, data, and results.	
General Technology Management and Systems Security	**System Development** System Development is the development of each information technology (IT) system and software application through its various stages from initial planning to system acceptance. System documentation primary case files include planning, decision making, requirements analysis and design, programming, verification and testing, evaluation, problem solving, installation and production and procurement.	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)	**Frank Ryan**	DTNM SharePoint Site Project Management Library Note: Overlapping series – jumbled in filer1 and SharePoint	2007-Present	Electronic	No	Files include but are not limited to: • Project Plans • Feasibility Studies – Studies conducted before the installation of any technology or equipment associated with information management systems. • Cost Analyses • Requirements Documents (see note 3 below) • Compliance Documents including: ▪ Privacy Threshold Analyses (PTAs) ▪ Privacy Impact Assessments (PIAs)	

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								▪ System of Record Notices (SORNs) • Procurement Documents (Copies only – see note 2 below) • Communications with Contractors • Deliverables • Change control files • Closeout files
General Technology Management and Systems Security	Information Technology Operations and Maintenance Records IT Facility, Site Management, and Equipment Support Services Records Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.	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)	Rene Norris Tim Jones Cedric Coard Pat Richardson-Lewis	300 records annually 1200 to 1500 records maintained in BLS Central	2011-Present	Electronic	No	Downtime Application Help Desk (Reports and follow-up actions)
General Technology Management and Systems Security	Information Technology Operations and Maintenance Records Asset Management Inventories of IT Assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	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.	Rene Norris Tim Jones Cedric Coard Pat Richardson-Lewis Nadeem Sahibzada	Asset Management System	2012-Present	Electronic	No	

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		(GRS 3.1, item 020)						
General Technology Management and Systems Security	**Information Technology Operations and Maintenance Records** **Routine IT Maintenance** Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	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)	**Rene Norris** **Tim Jones** **Cedric Coard** **Pat Richardson-Lewis**	DTNM Archived Maintenance Monthly Reports Maintained on BLS Central	2008-Present	Electronic	No	LANCM System BLS Central Intranet (current and archived maintenance work)
General Technology Management and Systems Security	**Information Technology Operations and Maintenance Records** **IT Operations Records** Records consist of workload schedules, run reports and schedules of maintenance and support activities. Problem reports and decision documents related to the software infrastructure of the network or system. Additional records include reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.	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)	**Rene Norris** **Tim Jones** **Cedric Coard** **Pat Richardson-Lewis**	AQL Reports http://otsp.sp.bls.gov/DTNM/AQL%20Reports/Forms/AllItems.aspx?View=%7bD8DB9D3F%2d13DD%2d410F%2d92A7%2dAEF99CA2EB6D%7d	2006-Present	Electronic	No	T&T Reports (Contractor) AQL Reports (Contractor)
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:	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	**Tim Jones** **Pat Richardson-Lewis** **Cedric Coard**	Cubical in Suite 2810 Public Folders (Email Archives)	1991-Present	Paper / Electronic	No	Files include: • Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and

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	Excluding records that are part of the agency's cost accounting system, which are covered in GRS 1.1, Item 040).	project/activity/transaction is obsolete, completed, or superseded, whichever is appropriate. (GRS 3.1, item 020)						volumes, charging, integrity guarantees, and non-disclosure agreements. • Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance. • Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services.	
General Technology Management and Systems Security	**Configuration and Change Management Files** **Performance and Capacity Management Records** Records are created and retained for asset management; performance and capacity management; system management; configuration and change management; and planning, follow-up, and impact assessment of operational networks and systems. Serena ChangeMan Version Manager Software, Team Track, PVCS Version Manager and Tracker, and similar applications are used to track,	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 030)	**Cedric Coard** **Rene Norris** **Pat Richardson-Lewis**	LANCM System	2007-Present	Electronic	No	LANCM System DTNM CM Plan (updated yearly)	

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	maintain, and store the survey system or application changes. **Data and Detailed Reports** Records relate to the implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.							
General Technology Management and Systems Security	**Information Technology Oversight and Compliance Files** 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. CPIC is DOL's Capital Planning and Investment Committee. We receive these data call updates from BLS liaison offices DTMSI (Division of Technology and Measurement and Strategic Initiatives) or from DFPM (Division of Financial Planning and Management).	Temporary. Cut off files annually or upon completion of project. Destroy 5 years after the project/activity/transaction is completed or superseded. GRS 3.1, item 040	**Cedric Coard Renee Norris**	BLS Net Share Archive Folders/ARCHIVE INBOX MESSAGES/Archive Inbox – DTMSI/LAN/WAN CPIC Files Archive Folders/ARCHIVE INBOX MESSAGES/Archive Inbox – DFPM Public Folders/All Public Folders/BLS/LAN Support/Procurement/2008-2014 DFPM & Other Data Calls	Unable to obtain information	Electronic	No	DOL/Capital Planning Investment Committee (CPIC) – data calls Exhibit 300 (Financial Data Call from OMB) Downtime System Virtual Private Network (VPN)

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	Exhibit 300 documents are financial data calls from OMB (Office of Management & Budget) that are sent to DOL and other agencies. DOL sends the data call to BLS' DFPM or DTMSI. DFPM and DTMSI sends the data calls to all BLS offices that have significant reporting requirements for systems determined to be "Major Information Systems". The Exhibit 300 requests are to ensure that federal agencies are properly managing their budgets and are reporting variances.								
General Technology Management and Systems Security	Data Administration (System Documentation) Types of Documentation Records related to system documentation are adequate to identify, service, and interpret system records and consist of: • Codebooks and record layouts used to define values in a system. • User Guides and Data Dictionaries • External Findings Aids • Additional documentation as needed to understand data in formats other than data files and databases. b. Documentation Related to Temporary Master Database Files and Other Temporary Electronic Records Note: System documentation must be retained and disposed of in accordance with the approved schedule for the associated database or data file.	Temporary. Cut off and archive documentation with associated electronic records. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or associated data is migrated to a successor system. (GRS 3.1, item 051)	Arun Rajasambandam	Filer1 LUSNET Shares Central Facilities	Unable to obtain information	Electronic	No	Subfolders on filer1 1. Oracle 2. Unix 3. Storage 4. WebLogic	
	Information and Systems Security		Cedric Coard	SharePoint Compliance folder	2011-Present	Electronic	No	Disaster Recovery Plans Risk Assessment	

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General Technology Management and Systems Security	System Security Copies of records relate to system security, and include records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in Office of Management and Budget (OMB) Circular No. A-130. a. **System Security Plans and Disaster Recovery Plans** b. **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. Cut off files annually or when superseded. Destroy 1 year after system is superseded. (GRS 3.2, Item 010)	Pat Richardson-Lewis Rene Norris						System Security Plan (updated yearly)
General Technology Management and Systems Security	Information and Systems Security **System Backups** Backup tapes are maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Backup records are located in Washington headquarters and the Atlanta center. a. **Incremental Backup Tapes** b. **Full Backup Tapes**	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)	T&T Contractor	Atlanta Central Data Center	2013-Present	Electronic	Yes	Sent to Atlanta Central Data Center The tapes are sent physically and/or electronically
General Technology Management and Systems Security	Information and Systems Security **Tape Library Files**	Temporary. Delete/destroy when superseded or obsolete. (GRS 4.1, Item 010)	T&T Contractor	\\Filer1\LUSNetShares\CENTRAL _FACILITY\Storage\NetApp Tape Backup\tape backup offsite forms	2013-Present	Electronic	Yes	Sent to Atlanta Central Data Center

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	Records include automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.							These are the forms used to drop off and return the tapes from Atlanta
Information Management	**Information Management** Records Tracking and Control: Files related to the proper maintenance, tracking, and transfer of records to a NARA facility. BLS creates and maintains these records to provide access to and monitor official BLS documentation which includes, record series, location, format, and dates. Files may include, but are not limited to: • Lists • Registers • Inventories • Logs • Reports **Disposition: Temporary.** Destroy when no longer needed. GRS 4.1, item 010	Temporary. Destroy when no longer needed. GRS 4.1, item 010	**Rene Norris**	Shared Documents (Misc./Administrative) http://otsp.sp.bls.gov/DTNM/Shared%20Documents/Forms/AllItems.aspx	2012-Present	Electronic	N	Access Control
General Operations	**Administrative Issuances** Files includes notices, standard operating procedures and other types of issuances related to administrative functions.	Temporary. Cut off files annually. Delete/destroy when superseded or obsolete. (GRS 16, Item 1a)	Rene Norris Cedric Coard	DTNM Documentation Library - Link: http://otsp.sp.bls.gov/DTNM/DTNM%20Documentation%20Library/Forms/AllItems.aspx DTNM Software Installation Instructions Library - Link: http://otsp.sp.bls.gov/DTNM/Software%20Installation%20Instructions/Forms/AllItems.aspx	2013-Present	Electronic	No	Standard Operating Procedures How-to-Instructions
General Operations	**Internal Help Desk Services**		Rene Norris	SharePoint Folders	2011-Present	Electronic	No	

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	Files related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions", and other documents prepared in advance to assist customers. Additional files include help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend and analysis reporting.	Temporary. Cut off files annually. Delete/destroy 1 year after record is superseded, obsolete or when no longer needed for review and analysis, whichever is later. (GRS 24, Item 10a/b)	Cedric Coard Pat Richardson-Lewis	1. DTMN 2. Help Desk Support				Helpdesk System, plus files stored on DTNM SharePoint and Filer
Policy and Operational Planning	**Emergency Planning** This series covers activities related to the processes of planning, responding to, and mitigating adverse events. It also involves activities associated with the identification of critical systems and processes, and the planning and preparation required to ensure that these systems and processes will be available in the event of an emergency. Files may include, but are not limited to: • Emergency planning case files • Emergency operations test files • Continuity of Operations Planning (COOP) • Fire alarm surveys **Note**: Record copies of each plan or directive, and consolidated and comprehensive reports of emergency operations testing are incorporated in the program files of the Office of Administration.	Temporary. Cut off files annually or when obsolete/superseded or when no longer needed for current business. Destroy 3 years after cutoff. (GRS 18, items 27 and 28)	Arun Rajasambandam Michael Kozicki Pat Richardson-Lewis Cedric Coard	http://otsp.sp.bls.gov/DTNM/compliance/documents/FY13-14	2011-Present	Electronic	No	Contingency Plan Update/LANWAN 2013 Contingency Plan Final.docx Disaster Recovery
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*								
Schedules of Daily Activities	**Calendars, appointment books, schedules, logs, and diaries.**		Division Director's, Deputy	Outlook	2006-Present	Electronic	No	Outlook Email and Archive Email Folders

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	a. 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.	Temporary. Destroy or delete when 2 years old. (GRS 23, Item 5(a))	Director's and Division Chiefs					
Schedules of Daily Activities	**Calendars, appointment books, schedules, logs, and diaries.** b. 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))	Branch Chiefs and all other Staff	Outlook	2009-Present	Electronic	No	Outlook Email and Archive Email Folders
Committee Records	**Committee Records** All Other BLS Committee Records: Committees established by an agency for facilitative or operational purposes. Records include committee charters, agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions. **Note:** BLS employees participate in a number of Professional Organizations. 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.	Temporary. Cut off files annually. Destroy 3 years after cutoff, or when no longer required for business use, whichever is sooner. (GRS 26, item 1a)	Charles Bose Phil Chau Pat Richardson- Lewis Cedric Coard Arun Rajasambandam	Share Point Central Facility Folder	2010-Present	Electronic	No	Management Control Board (MCB) Technical Support Group (TSG) Central IT Support Group Meeting
Human Resources	**Supervisors' Personnel Files**	Review annually and destroy superseded or obsolete	Charles Bose Frank Ryan	Individual offices and personal "X" drives	2005-Present 2014-Present	Paper Electronic	No	Hard Copies and on personal share "X" drives.

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	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.	documents, or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1, Item 18(a))	Nadeem Sahibzada		2012-Present				
Human Resources	**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. Cut off files annually. Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS 2, Item 7)	Charles Bose Frank Ryan Nadeem Sahibzada	Cedric Coard Office	2007-6/2014	Paper	No	Tracked thru WebTA Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be maintained. Flexi Time Records	
Human Resources	**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. Cut off files annually. Delete/destroy after GAO audit or when 3 years old, whichever is sooner (GRS 2, Item 6b)	**Charles Bose** **Frank Ryan** **Nadeem** **Sahibzada**	Supervisor Personnel Files	TBD	Paper	No	These records are part of the Supervisor Personnel Files	
Human Resources	**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), self-certification safety checklists, the BLS Managers' Security Checklist, and a brief narrative of off-site work. Includes Approved and Disapproved Requests	Temporary. Delete/destroy 1 year after the end of participation in the program or date of rejection. (GRS 1, Item 42a/b)	Charles Bose Frank Ryan Nadeem Sahibzada	Supervisor Personnel Files	N/A	Paper	No	These records are 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	**Purchase Card Files** Contract, requisition, purchase order, including correspondence and related papers pertaining	Temporary. Cut off files annually. Delete/destroy 6 years after final payment.	Charles Bose Rene Norris Tim Jones	Email Public Folders	Unable to obtain information	Electronic	No	DTNM Credit Cards Licensing	

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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	
	to purchase card transactions. Examples include: • Purchase Cards • Statements • Vendor Invoices • Invoice Reconciliation Reports • EPS Shopping Cart	(GRS 1.1, Item 010)						Data Maintenance Some Centralized	
Financial Management	**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. Cut off files annually. Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2)	**Charles Bose Rene Norris Nadeem Sahibzada**	SharePoint Folder	2012-Present	Electronic	No	Assessments SharePoint Site Assessments Disaggs.	
Reports Control Files (OMB Clearance)	**OMB Report Files** Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Temporary. Cut off files annually. Destroy 2 years or after previous expiration date. (GRS 16, Item 6)	**Charles Bose Rene Norris Cedric Coard Pat Richardson-Lewis**	Stored on OMB Share within OA	TBD	Electronic	No		
General Administration	**Office Administrative Files** Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget	Destroy when 2 years old, or when no longer needed. (GRS 23, Item 1)	Charles Bose Rene Norris Cedric Coard Pat Richardson-Lewis	Shared Documents (Miscellaneous/Administrative) - Share a document with the team by adding it to this document library. Link: http://otsp.sp.bls.gov/DTNM/Shared%20Documents/Forms/AllItems.aspx	2011-Present	Electronic	No	• Administrative Subject /Correspondence Files • Procurement • Travel Files (excludes original receipts • Training Files • Office Organization • Office Copies of Department Directives	

* 'Date Range' is optional for the offices to enter and serves as an aid in applying retention.
** 'Vital (Y/N)' can be left blank, if unknown. The RMT can assist with determining whether the records are vital or not.

BLS Records Categories and Series			Program/Office Information						
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	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.							(Procedures) • Property Management
General Administration	**General Administration** <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.	All Staff	**DTNM Documentation Filer Location**: \\filer1\LUSNetShares	N/A	Electronic	No	Retain on File Plan for staff knowledge
General Administration	**Transitory Emails and Other Files** <u>Records of short-term interest</u> (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. 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)	All Staff	Unknown	N/A	Electronic	No	Retain on File Plan for staff knowledge

* 'Date Range' is optional for the offices to enter and serves as an aid in applying retention.
** 'Vital (Y/N)' can be left blank, if unknown. The RMT can assist with determining whether the records are vital or not.