

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
Storage Location (Electronic Path or Physical Site):								
<p>The following are DMIS file server and electronic file locations: Only the system administrator and authorized personnel can access these locations.</p> <ul style="list-style-type: none"> • http://opubss.sp.bls.gov/DIMS/default.aspx: Some staff have working files on the OPUBSS portions of these servers. • DMIS SharePoint Site: • OPUBSS Website: http://www.psb.bls.gov/opub/aboutus.htm. This is just the intranet site where BLS authors can find information about the submission and editing process for publications. The official publications can be found on the BLS website at www.bls.gov. 								
Note: Records stored on personal hard drive (the C: / drive) should be moved to the shared network drive. The C: / drive is unsupported and not backed up.								
Unique Program Records: <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>								
A. Planning	a. Program Subject Files (Division Director) Files pertaining to the program affairs and functions of Division Directors. These files contain incoming and outgoing correspondence, memoranda, 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.	A1b. Temporary. Cut off files annually. Destroy 10 years after cutoff. (N1-257-11-1, Item A1b)	Tracy Jack	7/1998 – Present	2850 – Room 12	Paper Electronic	No	
A. Planning	1. Program Subject Files c. Branch Chief, Project Manager, Team Leader, and Subject Matter Expert Files	A1c. Temporary. Cut off files annually. Destroy 5 years after cutoff. (N1-257-111, Item A1c)	Dionne Little Vanessa Newton	1999-Prst	2850 – Dionne Office	Paper	No	Chain of Custody forms
H. Dissemination of Survey Results	1. Output Files d. Publications A variety of reports and statistical data released on a specific reoccurring schedule through a variety of methods, including paper publications, web pages, and electronic transmission. This series covers the record copy of program publications that resides with the Office of Publications and Special Studies (OPUBSS) or the issuing office.	H1d(1)a. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable. (N1-257-11-1, Item H1d(1)a)	Tracy Jack Dionne Little	1969-2002 All publications were born digital as of 2008	OPUBSS Library Rooms 2855 and 2865	Paper	No	NARA Transfer 0257-1989-0003 Numbered bulletins and reports from 1895-1970 and MLRs from 1915-1968 were transferred in 1989

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
	(1) Permanent publications include news/press releases, issuances and survey publications, the <i>Monthly Labor Review</i> (MLR) and other periodicals. a. Record Copy BLS Publications (Numbers Bulletins and Reports)							
H. Dissemination of Survey Results	<i>MLR – there are two rooms where MLRs are located.</i>	Permanent – same disposition as above Need to locate and transfer MLRs from 1964 - 1968	Tracy Jack Dionne Little	1917-2007	Room 2855 and 2865	Paper	No	NARA (1915-1963) Transferred MLRs dated from 1915 – 1963 (Vol 3) NARA (1969-1984) Transferred MLRs dated 1969 – 1984); LTI-257-2015-0002
H. Dissemination of Survey Results	<i>BLS Numbered Bulletins</i>	Permanent – same disposition as above Need to locate and transfer the following bulletin numbers: 46, 74, 131, 204, 205 1102, 1210-5 thru 1210-14; 1265-9	Tracy Jack Dionne Little	1896-2004	Room 2855 and maybe 2865	Paper	No	NARA (1985-1971) Transferred Bulletin #'s 1 thru 1345-59 Bulletin #4 thru #3120-73
H. Dissemination of Survey Results	<i>BLS Annual and Special Reports of the Commissioner of Labor</i>	Permanent – same disposition as above Maybe duplicates of what was transferred.	Tracy Jack Dionne Little	1892-1912	Room 2855 and 2865	Paper	No	NARA Transfer (1867-1920)
H. Dissemination of Survey Results	<i>Misc Publications</i>	Permanent – same disposition as above Maybe duplicates of what was transferred.	Tracy Jack Dionne Little	1972-2007	Room 2855 and 2865	Paper	No	NARA Transfer (1954-1971) CPI: 1935-2007 (78 cu. ft.) PPI: 1957-2007 (60 cu. ft.) Employment and Earnings: 1954-2007 (61 cu. ft.) AWS/NCS: 1976-2000 (66 cu. ft.) OOQ: 1959-2013 (9 cu. ft.)
H. Dissemination of Survey Results	News Releases Record Copies (it is unknown if there were any news releases in the 1989 transfer)	Incorporate with the transfer of the above stated publications	Tracy Jack Dionne Little	1957-2013	Room 2855 and 2865	Paper	No	#278 (DIS) News Releases Record Copies

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
								a. <u>News releases originated from the Office of Publications</u> CPI (1957-1961); 1966-2012
H. Dissemination of Survey Results	Finding Aids: Consist of subject reference care file, inventory control card file and BLS publication listing microfiche file	Follow disposition instructions for records to which they relate (Item 275.1)	Tracy Jack Dionne Little	1906-1980 (w/gaps)	Room 2855 and 2865	Paper	No	This record series is not a complete set.
H. Dissemination of Survey Results	<p>1. Output Files</p> <p>d. Publications</p> <p>(2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials.</p> <p>Note: These records are temporary <u>ONLY</u> if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).</p>	H1d(2). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (N1-257-11-1, Item H1d(2))	Tracy Jack Dionne Little Vanessa Newton	2013- Present	Filer6/OPUBServ1/Inf oserv/marketing (2013-2015 BLS Outreach materials and Exhibits have been moved over to SharePoint)	Electronic	No	#282: (DIS) DOL Annual Report Working Papers File Outside Conference Materials Customer Service Guide
H. Dissemination of Survey Results	<p>1. Output Files</p> <p>d. Publications</p> <p>(3) Historical Publications include the final data sets and hard copies that have not been previously transferred to NARA.</p>	H1d3. Permanent. Cut off files at the end of the calendar year in which the publication was issued. Transfer to NARA 15 years after cutoff, those records dated prior to regular publication via the BLS website. This date varies by publication title. Most paper publication ceased as of December 2009. As of this date, only the <i>Occupational Outlook Quarterly</i> is regularly printed on paper. (N1-257-11-1, Item H1d3)	Tracy Jack Dionne Little	Varies depending on publications to be transferred.	Room 2855 and 2865	Paper	No	Need to retain this item to transfer record series that are over 30 years old and have never been transferred to NARA.
H. Dissemination of Survey Results	<p>2. Information Request Files</p> <p>This series contains requests and responses to inquiries for additional information and clarifications from Federal, State, local governments, and the public. Information is processed and tracked through OPUBSS and the Customer Inquiry</p>	H2a. Temporary. Cut off files annually. Destroy 1 year after cutoff. (N1-257-11-1, Item H2a)	Tracy Jack Dionne Little Vanessa Newton	2012- Present	CIS Email Response	Electronic	No	The majority of the information request are related to assistance with navigating the BLS website.

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
	System (CIS). Additionally, requests may be responded to directly by the programs. a. Standard Responses¹: Include information that is posted on the website or is drawn from published products.							
Public Affairs	<u>External Relations:</u> This series covers files involved in communication between BLS, its external stakeholders, and other agencies. Activities related to information dissemination, responding to information requests, and communicating with stakeholders such as the press. Files may include, but are not limited to: <ul style="list-style-type: none"> • Copies of Commissioner's Statements • Copies of Press releases • Public statements • Responses to press inquiries • Copies of video or taped interviews (including transcripts) • Media highlights and news clippings • Press conferences Administrative files documenting information requests and copies used for reference purposes.	Admin Bucket – Item 7.2b Unscheduled – Temporary. Cut off files annually in the year in which the publication was issued. Destroy published data set no sooner than 5 years, but no later than 25 years after cutoff. (Supersedes NC1-257-88-1, item 302)	Tracy Jack Dionne Little	7/1998 – Present	Library – Room 2055	Paper Electronic	No	This item covers public relations requests not related to statistical program data. Intermingled w/News Releases
Records Common to all BLS Offices: <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>								
Schedules of Daily Activities	Calendars, appointment books, schedules, logs, and diaries. 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))	Tracy Jack	7/1998 - Present	Outlook	Electronic	No	Outlook Email and Archive Email Folders

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
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))	All other DIMS Staff	Varies depending on staff member	Outlook	Electronic	No	Outlook Email and Archive Email Folders
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))	Tracy Jack Dionne Little Vanessa Newton	1998-2005	Tracy Jack's Office	Paper	No	Supervisors maintain reference copies of the personnel files located in OPUBSS's front office. No longer maintained.
Human Resources	Travel Files (Original Receipts) Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel	Temporary. Cut off files annually. Destroy 6 years after cutoff. (GRS 1.1, Item 010)	DIMS Staff	Varies depending on staff member	Varies depending on staff member	Unknown	No	With individual staff as applicable.
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)	Wanda Sockwell	2002-2014	2850 lobby area file cabinet	Paper	No	Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be maintained. Flexi Time Records
Financial Management	Purchase Card Files	Temporary. Cut off files annually. Destroy 3 years after final payment.	Dionne Little	2007-2013	2850 Dionne's office	Paper	No	

BLS / Office of Publications and Special Studies (OPUBSS)
 Division of Information and Marketing Services (DIMS)
 File Plan 03/2016

BLS Records Categories and Series			Program/Office Information					
Record Category	Description / Title (Record Schedule Item)	Disposition Instructions	Point of Contact	Date Range	Storage Location (Electronic Path or Physical Site)	Type (Paper / Electronic)	Vital (Yes /No)	Comments/ Examples
	Contract, requisition, purchase order, including correspondence and related papers pertaining to purchase card transactions. Examples include: <ul style="list-style-type: none"> • Purchase Cards • Statements • Vendor Invoices • Invoice Reconciliation Reports • EPS Shopping Cart 	(GRS 1.1, Item 010)	Vanessa Newton	2001-2015	2850 Vanessa's office	Paper	No	
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. Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2)	Tracy Jack Vanessa Newton	1998 – Present	Outlook	Electronic	No	Emails Outlook Folders