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):

The following are DNM file server and electronic file locations: Only the system administrator and authorized personnel can access these locations.
- Filer1 and Filer 6: Some staff have working files on the OPUBSS portions of these servers.
- DNM SharePoint Site: http://opubss.sp.bls.gov/New%20Media%20Division/default.aspx?RootFolder=%2New%   (Size 134780 bytes)
- 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.
- Content Management System (Rhythmyx): http://dewscmsp:9992/Rhythmyx/sys_cx/mainpage.html
   The CMS requires a login for the following BLS publications:
   - The Economics Daily (TED folder)
   - Beyond the Numbers (BTN folder)
   - Spotlight on Statistics (SOS folder)
   - Monthly Labor Review (MLR folder)
   - Occupational Outlook Handbook (OOH folder)
   - Career Outlook (OOQ folder)
   - Handbook of Methods (HOM folder) — Note that the Content Management System for the Handbook of Methods is still under development as of April 21, 2015. We expect to migrate the Handbook of Methods into the CMS later this spring.

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: *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.*

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. Planning	1. **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. Delete/destroy 10 years after cutoff. (N1-257-11-1, Item A1b)	Jay M.	2012-Prst 2010-2011 Emily Old Files	Share Point Unknown Emily Old Files	Electronic Paper	No	Consists of Monthly Progress Reports.
H. Dissemination of Survey Results	d. **Publications (Other Periodicals):** 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	H1d(1)(b). Temporary. Cut off files at the end of the calendar year in which the publication was issued. Destroy published data set or publication no sooner than 5 years, but no later than 25 years after cut off. (N1-257-11-1, Item H1d(1)b))	Jay M.	1990 – Present The dates can vary depending	Content Management System Record Copy: BLS Website www.bls.gov	Electronic	No	Div. New Media sends the files to DEWS for posting to the Website. As per Director Div. New Media (Jay M.) DEWS maintains the official record copy, which are stored on a set of servers maintained by DEWS.

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	Publications and Special Studies (OPUBSS) or the issuing office. (1) Permanent publications include news/press releases, issuances and survey publications, the Monthly Labor Review (MLR) and other periodicals. b. All Other Copies Div. New Media Products The Economics Daily (TED) (1998-Present) Spotlight on Statistics (2007-Present) The majority of these publications/reports are posted to the website using HTML and PDF formats.			on the publication.				
H. Dissemination of Survey Results	**1. Output Files** **e. Publications and Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals, as listed below. The submission process involves an editorial review from the magazine staff and may result in draft manuscripts, comment and email communications, and final manuscript versions. (1) Drafts and Related Comments and Correspondence Div. New Media Products Spotlight on Statistics (2007-Present) The Economics Daily (1998-Present) Note: The original publications for these periodicals are permanent and fall under the BLS Statistical Program Records Schedule as described in sections H1d1 and H1d3.	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete. (N1-257-11-1, Item H1e(1))	DNM Editors	1998-Present	Content Management System Working files for TED \\filer6\opubss\OPUB SRV1\Websrc\opub	Electronic	No	Div. New Media Staff Editors Division of New Media does not maintain a record copy. A version of the final publication/report is maintained in the Content Management System that is used to create the publication.
Public Affairs	Official Information: This series covers activities related to the creation of official government information about BLS, such as published articles, web pages, brochures, photographs, and graphic art files.	Admin Bucket – Item 7.1.1c Unscheduled - Permanent: Cut off files annually in the year in which the publication was issued.	Jay M.	2009-Present	Web Page	Electronic	No	Note: Survey Program Publications and the Monthly Labor Review (MLR) do not fall under this Administrative Programs Records Schedule. See

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	Publications, brochures and audio visual files Commissioner's Corner (blog / web page): This is a series of articles (3 to 6) monthly from the Commissioner covering a wide variety of topics.	Transfer legal custody of all records to NARA 5 years after cutoff in accordance with 36 CFR 1235 as applicable.						Program Bucket Schedule, Item H1d1 Dissemination.
Public Affairs	External Relations (Twitter Accounts): 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. 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. Delete/destroy no sooner than 5 years, but no later than 25 years after cutoff. (Supersedes NC1-257-88-1, item 302)	Jay M.	6/2012– Present	Twitter.com	Electronic	No	Twitter Accounts: Link from BLS Website to Twitter. Used to communicate with the public regarding the release of new publications, news releases and other BLS reports. The account gives the public the ability to submit comments and/or ask questions and for BLS to reply.
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 (Div. Director)	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))	Jay M.	2012-Prst	Outlook	Electronic	No	Outlook Email and Archive Email Folders
Schedules of Daily Activities (All Other Staff)	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))	Div. New Media Staff	Unknown	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	Temporary: Review annually and destroy superseded or obsolete documents, or	Jay M.	2012-Prst 2010 – Prior	Jay M. Office	Paper	No	Includes Flexi-Time Records

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	descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	destroy file relating to an employee within 1 year after separation, transfer or end of participation in Flexiplace program. (GRS 1, Item 18(a)) (GRS 1, Item 42a/b)		Emily				Flexiplace forms dated from August 30, 2003 to present are currently under a records freeze and must be maintained.
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)	Jay M	2010 – 6/2014	Jay M. Office	Paper	No	Sign-in/Sign-Out Sheets Note: Sign-in/Sign-Out Sheets are currently under a records freeze and must be maintained.