BLS / Office of Publications and Special Studies (OPUBSS)
Division of Publishing Services
File Plan 07/20/2015

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 DPS file server and electronic file locations: Only the system administrator and authorized personnel can access these locations. • Filer 6: Some staff have working files on the OPUBSS portions of this server. • "X" drive: Some staff have working files on their individual drive • DPS 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: *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.*									
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. Destroy 10 years after cutoff. (N1-257-11-1, Item A1b)	Emily Liddel	2011-present	X:/ADMIN/Progress Reports/ X:/ADMIN/Planning docs/ X:/ADMIN/Editorial services contract/ X:/ADMIN/budget/	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. (N1-257-11-1, Item A1c)	Leslie Joyner Keith Tapscott Gary Steinberg	2014-present	Filer 6 or Individual "X" drive	Electronic Paper	No		
H. Dissemination	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	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.	Leslie Joyner Gary Steinberg Terry Schau	2008-Prst (varies from publication to publication	Beyond the Numbers: www.bls.gov/opub/btn Career Outlook: www.bls.gov/careeroutlook	Electronic Paper copies can be found in	No	1. Beyond the Numbers didn't exist until 2012. Its predecessors are loaded into the Beyond the Numbers archive. 2. The predecessor to Career Outlook was the OOQ. This was still being printed	

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	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. (1) Permanent publications include news/press releases, issuances and survey publications, the *Monthly Labor Review* (MLR) and other periodicals. a. Record Copy BLS Publications: • Beyond the Numbers • BLS Number Bulletins and Reports 2012 (varies) – Present Paper copies prior to 2012 can be found in file room • Career Outlook (DPS Editorial Only – OEP is the official record holder.) • NLS News • OOH (DPS Editorial Only – OEP is the official record holder) • Handbook of Methods • MLR 1980 – Present (15.9 GB) Paper copies prior to 1980 can be found in the file room (?? cu. ft.) News Releases Record Copies (1994-Prst) • News Releases	(N1-257-11-1, Item H1d(1)a)		All publications were born digital as of 2008	NLS News: www.bls.gov/nls/nlsnews.htm OOH: www.bls.gov/ooh Handbook of Methods: www.bls.gov/opub/hom/ Monthly Labor Review (MLR): www.bls.gov/opub/mlr http://www.bls.gov/opub/reports/ Archived news releases: www.bls.gov/schedule/archives/all_nr.htm http://www.bls.gov/opub/reports/	the file room as noted in the description		until 2013. OPUBSS/DPS suggestion is that the official version would be the printed version. They believe they have a fairly complete set of the paper copies, but for the true record, I'd say that the program is the holder of the record. 3. The OOH is similar. The OOH went live (without a bound version) in 2012. OOH staff is the holder of the bound versions prior to 2012. 4. BLS does not upload the news releases into the DOL system. The DOL system is used to obtain the news release number.

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	News Advisories (communications with the media / not on the website) *BLS Annual and Special Reports to Congress* (No longer created) *Miscellaneous Publications* (Currently one time/special publications are no being created at this time). If they are created in the future the publications can be found at www.bls.gov/opub								
H. Dissemination	1. **Output Files** d. **Publications** (2) Temporary publications include tables, charts, pre-publications, comparison analysis packages, annual, quarterly and monthly reports, MLR reprints and BLS marketing materials. • Pamphlets • Brochures • Marketing Material **Note**: These records are temporary ONLY if they are duplicates of part of the output data set or the publications listed in sections H1b or H1d(1).	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))	Keith Tapscott	2013-present	\\filer6\Graphics\	Electronic	No	Final products of pamphlets and brochures used for BLS marketing.	
H. Dissemination	1. **Output Files** e. The *Monthly Labor Review* (MLR) and **Other Periodical Manuscripts** Programs and independent authors may submit reports or articles to periodicals such as the MLR	H1e(1). Temporary. Cut off files annually. Destroy when superseded or obsolete. (N1-257-11-1, Item H1e(1))	Div. Publishing Services Editors (5)	2007-present	MLR: \\filer6\OPUBSS\OPUBSRV1\MLR\ NonMLR:	Electronic	No		

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	for publication by BLS. The MLR and these periodicals are permanent BLS records as described in sections H1d1. 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							
H. Dissemination	**1. Output Files** **e. The *Monthly Labor Review* (MLR) and Other Periodical Manuscripts** (2) Final Manuscripts (Program and Editorial Staff Copies)	H1e(2). Temporary. Cut off files annually. Retain for 5 years after date of publication as part of the program record. After 5 years, authors may incorporate the manuscript into their personal files. All other copies may be destroyed. (N1-257-11-1, Item H1e(2))	Div. Publishing Services Editors (5)	2011-Present	MLR: \\filer6\OPUBSS\OPUBSRV1\MLR\ NonMLR:	Electronic	No	
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. Indexes and Findings Aids related to BLS publications, brochures and audio visual files	Admin Bucket – Item 7.1.1c Unscheduled - Permanent Transfer to NARA with the permanent records to which the documentation relates. (Supersedes NC1-257-88-1, items 304 and 312)	Leslie Joyner (Bulletins) Gary Steinberg (DOL)	2003-Present	SPUS Folder	Paper	No	Numbers w/DOL
Public Affairs	Graphic Art Files: This series covers artwork and camera ready copies of graphics used in BLS publications. Files may include, but are not limited to: • Photographs • Graphics Arts • Web Images • Digital Images	Admin Bucket – Item 7.1.3 Unscheduled - Temporary. Cut off files upon issue of publication. Destroy 1 year after final publication or when no longer needed for publication or reprint. (GRS 21, Items 5, 6, 7 and 8) (Supersedes NC1-257-88-1, items 291, 292, and 293)	Keith Tapscott	2013-Present	\\filer6\Graphics\	Electronic	No	DPS retains these files for 3 years. CD's of Vintage Art & Stock Images (10 CDs)

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Public Affairs	External Relations: 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: • 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)	Emily Liddel	2011-Present	Admin Folder	Electronic	No	CSPAN Interviews are embedded references on the BLS website.
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.** 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))	Emily Liddel	2011-Prst	Outlook	Electronic	No	Outlook Email and Archive Email Folders
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))	Div. Publishing Services Staff	Varies depending on staff member.	Outlook	Electronic	No	Outlook Email and Archive Email Folders

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Committee Records	**Committee Records** All Other Committees 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. 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.	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)	Emily Liddel	2013-Present	Filer6\IPUBSS\OPUB SRV1\SPUB http://opubss.sp.bls.g ov/Monthly%20Labor %20Review/MLREAB /default.aspx	Electronic	No	MLR Advisory Board
Human Resources	**Supervisors' Personnel Files** Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, 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))	Adrionne Chatman	2011-Present	Emily Office	Paper	No	Supervisors maintain reference copies of the personnel files located in OPUBSS's front office.
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)	Emily Liddel	2011-Present	Admin	Electronic	No	Division Chief maintains budget excel spreadsheets. Budget info is entered into MIS.
Financial Management	**Procurement COR Files** Procuring goods and services is the acquisition of physical goods, products, personal property,	Temporary. Cut off files annually. Destroy 3 years after cutoff or when business use ceases.	Keith Tapscott	2007 – Present	File Room 2850/02	Paper	N	Single Regs & Yearly Regs (Contracts) GPO Term Contracts

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	capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government.	(GRS 1.1, Item 011)						GPO Job tracking system forms • GPO forms SF-1 and 2511 print specifications • Print Request: 2013-Prst (4.0 cu. ft.) • Periodical(s) 2007-2010 (4.0 cu. ft.) • Contract Maintenance MLR – Print Management Old 1990's (1.5 cu. ft.)
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 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.	Temporary: Destroy when 2 years old, or when no longer needed. (GRS 23, Item 1)	Emily Liddel	2011-Present	Admin	Electronic	No	Relinquish of Postage