

Request for Records Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
U.S. Department of Commerce

2 Major Subdivision
Bureau of Economic Analysis

3 Minor Subdivision
IEA - Balance of Payments Division

4 Name of Person with whom to confer
James Murphy

5 Telephone (include area code)
202-606-2787

Leave Blank (NARA Use Only)

Job Number
N1-375-10-8

Date Received
2/26/2010

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **WITHDRAWN** Archivist of the United States

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative

Title
Records Manager

Date (mm/dd/yyyy)

2/17/10

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>502-001 replaces M2 502-002 replaces M4 & M25 502-003 replaces M7, M40, M44, N22 502-004 replaces M8 502-005 replaces M15 and M17 502-006 NEW RECORD SERIES 502-007 NEW RECORD SERIES 502-008 NEW RECORD SERIES 502-009 NEW RECORD SERIES 502-101 NEW RECORD SERIES 502-102 NEW RECORD SERIES 502-103 NEW RECORD SERIES 502-104 NEW RECORD SERIES 502-201 replaces M35 502-202 replaces M36 502-203 replaces M37 502-204 replaces M38 502-205 NEW RECORD SERIES</p> <p>See the attached list of record descriptions and requested Disposition Authorities.</p>		

WITHDRAWN

Withdrawn Per
Agency Request
12/13/2011

Bureau of Economic Analysis

502 – International Economic Accounts – BPD

The Balance of Payments Division (BPD), as part of the International Economic Accounts Directorate at the Bureau of Economic Analysis, produces a quarterly statistical summary of transactions between U S and foreign residents organized into three major categories The current account, the capital account, and the financial account BPD also monthly estimates of trade-in-services that are included in the joint BEA – Census Bureau monthly goods and services trade release BPD provides detailed statistics on U S direct investment abroad, foreign direct investment in the U S , and the operations of multinational companies

See the Attached List of Record Descriptions
And Requested Disposition Authorities

Withdrawn per
Agency Request
12/13/2011
[Signature]

WITHDRAWN

502 BALANCE OF PAYMENTS DIVISION - OFFICE OF THE CHIEF

502-001: ADMINISTRATIVE SUBJECT FILE

DESCRIPTION

Administrative documents pertaining to budget, security, office space, personnel actions, performance plans, appraisals including supporting notes on performance, time and attendance records, notes taken during hiring interviews, and other miscellaneous administrative documents

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1/4

DISPOSITION INSTRUCTIONS

Destroy when three years old or when superseded, whichever is earlier

PREVIOUS NARA DISPOSAL AUTHORITY

NN173-10/292

CUSTODIAN

Sheila Kerrick

WITHDRAWN

Withdrawn Per
Agency Request
12/13/2011


502-002: GENERAL CORRESPONDENCE FILE

DESCRIPTION

Correspondence with Congress, other government agencies, other departmental units, and foreign statistical agencies. Also includes requests for information, meeting and conference participation papers, and memorandum instructions to the staff.

NARA DISPOSAL AUTHORITY.

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- NCI-375-81-1/21, NCI-375-81-1/34

DISPOSITION INSTRUCTIONS

Start a new file every year Transfer to WNRC when five years old unless needed for current business Destroy when 10 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10/298, NN173-10/325

CUSTODIAN

Sheila Kerrick

WITHDRAWN

Withdrawn for
Agency Request
12/13/2011



502-003: BALANCE OF PAYMENTS MEHTODOLOGY FILE

DESCRIPTION

Documents pertaining to the theory and principles of balance of payments accounting, data collection methods, and statistical and economic standards. Some of these papers are produced by staff members of other government agencies.

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

NCI-375-93-1

DISPOSITON INSTRUCTIONS

Transfer to WNRC when 10 years old unless needed for current business.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Shiela Kerrick

WITHDRAWN

Withdrawn for
Agency Request
12/13/2011


502-004: TOPICAL RESEARCH AND SPECIAL STUDIES FILE

DESCRIPTION

Special studies on effects of certain current developments on international economic accounts. The studies usually involve a considerable amount of research and analysis.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- NCI-375-81-1/11

DISPOSITION INSTRUCTIONS

Destroy when 10 years old unless needed for current business.

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10/313

CUSTODIAN

Shiela Kerrick

WITHDRAWN

*Withdrawn per
Agency Request
12/13/2011
[Signature]*

**502-005: U.S. INTERNATIONAL TRANSACTIONS AND INVESTMENT
POSITIONS FILE**

DESCRIPTION

Consists of chronologically arranged files of detail sheets, which contain data underlying published statistics.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1/11

DISPOSITION INSTRUCTIONS

Transfer to WNRC when 10 years old unless needed for current business. Destroy when 20 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

NN173-10/313

CUSTODIAN

Sheila Kerrick

WITHDRAWN

Withdrawn per
Agency Request
12/13/2011


502-006: MONTHLY GOODS AND SERVICES REVIEW FILE

DESCRIPTION

Consists of chronologically arranged files of estimates, analytical tables, worksheets, printouts, review notes, and other working papers. These files are used to review the accuracy and construction in each work step involved in preparing the goods BOP adjustments and services data published in the U.S. International Trade in Goods and Services Report.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

n/a

DISPOSITION INSTRUCTIONS

Transfer to WNRC when 10 years old unless needed for current business. Destroy when 20 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Edward Dozier

WITHDRAWN

*Withdrawn
Per Request from
Agency 12/13/2011*


502-007: MONTHLY GDP REVIEW FILE

DESCRIPTION

Consists of chronologically arranged files of estimates, analytical tables, worksheets, printouts, review notes, and other working papers. These files are used to review the accuracy and construction in each work step involved in preparing the foreign transactions statistics for GDP.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

n/a

DISPOSITION INSTRUCTIONS

Transfer to WNRC when 10 years old unless needed for current business. Destroy when 20 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Anne Flatness

WITHDRAWN

*Withdrawn for
Agency Request
12/13/2011
[Signature]*

502-008: PREPARATION OF ESTIMATES FILE

DESCRIPTION

Includes data from primary and secondary sources and other information used to create and/or support international economic account statistics for official publication, for dissemination to international organizations or other agencies, or for internal use
Includes detail sheets, bilateral reconciliation tables, analytical tables, and seasonal adjustment inputs and outputs, and custom computer programs

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

n/a

DISPOSITION INSTRUCTIONS

Destroy when no longer needed to support an estimate

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Individual Analyst

WITHDRAWN

Withdrawn for
Agency Request
12/13/2011


50X-009: PRESS RELEASE FILE

DESCRIPTION

Multiple copies of each press release generated by the Division. The file is used for distribution. A record copy of the releases is maintained in the Media Affairs and Outreach Group, Communications Division.

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

n/a

DISPOSITION INSTRUCTIONS

Destroy when no longer needed for current business.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Shiela Kerrick

WITHDRAWN

*Withdrawn for
Agency Request
12/13/2011*


502-101

**QUARTERLY SURVEY OF FINANCIAL SERVICES
TRANSACTIONS BETWEEN U.S. FINANCIAL SERVICES
PROVIDERS AND FOREIGN PERSONS (BE-185/180)**

~~DESCRIPTION~~

~~Survey of financial services providers covering financial services purchases from and sales to affiliated and unaffiliated foreign persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence.~~

~~NARA DISPOSAL AUTHORITY~~

~~This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.~~

~~n/a~~

~~DISPOSITION INSTRUCTIONS~~

~~Keep survey and collateral material onsite for 3 years, and then send the survey forms and correspondence only to the WNRC. Destroy when 10 years old.~~

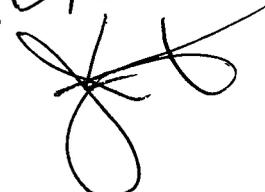
~~PREVIOUS NARA DISPOSAL AUTHORITY~~

~~n/a~~

~~CUSTODIAN~~

~~Eddie Lee Key~~

WITHDRAWN

*Withdrawn per
Agency Request
12/13/2011*


502-102

**QUARTERLY/BENCHMARK SURVEY OF INSURANCE
TRANSACTIONS BY U.S. INSURANCE COMPANIES WITH
FOREIGN PERSONS (BE-45/140)**

DESCRIPTION

Survey of U.S. insurance companies that have engaged in insurance transactions with foreign persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

n/a

DISPOSITION INSTRUCTIONS

Keep survey and collateral material onsite for 3 years, and then send the survey forms and correspondence only to the WNRC. Destroy when 10 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Eddie Lee Key

WITHDRAWN

Withdrawn for
Agency Request
12/13/2011


**502-103: QUARTERLY/BENCHMARK SURVEY OF TRANSACTIONS IN
SELECTED SERVICES AND INTANGIBLE ASSETS WITH
FOREIGN PERSONS (BE-125/120)**

DESCRIPTION

The survey is intended to collect information on U.S. international trade in all types of services and intangible assets for which information is not collected in other BEA surveys and is not available to BEA from other sources. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists, and general correspondence.

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

n/a

DISPOSITION INSTRUCTIONS

Keep survey and collateral material onsite for 3 years, and then send the survey forms and correspondence only to the WNRC. Destroy when 10 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIAN

Eddie Lee Key

*Withdrawn per
Agency Request
12/13/2011*


WITHDRAWN

~~502-104:~~ **QUARTERLY SURVEY OF CROSS-BORDER CREDIT, DEBIT,
AND CHARGE TRANSACTIONS (BE-150)**

DESCRIPTION

Survey of credit card companies that provide credit, debit, and charge card transactions for U.S. persons traveling abroad and foreign persons traveling in the United States. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

n/a

DISPOSITION INSTRUCTIONS

Keep survey and collateral material onsite for 3 years, and then send the survey forms and correspondence only to the WNRC. Destroy when 10 years old.

PREVIOUS NARA DISPOSAL AUTHORITY

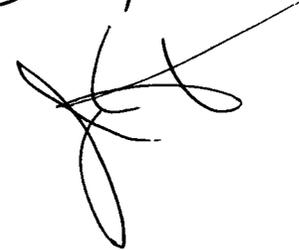
n/a

CUSTODIAN

Eddie Lee Key

WITHDRAWN

Withdrawn per
Agency Request
12/13/2011



502-201: FOREIGN CARRIER'S OCEAN FREIGHT REVENUES AND EXPENSES IN THE UNITED STATES SURVEY (BE-29)

DESCRIPTION

Survey of U S agents of foreign ocean carriers. Respondents must report all relevant transactions of which they have knowledge on port services provided or obtained by them for foreign carriers, and on port services provided by third persons. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence.

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1/54

DISPOSITION INSTRUCTIONS

Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

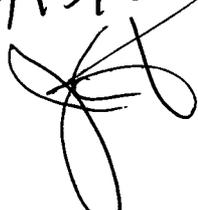
PREVIOUS NARA DISPOSAL AUTHORITY

NN173-10/378

CUSTODIANS

Edward Dozier

WITHDRAWN

Withdrawn Per
Agency Request
12/13/2011


~~502-202: OCEAN FREIGHT REVENUES AND EXPENSE - U.S. CARRIERS' SURVEY (BE-30)~~

DESCRIPTION

Survey of U.S. carriers (owners or operators) Respondents must report the data by individual foreign country. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence

NARA DISPOSAL AUTHORITY

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

NCI-375-81-1/55

DISPOSITION INSTRUCTIONS

Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

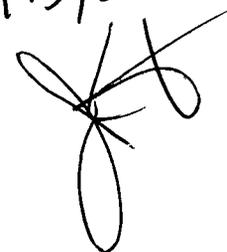
PREVIOUS NARA DISPOSAL AUTHORITY

NN173-10/379

CUSTODIANS

Edward Dozier

WITHDRAWN

*Withdrawn for
Agency Request
12/13/2011*


**502-203: FOREIGN AIRLINE OPERATORS REVENUES AND EXPENSES
IN THE UNITED STATES SURVEY (BE-9 & BE-36)**

DESCRIPTION

Survey of U.S. offices, agents, or other representatives of foreign airline operators that transport passengers or freight and express to or from the United States. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

NCI-375-81-1/56

DISPOSITION INSTRUCTIONS

Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate.

PREVIOUS NARA DISPOSAL AUTHORITY

NN173-10/380

CUSTODIANS

Edward Dozier

WITHDRAWN

*Withdrawn Per
Agency Request
12/13/2011
[Signature]*

502-204: U.S. AIRLINE OPERATORS FOREIGN REVENUES AND EXPENSES SURVEY (BE-37)

DESCRIPTION

Survey of U.S. airline operators engaged in the international transportation of U.S. export freight and the transportation of freight and passengers between foreign points. File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence

NARA DISPOSAL AUTHORITY:

This schedule authorizes the disposition of the record copy in any media (media neutral); excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer

- NCI-375-81-1/57

DISPOSITION INSTRUCTIONS

Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate

PREVIOUS NARA DISPOSAL AUTHORITY

- NN173-10/381

CUSTODIANS

Edward Dozier

WITHDRAWN

Withdrawn Per
Agency Request
12/13/2011


502-205: INSTITUTIONAL REMITTANCES TO FOREIGN COUNTRIES SURVEY (BE-40)

DESCRIPTION

Survey of institutions engaged in international charitable giving (institutional remittances). File includes survey forms and associated materials for individual filers including information related to universe estimation, table generation, mailing lists and general correspondence

NARA DISPOSAL AUTHORITY.

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

n/a

DISPOSITION INSTRUCTIONS

Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete or revised, as appropriate

PREVIOUS NARA DISPOSAL AUTHORITY

n/a

CUSTODIANS

Edward Dozier

WITHDRAWN

Withdrawn
Per Agency
Request
12/13/2011
