

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Commerce

2. MAJOR SUBDIVISION

Social and Economic Statistics Administration

3. MINOR SUBDIVISION

Bureau of Economic Analysis

4. NAME OF PERSON WITH WHOM TO CONFER

Gwyneth S. Weedin

5. TEL. EXT.

967-4550

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

May 30 1972
 (Date)

Gwyneth S. Weedin
 Gwyneth S. Weedin
 Signature of Agency Representative

Publication & Records
 Management Officer
 (Title)

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DATE RECEIVED **JUL 14 1972** JOB NO. **NN-173-10**

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-21-73 James B. Rhoads
 Date Archivist of the United States

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>BUREAU OF ECONOMIC ANALYSIS</u></p> <p align="center"><u>SOCIAL AND ECONOMIC STATISTICS ADMINISTRATION</u></p> <p>General. On January 1, 1972, the Social and Economic Statistics Administration (SESA) was established by consolidating the Bureau of the Census (Census) and the Office of Business Economics (OBE). In the new Administration, the Bureau of the Census retained its name; the Office of Business Economics was redesignated the Bureau of Economic Analysis.</p> <p>In the initial reorganization, the following activities were transferred from Census to BEA:</p> <p>The statistical indicators program including the issuance of <u>Business Conditions Digest</u> and related work, and</p> <p>The special analysis of economic and social conditions in various foreign countries.</p> <p>From the OBE functional array, the following were transferred to Census:</p> <p><u>Sales Expectations</u> and <u>Travel and Transportation</u> survey activities.</p> <p>Mar 72</p>	<p align="right"><i>616 items</i></p>	

At present BEA is composed of thirteen program and operating divisions and eight executive units including the Director, Deputy Director, Associate Directors and Assistant Directors.

BEA is responsible for providing a clear picture of the state of the U.S. economy through the preparation, development, and interpretation of the national economic accounts. Its work in this area covers the overall national income and product accounts, summarized by the Gross National Product (GNP); input-output accounts which trace the inter-relations among industrial markets; personal income and other economic series by geographic areas; and the U.S. balance of international payments. This work is supplemented by the preparation of other tools of analysis designed to aid in the prediction of economic developments. These tools consist mainly of the plant and equipment survey, which provides information on business investment outlays and programs; econometric models of the U.S. economy; and a system of business indicators. The data and analysis prepared by BEA are disseminated mainly through its monthly publications, Survey of Current Business (including periodic supplements), Business Conditions Digest, and Defense Indicators.

Information developed by BEA is recognized as essential for both the establishment of government policies and the conduct of private business. Actions to maintain economic stability and a desirable rate of growth, and to reduce the deficit in our international transactions, hinge upon the data it provides. Private business plans its production, price, and investment programs against the same background information.

To prepare its various forecasts, measures, and analysis of the economy, BEA collects data in two ways: (1) by sending survey questionnaires to individuals and firms requesting return of pertinent economic information, and (2) by collecting printed or processed (secondary source) materials produced by other government agencies and private organizations which contain useful economic information.

Completed survey forms returned by individuals or firms are statutorily restricted by Section 4 (b) of the Federal Reports Act and Section 8 (c) of the Bretton Woods Agreement Act.

The recordkeeping system of BEA is decentralized and each organizational unit maintains its own records, and within the unit, economic analysts maintain the files pertaining to their particular specialty or subject assignment. Since 1965 an increasing amount of the paperwork flowing into the system has been automated.

All automatic data processing is handled on an open shop basis which utilizes a centralized configuration of electronic data processing equipment managed and operated by a staff with the added capability of assisting economic analysts with any data processing systems or programming problem which they might encounter. With this technical assistance, as needed, each economic analyst prepares and controls the computer program for his subject assignment. This arrangement effectively decentralizes automatic data processing records to about the same extent and manner as the predecessor manual records.

The long retention periods for BEA records grow out of the following circumstances:

- (1) there is approximately a 6- to 8-year time lag in chronology of the data collection, the analysis of it, and preparation of it for benchmark year purposes;
- (2) the current benchmark year data need to be retained in the office by the analyst as a guide and reference in preparation of the following benchmark year data;
- (3) the full use of accumulated data over a significant analytical period in estimating or forecasting the future economy is often broadened or narrowed by events which occur within the first 5 or 10 years after collection of the data; and
- (4) the emergence of econometric models, new data processes and technologies, and new concepts of economic analysis require the retention of historical data.

For these reasons, BEA data and records must be retained, both within the offices and at the Washington National Records Center, much longer than data found in other statistically oriented agencies.

Binder. Although this schedule is presented in an organizational format, a change of title or organizational location of any unit shall have no effect on its provisions so long as the files described continue to accumulate and serve the same purpose.

All provisions of General Records Schedules issued by the General Services Administration are superseded by the provisions of this schedule which includes all general and housekeeping records of the Bureau of Economic Analysis.

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OFFICE OF THE DIRECTOR

1. Special Subject File. This contains documentation collected or generated by the Director pertaining to existing economic measurements and new areas of such measurements under exploration and definition. All of the subjects involved are either under the jurisdiction of the Director or of special interest to him because of personal participation or professional importance. Subject headings include BCD Advisory Committee, Interagency Committee on Financial Statistics, President's Commission on Financial Structure and Regulation, Construction Price Index, Inventory and Sales Expectations Survey, and others.

Retain. Transfer to Washington National Records Center (WNRC) when 3 years old.

2. Intra-Departmental Correspondence File. This contains incoming and outgoing correspondence with other organizational units of the Department including the Secretary and other Secretarial Officers. The papers contain information on planning, policy, program implementation and the broad aspects of executive direction. Record copies of weekly briefings are included in the file. These are specially noted since these briefings accumulate in various divisions where they may be disposed of after expiration of a short period.

Retain. Transfer to WNRC when 3 years old.

3. Government Agencies Correspondence File. This is an incoming and outgoing correspondence file with other Government Agencies having a prime interest in the establishment and use of national, regional, and international economic measurement.

Transfer to WNRC when 3 years old and dispose when 15 years old.

4. Director's Chronological File. This contains the record copy of every outgoing document generated by the Director. The criteria ordinarily applied to chronological files do not apply in this case because of the unique arrangement of the subject files, thus the chronological file constitutes a valuable finding aid to other files created in the office.

Retain. Transfer those over 3 years old to WNRC when there is a change of Director.

5. General Correspondence Subject File. This file contains incoming requests for information and/or advice on OBE program and operation with copies of outgoing replies. Most of the requests are from nongovernment sources, however, the file does contain Congressional and foreign correspondence.

Transfer to WNRC when 3 years old and dispose when 10 years old.

6. Professional Organization Correspondence File. This contains incoming and outgoing correspondence with nongovernment professional organizations dealing with economic matters.

Transfer to WNRC when 3 years old and dispose when 10 years old.

7. Administrative Subject File. These are office copies of house-keeping papers maintained for convenience including budget, personnel actions, travel, and similar papers.

Dispose when 3 years old.

8. Intra-Office Correspondence File. This is composed of copies of instructions, procedures, and papers relating to staffing, organizations, and workload generated within OBE.

Retain. Transfer to WNRC when 3 years old.

9. Author File. This contains copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Director and other members of OBE staff. This is a technical reference file arranged by authors' names.

a. RETAIN unpublished documents

b. Dispose of individual ^{published} documents when superseded or when they have served their purpose, whichever is sooner.

Office of the Deputy Director

10. Intergovernment Agency Correspondence Subject File. This comprises documentation generated or collected by the Deputy Director in the course of directing the program and operational activities of OBE. This includes data on the various facets of OBE responsibility for analyzing and forecasting the economic condition of the country. The papers are arranged by the names of government agencies, foreign governments, and titles of special projects.

(a) Budget material - dispose when 15 years old.

(b) All other papers - dispose when 5 years old.

11. Intra-Office Operating File. Contains incoming and outgoing correspondence between organizational elements of OBE with a quantity of informational copies of memoranda used by Deputy Director to coordinate internal programs and activities.

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Start a new file every 10 years. Transfer to WNRC 1 year later. Dispose when 15 years old.

12. General Correspondence File. This contains documentation of general application to operating matters under the jurisdiction of the Deputy Director. Also included are papers on subject areas of special concern or interest to him. Arranged alphabetically by subject.

Start a new file every 10 years. Transfer to WNRC 1 year later. Dispose when 15 years old.

13. Committee Files. These are papers relating to committees on which the Deputy Director serves or is represented and to conferences and meetings on the same basis.

Retain. Transfer to WNRC when 3 years old.

14. Chronological File. This consists of 1 copy of every outgoing paper prepared by the Deputy Director.

Dispose when 2 years old.

OFFICE OF THE ASSOCIATE DIRECTOR
FOR INTERNATIONAL ECONOMIC ANALYSIS

15. International Economics Subject File. General documentation generated by the Associate Director in the process of providing executive direction in the analysis of major economic developments and problems in this area affecting the balance of payments accounts. Also included are papers related to the preparation of special studies and briefings of senior officials of the Department, other Federal Agencies, and private organizations. Papers reflecting surveillance of the reporting forms, techniques of the reporters, and the quality of the data submitted by reporters are included. The participation of the Associate Director in planning and coordinating research, data collection, and special studies in the broad area of international economics are also documented herein. The papers are arranged alphabetically by subject.

Start a new file every 5 years. Transfer to WNRC 2 years later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

16. General Correspondence File. This contains incoming and outgoing correspondence relating to definitions of U.S., and foreign direct investments, collection of uniform data, concepts of economic data analysis, the validity of data available to OBE, analyses of various economic questions and other correspondence. The papers are arranged by the names of Federal and local government agencies and by the names of foreign countries or agencies. Official correspondence with other persons or organizations of the Associate Director is also kept in this file by name.

Start a new file every 5 years. Transfer to WNRC 1 year later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

17. Administrative Subject File. These are copies of housekeeping papers pertaining to such things as allotment of funds, budget, procurement, personnel actions, recruitment, space and equipment and supplies. Since the Associate Director has a special responsibility for recruiting of personnel, there are some papers on this subject in this file, which do not ordinarily appear in similar files at this level.

Dispose when 2 years old.

18. Technical Information File. These are reprints, clippings, and processed copies of material which the Associate Director draws upon for information for preparation of professional presentations and documents.

Dispose of individual documents or contents of file folders when they have served their purpose.

OFFICE OF THE ASSOCIATE DIRECTOR
FOR NATIONAL ECONOMIC ANALYSIS

19. Administrative Subject File. This contains office copies of papers relating to housekeeping matters, such as budget, printing, program descriptions, computers, personnel policy and recruiting.

Dispose when 2 years old.

20. Technical Reference File. This consists of printed copies of publications, articles, and clippings of special interest to the Associate Director.

Dispose of individual documents or contents of file folders when they have served their purpose.

21. Survey of Current Business Mailing Lists. These are mailing lists of individuals, organizations, both within and outside the Federal Government, and foreign organizations eligible to receive free or exchange copies of the monthly Survey of Current Business. Also included is correspondence requesting copies of the Survey free or on exchange.

Purge mailing list entries and correspondence in accordance with the annual circularization.

ASSOCIATE DIRECTOR FOR
REGIONAL ECONOMIC ANALYSIS

This office was established July 7, 1971. Since that date the Chief, Regional Economics Division has served in both capacities, and no records have been created that are attributable to the Associate Director's position. Space is left below for a description of such records when a sufficient quantity of them have accumulated.

RESERVED

OFFICE OF THE ASSISTANT DIRECTOR FOR ECONOMETRICS

22. Econometrics Subject File. This is comprised of basic source documentation used to devise an econometric mathematical model formula for forecasting various segments of the national economy.

Retain. Start a new file every 10 years. Transfer to WNRC 5 years later.

RESERVED

OFFICE OF THE ASSISTANT DIRECTOR FOR ECONOMIC ACCOUNTS

23. National Economic Accounts Subject File. This contains documentation created or collected by the Assistant Director for Economic Accounts concerning the concepts, structure, and adequacy of the national economic accounts. Also included are papers pertaining to the review of the structure of national economic accounts to ascertain the need for changes.

Start a new file every 5 years. Transfer to WNRC
1 year later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

24. Correspondence with Other Government Agencies File. This is comprised of incoming and outgoing correspondence pertaining to a specific accounting change or problem with an agency of our Government or with a foreign government. Arrange alphabetically by the name of the government agency or foreign government.

Start a new file every 5 years. Transfer to WNRC
1 year later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

25. Administrative Subject File. These are office copies of housekeeping papers on subjects such as budget, allotment of funds, personnel matters, space, requisitions for printing, and other things, and related matters.

Dispose when 2 years old.

OFFICE OF THE
ASSISTANT DIRECTOR FOR STATISTICS

This office has not been in existence long enough for the incumbent to create enough documentation to provide a recordskeeping pattern that is broad or inclusive enough for use as a basis for determining what papers will be accumulated in the future.

RESERVED

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MANAGEMENT SERVICES DIVISION

The division provides general management support services for BEA in accordance with requirements and guidelines issued by the Social and Economic Statistics Administration and by the Department. Specifically, the division has operating responsibility for management analysis, budget preparation, procurement, personnel, space, office services, and similar activities. Certain personnel and accounting functions are performed by SESA for BEA.

Office of the Chief

26. Management Subject File. Documentation created by the Division Chief pertaining to the management of the programs, organization, staffing and financial affairs of BEA. The file also contains copies of a variety of operating reports which are analyzed for management purposes, and papers concerning problems received "over the counter" and their resolution.

Start a new file every 5 years, transfer to WNRC
2 years later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

27. Special Studies and Project Files. These are comprised of correspondence, proposals, inventories, survey data and analyses, with a copy of the related study or project.

Start a new file every 5 years, transfer to WNRC
2 years later. Dispose when 15 years old.

DISPOSAL NOT
APPROVED

28. Management Improvement File. This contains copies of the various manpower reports submitted to the Secretary, OMB, the Congress, and others; with copies of the Management Improvement Plan Report, Management Improvement Status Report, and related papers.

Dispose when 10 years old.

(Administrative Officer's Files)

29. Administrative Subject File. This contains incoming and outgoing correspondence pertaining to the usual areas of administrative management and office services including such subjects as automatic data processing, emergency readiness, 3 E Improvement Program, manpower reports, plans and policies, printing costs, requisitions, position management control reports, position ceilings, and space and building management.

Also included in the files are copies of directives, circular letters, and other authoritative issuances pertaining to administrative management matters.

Start a new file every 5 years. Dispose of old file 2 years later.

30. Security Classified Documents. These are security classified documents received by the Director and other BEA officials and sent to the Security Officer for safekeeping. The level of classification is seldom higher than Secret. With very few exceptions, the material involved is security classified by agencies other than the Department of Commerce. Such documents are sent to BEA officials only for information purposes or to satisfy their need to know. When a classified document requires a substantive action by BEA, the language in any internal instructions that may be necessary is paraphrased so as not to compromise security classified information.

- (a) Information Copies - Dispose when they have served their purpose.
- (b) Documents requiring BEA Action - Dispose 6 months after transaction is completed.
- (c) Documents security classified by BEA, SESA, or the Department - Make disposition in accordance with the retention period assigned to the open file in which the document would have been filed had it not been security classified.

31. Personnel Special Reports File. This contains papers relating to personnel management activities such as awards, equal opportunity, summer employment, monthly personnel report, position classification, merit promotion plan, and others. Record copies are in the Personnel Division, SESA.

Dispose when 2 years old.

32. Active Employee Personnel Folders. These are office copies of notifications of personnel actions and related papers used for purpose of internal operations. Record copies are in the Personnel Division, SESA.

Dispose 1 year after subject employee is separated from BEA employment.

33. Employee Record Card (Form SF-7B.) These are office copies used for internal control purposes. Record copies are in the Personnel Division, SESA.

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Dispose when subject employee is separated from BEA.

34. Security Clearances. This consists of copies of requests for clearance for access to security classified material and copies of the related authorizations. Record copies are in the Office of Investigations and Security (OIS), Office of the Secretary.

Dispose 2 years after termination or expiration of authorizations.

(Publications and Records Management)

35. Historical Organization Charts and Functional Statements. This consists of one copy of old organizational charts and functional statements, insofar as it has been possible to collect them.

Retain. Transfer to WNRC when no longer needed for current business.

36. Staff Papers. These consist of one copy of studies usually produced by members of the staff on the application of new or variations of existing economic principles, and on the methodology and techniques of statistical analysis, measurement, and reporting. Areas of the economy that have not been adequately studied and analyzed by BEA, or some other organization in the field, are sometimes issued as a Staff Paper. To date Staff Papers have been numbered serially.

Retain. Transfer to WNRC when no longer needed as a worktool for current business.

37. Office Services Subject File. This contains incoming and outgoing correspondence pertaining to audio-visual services, directories, legislation, and requests and replies to various subdivisions of BEA.

Start a new file every 3 years. Dispose 2 years later.

38. Committee Management File. This consists of lists of all committees on which BEA is represented with rosters of membership of each. Also included are lists of interdepartmental and departmental committees which give the names of the departmental representative or chairman for each committee.

Dispose of individual documents or contents of individual file folders when superseded or 5 years old whichever is sooner.

DISPOSAL NOT
APPROVED

39. Forms Management File. This contains copies of directives, internal instructions, and a set of forms used by BEA. These are used to monitor new forms, revisions, and reprints.

Dispose of individual documents and contents of file folders when they have served their purpose.

40. Numerical Forms Record File. This is a 5 x 8 card control of all forms issued for use by BEA showing the initiating division, office, and person, form number, requisition number, whether new, revised or a reprint, and the number of copies printed with appropriate dates and description. Move cards for discontinued forms to an inactive file.

Dispose of inactive cards when 10 years old.

41. Publications Management File. Documentation on the need for publications of other government agencies and distribution of them to BEA staff members having a need for such material. Also there are papers on BEA utilization of information from publications of other agencies and feedback on their use of BEA publications. Requests for information and/or publications, with appropriate replies are placed in the file.

Dispose when 3 years old.

42. Records Management Subject File. Contains incoming and outgoing correspondence and collected papers relating to specific records management problems, methodology, and the discipline in general. Also included are papers documenting records management transactions within BEA. A number of items are in the file for use as "think pieces."

Dispose when 10 years old.

43. Project File. This consists of a copy of each study, survey, report of recommendations, or other published or processed documentation of a records management project with supporting papers showing the authority for, and inception, scope, and objectives of the project.

Retain. Transfer to WNRC when 10 years old.

44. Records Disposition File. These are copies of records inventories, requests for authorization to dispose of records (including schedules), and transmittals and shelflists of records transferred to the Washington National Records Center with related clearances and other correspondence.

Retain. Hold in the office of the Publications and Records Management Officer.

45. Time, Cost, and Attendance Reports. These are the "Division or Office File Copy" of the reports which are centrally reviewed and audited by the Publications and Records Management Officer. These copies are kept for a short period for convenience of reference and for correction of any error of omission or commission which might occur. Record copies are retained in the Budget and Finance Division, SESA, long enough to meet all legal and other requirements.

Dispose when 2 years old.

(Procurement Records)

46. Procurement, Safety, and Training Subject File. Documentation of procurement including official mailing report, inventory of reports, equipment catalogs Work Capital Fund requirements, bills, and status reports, book and publication purchases, and the like.

Safety papers include copies promotional literature, program directives, and accident reports.

Training papers are case filed under course titles. Also included are copies of nomination and recommendations of employees for specified training, and copies of reports showing the cost of training.

Dispose when 5 years old.

47. Requisitions and Purchase Orders. These are office copies or requisitions and purchases orders issued by BEA. These are sent to the Administrative Services Division, SESA, which performs centralized procurement services. Copies are also sent to the Budget and Finance Division, SESA, which maintains the accounts of BEA. Copies of these papers are kept in those offices long enough to meet all requirements.

Dispose when 2 years old.

(Budget Records)

48. Budget General Files. These contain papers on subjects such as Civil rights, Federal assistance programs, responses to Departmental requests, and other data generally applying to the BEA budget. Also included are copies of recurrent operating reports. Special reports to the National Science Foundation and other agencies are also included.

- (a) Recurring Operating Reports - Dispose when no longer needed for current business, or when 10 years old, whichever is sooner.
- (b) All other papers - Dispose when superseded, or when 5 years old, whichever is sooner.

49. Budget History File. Documentation of the budget request with the data submitted by organizational units of BEA in response thereto.

Dispose of individual documents or contents of individual file folders when 8 years old.

Budget Submissions File. This contains copies of the Secretarial, OMB, and Congressional budget submissions for BEA.

Dispose when 10 years old.

50. Operating Budget File. This contains, copies of apportionments, allotments, budget status, fiscal and program plans, appropriation warranty and transfers, and similar documentation.

Dispose when 5 years old.

COMPUTER SERVICES DIVISION

The Division is responsible for maintaining, coordinating, and improving the use of automatic data processing equipment by the Bureau, including the conduct of feasibility studies; preparing automatic data processing systems and programs; and providing data processing services for the Bureau.

It operates an open shop arrangement in which most of the economic analysts, or their representatives, prepare their own computer programs, calling upon the Division for technical assistance as needed.

51. Information Bulletins File. These are intermittent issuances prepared by the Division for the guidance of the operating divisions of OBE as users of the ADP installation. The bulletins include the specifics of all requirements of the Computer Services Division and also technical information to assist the operating units in preparing their programs and using the computers.

Retain. Transfer a set of 1 copy each to WNRC when no longer needed for current business.

52. Tape File Record. This is a form to be filled out only by the user and submitted to the Chief, Computer Services Division when the user utilizes the programming services of the Division. It shows the type of data, density and size of data fields, and identification of data fields, and the retention period assigned to the tape.

Dispose when 15 years old, or for the life of the tape file.

53. Technical Bulletins File. These are authoritative issuances prepared by the Division containing technical instructions and other mandatory directions for the guidance of OBE operating units that utilize ADP equipment.

Retain. Transfer a set of 1 copy each to WNRC when no longer needed for current business.

54. Administrative Files. These files are associated with various federal and departmental programs such as the Management Improvement Program, the Office Audit Study, training programs, and reports for the Office of Management and Organization, etc.

Dispose when 10 years old.

55. Computer Files. These files contain documentation associated with the justification and installation of our various computers including feasibility and upgrading of studies.

Dispose when superseded or obsolete.

(Magnetic Tapes)

56. BEA Executive Disc Operating System Program Tapes. The Executive Disc Operating System is comprised of two 3-generation tapes, one of SPT (Symbolic Program Tapes) and the other of BRT (Binary Run Tapes) maintained on a semiannual basis; a copy is made of the latest version of the system and placed in a security area. To create a new generation, the earliest revision is updated by adding selected data from the last revision, maintaining 3 semiannual revisions at all times. Within each 6-month revision, there may be any number of intermittent revisions that have been executed.

Scratch when superseded by a new generation revision.

57. Computer Log Master File Tape. This contains the detail for each run processed by the computer showing time started and stopped, type of job, project member, and the name of the user. This data is printed out on a monthly basis. The data is also maintained on tape for each fiscal year.

Dispose when no longer needed for current business or when 15 years old, whichever is sooner.

Tape - Scratch when no longer needed for current business or when 15 years old, whichever is sooner.

(Computer Printouts)

58. Computer Utilization Reports. A series of monthly reports reflecting current month, previous months, and cumulative data on a fiscal year basis. The machine usage report provides a detailed breakout of productive and non-productive time. The remaining 4 reports indicate frequency of use and amount of computer time used by: major program type, individual, project and division.

Dispose when 10 years old.

59. ADP Project Cost Report. A monthly cost report which shows current month, previous months, and cumulative costs to date by

type of ADP service provided the Office's operating divisions. The report is summarized and produced by type of appropriation, by project number, and by sub-project number.

Dispose when 5 years old.

60. Manpower Utilization Report. A monthly and cumulative report indicating systems analyst and computer programmer man-hours worked on a regular and overtime basis by individual and by project.

Dispose when 5 years old.

61. ADP Expense Report. A cumulative 3-part quarterly report reflecting all expenses of the Computer Services Division at detail, cost center, and object class levels.

Dispose when 5 years old.

62. DOS Statistics. A monthly report comprised of 10 tables which reflect various analyses of the use of the computer system and the peripheral devices. That is, cards read and punched, lines printed, pages printed, tape reads and writes, disc read and writes, blocking, record lengths, machine time used by division by shift, priority usage by individual and division, etc. The primary purpose of these tabulations is to provide insight as to the internal operation and use of the computer system.

Dispose when 10 years old.

63. Equipment Rental and Purchase Report. This printout is produced as needed showing the name of the lessor, model number, installation date, serial number, location, and a description of all equipment rented or purchased within the Division. This is an internal management tool.

Dispose when 3 years old.

Tape - None

64. Tape Listing. This is a monthly printout listing all magnetic tapes written in the Division showing the creation date, tape title, division, program creating tape, real sequence number, magnetic tape number, originator, and tape unit created on. A copy of this printout is sent to each user for review of the need for tapes and for correction. The next issue of the list reflects tapes that have been scratched by dropping them from the list.

Dispose upon receipt of the next issue.

(Punch Cards)

65. Punch Cards. These are decks of cards punched with data for input to process operating and cost analysis reports. 6 months after the end of the fiscal year, the cards are placed on magnetic tape.

Dispose when card-to-tape images have been written.

66. Program Decks. These cards contain instructions for computer production of operating and cost analysis reports.

Dispose when replaced by revised cards.

CURRENT BUSINESS ANALYSIS DIVISION

The Current Business Analysis Division edits the Survey of Current Business and conducts a continuing study of business activity. It also prepares for publication in the Survey regular interpretations of the business situation. Business statistics are prepared periodically from detailed data produced by the division and other agencies for publication. Final printer's copy of the Survey and the biennial Business Statistics Supplement are prepared and monitored through the Government Printing Office.

67. General Correspondence Subject File. Contains incoming and outgoing correspondence of general applicability to the operations of the office. Also includes some documentation related to specific items submitted for publication in the Survey.

Dispose of individual documents when 2 years old or when superseded, whichever is sooner.

68. Business Statistics File. This is comprised of printed or processed economic, statistical reports and other documents created by other government agencies and private sector organizations. They are used to analyze the current business situation as reflected by 2500 indicators appearing in published volumes on business statistics. Also included are exogenous annual reports from the governmental and private sectors.

(a) Annual Reports - retain. Transfer to WNRC when no longer needed for current business.

(b) All other material - start a new file upon completion of the 4 year revision of business statistics and dispose of previously accumulated material 1 year later.

69. Business Analyses Record Cards. These are work cards on which figures are entered that are derived from an analyses of available raw data for each indicator. These figures are posted to the cards monthly and are eventually published in the Survey and Business Statistics Supplement. For the cards of each indicator, there is an analysis card showing the sources of the data posted. Annual averages and monthly data are compiled and published in various formats covering the whole period for which such figures are available. Consequently these controls must be kept in the operating unit for a long period of time since they constitute a basic worktool for the economist involved in analyzing the economy.

Retain. Transfer to WNRC when no longer needed for current use.

70. Survey of Current Business File. This consists of 1 copy of the monthly publication titled as above maintained as a record set.

Retain. Transfer to WNRC when no longer frequently needed for current reference.

71. Public Information File. This is comprised of incoming requests for information and publications with copies of replies.

Dispose when 1 year old.

72. Administrative Subject File. Contains copies of housekeeping papers, such as budget materials, space requests, personnel actions, requisitions for printing services and equipment, and on similar matters.

Dispose when 2 years old.

73. Special Articles and Speech Manuscripts. These comprise authors' manuscript copies submitted for review and approval for conformity with policy and adequacy of content. As a general rule, all of the copies submitted is either edited or rewritten. To meet special situations, some articles and speeches are written in their entirety in this office.

(a) Published articles and delivered speeches - dispose when published.

(b) Unpublished articles and undelivered speeches - return to the author.

74. Press Release File. These are processed copies of press releases edited, reviewed, or written by this office. They are maintained primarily to answer inquiries.

Dispose when 2 years old.

75. Background File. This is comprised of newspaper clippings, reprints, technical papers and some typescript material collected by the incumbent for use in the preparation or revision of articles, speeches, and similar presentations.

*L. L. G.
11/29/72*
Dispose when 2 yrs old.
76. Survey of Current Business Makeup File. This contains copies of clearances, printers proofs, schedules of deadlines, master proofs, and similar papers.

Dispose when 5 years old.

77. Survey of Current Business Drawings. These are rough drawings, data sheets, illustrations, instructions, and similar graphics

prepared for publication in the Survey of Current Business.

Dispose when 5 years old.

78. Requisitions for Graphics and Printing. Copies of requisitions submitted for preparation of above items.

Dispose when 2 years old.

79. Special Job File. These are rough drawings of graphics for special jobs such as speeches, conferences, and other presentations given by top level officials with occasional proof copies.

Dispose when 5 years old.

80. Original Art Work File. This is comprised of the original art work of tables, charts, illustrations, and cover of the Survey of Current Business.

Dispose when 2 years old.

81. Printers Negatives File. These are selected negatives of graphics or other portions of the Survey of Current Business kept to meet a likely need for future use.

Dispose when 2 years old.

ECONOMIC GROWTH DIVISION

The Division is an integral part of an interdepartmental effort to study problems relating to the Nation's economic growth. Each participating agency receives funds for its part of the program from the Labor Department which budgets for the total program.

OBE receives a portion of such funds for projects that are assigned to various divisions of OBE for completion in accordance with the coordinating guidance of the Economic Growth Division.

Data generated by OBE, and from other sources, are used by the Economic Growth Division to prepare analyses and to project what the impact on the economy with alternative assumptions about economic policies.

Original research is done seeking new techniques for measuring and forecasting the economic growth. The Division has no regular recurrent requirement to publish studies or projections. From time to time, the results of its efforts are published in the Survey of Current Business.

A long-term Econometric Model and other tools for studying economic growth are maintained.

82. Input-Output Table File. This contains tabulations and worksheets used in aggregating 1947 industry output in order to be statistically and conceptually consistent with 1958 industry output. Also included are source data, calculations supporting price deflators, conceptual differences between 1947 and 1958 I/O tables, and related incoming and outgoing correspondence.

Start a new file when a new base year for measuring the national income account is established. Transfer to WNRC 5 years later. Dispose 25 years later.

83. Input-Output Technical Papers File. This contains data of a professional or technical nature generated or collected by the Division for analysis of input-output structures to keep abreast of all new developments in the field.

Start a new file every 5 years. Transfer to WNRC 2 years later. Dispose when 10 years old.

84. Administrative Subject File. These office copies of house-keeping papers arranged under subjects such as budget, proposal for management of OBE computer facilities, executive assignment system, OBE seminars, OBE trust fund account, personnel management questionnaires, job applicants and the like.

Dispose when superseded or when 2 years old, whichever is sooner.

85. Thurrow Model and Growth Studies File. The Thurrow Model is an econometric model designed to provide long-term projections of the U.S. economy. The file contains the technical description of the model and all pertinent data and information related to constructing and maintaining it. Also included are reports on the procedures and the results using other tools for studying the economic growth.

Start a new file every 10 years. Transfer to WNRC 2 years later. Dispose when 20 years old.

86. Input-Output As a Predictive Tool File. This contains worksheets, tabulations, and bills of goods components of (individual GNP by I/O industries). The bills of goods are used in projecting total output of the I/O industries.

Close file 2 years after project completion. Transfer to WNRC 3 years later. Dispose when 15 years old.

87. Industry Reports File. These are documentation for the basic BLS 1947 input-output tables.

Retain. Transfer to WNRC when no longer needed for current business.

(Printouts)

88. Reworked 1947 Unallocated Distribution - Consuming and Producing Sort. This is an intermediary run used to balance the final input-output tables.

Dispose of when no longer needed for current business.

(Above printout derived from the tape: 1947 Current Dollar Distribution of Unallocated)

89. Reworked 1947 Cell by Cell Deflators. This printout contains the derived cell by cell price deflators used to convert the 1947 current dollar transactions to 1958 dollars.

Dispose of
~~Transfer to WNRC~~ when no longer needed for current business.

(Above printout derived from the tape: 1947 Input-Output Deflators (1958=100))

90. Primary Intermediate Flows Using 1947, 1958 and 1961 Technology - Producing Sort. This contains data and calculations used to back up a special study on Changes Over Time in Input-Output Coefficients for the United States. The Division is responsible

for the recurrent production of such studies.

Dispose when 10 years old.

(No tape.)

91. Data Used to Reestimate Thurow Model through 1968. These are the data series used to reestimate the Thurow Model from 1947 through 1968, resulting in new parameters for each equation.

Dispose 5 years after the next reestimation of the Thurow Model.

(No tape - or cards)

92. Thurow Model. This is a printout of the program of the Thurow Model and the results of an OBE test of the model to determine its accuracy.

Retain. Transfer to WNRC when no longer needed for current business.

(Above printout derived from Thurow tapes.)

93. Reworked 1947 Input-Output Flows in Current and Constant Dollars by Producing Industry and by Type of Transaction. These printouts show the current and constant dollar sales of each industry to all other industries and to final demand. The transactions are broken down to show total, secondary, and primary sales separately.

Transfer to WNRC when no longer needed for current business. Dispose when 25 years old.

(Above printout derived from the following tapes: 1947 Final Current Dollar Flows by Type, and 1947 Deflated Flows by Type.)

94. Reworked 1947 Input-Output Transactions in Matrix Format. These are printouts of the reworked 1947 interindustry transactions in current and constant dollars.

Transfer to WNRC when no longer needed for current business.

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Dispose 5 years later,
(Above printout derived from the following tapes: 1947 Current Dollar Flows-Matrix Format, and 1947 Deflated Flows-Matrix Format.)

95. Reworked 1947 Primary Intermediate Direct Coefficients in Current and Constant Dollars--Consuming and Producing Sort. These show the printouts primary inputs the consuming industry requires from each

of the producing industries to produce a dollar of its own primary output. These coefficients are derived from the primary transactions flows and are used for special studies.

Dispose of when no longer needed for current business.

(Above printout derived from the following tapes: 1947 Current Dollar Primary Direct Coefficients, and 1947 Primary Direct Coefficients in 1958 Dollars.)

96. Reworked 1947 Secondary Flows by Consuming and Producing Sorts in Current Dollars. This shows the secondary transactions, and is an intermediate workstep to produce final input-output tables by type of transaction.

Dispose of when no longer needed for current business.

(Above printout derived from tape: 1947 Final Current Dollar Flows by Type.)

97. Model Simulations and Projections. These are listings of input data and the results of simulations and projections of the U.S. economy using the Thurow Fiscal Policy Model.

Transfer to WNRC when no longer needed for current business. Dispose when 25 years old, whichever is sooner.

REGIONAL ECONOMICS DIVISION

The Division's function is to measure and analyze the level and change in economic activity in the various regions of the Nation. This function is implemented in three major ways:

- (1) The Division measures personal income and employment by industry for more than 2,800 local areas of the Nation. These can be grouped in any way desired for analysis.
- (2) The Division analyzes the regional measures to identify changes and their causes. Long term trends in economic areas are projected and the economic effects of proposed alternative remedial or developmental programs on such areas are measured.
- (3) The Division provides to other agencies, public and private, the results of these measurements and analyses.

The work of the Division is highly automated. Consequently, hard copy record materials consist principally of computer printouts. Other hard copy material is composed of incoming and outgoing correspondence and reports developed for use by various Federal agencies.

Office of the Chief

98. Subject File. This comprises documentation collected or generated by the Chief in the process of implementing the programs of the Division and directing its operations. The papers pertain to all facets of the program and include copies of all correspondence produced by all subdivisions for correspondence with field offices and other government agencies. Administrative and house-keeping papers are also interfiled here.

Dispose of individual documents or the contents of individual file folders when 5 years old.

99. Water Resources Council and Subject File. This file reflects the Division's participation in the Water Resources Council program through supply of special economic studies and data. Also included are papers generated and collected by BEA representatives on various committees of the Water Resources Council, both in Washington and in the field.

Retain. Start a new file every 10 years. Transfer old file to WNRC 2 years later.

100. Universities Correspondence File. Includes incoming and outgoing correspondence concerning requests for information, publications, professional advice on methodology and economic techniques, and suggestions concerning academic interests.

Start a new file every 5 years. Dispose of old files 2 years later.

101. Administrative Subject Files. Contains incoming and outgoing materials pertaining to housekeeping affairs such as requests for information, technical reference material, taxi vouchers, travel, personnel, and a copy of each outgoing item arranged alphabetically. Also included are intra-department and intra-bureau correspondence.

Dispose of individual documents or contents of file folders when 3 years old.

Office of the Assistant Chief

102. Administrative Subject File. Comprises documentation of the participation of the Assistant Chief of the Division in administrative management of operations with particular emphasis on the analysis and projection of the budget on a 5-year cycle, and on billing customers for reimbursable services rendered. The file also contains papers on such activities of the Division as may require the decision of the Assistant Chief.

Dispose of individual documents or contents of file folders when 5 years old.

103. Growth Patterns in Employment by County. This publication shows the change in employment for each county in the Nation with the amount by which the change exceeds or falls of the national average change separated into national growth, industrial mix and regional share components. The influence of each of 32 industries on these employment changes is detailed statistically.

Retain. Transfer 1 copy of the comprehensive study to WNRC in 5 year increments.

(Magnetic Tapes)

104. National Projection Model Input/Output Tapes. Tapes contain employment, earnings and gross product originating for the United States, by industry, and related analytical materials in both current and constant dollar terms. They are subject to intermittent correction and updating and are printed out at intervals as noted above to facilitate required publication.

Scratch when superseded or no longer needed for current business.

(Computer Printouts)

105. National Projection Model Printout. Printouts show employment, earnings and gross product originating for the United States, by industry, together with statistical elaboration of analytical material in both constant dollars and current dollars. The printouts pertain to historical years 1948 forward and to projected years at 10 year intervals for a span of 50 years. These data are maintained and updated on a master file tape and are published at intervals in summary form.

Dispose of when superseded or no longer needed for current business.

Economic Measurement Branch

106. General Subject Files. These contain correspondence requesting personal income data from Federal, State and local officials and copies of the replies. Also included is documentation pertaining to the resources of the Branch and of requests from government officials and private individuals for data files.

Dispose of individual documents or contents of file folders when 5 years old.

107. County Employment and Wage Data File. This covers documentation of requests for, and receipt of, wage and employment data from the various State Bureaus of Employment Security.

Dispose of individual documents or contents of file folders when 5 years old.

108. Property Income File. This file contains copies of inquiries to various State and local officials as to the availability of various types of data needed by the Economic Measurement Branch together with responses from the officials.

Dispose of individual documents or contents of file folders when 5 years old.

109. State Technical Information File. This is comprised of processed and printed material on personal income, employment, and population collected from other government agencies and organizations in the private sector.

Dispose of documents when superseded or no longer needed for current business.

110. County Personal Income Files. These contain purchase orders (correspondence) from government officials and private individuals for county or State personal income data from the Regional Economics Information System. The files also contain appropriate replies and are arranged alphabetically by State and county.

Dispose of individual documents or contents of file folders when 5 years old.

111. Cost Estimate File. This is comprised of a transmittal of material with copies of an Official Cost Estimate and Acceptance Form requesting the addressee's signature so that the Branch can collect payment for the material.

Dispose of when 1 year old.

112. Secondary Source Materials Files. The Branch does not make surveys or send out questionnaires requesting data. It uses data collected and compiled by other government agencies and organizations in the private sector. These data are collected in such form as the donor agency makes them available, including tapes, punch card decks, printouts, and processed and printed material. Data from these sources are reformatted, recorded, edited, and written on nine master tapes (see Master Data Input Tape File below) which comprise the input data base for the BEA Regional Economics Information System.

Dispose of when superseded or when no longer needed for current business.

(Magnetic Tapes)

113. Master Data Input Tape File. These tapes contain data compiled from statistical reports on cards, tapes, and lists received from the 50 State Bureau of Employment Security Offices (unemployment insurance data) the Social Security Administration (Old Age Survivors Disability Health Insurance data) and from a variety of other sources. The data written on tape is formatted, coded, and edited to build up a uniform data base file by county, city, and State for a national data input system.

The file is upgraded by annually adding data for each successive year and correcting the file(s) for previous years. This is necessary to maintain the validity of the most current estimates. Detailed data on employment, wages, personal income, and farm income are written on 9 input tapes. The number of these tapes may increase or decrease in the future to reflect changes that may occur in the data processing system. At present the total data input to the system is written on the following tapes:

- (a) UI-OASI File
- (b) Census of Agriculture File
- (c) Census of Housing File
- (d) Census of Government File
- (e) Decennial Census File
- (f) Industrial Censuses
- (g) All Other Data Files
- (h) Government Data File
- (i) Special Studies File

As noted above the validity of the most recent personal income and employment estimates must be validated by an historical justification. Thus, periodic adjustments and revisions are made of data throughout the chronological span of the input base files. The earliest data in the system is sometimes as pertinent to the

current work as the most recent data. This being the case, the input tapes will not be available for transfer to WNRC until the present data processing system is discontinued.

Retain. Transfer to WNRC when no longer needed for current business, or when the system is discontinued.

114. Master Data Output Tape File. The data from the 9 input master tapes after being processed through a series of estimating techniques are converted into estimates of personal income. These are then reformatted and written on four master output tapes showing personal income by type of income and broad industrial source by States, regions, and counties. Per capita income estimates by States and regions are also derived from this file. Personal income estimates for the Nation's 252 standard metropolitan statistical areas are also derived from the data bank. More specifically, maximum detail is available on the following tapes:

- (a) Maximum Detail Personal Income File
- (b) Maximum Detail BEA Employment File
- (c) Maximum Detail Farm Income File
- (d) BEA-Census Employment File

After the annual estimates have been made, these tapes are edited and become the Regional Economics Information System. The system has the capability of producing personal income and employment estimates for any geographical locality or any combination of such localities, so long as the area is not below the county level.

Erase when no longer needed for current business.

115. Intermediate or Subset Tapes. Over 800 tapes are produced in the course of converting the Master Data Input File into the four Master Data Output Tape Files described above. These are work tapes and a summary of the data written on them are essentially duplicated by the master output tapes.

Scratch when the annual estimates are approved.

(Computer Printouts)

116. Input Data Printouts. A large quantity of printouts are generated in processing a great mass of raw data and building from it the Master Data Input Tape Files. Once these data have been analyzed and placed on one of the four Master Data Output Tapes, and the final estimates prepared, these printouts have no further value.

Dispose after the related tape is written and verified.

118. Maximum Detail Output Printouts. These are printouts of the annual update of each of the Master Data Output Tapes (listed above) which show most nearly all of the data on the tapes in the Regional Economic Information System. These printouts contain all of the essential raw data used to prepare personal income, wages, employment, and all other personal income component estimates. The retention of these data should meet all needs for research and other purposes.

Retain. Transfer 1 copy to WNRC 6 months after completion of the 7-year revision.

(Punch Cards)

119. Punch Cards. These are punch cards created to translate personal income and employment data into machine language for processing by the computer.

Dispose of 6 months after the subject data has been written on tape.

120. Automatic Data Processing Systems and Program Punch Cards. The systems punch card decks contain commands to the machine to move to the proper program instructions for processing stored data.

Dispose of individual cards when replaced by new cards in the deck or when the system or program is discontinued, whichever is appropriate.

Analysis Branch

The main work of the Analysis Branch is to develop a general system for public project or program evaluation. A National-Regional Impact Evaluation System is gradually being established with the development of various submodels. This system facilitates consistent balancing of regional benefits and costs to net national benefits, and it yields a specification over time of the regional redistributions of population, labor force, employment and earnings that can be expected from the execution of a proposed program or project. Additionally, the Branch performs other data analyses and studies utilizing the outputs of the other Branches as well as secondary source materials.

121. Administrative and Technical Subject File. This contains papers relating to attendance at various professional organization meetings, and Branch presentations of materials at such meetings. The file also contains office copies of housekeeping papers pertaining to personnel actions, budget, correspondence, and to other things and services performed or required by the Branch.

Dispose of individual documents or the contents of the file folders when 5 years old.

122. Manual Tabulations and Worksheets File. These are manually prepared compilations and computations for the purpose of comparing the results of various analytical experiments and calculations performed by the computer.

Dispose of when they have served their purpose or when 1 year old.

123. Secondary Source Materials File. This consists of tapes, cards, lists, and printed and processed material obtained from other government agencies and organizations in the private sector. Data from these sources are compiled and analyzed to provide a basis for measuring and estimating the economic and demographic relationships in the development of the National-Regional Impact Evaluation System. These data are used in conjunction with or to supplement the larger body of data in the Regional Economics Information System.

Dispose of when superseded or when no longer needed for current business.

(Magnetic Tapes)

124. Master Input/Output Tapes for the National-Regional Impact Evaluation System. These input/output tapes contain the mathematical relationships within each submodel and the linkages between submodels. They contain mathematical instructions to the computer to select data and process it to produce impact evaluations. The tapes are continuously expanded and revised as required to improve and define the system, and to make changes in economic relationships.

Retain. Transfer to WNRC when the system or program is discontinued.

125. Submodel Relationships and Output Data Tapes. These contain data that have been written on a number of intermediary tapes that have been interpreted and analyzed to produce the data essentially as they appear in a table or some other published presentation. These tapes also show certain mathematical relationships developed from them constitute a part of the development and formulation of the National-Regional Impact Evaluation System. These tapes have a relatively long-term value as worktools essential for executing the National-Regional Impact Evaluation System.

Scratch when superseded or 1 year after all relevant data are incorporated in the National-Regional Impact Evaluation System.

126. Intermediate Tapes. These contain data drawn from various secondary sources and from the Regional Economic Information System in the process of analyzing and incorporating data into a Submodel Relationship and Output Data Tape.

Scratch when superseded or 6 months after the data have been incorporated in accepted submodel equations, or when the project is terminated, whichever is appropriate.

(Computer Printouts)

127. Maximum Detail Input/Output Printout for the National-Regional Impact Evaluation Systems. These comprise 2 kinds of printouts. The first shows the commands given to the computer to select data and how to treat these data, including applying certain mathematical calculations or equations to the data. The second group of printouts shows the results

of the study essentially the same as the data provided in the published study. Both groups of printouts serve only an internal purpose since the first would be very difficult to use to reconstruct the mathematical and other steps that were executed, and the second group is essentially duplicated by the final report. These printouts are created primarily to check the contents of the tapes and reports, but do have a secondary use in some smaller manual analyses which are performed on an ad hoc basis.

Dispose of 6 months after publication of the study or termination of the project, whichever is appropriate.

128. Maximum Detail Submodel Relationships and Output Data Printouts. These printouts contain most of the data written on the Submodel Relationships and Output Data Tapes, or summaries thereof. They are produced to check the contents of the tapes, and to perform occasional ad hoc analyses on a manual basis.

Dispose of 30 days after the tapes have been checked and found satisfactory.

(Punch Cards)

129. Computer Systems and Programs Punch Cards. These are cards containing instructions to the computer to select the proper data indicated in the program and how to treat or process that data.

Dispose of individual punch cards when superseded by a revised card.

130. Source Data Punch Cards. These cards are punched to translate raw data to machine language and are the medium which activates the computer to write the data on magnetic tape.

Dispose of 1 month after the data are written on tape.

Service Branch

The Service Branch prepares projections of expected economic activity in specific geographic areas, assuming that past trends are maintained. The result of this work is a breakdown of the national projection series as represented by summary printouts. Regional and other submodels are used so that projections can be made on demand for any given geographic area composed of one or more counties.

131. Subject File (Project File). This file contains incoming and outgoing correspondence and collected materials pertaining to the socio-economic components of a geographic projection. The material is arranged under a classification scheme using the names of committees, commissions, and similar organizations with a few broad primary subject categories under each. The papers are generally related to earnings and employment by industry, other income components, total personal income, and population.

Dispose of individual documents or contents of file folders when superseded or 10 years old, whichever is sooner.

132. Administrative Subject File. This file contains incoming and outgoing correspondence pertaining to the administration of the Branch and to housekeeping matters, such as personnel actions, budget, requisitions for services and materials, space, training, travel, and related objects.

Dispose of individual documents or contents of file folders when 5 years old.

133. Bureau of Economic Analysis Economic Area Map File. BEA Economic Areas are drawn on a base map, scale 1:10,000,000. The detail includes the names of counties in each area. A legend is provided identifying the area in which certain cities are located.

Retain. Transfer to WNRC a set of 1 copy of each of the present edition and 1 copy of each successive edition, in 5 year increments.

134. Secondary Source Materials File. These include tapes, punch cards, printouts, printed and published materials generated by other government agencies and by organizations in the private sector. This material contains data on earnings and employment by industry, other income components, total personal income, and population.

- a. Tapes, printouts and publications -- dispose of when the program is discontinued
- b. Punch cards -- dispose of 1 month after the data have been written on tape.

135. Computer Program Cards. These cards contain commands to the computer on what data to select and how to treat and process it. These card decks comprise the Projection System which includes 25 model routines.

Dispose of individual cards when superseded by a new card or by a new computer program.

(Magnetic Tapes)

136. Master Input History File. These tapes contain selected data from tapes maintained in the Regional Economic Information System. The data on these tapes constitute the maximum input of source data into the system. These tapes are periodically revised for use on upcoming projections.

Retain. Transfer the terminal tape to WNRC when the program is discontinued.

137. Master Output Projection and History File. These tapes contain all of the appropriate historical data formatted within and responsive to the controlling projection model. These tapes are periodically revised for use on upcoming projections.

Retain. Transfer the terminal tape to WNRC when the program is discontinued.

138. Master Output Projection Print Tapes. This shows the projection data resulting from an analysis of the data on the Master Output Projection and History File described above. The data on this tape are in the same format and arrangement as they will appear on the final published tables of projection. These tapes are periodically revised for use on upcoming projections.

Retain. Transfer the terminal tape to WNRC when the program is discontinued.

139. Master Output History Print Tapes. These tapes contain the historical data that are summarized and published in tables. The data support projected data on related economic components.

These tapes are periodically revised for use on upcoming projections.

Retain. Transfer terminal tape to WNRC when the program is discontinued.

140. Intermediate Tapes. These tapes show the data developed for each of 25 or more routines involved in the construction of a projection model.

Scratch when superseded.

(Computer Printouts)

141. Printout Review Tables. These are printouts of data from intermediate tapes written in the course of processing the data through 25 projection routines. The printouts are used to review the tables and to make required changes.

- a. One copy of the first and last printout and one copy of each printout between them showing a change -- ~~Retain~~ Transfer to WNRC when no longer needed for current business. Dispose of when 15 years old.
- b. All others -- dispose of when superseded by a printout of the next routine.

142. Final Printouts of Historical and Projection Tables. These are printouts of the historical data table and the projection table showing the same data in the same format as in the published tables. The printouts serve as the printer's camera copy for the reproduction of multiple copies of the subject tables. They are useful as a convenient worktool for a period of time.

Dispose of 1 year after publication of the related tables.

(Special Studies)

143. State and Regional Analysis. These materials consist principally of authors' manuscripts of articles and related papers. Most of these articles refer to the State and regional personal income series from year to year and quarter to quarter. Other articles range widely, treating of such topics as long run regional income trends, shifts in employment and income by geographic area, the characteristics of economic areas and migration patterns among the States.

Since these manuscripts are typically published in the Survey of Current Business, they have no permanent value in themselves.

Dispose of manuscripts subsequent to publication.

144. Studies relating to the Continuous Work History Sample. These studies are made possible by the development of a special retrieval capability. They measure varying facets of the economy of an area as revealed in the demographic characteristics of the work force. They often supplement or highlight the significance of findings in the State and regional income series developed by the Economic Measurement Branch.

With few exceptions these studies are produced at the request of another government agency or an organization in the private sector. The work is highly automated. Any computer printouts or other paper records generated are included in the subject file in the office of the Chief.

Dispose of individual documents or contents of file folders when 5 years old.

(Magnetic Tapes)

145. CWHS Master Input Source Data Tapes. About 15 tapes are received per year from the Social Security Administration pertaining to OASDHI, plus an occasional tape from other sources, which contain data on the demographic characteristics of the covered workers in a particular area at a particular time. Comparison of such data for two or more points in time permits measurement of migration patterns of workers from one place of work to another. Upon request, data are drawn from this file to produce a master output tape for each analysis or study desired. These tapes are needed for current operations for an indefinite period of time since for most purposes the studies produced either cover or are extended to cover a period of 5 to 10 years.

Since these are duplicates of tapes produced by the Social Security Administration and other Government Agencies, it is assumed that their ultimate disposition as record copies will be determined by the agency of origin.

Retain indefinitely.

146. Standard Metropolitan Statistical Area (SMSA) Master Input Tapes. These contain the migration patterns between SMSA's and other regions of the country. The data in the files are drawn from the CWHS Master Input Source Data Tapes described above. The file (tapes) is maintained as a part of the Regional Economic Information System. This provides a capability for measurement of the impact of migration into and out of any SMSA. Consequently, it is a basic file which the Division should keep indefinitely in its custody for its measurement and analytical capabilities.

For instance, 25 or so years from now there is probability that these data, set up in a Vietnam War period, will have special historical and/or analytical significance.

Retain indefinitely.

147. Standard Metropolitan Statistical Area (SMSA) Master Output Tapes. By using subset tapes or Key Tape machines, master output tapes are developed from the master input tapes. The end product study of the economic impact of migration from one area to another is a printout from the tape.

Retain indefinitely.

148. Subset Tapes. These tapes are written to check data, to collect data for transcription to master tapes, or to make a selection from alternative arrays of data. These tapes serve the same purposes and have the same value as ordinary hard copy workpapers.

Erase when they have served their purpose.

(Computer Printouts)

149. Migration Study Printouts. These printouts present the demographic characteristics of income recipients and their migration activity from one area to another. As such they provide a measurement/analytical capability concerning relevant economic factors involved.

- a. Retain. Transfer selected 5 and 10 year studies to WNRC.
- b. All others - dispose of when superseded by improved output.

(Personal Consumption Expenditures)

Two major projects are involved: (1) an attempt to measure personal consumption expenditures by State, and, if successful, by smaller geographic areas and (2) incidental to (1) an attempt to measure the distribution of families and individuals by size of income. The ultimate objective is to establish the Consumers Outlays National Account at the State and possibly smaller area levels.

150. Personal Consumption Expenditures Secondary Source Materials. These are cards, tapes, and printed and processed material created by other government agencies, and other units of the Bureau of Economic Analysis. Data are drawn from these materials for a research and development project to measure personal consumption expenditures by State and to measure the distribution of families and individuals by size of income as noted above.

Dispose of when superseded or no longer needed for current business.

(Magnetic Tapes)

151. Maximum Detail Input Tape. This tape is under development in the course of resolution of problems underlying the concepts of personal consumption expenditures.

Retain. Transfer to WNRC when no longer needed for current business, or when the program is discontinued.

152. Maximum Detail Output Tape. These tapes contain data supporting State Income tables similar to those published as a part of the National Income statistics.

Retain. Transfer to WNRC when no longer needed for current business, or when the program is discontinued.

153. Intermediate or Subset Tapes. These are work tapes containing data developed in one or more worksteps for analytical purposes.

Scratch when they have served their purpose.

INTERINDUSTRY ECONOMICS DIVISION

The Division is responsible for input-output estimates and analyses, and for work on gross national production (GNP) originating in each of the industries of the Nation.

The first set of input-output tables conceptually and statistically integrated with the national income and product accounts was published in the Survey of Current Business for November, 1964, with additional results and analyses appearing in subsequent issues. Detailed input-output tables are scheduled for every five years, for years covered by the economic censuses. The most recent table is updated to an intervening year by summary methods.

The Division is responsible for establishing and improving the theoretical framework of the input-output tables, for compiling the estimates, for refining and developing techniques of input-output analysis, and for conducting related special studies.

Work on the industrial origin of the gross national product, which has resulted in annual time series for the postwar period, is an important aid in the examination of industry patterns of production as related to the growth of the economy as a whole. It also yields information essential to studies of the cost-price structure and of profits.

The industrial sectors found in the Standard Industrial Classification are divided in groups of one or more sectors, and each group is assigned to a designated analyst(s). To differentiate the records dealing with one industry sector from another, the assignments of the industry sectors are shown as parenthetical center headings.

Office of the Chief

154. Interindustry Subject File. This contains incoming and outgoing correspondence and memoranda generated by the Chief, of the Division and his assistants having general application to the Input/Output structure of the United States and to the gross national product. The papers are arranged alphabetically by subject.

Start a new file every 5 years. Transfer to WNRC 1 year later. Dispose when 10 years old.

155. Budget and Personnel. This file contains budget submissions to Congress, documentation of reimbursable contract agreements

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with other government agencies, 5-year Program Planning and Budgeting, 3-E Management Improvement Program and all other Personnel materials.

Dispose when 5 years old.

156. Requests for Information, Publications, and Tapes - Input/Output Studies. This contains requests for information and publications on the input/output studies with appropriate replies. Also included are purchase requests for various magnetic tapes and printouts created during the input/output study. The requests for tapes are accompanied by the necessary program and operating information needed by the requestor to use the tapes.

Dispose when 5 years old.

157. Chronological File. This contains a copy of each outgoing item generated by all elements of the Division.

Dispose when 3 years old.

158. Seminar and Conference File. This includes documentation of the participation of staff members in seminars, conferences, and similar professional meetings concerning the input/output structure. Included are copies of speeches and other presentations some of which are unpublished.

RETAIN Transfer to WNRC material over 5 years old at the end of each decennial year.

DPG
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159. Administrative Subject File. These are office copies of housekeeping papers; group health insurance, parking requests, requisitions for services and things, nondivision press releases.

Dispose when 2 years old.

Input/Output Structures Branch

(Magnetic Tapes)

160. Input/Output Study Work File Master Computer Tapes. This file contains all of the detailed, individual estimates of sales and purchases by industries and final markets which were developed during the construction of the input-output study. Aggregation of these data to the industrial classification of the input/output study provided the published data.

This file contains, for each estimate, producer's value, the trade and transportation costs, and the purchaser's price. In addition, a short note listing the source of the estimate is included.

This file must be kept to permit revising the preliminary table; to provide detailed information for users of the data, and use in special studies such as updating the table, comparing changes in input/output coefficients over time, etc.

These master tapes contain data generated by all elements of the Branch.

Transfer to WNRC 1 year after the second subsequent benchmark year is established. Scratch when 25 years old.

(Communications and Service Industries)

161. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the communications and service industries sectors.

Dispose 5 years after acceptance of the next benchmark year.

162. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the communications and service industries sectors.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

(Magnetic Tapes)

163. Intermediate and Subset Tapes. These are work tapes developed to collect and analyze data which ultimately is written on a master file maintenance tape.

Scratch when the tape has been fully exploited or served its purpose.

(Computer Printouts)

164. Intermediate Printouts. These are printouts of data entered in the computer for computation in deriving communications and service industries estimated. Ultimately the data as analyzed is written on a master file maintenance tape for use in the preparation of the input/output structure table.

Dispose when they have served their purpose or superseded, whichever is appropriate.

(Punch Cards)

165. Punch Card Decks. These are program source decks of punch cards subject to updating, and single-use data decks which are prepared for one job or purpose.

- (a) Program source decks - Dispose when no longer needed for current business.
- (b) Single-use decks - Dispose when the printout has been received and accepted.

(Construction)

166. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the construction industry.

Dispose 5 years after acceptance of the next benchmark year.

167. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the construction industry.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

(Magnetic Tapes)

168. Intermediate or Subset tapes. These are work or intermediate tapes derived from or written to produce a portion of one of the 5 master input/output files maintenance tapes.

Scratch when the data has been moved to a master tape or when it has served its purpose, whichever is sooner.

(Computer Printouts)

169. Producing List - Construction Detail. This contains a detailed listing of the products purchased by the construction industry arranged first by product and thereunder by the types of construction.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

170. Construction Input Matrices. This contains the detailed data for the 49 construction subseries that is summarized in totals appearing in 2 construction series in the input/output tables.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

(Finance, Insurance, Real Estate, Utilities, and Business Services)

171. Finance, Insurance, Real Estate, Utilities, and Business Services Basic Data File (Worksheets). This contains compilations of data from secondary sources and analyses prepared in the course of determining the industries input/output and control totals. Also included are related correspondence, articles, and the like. These data are summarized in the input/output structure of the U. S. published in the Survey of Current Business.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

172. Secondary Source Materials File. These copies of publications collected from other government agencies and from the private sector. Data from these publications are compiled and analyzed to produce input/output tables and other issuances.

Dispose 5 years after acceptance of the next benchmark year.

(Magnetic Tapes)

173. IRS Data Tape. This contains data in detail that supports the corporate income statistics derived from corporate tax returns and published by the Internal Revenue Service. This data is used by the branch to prorate certain economic weights in the input/output table. This is an intermediate tape used as a secondary source of data.

Scratch when the data has been fully exploited or when replaced by an updated tape, whichever is sooner.

174. Noncorporate IRS Figures with Manufactures Breakdown. This contains detail data supporting the manufacturers series appearing in Statistics of Income published by Internal Revenue Service. This is an intermediate tape used as a secondary source of data.

Scratch when the data has been full exploited or when replaced by an updated tape, whichever is sooner.

175. Rents and Royalties. This is an intermediate tape containing the detailed data supporting corporate rents and royalties statistics published by the Internal Revenue Service. It is used as a secondary source of data by the activity.

Scratch when the data has been fully exploited or when replaced by an updated tape, whichever is sooner.

(Computer Printouts)

176. Reworked Input/Output Tables. This shows the intermediate flow table with by-product adjustments, coefficient table-domestic, and the inverse table. This is a reqork of the 1947 coefficients so as to make them comparable to the 1958 coefficients.

Transfer to WNRC when the fourth subsequent benchmark year has been accepted. Dispose when 35 years old.

177. Final Input Runs and Computation of Unallocated Output. This is an intermediate tabulation of unadjusted statistics fed to the computer to produce the input/output table.

Dispose 6 months after publication of the next input/output table.

178. State and Local Gross Purchases Sample Blowup. This shows a sample of gross State and local purchases of water and other sanitary services which has been projected to cover the universe.

Dispose 6 months after publication of the next input/output table.

179. Reconciliation Listings for Banking, Security and Commodity Brokers, Electricity and Gas. This is used to compare related statistics to make the necessary adjustments to reconcile data in the input/output table.

Dispose 6 months after publication of the next input/output table.

180. Prorates Computations (Worksheets). This is the prime source documents containing handwritten data used to derive the weights for prorating the cost of the finance industries output.

Dispose 6 months after publication of the next input/output table.

181. Intermediate Output Run for Finance, Insurance, Real Estate, Utilities and Business Services. This is an intermediate tabulation of unadjusted statistics fed to the computer to produce the input/output table.

Dispose 6 months after publication of the next input/output table.

182. Final Demand Run by Producing Industries. This shows the detail comprising the final demand in the input/output table.

Dispose when the second subsequent benchmark year is accepted.

183. Bureau of Labor Statistics Wholesale Price Index Data Bank. BEA purchases the BLS-WPI data bank on tape with 1 printout. This is used to derive deflators for the input/output table, and the real product by industry work.

Dispose upon receipt of a revised issue.

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(Government)

184. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the government sectors.

Dispose 5 years after acceptance of the next benchmark year.

185. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the government sectors.

Transfer to WNRC 10 years after acceptance of the next benchmark year. Dispose 10 years later.

(Magnetic Tapes)

186. Intermediate or Subset Tapes. These are work tapes developed to collect and analyze data which ultimately is written on a master file maintenance tape.

Scratch when the tape has been fully exploited or served its purpose.

(Computer Printouts)

187. Government Commodity Distribution. This shows the source of the individual commodity and the intermediate transactions before it reached the government. It is a reorganization of the government sector of the master input/output transactions table. This is used to answer requests for information and data.

Dispose when superseded by a new issue.

188. Intermediate Printouts. These are printouts of data entered in the computer for purposes of analyzing the data as a preliminary workstep in preparing the final input/output table as published.

Dispose when they have served their purpose or when superseded, whichever is appropriate.

(Manufacturing)

189. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the manufacturing industry sectors.

Dispose 5 years after acceptance of the next benchmark year.

190. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the manufacturing industry sectors.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

(Computer Printouts)

191. Intermediate Printouts. These are printouts of data entered in the computer for computation in deriving manufacturing industry estimates. Ultimately the data as analyzed is written on a master file maintenance tape for use in the preparation of the input/output structure table for 52 manufacturing industry sectors.

Dispose when they have served their purpose or when superseded whichever is appropriate.

(Capital Flows)

192. Benchmark Year Capital Flow Data File. This contains the detailed data collected and posted on tabulation sheets, in the course of preparation of a special project to weight and measure interindustry transactions in new capital.

*L.L.B.
11/29/72*
Transfer to WNRC 10 yrs after the next benchmark year is accepted. Dispose 10 years (Magnetic Tape) later.

193. Capital Flow Master Tape. This contains all of the data and estimates of the capital flow table and all of the information needed to use the capital flow data.

*L.L.B.
11/29/72*
Transfer to WNRC when no longer needed for current business. Dispose 15 years later.

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(Computer Printouts)

194. Capital Flow Printout. This is a copy of the printout of the data file, the intermediate estimates, and of the final estimates, as published in the capital flow table.

Transfer to WNRC 2 years after acceptance of the next benchmark year. Dispose 10 years later.

(Wholesale, Retail, and Foreign Trade)

195. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the wholesale, retail, and foreign trade sectors.

Dispose 5 years after acceptance of the next benchmark year.

196. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data which the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the wholesale and retail trade sectors.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

197. Benchmark Year Data (Worksheets) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year and thereafter to prepare periodic tables showing the economic flows of the foreign trade sector.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

(Magnetic Tapes)

198. Intermediate and Subset Tapes. These are work tapes developed to collect and analyze data which ultimately is written on a master file maintenance tape.

Scratch when the tape has been fully exploited or served its purpose.

(Computer Printouts)

199. Intermediate Printouts. These are printouts of data entered in the computer for computations in deriving commodity line based wholesale and retail margin estimates. Ultimately the data as analyzed is written on a master file maintenance tape for use in the preparation of the input/output structure table for wholesale and retail trade.

Dispose when they have served their purpose or when superseded, whichever is appropriate.

200. Intermediate and Final Printouts of Foreign Trade. These are the final export and import trade estimates. This copy is maintained in the office for convenience of reference.

- (a) Final printout - Transfer to WNRC 10 years after the next benchmark is accepted. Dispose 10 years later.
- (b) Intermediate printout - Dispose when they have served their purpose or when superseded, whichever is appropriate.

(Punch Cards)

201. Punch Card Decks. These are program source decks of punch cards subject to updating and single-use data decks which are prepared for one job or purpose.

- (a) Program source decks - Dispose when no longer needed for current business.
- (b) Single use decks - Dispose when the printout has been received and accepted.

(Transportation)

202. Secondary Source Material File. All of the data utilized is extracted from secondary source materials produced by other government agencies or by organizations in the private sector. Selected data from these sources are compiled in various frames of reference and analyzed to produce the input/output tables and studies of the transportation industries.

Dispose 5 years after acceptance of the next benchmark year.

203. Transportation Benchmark Year Data (Worksheet) File. This contains tabulations and computations of data with the related analyses to derive the weights and measures to establish the benchmark year, and thereafter, to prepare periodic tables showing the economic flows of the transportation industries.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

204. Disaggregated Transportation Flows File. This contains detailed information for 20 transportation industries that support the summary figures appearing for 7 transportation industries in the input/output structure table.

Transfer to WNRC 10 years after the next benchmark year is accepted. Dispose 10 years later.

205. Freight Margin Expenditures by Producing Industries File. This contains detail data showing a breakdown of freight charges received by the various types of transportation industries from other industries.

Dispose upon acceptance of the second subsequent benchmark year.

Research and Analysis Branch

206. Research and Analysis Subject File. This contains incoming and outgoing general correspondence, which does not apply to a specific proposed or on-going project for BEA or for some other government agency. Also included are correspondence concerning the methodology and techniques applicable to such studies, copies of progress and status reports, and documentation of the operations of the activity. Record copies of these papers are maintained in the Interindustry Subject File in the Office of the Chief. Arranged alphabetically by subject.

Start a new file every 3 years. Dispose 2 years later.

207. Project and Study Work Folders. These contain papers, collected or generated by analysts in the process of preparing a final report or study. Some of the studies are made for BEA; others are produced for other government agencies on a reimbursable basis. In either case, a copy of the agreement or authority for the study, a copy of the final report or study, and all relevant correspondence pertaining to the project are in the Interindustry Subject File, Office of the Chief, which is earmarked for retention long enough to meet all requirements. These papers are filed first by project thereunder alphabetically by subject.

Dispose 1 year after acceptance (approval) or publication of final report or study.

(Magnetic Tapes)

208. Intermediate or Subset Tapes. Data is written on these tapes so as to manipulate it and thereby automatically accomplish one or more worksteps involved in the production of a final report or study.

Scratch when they have served their purpose, or 1 year after approval of final report or study, whichever is sooner.

(Computer Printouts)

209. Intermediate Printouts. These are printouts of data and related calculations documenting one workstep or phase of the process to produce a final report or study.

Dispose when they have served their purpose or 1 year after approval of the final report or study, whichever is sooner.

(Punch Cards)

210. Punch Cards. Preparation of a final report, or study, involves the compilation and analysis of a large mass of data. Often much of this data is transferred to punch cards and the computer is used to arrange the data in various formats and perform certain calculations that are an integral part of making a final analysis.

Dispose 6 months after the data has been written on magnetic tape and it has been checked for accuracy.

(Gross National Product by Industry)

211. Standard Industrial Classification File. This contains incoming and outgoing correspondence, minutes of meetings, lists of documents, proposed revisions of the 1972 SIC, International Standard Commodity Classification material, and proposed enterprise classification of 1967, generated or collected by the BEA representative.

- a. Proposed International Standard Commodity Classification - dispose 6 months after publication of final version.
- b. Proposed enterprise classification - dispose 6 months after publication of final version.
- c. All other papers - dispose 6 months after publication of related revision of the Standard Industrial Classification.

212. GNP Methodology and Procedures File. Documentation of the professional techniques, methods, and procedures for compiling and analyzing raw data to produce the GNP figures by industry.

Transfer to WNRC 2 years after finalization of the next benchmark year. Dispose when 20 years old.

DISPOSAL NOT
APPROVED

213. Wholesale Price Index, 1957-1959= 100 File. These are copies of the wholesale price indexes issued by Department of Labor showing price indexes for commodities, subgroups, and groups of commodities based on the years 1957 through 1959 equals 100%. Selected entries have been annotated to show the index price using the year 1958 as 100%. These are historical source materials used as such or to prepare special price indexes for arriving at a historical constant dollar series. It will be necessary to retain this documentation in the operating unit for an indefinite period.

Dispose 2 years after conversion to the next base year for the gross national product.

214. Secondary Source Material File. These are copies of printed or processed materials collected from other government agencies and from the private sector from which selected data is compiled for analysis to support official publications on the gross national product.

Dispose 1 year after publication of the final gross national product issuance.

215. Consumer Price Indexes File. These are processed copies of the consumer price index issued by the Department of Labor using the years 1957-1959= 100% which have been annotated with the price index using the year 1958 as 100%.

Dispose 2 years after conversion to the next base year for the gross national product.

216. Supporting Data for GNP Articles and Tables in SCB File. This contains compilations of data and related analysis created in the process of preparing a gross national product table and article for the Survey of Current Business.

Dispose 3 years after publication of the related article or data.

217. Input-Output Benchmark Year File. This contains the data showing how the value added for input-output industries were calculated and documentation of the methods and procedures used for the benchmark year.

Transfer to WNRC when the second subsequent benchmark year has been accepted. Dispose when 25 years old.

DISPOSAL NOT
APPROVED

218. Real GNP Benchmark Year File. This contains data showing procedures and derivation of weights used to derive gross national product originating by industry, and procedures and methods used in applying the benchmark weights.

Transfer to WNRC when the second subsequent benchmark year has been accepted. Dispose when 25 years old.

DISPOSAL NOT
APPROVED

219. Manuscripts and Supporting Papers File. This contains the author's manuscript in various draft stages with the supporting data and analysis used by the authors in preparing articles and other material for publication outside of the house organs.

Dispose 3 years after publication of the related article or data.

220. Special Projects and Studies by Request File. This contains copies of textual and statistical compilations with supporting data and analysis prepared in response to a request from an organization or qualified individual. This includes copies of questionnaires completed for United Nations and European Economic Committees.

Dispose when 5 years old.

221. Basic Data Workbooks File. These contain basic data compiled by hand for the period preceding automation of the program in 1965. There are workbooks for components of the GNP including wholesale derivation of deflators for inputs to manufacturing industries, inventories, and the like. The data in these books may be placed in the computer later.

Dispose 2 years after the next benchmark year is accepted or 1 year after the data are written on magnetic tape, whichever is sooner.

(Magnetic Tapes)

222. Benchmark Year Master History Maintenance Data Tapes. All of the data used in producing benchmark tables and numbers are written on these tapes. The linkage between the first and most current benchmark data must be maintained to validate the benchmark series. All data for benchmark years are revised by a "write over," or "write on end" process to make them reflect and agree with the most recent findings of fact. These tapes are always needed for current operations.

RETAIN Terminal Tape - Transfer to WNRC when the program is discontinued.

223. Benchmark Year Master Maximum Detail Output Tapes. These tapes contain maximum detail data supporting benchmarks after analysis and a degree of summarization. These tapes are continuously updated and are always in service as a current worktool. The consensus holds that duplication of these tapes upon expiration of a given time span would not provide a useful source for long term administrative, legal, or research purposes. The last update invalidates all preceding versions.

RETAIN Terminal Tape - Transfer to WNRC when the program is discontinued.

224. Benchmark Year Master Matrix Tapes. These are the matrices for tables and tabulations in the same format as the matching items when published.

Scratch 1 year after preparation of a new matrix for the next benchmark year.

225. Intermediate or Subset Tapes. Many tapes are written in the process of producing a master output tape from data stored on the Master History Maintenance data file. These tapes are analogous to workpapers usually found in manual paperwork. They are generally concerned with only one workstep in the whole process and they are written to produce the catalyst, or a sum of data that triggers movement of analysis to the next step.

Scratch when superseded or when they have served their purpose.

(Computer Printouts of Gross Product by Industry)

226. Property Taxes by Industry by Legal Form and Indirect Business Taxes and Nontaxes by Industry (Work File #1104-01-00). This is a printout of historical data computed by the National Income and Wealth Division (NIWD). It also shows how only gross corporate product is computed and is available.

Dispose when superseded, or when it is determined that the project will not be reinstated.

227. Detailed Current Dollar Components of Gross Product Originating (GPO) by Industry (WF #1205-01-01). Annual series, by SIC 2-digit industry, beginning with 1947 in millions of current dollars showing the components which comprise the 5 aggregates published for gross product originating (GPO). The 14 detail components are as follows: (1) wages and salaries, (2) supplements to wages and salaries, (3) net interest paid, (4) corporate capital consumption allowances, (5) noncorporate capital consumption allowances, (6) indirect business taxes, (7) business transfer payments, (8) corporate profits, (9) income of unincorporated enterprises, (10) corporate inventory valuation adjustment, (11) noncorporate inventory valuation adjustment, (12) rental income of persons, (13) surpluses (or deficits) government enterprises, and (14) subsidies.

The industry classification is based on the 1957 edition of the Standard Industrial Classification (SIC) Manual and the 80 industry groupings are identical with those for which national income figures are published. Capital consumption allowances and profits by industry may differ from figures published elsewhere by BEA because these two items have been reallocated by industry from a company to an establishment basis.

The last 2 digits of the above code indicate the year when data were prepared.

- a. Historical data supporting the current benchmark year - dispose when third subsequent benchmark is instituted.

- b. All others - dispose 3 years after the next benchmark year is instituted.

228. Gross Product Originating by Industry, Published and Unpublished Data (WF #1205-02-01). Annual Series, by SIC 2-digit industry, beginning with 1947 showing the totals for gross product originating (GPO) and the 5 published components (employee compensation, net interest, capital consumption allowances, indirect business taxes, and profit-type income) in current dollars. The GPO totals are also shown in constant (1958) dollars; other statistics included are indexes (1958=100) of the constant dollar series; and GPO implicit price deflators (1958=100). All money figures are in millions of dollars.

The industry classification is based on the 1957 edition of the Standard Industrial Classification (SIC) Manual and the statistics are consistent with the industry definitions and data included in BEA file 1205-01-01. Includes data for industries which have been published in the July issues of the Survey of Current Business, as well as statistics for other industries.

Dispose 3 years after next benchmark year is instituted.

229. Wholesale Price Indexes (WF #1205-04-00). These are the annual and December index (1957-1959=100) for years beginning with 1966.

Dispose when a new price base is instituted by BEA.

230. Manufacturers' Shipment Values of Product Groups as Classified in the 1958 Census (WF #1205-04-02). Annual series, by Census product classes, and aggregates for 4-, 3-, and 2-digit SIC product groups, 1958-66, showing current and constant (1958) values (in thousands of dollars) for manufacturers' shipments, implicit price deflators (1958=100) and indexes (1958=100) of the constant dollar series. The coding is based on the 1958 Census of Manufacturers.

Transfer to WNRC when the second subsequent benchmark year is instituted. Dispose when 25 years old.

231. Manufacturers' Shipment Values of Product Groups as Classified in the 1963 Census (WF #1205-04-03). Annual series by Census product classes and aggregates for 4-, 3-, and 2-digit SIC product groups, beginning with 1963, showing current and constant (1958) values (in thousands of dollars) for manufacturers' shipments, and the implicit price deflators (1958=100). The coding is based on the 1963 Census of Manufacturers.

Transfer to WNRC when second subsequent benchmark year is instituted. Dispose when 25 years old.

232. Shipment Values of Manufacturing Establishments - 1958 Classification (WF #1205-04-04). Annual series, by 4-, 3-, and 2-digit SIC manufacturing industries showing shipment values for establishments in current and constant (1958) prices in thousands of dollars; implicit price deflators (1958=100); and indexes (1958=100) of constant dollar series, beginning with 1958-66.

The classification reflects the numbering system and definitions appearing in the 1958 Census of Manufactures. Implicit price deflators for 4-, 3-, and 2-digit SIC industries differ from those shown in file 1205-04-02 for approximately 40 industries whose composite price indexes reflect the significant secondary (primary to other industries) products shipped by the producing plants. This series is superseded by 1205-04-05.

Transfer to WNRC when second subsequent benchmark year is instituted. Dispose when 25 years old.

233. Shipment Values of Manufacturing Establishments - 1963 Classification (WF #1205-04-05). Annual series, by 4-, 3-, and 2-digit SIC manufacturing industries showing shipment values for establishments in current and constant (1958) prices (in thousands of dollars); and implicit price deflators (1958=100), beginning with 1963.

The classification reflects the numbering system and definitions appearing in the 1963 Census of Manufactures. Implicit price deflators for 4-, 3-, and 2-digit SIC industries differ from those shown in file 1205-04-03 for approximately 40 industries whose composite price indexes reflect the significant secondary (primary to other industries) products shipped by the producing plants.

Transfer to WNRC when the second subsequent benchmark year is instituted. Dispose when 25 years old.

234. Inputs/Outputs and Value Added by Input/Output Industry (WF #1205-04-06). Annual series, beginning with 1947, by manufacturing industry, showing value of output; total cost of materials, parts, supplies, fuels and electricity, and contract work; Census value added plus excise tax; value of shipments; total value of changes in finished goods and work in process inventories; excise tax, and Census value added excluding excise tax.

In addition to 2-digit SIC manufacturing industries, figures are also shown for approximately 50 industries which, with few exceptions, represent the groupings used in the 1958 and 1963 input-output tables. Data are shown in millions of dollars in current and constant (1958) dollars, with corresponding indexes and implicit price deflators (1958=100). Current dollar data for production and "cost" are

based on information appearing in Census of Manufactures or Annual Survey of Manufactures. For 1948, only the implicit deflator is valid since other information represents 1947 data adjusted for 1948 inventory changes.

- a. Historical data supporting current benchmark year - dispose when third benchmark year is instituted.
- b. All others - dispose 3 years after the next benchmark year is instituted.

235. Retail Trade by Store Type (WF #1205-05-01). Annual series beginning with 1947 in current and constant (1958) dollars (millions). Totals and margin weighted.

- a. Historical data supporting current benchmark year - dispose when third benchmark year is instituted.
- b. All others - dispose 3 years after the next benchmark year is instituted.

236. Wholesale Trade Sales (WF #1205-05-02). Annual series, beginning with 1947 showing totals by type of wholesaler (manufacturing sales offices and sales branches, merchant wholesalers, petroleum bulk stations, etc.) in current and constant (1958) dollars (millions), totals and margin weighted.

- a. Historical data supporting current benchmark year - dispose when third benchmark year is instituted.
- b. All others - dispose 3 years after the next benchmark year is instituted.

237. BEA/FRB Comparisons (WF #1208-01-00). Selected measures of manufacturing activity, series beginning with 1947.

Dispose when new benchmark is established by BEA.

238. Productivity Analysis (WF #1208-02-02). This shows manhours worked and manhours paid, annual series, beginning with 1947. This project may be resumed.

Dispose when new benchmark is established by BEA.

239. Value Added and its Components by Input/Output Industries, 1963 (WF #8006-04-01). Original estimates provided for 1963 input/output table.

Dispose when 2 subsequent benchmark data periods are instituted.

240. Indirect Business Taxes, 1963 (WF #8006-04-02). This shows indirect taxes by input/output industries.

Dispose when 2 subsequent benchmark data periods are instituted.

241. Intermediate Printouts. These are printouts produced in process of developing work files of data such as those above. Among other things, they are used to check the completeness and accuracy of data, format or arrangement of data, and in some cases to ascertain that the analysis and compilation of the data are sound and that it is responsive to the purpose.

Dispose when superseded or when it has served its purpose.

(Punch Cards)

242. Systems Punch Cards. These are cards punched to feed the computer commands on what part of the machine program is recalled for execution.

- a. Card Deck - Dispose 3 months after the system is discontinued.
- b. Dispose of individual cards when replaced by a new card.

243. Program Punch Cards. These are cards punched to direct the machine to the data desired and how to process it.

- a. Card Deck - Dispose 3 months after program is discontinued.
- b. Dispose of individual cards are replaced with a new card.

244. Data Input Punch Cards. These are cards punched to feed data in machine language to the computer which writes it on magnetic tape, or some other device.

Dispose 3 months after data is written on tape or other device and results have been checked.

INTERNATIONAL INVESTMENT DIVISION

The International Investment Division provides statistical data and analysis on direct investment capital flows, on the return from these investments in the form of income flows of various types, and on the financial and operating data of the parent firms and affiliates. These data are collected directly from original sources on a quarterly basis, and are a significant part of the data used in the official balance of payments accounts of the United States.

In addition, the Division is also responsible for producing annual statements on the value of these investments, on sales, sources and uses of funds, and, irregularly, on the exports by direct investors. More detailed benchmark studies are made at wider intervals; the last one covered the year 1966, and the next one is expected to cover 1972.

Office of the Chief

245. Operating Subject File. This contains incoming and outgoing correspondence, and internal communications relating to the specifics of a given project or situation. For the most part these papers are significant for only a short time after the project is completed or the situation is settled. However, there are a few plans for studies and data systems prepared by the Division. Care should be taken to keep these plans in case they have any usefulness as precedents or for current operating purposes.

Other types of papers, found in the file, include copies of Departmental orders, SESA directives, and other authoritative material from higher authority. Record copies of this material are retained in the originating office.

- a. Study and Data System Plans or Procedures -
Dispose when 5 years old or as soon thereafter
as they have served their purpose.
- b. All Other Papers - Dispose when they have
served their purpose.

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246. Administrative Subject File. This contains copies of housekeeping papers such as budget submissions, requests for information or publications, requisitions, space allocations, personnel actions, time and attendance reports, and the like.

Dispose when 2 years old.

247. Authors File. This contains tabulations, graphics, drafts, and other workpapers supporting items for publication prepared by various members of the staff.

Dispose 1 year after publication of related item.

248. Technical Information File. This contains incoming and outgoing correspondence, printed and processed material generated or collected by the Division Chief to keep abreast of progressive thinking and developments in his subject field.

Dispose of individual documents or the contents of file folders when they have served their purpose.

Data Systems Branch

This office was established July 7, 1971. No records have been created that are attributable to this Branch. Space is left below for a description of such records when a sufficient quantity of them have accumulated.

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Direct Investment Branch

The Direct Investment Branch of the International Investment Division is primarily responsible for developing quarterly and annual data for net capital flows and income receipts resulting from foreign investments of U.S. companies.

Foreign investment data are obtained from two basic source documents, the BE-577 and BE-578 confidential quarterly reports of transactions of U.S. companies with foreign affiliates or branches. The required reports are authorized by U.S. Code, Title 15 Commerce and Foreign Trade, Chapter VIII, Part 803. All replies are held in confidence under the provisions of Section 4 (b) of the Federal Reports Act and Section 8 (c) of the Bretton Woods Agreements Act.

The BE-577 and BE-578 forms are computer processed. Computer output includes quarterly and annual listings and summaries of net capital flow items and income receipt items. Also, a Master Control File by U.S. parent company and its foreign units is maintained quarterly.

Quarterly direct investment data appear in the balance of payments article in the Survey of Current Business. Annual direct investment data appear in the Survey of Current Business article, "The International Investment Position of the United States, and U.S. Direct Investments Abroad in 1970."

249. Correspondence Subject File. This contains incoming and outgoing correspondence with reporting firms concerning the non-receipt of survey forms sent to them for completion. Also included are some transmittals of delinquent forms, and requests for information with copies of the related replies.

The survey is conducted on both a quarterly and annual basis. About 150 of the firms queried in each survey fail to return the completed forms. This correspondence has no value beyond identifying and establishing a track record for delinquent firms.

Dispose of the contents of individual file folders when they have served their purpose, or when 2 years old, whichever is appropriate.

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250. Historical File of Reporters. This contains clippings from a variety of printed sources, and some copies of correspondence that contain information on name changes, mergers, change of type of industry, movement to another foreign country, etc., of parent firms and their affiliates.

This file is a worktool that must be continuously upgraded to historically reflect the development of reporter organization. This information must be available to establish and increase the accuracy of foreign direct investment reports.

Dispose of individual documents or the contents of file folders when they have served their purpose, or when the firm is dissolved, whichever is sooner.

251. Quarterly and Annual Foreign Direct Investments Survey Forms. All of the data used to produce an analysis of the international investment position of the U.S. and of U.S. direct investments abroad are derived from the following forms which are filled out and returned quarterly and annually by respondents:

- BE-35 Transactions with Foreign Subsidiaries and Branches of U.S. Motion Picture Companies
- BE-577 Transactions with Foreign Subsidiary or Affiliated Corporation
- BE-577A Transactions with Associated Foreign Enterprises
- BE-577S Transactions of Primary Foreign Organizations with Secondary Foreign Organizations
- BE-578 Operations of Foreign Branches or Other Unincorporated Foreign Business of U.S. Reporters
- BE-578B Operations of Foreign Branches of U.S. Banking Firms
- BE-578I Transactions of Foreign Subsidiaries or Branches of U.S. Insurance Companies

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Upon receipt each report is logged in, arranged according to a coarse screen classification of transaction sizes, etc. Each report is coded to show name of firm, type of firm, etc. The code number of the parent firm matches the code of its affiliates.

New investment transactions are logged and the reports are sequentially numbered starting with number 1. The reports are then batched and sent to the Computer Services Division. Using a Key Tape machine, data are transcribed from the forms to a master input tape. The forms are then returned to the Branch and arranged in alphabetical order.

Transfer to WNRC when 2 years old. Dispose 10 years later.

252. Benchmark Year Data Files. These are large worksheets on which foreign direct investment data were hand posted during the pre-automation period. The only difference in the record value between these manually prepared sheets and those of magnetic tapes is a matter of physical form.

Transfer to WNRC 10 years after acceptance of the next benchmark year. Dispose 10 years later.

(Magnetic Tapes)

253. Master Foreign Direct Investment Control Tapes File. This file contains the identification of the parent firm and its foreign affiliates, foreign country, industry, and type of foreign unit (branch or affiliate).

The tapes are produced on a quarterly basis and the one for the current quarter updates those for previous quarters of the year. At the end of the year, an annual tape is written which consolidates all viable data from the four quarterly tapes for the year.

To provide a record copy of the data, a duplicate of the annual tape is made. The operating set of tapes must always remain in the Branch because of the updating procedures involved.

- a. Duplicate Annual Tape - Transfer to WNRC and retain indefinitely.
- b. All Others - Scratch when they have served their purpose.

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254. Master Foreign Direct Investment Capital Flow Tapes. These are quarterly and annual listings of short- and long-term capital flow transactions which include current inter-company accounts, notes, bonds, and advances outstanding. Included also are changes in U.S. companies' holdings of capital stock. The data in this file are published in tables and articles in the Survey of Current Business. These tapes are generated in the same manner as those described in the item above.

- a. Duplicate Annual Tape - Transfer to WNRC and retain indefinitely.
- b. All Others - Scratch when they have served their purpose.

255. Master Foreign Direct Investment Income Tapes. These show the income (dividends, interest, royalties and management fees) received by U.S. firms having foreign direct investments. These data are consolidated in quarterly income receipts statements.

- a. Annual Duplicate Tape - Transfer to WNRC and retain indefinitely.
- b. All Others - Scratch when they have served their purpose.

256. Subset Tapes. These are work tapes generated in the process of producing the master tapes or in the process of updating them.

Scratch when they have served their purpose.

(Computer Printouts)

257. Foreign Direct Investment Control. This printout identifies by name, parent firms having foreign direct investments, and their respective affiliates. It also identifies by codes the country, industry, and type of foreign unit (branch or affiliate), etc.

Transfer to WNRC when 3 years old. Dispose when 20 years old.

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258. Foreign Direct Investment Capital Flow. These printouts are quarterly and annual summary listings of capital flow transactions between U.S. companies and their foreign affiliates.

Transfer to WNRC when 3 years old. Dispose when 20 years old.

259. Foreign Direct Investment Income. These are quarterly and annual summary listings of income received by U.S. companies from their foreign affiliates.

Transfer to WNRC when 3 years old. Dispose when 20 years old.

260. Data Processing Program Printout. This is a run of the program tape used to review and update the program as needed.

Dispose when superseded.

(Punch Cards)

261. Computer Program Deck. Punch cards which translate into machine language, commands to the computer to select the proper data and how to process it.

Dispose of individual punch cards when superseded by a new card.

(Foreign Direct Investments in the United States)

262. Reporters General Correspondence File. This file contains incoming and outgoing correspondence with reporters concerning submission of reports, clarification of data, additional data needed, whether or not a report is required, change of name or affiliation, transmittals, and the like. This correspondence loses its value in a short time after publication of the survey results.

Dispose of individual papers or contents of file folders when they have served their purpose.

263. Historical File of Reporters. This contains copies of memoranda, notes, letters, newspaper and other clippings,

excerpts from financial publications pertaining to mergers, name changes, liquidations, and other changes in the corporate structure of parent or affiliated organizations.

Dispose of individual documents or the contents of file folders when they have served their purpose, or when the firm is dissolved, whichever is sooner.

264. Annual Reports of Parent Companies and Affiliates.

These are copies of printed or processed annual reports of foreign parent firms and of their U.S. affiliates. Also included are related financial reports that contain useful data. These are secondary source materials having value limited to purposes of keeping up with reporters and checking or adjusting the data.

Dispose of documents when superseded.

265. Technical Information File. This file contains information copies of correspondence, and printed and processed material collected to keep up with new developments and special situations in the foreign investment field and in fiscal and monetary policies.

Dispose when superseded.

266. Quarterly and Annual Survey Forms for Foreign Direct Investments in the U.S. All of the data used to produce an analysis of the Foreign Direct Investments in the United States are derived from the following forms which are filled out and returned by reporters:

BE-605 Confidential Quarterly Report,
Transactions with Foreign Parents

BE-606 Confidential Quarterly Report,
Transactions of U.S. Branches or Other
Unincorporated U.S. Business with Foreign
Home Office

BE-606B Confidential Quarterly Report,
Transactions of U.S. Branches or Agencies
of Foreign Banking Firms with Home Offices

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BE-606I Confidential Annual Report, Transactions
of U.S. Branches or Subsidiaries of Foreign
Insurance Companies with Foreign Parent
or Home Office

Upon receipt, each form is logged in. Data from the report is posted to worksheets on royalties, fees, income and earnings, and capital. These data are analyzed to show capital flow between the foreign parent firm and its U.S. affiliates.

The data for insurance transactions, which are reported annually, are transcribed on separate worksheets and are analyzed in essentially the same manner as the above quarterly data.

The analyses of all data received are published in the Survey of Current Business in the quarterly balance of payments accounts article and in a special annual article on international investments the latest titled "The International Investment Position of the United States: Developments in 1970."

These forms and data are manually processed.

Transfer to WNRC when 2 years old. Dispose 10 years later.

267. Special Benchmark Survey Forms File. These special survey forms are sent to a more extensive list of respondents for which there is a special effort made to locate respondents. These reporters are required to report much smaller investments than the amount of the established ceiling for the regular quarterly and annual surveys. Submission of these survey forms, as well as for the quarterly and annual surveys are mandatory under the Bretton Woods Agreement Act. Since these data will be used to establish a benchmark for future analytical purposes, the broadest base of data possible is collected including financial balance sheets, statements of employment, profit and loss statements, and the like. Special forms are designed and appropriately cleared for each benchmark survey.

Dispose 3 years after publication of the next benchmark.

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268. Quarterly and Annual Worksheets File. These are tabulation sheets on which data extracted from the survey forms are formatted in detail and in summary to provide the necessary array of numbers used in the preparation of articles and tables published in the Survey of Current Business showing the U.S. position on foreign investments in this country by foreign firms.

Dispose 10 years after publication of the next benchmark.

269. Special Benchmark Survey Worksheets File. These are tabulations of data taken from the special benchmark survey forms used to prepare analytical tables and articles that are based on additional pertinent data not included in the previous quarterly and annual reports. The published benchmark establishes a point of departure for future analyses of investments by foreign firms in the U.S.

Dispose 10 years after publication of the next benchmark.

270. Quarterly and Annual Survey Forms Log File. These are 5" x 8" cards showing the name of the reporting company, its mailing address, the year and quarter of the survey, date of receipt of the completed form, name of the country in which the parent firm is located and pertinent other information. This log is used to control receipt of the forms, necessary followup actions, and as a basic mailing list for the next survey.

Transfer to WNRC with the related survey forms when 3 years old. Dispose 5 years after publication of the next special survey which establishes a benchmark.

271. Special Benchmark Survey Forms Log File. These are 5" x 8" cards which show the name and address of the U.S. affiliate of the foreign parent company, date reports are mailed, date reports are due, date extended, number of reports received, and the dates in and out of all correspondence with the reporter, appropriate industry code, and other pertinent remarks.

Dispose 3 years after publication of the next benchmark.

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(Plant and Equipment Expenditures by Foreign Affiliates
of U. S. Corporations)

272. Reporters General Correspondence File. This contains incoming and outgoing correspondence concerning reporting requirements, delinquent reports, change of firm's name or location, mergers, dissolution of firm, failure to submit data, explanation or clarification of data supplied, and similar matters. With a few exceptions, this correspondence has no value after publication of the survey results. Exceptional items are moved forward to the current file and maintained as a current worktool.

Dispose of individual documents or contents of file folders when they have served their purpose.

273. Sources and Uses of Funds of U.S. Direct Investments Abroad--Annual Survey Forms File. The forms are sent to U.S. companies to collect data on gross capital expenditures, sources and uses of funds, and sales. These data are used to get a measure of foreign investment by U.S. companies more consistent with and comparable to data on gross capital investment in the U.S. and in foreign countries. More specifically the forms involved are:

- BE-133 Confidential Annual Report--Sources and Uses of Funds of U.S. Direct Investments Abroad, 19__
- BE-133B Follow-Up Schedule of Expenditures for Property Plant and Equipment of U.S. Direct Investments Abroad for the Years 19__ and 19__
- BE-133C Schedule of Expenditures for Property, Plant and Equipment of U.S. Direct Investments Abroad for 19__ (Actual) 19__ and 19__ (Projected)

All of the data collected on these forms are written on magnetic tape. After analysis it is published in tables and special articles in the Survey of Current Business. Furthermore, the Maximum Detail Sources and Uses of Funds Master Input Tape is earmarked for retention long enough to meet all requirements for administrative, historical, or legal purposes.

Dispose when 3 years old.

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(Magnetic Tapes)

274. Maximum Detail Sources and Uses of Funds Master Input Tapes. All data collected on Forms BE-133, BE-133B and BE-133C are written on these tapes. As needed, data are drawn from these tapes and written on subset tapes and intermediate printouts in the process of analysis. The results of the analysis are published in tables and special articles in the Survey of Current Business.

These tapes are maintained as a part of a broad based data bank on the balance of payments.

Retain indefinitely. Transfer to WNRC when 10 years old.

275. Universe Estimates Master Input Tapes. These are derived from the Maximum Detail Sources and Uses of Funds Master Input Tapes. The data written on them include the estimates and projections for U.S. owned foreign affiliates for the universe of various data items reported, such as sources and uses of funds, sales, and expenditures for plant and equipment.

These tapes are maintained as a part of a broad based balance of payments data bank.

Retain indefinitely. Transfer to WNRC when 10 years old.

276. Subset Tapes. A number of subset or work tapes are produced in the course of processing and analyzing data from the master tapes described above. All of these tapes are superseded by the tapes representing the next worksteps leading to publication of special articles and/or tables in the Survey of Current Business.

Scratch when they have served their purpose.

(Computer Printouts)

277. Intermediate Printouts. These are listings and computations produced to edit, revise, or test data at various work stages involved in preparation of articles and tables published in the Survey of Current Business

on sources and uses of funds, sales, and plant and equipment expenditures for U.S. owned foreign affiliates.

The retention of the master input tapes for an indefinite period obviates the need to keep these printouts beyond their operating usefulness.

Dispose when 3 years old.

(Punch Cards)

278. Raw Data Input Punch Cards. These are decks of cards that are occasionally punched to transfer data from the survey forms described above to magnetic tape.

Dispose when the data has been written on magnetic tape and it has been checked.

279. Computer Program Punch Cards. These are decks of cards punched with a computer program consisting of commands to the machine to select the data prescribed and process it in the prescribed manner.

Dispose when superseded or when the program is discontinued, whichever is appropriate.

Special Surveys Branch

The Special Surveys Branch is responsible for planning and executing in-depth research and analysis studies within the field of international economics as it pertains to the long-term benchmark surveys and censuses as well as periodic data collection programs on Forms BE-10 series, 11A and 11B and others undertaken throughout the Division. The forms are computer processed, which edits and tests the data and provides answers to questions concerning the statistical and financial aspects of multinational U.S. companies and their foreign affiliates. These studies concern the various subject matter areas of the Division, encompassing such topics as the measurement of capital and income transactions between major international companies and their foreign affiliates, portfolio transactions between the U.S. and foreign countries, and other international capital flows.

280. Reporters General Correspondence File. This contains incoming and outgoing correspondence interpreting the instructions for filling out the survey forms; requesting specific information from the reporter; requesting explanations of data submitted by the reporter; and requesting submission of delinquent forms. Also it may include publicly available information such as company reports to stockholders and newspaper clippings on mergers, name changes, etc. The file is initially arranged alphabetically by the name of the company (reporter), later during the full census survey, the papers are rearranged by company following the Standard Industrial Classification system.

This correspondence is retained until after the data have been analyzed and published and until after the next full census is made because it contains information that is not always provided on the survey form.

Start a new file for each full census. Dispose
1 year after final publication of the census.

281. Confidential Source Materials Supplied by Internal Revenue Service and Others. Included in this file are direct image copies of reports submitted by firms to the Internal Revenue Service and other agencies. Also included are printouts, and similar detailed reports of the firm's financial dealings.

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These materials are highly sensitive and are statutorily restricted. To retain this material longer than is necessary for operating purposes is prejudicial to the public interest and could result in violation of private legal rights.

Dispose by maceration or burning when necessary data has been extracted and checked.

282. Foreign Investment Benchmark Censuses and Special Surveys (Mini-Censuses) Forms. At intervals of about every 5 years a census of foreign investments is made by sending survey forms to the largest possible sample of the universe. The data collected is used to establish a benchmark for a portion of the balance of payments subject area. The forms used for the benchmark census are:

BE-10A	<u>Survey of American Business Investments in Foreign Countries, Summary Sheet</u>
BE-10B	Report Form for Allied Foreign Organizations: Form B Insurance Form B Financial Form B Non-Financial
BE-10C	Report for Associated Foreign Organizations:
BE-10D	Continuation Sheet
BE-10E	Exports from the U.S. to Allied Foreign Organizations
BE-10E-S	Summary Sheet, Merchandise Exports from United States

Between benchmark censuses, special surveys (mini-censuses) are made (usually annually) of multinational companies. A smaller sample of the universe is used for the mini-censuses than for benchmark censuses. The forms used for mini-censuses are as follows:

BE-11A	<u>Special Survey of Multinational Companies (Summary Sheet)</u>
BE-11B	<u>Special Survey of Multinational Companies (Report form for Foreign Affiliates)</u>

In addition to the above, there may be new forms designed for surveys which will be developed at a later date.

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The raw data collected on survey forms must be held until the published data has been fully substantiated.

Transfer to WNRC when 10 years old. Dispose when 20 years old.

283. Methodology File. For each census and survey a plan is prepared which includes the data processing system, form edit and review procedures, analytical and statistical guidelines, and table specifications and layouts to be used in making the census or survey. These plans have long-term value as precedents.

Retain, indefinitely.

(Magnetic Tapes)

284. Master Maximum Detail Input Tapes. These tapes contain all of the data provided by reporters to the BEA on survey forms for Foreign Investment Censuses and Special Surveys, sent to them for completion and return. The data on the tapes are collected from reporters on the survey forms described above.

Retain indefinitely. Transfer to WNRC when 10 years old.

285. Intermediate Output Tapes. These provide specialized reports and data from the Master Maximum Detail Input Tapes, some of which are published and others are used for analytical purposes.

The primary end product is data on foreign direct investments of multinational corporations broken down primarily by country and industry, size and type of corporation, primary and secondary ownership. Related to these are a multitude of specialized reports.

Scratch when the related report is distributed, or when it has served its purpose, whichever is sooner.

286. Subset Tapes. These include tapes written for the purposes of proofing, editing, or testing the data. They have no value other than for immediate work purposes.

Scratch when they have served their purpose.

(Computer Printouts)

287. Foreign Investment Benchmark Censuses and Special Surveys (Mini-Censuses). These are printouts of data in various arrays from the Master Maximum Detail Input Tapes and the Intermediate Output Tapes described above. At intervals of about 5 years a census of foreign investment is made using the largest possible sample of the universe to establish a benchmark for a portion of the balance of payments subject area. The most recent census (benchmark) is for the year 1966 which will be published as a supplement to the Survey of Current Business in several parts under the lead title as follows:

U. S. DIRECT INVESTMENTS ABROAD, 1966

Part I: Balance of Payments Data
(Final issued Dec. 1971)

Part II: Investment Position, Financial and
Operating Data

Group 1. Preliminary Report on Foreign
Affiliates of the U.S. Petroleum
Industry

Group 2. Preliminary Report on Foreign
Affiliates of the U.S.
Manufacturing Industries

Group 3. Preliminary Report on Other
Industries

Part II: Investment Position, Financial and
Operating Data - All Industries
(This is the final version of Part II
that when issued may supersede the
preliminary reports issued for this part.)

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Using a smaller sample than for the censuses, special surveys (mini-censuses) are made of capital and income flows between U.S. parent firms and their foreign affiliates, and between foreign parent firms and their U.S. affiliates, and other international transactions.

These printouts are produced to check, edit, or to test data on the magnetic tapes, and to answer spot questions after publication of census or periodic survey data. They are workpapers having only short-term value, since all of the data that they contain can be retrieved from the Master Maximum Detail Input Tapes which are earmarked for retention long enough to meet all requirements for administrative, historical, and legal purposes.

As time permits, it is planned to put on magnetic tape matrices which will include all of the data on the Master Maximum Detail Input Tapes, that meet BEA standards, and that can be made available to the public under existing statutory restrictions. These matrices will make available data accessible to the public with minimum delay and expense.

- a. Census Printouts, One Set - Dispose 5 years after publication of the next census.
- b. Census Printouts, All Other Sets - Dispose when they have served their purpose.
- c. Periodic Surveys (Special Studies) Printouts - Dispose when they have served their purpose.

(Punch Cards)

288. Program Punch Cards. A deck of cards is punched containing a computer program as needed for each end product report. The commands are transferred to magnetic discs or to computer memory, whichever is appropriate. In both cases the data is cleared when the program run is completed.

Dispose when the report is printed out and checked.

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BALANCE OF PAYMENTS DIVISION

The Division maintains, improves, and interprets the balance of payments accounts of the United States and their current and capital components, including detail by foreign geographic area, from the standpoint of throwing lights on the effects of the balance of payments on the U.S. economy, and on the role of the United States in the world economy. It conducts designated surveys to obtain basic data necessary to construct the balance of payments accounts, including surveys of foreign transactions of Government Agencies.

The Division also does research in the techniques required to interpret the balance of payments accounts. Forecasts of the balance of payments are prepared in cooperation with other agencies.

Automation of the program was initiated in 1965 and is now almost complete. Under the system, each supervisory economist collects the raw data, by survey or from secondary sources, needed to produce the balance of payments figures or the analysis called for by his assignment. Generally, raw data are preliminarily analyzed and manually posted on detail (worksheets) sheets. Final figures are derived from these preliminary detail sheets and posted on a separate detail sheet which is submitted to a central point for coordination, compilation, and transcription on magnetic tape and inclusion in the balance of payments data bank. The computer is programmed to select data from the bank and automatically process it and produce balance of payments tables for publication.

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Office of the Chief

289. General Correspondence Subject File. Documentation generated by the Chief in the course of directing the affairs of the Division including correspondence with the Congress, other Government Agencies, and other Departmental units. Also included are requests for information, meeting and conference participation papers, memorandum instructions to the staff, official record copies of correspondence prepared within the Division, and the like.

Transfer to WNRC when 3 years old. Dispose when 10 years old.

290. Office of Management and Budget Forms Clearance File. This consists of copies of public-use forms, and requests for their approval submitted to OMB for approval with copies of the OMB actions on the requests.

Dispose of clearance papers of individual forms 5 years after the clearance is terminated.

291. Balance of Payments Press Release File. This consists of multiple copies of each press release prepared by the Division and maintained for distribution and for answering requests for information. After the demand reaches a minimal point, two or three copies of the releases are retained for convenience of reference. Record copies of these releases are maintained in the Newsroom, Office of the Secretary long enough to satisfy all requirements.

Residual copies-Dispose when no longer needed for current business.

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292. Administrative Subject File. These are office copies of housekeeping papers pertaining to budget, ADP costs, personnel actions, requisitions for services and other things, space, time and attendance, travel, and similar matters.

Dispose when 3 years old.

293. Reading File. This consists of one copy of each outgoing item arranged chronologically.

Dispose when 3 years old.

Office of Assistant Chief

294. Balance of Payments Projections Files. These contain worksheets and other supporting papers for quarterly balance of payments projection exercises to establish what the balance of payments outlook will be a year or two in the future. This is an interagency effort in which BEA is a prime contributor. The files are available only to authorized BEA officials since they are primarily created for use by top level policy makers. The information contained in these files is essentially duplicated in the official analysis issued by the Treasury Department.

Dispose when no longer needed for current business.

295. Balance of Payments Methodology Files. These contain manuscript, printed and processed documents pertaining to the theory and principles of balance of payments accounting, how to collect the data, and the statistical and economic standards involved. Some of these papers are produced by staff members of other government agencies and international organizations; other are produced in the private sector.

Dispose when no longer needed for current business.

DISPOSAL NOT
APPROVED

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296. Secondary Source Materials Files. These contain primarily unpublished statistical data on weekly movements in balance of payments. The papers constitute a valuable research tool for studying the structure and outlook of the balance of payments.

Dispose when no longer needed for current business.

297. Balance of Payments Current Research Files. These contain special studies on effects of certain current developments on the balance of payments. The studies usually involve a considerable amount of research and analysis. Studies produced affecting broadly based balance of payments problems are generally published sooner or later.

Dispose when no longer needed for current business.

298. General Correspondence Files. These contain incoming and outgoing correspondence generated by the Assistant Chief of the Division for convenience or reference. Record copies are retained in the Office of the Chief.

Dispose when no longer needed for current business.

Analysis and Review Staff

299. Detail (Worksheets) Sheets for Balance of Payments Data. These are large spread sheets on which raw data taken from survey forms and from secondary source materials are posted in the prescribed array of data cells after having been subjected to a coarse screen analysis. The data are arranged on the sheets by area and thereunder by line items of the balance of payments accounts.

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These detailed sheets are prepared by the economic analyst responsible for the several subject areas within the Division and collected here for final analysis and revision, and compilation as they appear in balance of payments tables and special articles published quarterly and in revised form annually in the Survey of Current Business.

Using a predetermined base year, the balance of payments accounts published in the Survey of Current Business are reformatted and revised from the base year forward to date. When this occurs, the results for the period involved are published as a supplement to the Survey of Current Business. As a general rule, when the accounts are reformatted from a base year forward, all of the data published for prior years are also included in the supplement. However, in the past it has not been the practice to reformat or change the numbers for the period prior to the base year. The base year is the closest thing to a benchmark year used in the preparation of the balance of payments since the benchmark year concept has no practicable application in the activity.

When the detail sheets are received from the various economic analysts, data from them are posted on a worksheet (Form BE-697-U.S. International Transactions), first by year, thereunder by the 8 balance of payments accounts which are further broken down into 55 line item accounts. The data from these worksheets are coded and transcribed on a coding sheet (Form BE-88) which are sent to the Computer Services Division where the information is transferred to punch cards and from them to magnetic tape. A proof printout containing the data in precisely same form in which it will be published is run.

The worksheets contain in summary form all of the data collected from reporters and secondary sources, and all of the data on the worksheets is written on magnetic tapes.

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Dispose when no longer needed for current business.

300. Worksheets (Form BE-697 U.S. International Transactions). These are large 20-column spread sheets on which all of the data from the detailed sheets are manually posted in summary form, first by year, thereunder by line items of the balance of payments accounts.

All of the data on these sheets are written on magnetic tapes which are earmarked for retention long enough to meet all administrative, historical, and legal needs.

Dispose when 20 years old.

301. Code Sheets (Form BE-88 Worksheets by Area) File. Codes for the line items comprising the balance of payments accounts and the appropriate data for each line item from the worksheet are posted on code sheets. These are sent to the Computer Services Division where the codes and data are transferred to punch cards.

Dispose when superseded by code sheets for next quarter.

302. Balance of Payments Special Reports File. This consists of copies of each special balance of payments report produced quarterly and annually by the Balance of Payments Division. Some special studies produced by other agencies are reviewed and revised before publication. They are all prepared for other government agencies. The studies include the following:

- Economic Indicators for Council of Economic Advisors
- Organization for Economic Cooperation and Development Reports
- International Monetary Fund Reports
- United Kingdom Special Report

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Update of balance of payments data appear in the following reports:

U. S. Statistical Abstract
World Almanac
Information Please Almanac
Moody's Investment Service, Inc.

The file is primarily comprised of background and supporting papers.

Dispose of individual documents or content of file folders when no longer needed for current business.

303. Summary Balance of Payments Tables and Charts with Supporting Papers. These are copies of summary tables and charts and related papers containing the detail data supporting them. The tables and charts are published in balance of payments articles in the Survey of Current Business.

Dispose when 5 years old.

304. Secondary Source Materials File for U.S. Merchandise Trade Projections. These are printed and processed materials produced by other government agencies and BEA and collected by the Analysis and Review Staff to produce estimates and projections of U.S. merchandise exports and imports in the balance of payments accounts. The raw data selected from these sources is compiled in various arrays and formats useful for the derivation of equations to make quarterly projections one year ahead. These materials also include punch cards generated in the Balance of Payments Division.

Dispose when superseded or when 5 years old whichever is sooner.

305. Projection Worksheets File for U.S. Merchandise Trade. These are presentations of the projections using the pertinent equations, assumptions concerning the portion of trade excluded from the equations,

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and certain economic assumptions of the future to project merchandise trade. The worksheets document the development of the merchandise trade projections. Consequently, they are needed as a worktool for current business and as a record of the performance of the projection equations.

Dispose when 5 years old.

306. Current Estimates of Net Exports of Goods and Services. These files contain estimates of exports and imports of goods and services for the current quarter and month. Each quarter is estimated preliminarily and later on a final basis. These are done for National Income and Wealth Division, BEA, and incorporated in the gross national product data.

Dispose when 7 years old.

307. Bilateral Balance of Payments Estimates Files. These contain unpublished estimates and summary sheets of U.S. international transactions with a limited number of individual countries on an annual basis. These estimates have been undertaken on request only for other offices of the U.S. Government.

Retain indefinitely. *Transfer to WARC when*
~~Dispose in 15 years old.~~

308. Bilateral Balance of Payments Reconciliation Files. These contain comparisons of U.S. data and Country X's data for U.S. international transactions with Country X. Variations in definition, coverage, etc. are explored in an effort to explain the differences between the two sets of data or to improve U.S. data.

~~Retain indefinitely.~~ Dispose when no longer needed for current business.

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309. Index of Industrial Production in Foreign Industrial Countries File. These include the current index, the data from which it is developed and its construction for the period 1953 to date. Earlier versions and variations of the index are also included. The index is used mainly as a variable in the projections of U.S. exports.

~~Retain indefinitely.~~ Dispose when no longer needed for current business.

(Magnetic Tapes)

310. Master Maximum Detail Input Tape. This tape contains data appearing on the detail sheets prepared by the various balance of payments economic analysts.

Data are drawn from these tapes and arrayed in various ways to produce all of the published balance of payments tables.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

311. Master Summary Output Tape. These tapes contain data drawn from the Master Maximum Detail Input Tape arranged first by country grouping thereunder by year and balance of payments line items as appear on balance of payments tables Nos. 2, 3 and 9.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

312. Master Code Conversion Tape. This tape contains conversions so that when run against the Master Summary Output Tape, the data is formatted in groupings with appropriate seasonal adjustments to produce Table 1, U.S. Balance of Payments Summary.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

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(Computer Printouts)

313. Annual and Quarterly Cumulative U.S. International Transactions. These printouts contain the same information for each quarter and for each year that appears in the balance of payments tables published in the Survey of Current Business.

- a. Quarterly Issues - Dispose when superseded by the issue for the next quarter.
- b. Annual Issues - Dispose when superseded by the next annual issue.

314. Projection Printouts. These contain the data input taken from secondary source materials and processed in accordance with the DAM 70 Regression and Data Handling Program. The program directs the computer to select specific data and process it to produce equations which are used to project U.S. merchandise imports and exports 1 year in advance. These printouts contain the data and calculations which summarize the development of a projection equation or groups of equations.

No magnetic tapes are produced in this process since it is a card to printout operation performed automatically by the computer.

Dispose when 5 years old.

315. Intermediate Printouts. These are printouts produced on an "as needed basis" to check, test, or revise data in the computer program.

Dispose when they have served their purpose.

(Punch Cards)

316. Maximum Detail Data Punch Cards. This deck of cards contains all of the substantive data summarized from the detail sheets. This data is used to produce all of the balance of payments tables published in the Survey of Current Business.

Dispose after the data has been written on magnetic tape and verified.

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317. Projection Data Input Punch Cards. This deck contains all raw data used to produce U.S. merchandise trade equations. The data is processed from card to printout.

Dispose when superseded by a new card or by a new deck.

318. Computer Program Punch Cards. These cards contain commands to the computer to select specified data and process it in a specified manner.

Dispose of individual punch cards when superseded by a new card or dispose of the deck when the program is discontinued.

(Seasonal Adjustments)

319. Seasonal Adjustment Worksheets File. These are ruled spreadsheets on which selected data are posted from the detail sheets submitted to the Analysis and Review Staff for computer input in the balance of payments data bank. The data are analyzed and manually maintained to the point in time when it is used for computer input to calculate the factors used to seasonally adjust the balance of payments accounts.

Dispose when 10 years old.

(Computer Printouts)

320. Seasonal Adjustment Printouts. These are printouts containing all of the data on punch cards and the calculations performed by the computer to produce seasonal adjustment factors on a quarterly, annual and biannual time-span for each line account in the balance of payments accounts.

Transfer to WNRC when 5 years old. Dispose when 20 years old.

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(Punch Cards)

321. Seasonal Adjustment Punch Card Deck. All of the data needed for computer input to calculate seasonal adjustment factors at least 1 year in advance are transcribed on punch cards. All of the data transcribed on the cards are printed out using a key to printout process by utilizing the memory capacity of the computer on magnetic discs.

Dispose of individual cards when superseded by a new card.

322. Computer Program for Seasonal Adjustment Punch Card Deck. These contain commands to the computer to select specified data and process it in the prescribed manner.

Dispose of individual cards when superseded by a new card.

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Government Current Transactions Branch

323. Secondary Source Materials File. This is comprised of printed and processed materials produced by other government agencies and supplied to the BEA for preparation of the balance of payments accounts, in accordance with Office of Management and Budget requirements.

Data from the Department of Defense consist of punch cards for computer processing and listings which show all international transactions which enter the current account of the international balance of payments. Separate listings and supporting cards are received from the Army, Air Force, Navy, OSD, and other Defense Agencies. Card data are recorded on magnetic tape and destroyed after verification with listings.

Data from the nonmilitary agency reports are recorded in ledgers by agency, by country, and by category of expenditure or receipt. (Data are not put on magnetic tape at this time because incoming data are sufficiently summarized that work involves more analysis than processing.)

Transfer to WNRC when 5 years old. Dispose when 10 years old.

324. Ledger File. These contain maximum data pertaining to government current transactions of nonmilitary agencies. Data are summarized on a detail sheet and submitted to the Analysis Review Staff.

- a. Pre-1965 - Transfer to WNRC. Dispose when 40 years old.
- b. Post-1965 - Transfer to WNRC when 10 years old. Dispose when 40 years old.

325. General Correspondence File. This file contains incoming and outgoing correspondence mostly comprised of requests for information on

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the balance of payments impact of current government transactions abroad. Almost without exception these requests are answered with a letter and attachments. Record copies of this correspondence are retained in the Office of the Chief.

Dispose of individual documents or the contents of file folders when they have served their purpose.

326. Technical Information File. This is comprised of a section arranged under names of countries and a section arranged alphabetically by subject or program. It contains related government documents and reports, and related material from U.S. Embassies, business journals, newspapers, and other pertinent printed and processed materials used for supporting data on foreign governments transactions not available elsewhere.

Dispose of individual documents or contents of file folders when they have served their purpose.

(Magnetic Tapes)

327. Detail Work Tapes. All of the data compiled to analyze and report on the U.S. current defense transactions which enter the U.S. balance of payments are written on these tapes. This data is summarized and written on the Balance of Payments Master Maximum Detail Input Tape. These work tapes, however, must be kept for a rather long period for purposes of revising or validating the figures reported.

Transfer to WNRC when no longer needed for current business. Scratch when 25 years old.

(Computer Printouts)

328. Detail Work Printouts. These contain the data written on the Detail Work Tapes described above arranged in various arrays and formats.

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They are used in the process of analyzing the mass of data collected and in preparing the final figures as they appear in the various tables and articles.

Dispose when 5 years old.

(Punch Cards)

329. Data Input Punch Cards. This card deck translates data to machine language to be written on magnetic tape.

Dispose when subject tape has been checked or verified.

330. Computer Program Punch Cards. These contain commands to the computer to select specified information and process it in a specified manner.

Dispose of individual cards when superseded by a new card, or of the deck when the program is discontinued.

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Government Grants and Capital Branch

331. Primary and Secondary Source Materials File.

This includes typescript copies of operating documents of other government agencies, reports prepared by other government agencies to BEA specification, and printed and processed documents produced for some degree of distribution by other government agencies and organizations.

These materials contain data that are analyzed, compiled, and published in the balance of payments accounts identified below by line item number and title as they appear in Table 2 - U.S. International Transactions:

- 13 - Income Receipts on U.S. Government Assets Abroad
- 14 - Transfers of Goods and Services Under U.S. Military Grant Programs, Net
- 28 - U.S. Military Grants of Goods and Services, Net
- 30 - U.S. Government Grants (excluding military)
- 31 - U.S. Government Pensions and Other Transfers
- 34 - Loans and Other Long-Term Assets
- 35 - Foreign Currencies and Short-Term Assets
- 36 - Scheduled Repayments on Credits
- 37 - Nonscheduled Repayments on Credits
- 54 - Nonliquid Liabilities, Reported by U.S. Government, To Foreign Official Reserve Agencies, and
- 55 - Nonliquid Liabilities, Reported by U.S. Government, To Other Official and Private Foreigners

In addition to the materials collected for use in compiling the above listed balance of payments accounts, other source materials are generated or collected for use in compiling other balance of payments accounts in which U.S. Government transactions are a component and to prepare other

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reports required by statute, such as, National Advisory Council on International Monetary and Financial Policies Annual Report to the President and to the Congress. A large percentage of these are copies of operating reports or other action documents prepared by the agency to meet its own requirements. A few are prepared specially for BEA. Some of these documents are restricted or security classified.

- a. Printed or processed source materials - Transfer to WNRC when 15 years old. Dispose when 40 years old.
- b. Copies of operating documents produced by other government agencies - Transfer to WNRC when 25 years old. Dispose when 40 years old.

332. Survey Forms (BE-138 and BE-139). These forms are distributed periodically to other government agencies to collect data on foreign currency claims and dollar deposit liabilities to "foreigners." The data are used to respond to requirements established by the Bretton Woods Agreement Act.

Dispose 1 year after publication of the analysis of the data they contain.

333. Government Grants and Credits Worksheets File. Data are posted on these sheets from source materials on interest realized on long- and short-term credits to the U.S. Government from the rest of the world; U.S. military grants to other countries; foreign assistance (nonmilitary); U.S. payments to foreigners and Americans in foreign countries and other transfers; U.S. loans and other long-term assets; U.S. exports of farm products for foreign currencies; U.S. collections of principal on loans and other credits; nonscheduled repayments on credits to U.S.; net transactions representing collections for, and repayments against, deposit and security obligations of the U.S. Government to foreign official reserve agencies; and the like.

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Beginning with a preliminary posting of data, selected data are posted for analysis, the total process often involves the production of several worksheets, each of which represents a progressive refinement step towards the final or prime editing worksheet.

The prime editing version contains the data substantially as it is published and a considerable quantity of unpublished supporting data.

- a. Prime editing worksheets - Retain indefinitely. Transfer to WNRC when no longer needed for current business.
- b. All others - Dispose when no longer needed for current business.

334. Foreign Assistance Worksheets File. Data from secondary source materials and from copies of operating documents supplied by other government agencies are posted on worksheets for analysis to produce reports and special studies which contain measures of international economics of the U.S.

The reports and special studies produced from these worksheets are not a part of the primary mandate of the Division to publish measures of balance of payments. Some of these reports are required by statute; others are required by international agreement.

- a. Prime editing worksheets - Retain indefinitely. Transfer to WNRC when no longer needed for current business.
- b. All others - Dispose when no longer needed for current business.

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335. Methodology Files. These contain copies of descriptions of data processing systems, procedures, and instructions which show how certain projections, estimates, or economic measures are derived.

~~Retain indefinitely.~~ Transfer to WNRC when no longer needed for current business.

336. Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD) Annual Aid Review Statistical Annex to the Memorandum of the United States File. This consists of input memorandums, worksheets, and reports from other government agencies; compiling worksheets; and draft final tables as incorporated in the U. S. Government's formal submission to the Development Assistance Committee. Also included are copies of agenda, minutes, issuances, reports, and other papers generated by the Committee and source materials and worksheets on which data are aggregated and analyzed to produce projections and estimates of U.S. participation in economic assistance to underdeveloped countries.

Transfer to WNRC when no longer needed for current business. Dispose when 25 years old.

(Magnetic Tapes)

337. Government Grants and Capital Transactions Master Input Tapes. Selected data from source materials are compiled on worksheets. These data on the major nonmilitary transactions of the government are written on these tapes. After appropriate analysis, the accounts listed in the item covering Primary and Secondary Source Materials are derived from these tapes. These tapes are a part of the Balance of Payments Data Bank.

~~Retain indefinitely.~~ Transfer to WNRC when no longer needed for current business.

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338. Balance of Payments Master Input Tapes. These tapes contain data for the accounts, enumerated above, substantially as they appear in appropriate tables published in the Survey. In addition, a considerable quantity of unpublished supporting data are written on these tapes.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

339. Subset Tapes. These are work tapes resulting from utilization of the computer to aggregate, compile and manipulate data to expedite analysis.

Scratch when they have served their purpose.

(Computer Printouts)

340. Final Run Printouts. These are final printouts containing the figures for balance of payments accounts; foreign assistance, and National Advisory Council tables substantially as they are published with unpublished supporting data.

Dispose when 25 years old.

341. Preliminary Printouts. These are produced to advance the process of analysis, or to check and revise data. Some are produced for test or diagnostic purposes.

Dispose when they have served their purpose.

(Punch Cards)

342. Data Input Card Decks. Source data are transcribed on these cards for computer input and automatic processing.

Dispose 1 month after the data has been written on tape and it has been accepted.

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343. Computer Program Punch Cards. These contain commands to the computer to select specified data and process it in a specified manner.

Dispose of individual cards when replaced by a new card, or of the deck when the program is discontinued.

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Private Capital Branch

344. Secondary Source Materials File. These are printed and processed materials produced by the Federal Reserve System for the Treasury Department. Data are extracted from these materials to establish the balance of payments on the following accounts by their line number in U. S. International Transactions Table 2:

- 12 - Income Receipts on Other U.S. Private Assets Abroad
- 26 - Income Payments on Other Private Liabilities
- 27 - Income Payments on U.S. Government Liabilities
- 40 - Foreign Securities
- 41 - Long-Term Claims Reported by U.S. Banks
- 42 - Short-Term, Nonliquid Claims Reported by U.S. Banks
- 43 - Short-Term, Liquid Claims Reported by U.S. Banks
- 44 - Long-Term Claims Reported by U.S. Nonbanking Concerns
- 45 - Short-Term, Nonliquid Claims Reported by U.S. Nonbanking Concerns
- 46 - Short-Term, Liquid Claims Reported by U.S. Nonbanking Concerns
- 49 - U.S. Securities Other Than Treasury Issues
- 50 - U.S. Long-Term Nonliquid Liabilities to Private Foreigners, Reported by U.S. Nonbanking Concerns
- 51 - U.S. Short-Term Nonliquid Liabilities to Private Foreigners, Reported by U.S. Nonbanking Concerns
- 52 - U.S. Long-term Liabilities to Private Foreigners, Reported by U.S. Banks
- 53 - Long-Term Liabilities to Foreign Official Agencies, Reported by U.S. Banks
- 56 - U.S. Liquid Liabilities to Private Foreigners
- 57 - U.S. Liquid Liabilities to Foreign Official Agencies
- 59 - Transactions in U.S. Official Reserve Assets, Net, Gold

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- 60 - Transactions in U.S. Official Reserve Assets, Net, SDR
- 61 - Transactions in U.S. Official Reserve Assets, Net, Convertible
Transactions in U.S. Official Reserve Assets, Net, Currencies
- 62 - Transactions in U.S. Official Reserve Assets, Net, Gold Tranche
Position in IMF
- 63 - Allocations of Special Drawing Rights (SDR)

After preliminary analysis, the data selected from these materials are posted in summary form and in various breakdowns on detail sheets. The final figures are published in tables and special articles in the Survey of Current Business. These materials accumulate in only small volume. Also, the concepts in this particular area of the balance of payments accounts are in a state of flux, therefore, it will be necessary to maintain these materials for a relatively long period.

Transfer to WNRC when 20 years old. Dispose when 40 years old.

345. Detail Sheets File. Raw data extracted from the secondary source materials are posted on detail sheets in summary form reflecting a preliminary analysis. Based on further analysis and processing, final figures are posted on another detail sheet just as they will appear in published balance of payments articles and tables produced by the computer. Thus, the detail sheets contain much data that is never published and that is needed for extended analytical study.

Dispose when 20 years old.

346. Recapitulation Worksheets File. These are large sheets on which data from a number of detail sheets are consolidated to provide an analysis in depth for a particular line account or a reporter.

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These sheets are used for long-term analytical purposes primarily concerned with the validation or substantiation of published figures and for the refinement of the subject balance of payments accounts.

Dispose when 15 years old.

347. Components of Gross Data File. These are materials collected from various public sources to monitor the components of gross data produced by the Federal Reserve System and Treasury Department. The data published by the Department and the System is in terms of gross totals. These materials are collected and used to convert the gross totals into the categories and components of such totals that are used by BEA in the balance of payments accounts and elsewhere for analytical use.

Dispose when 15 years old.

348. Census Survey of U.S. Holdings of Foreign Stocks and Bonds. In 1949, using the largest possible sample of the universe, BEA received a compilation of a census of U.S. persons and firms having holdings of foreign stocks and bonds. This compilation serves the same purpose in the Balance of Payments Division as do the papers referred to in other divisions as a benchmark.

Transfer to WNRC 10 years after the next census is taken. Dispose 10 years later.

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Trade and Services Branch

349. Secondary Source Materials File. These include a preliminary machine run produced monthly by Bureau of the Census of U.S. exports-domestic and foreign-by commodity, country of destination, customs district, and methods of transportation. A similar run is received on exports of foreign merchandise from U.S. to other countries containing the same types of data. These runs are replaced by a volume containing the firm data two or three months later.

A run showing U.S. Imports for consumption and general imports by TSUSA commodity country, customs district and method of transportation. A companion report entitled "U.S. Foreign Trade-Imports Schedule A Commodity by Country" is also received from Census.

Census also produces and transmits counterpart reports to those described above for imports and exports containing the data arranged first by country, thereunder by commodity, etc.

Another notable source produced by Census is U.S. Foreign Trade, Highlights of Imports and Exports produced monthly.

A quantity of other printed and processed materials produced by other government agencies and private organizations are collected for the extraction of raw data.

- a. Monthly preliminary runs on exports-dispose when superseded by the monthly final runs.
- b. Monthly final publication on exports-dispose when 15 years old.
- c. Annual final publications of exports-retain indefinitely. Transfer to WNRC when 15 years old.

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- d. Monthly run on imports-retain indefinitely. Transfer to WNRC when 15 years old.
- e. Monthly Imports Schedule A Commodity by Country-dispose when superseded by the annual issue.
- f. Annual Imports Schedule A Commodity by Country-retain indefinitely. Transfer to WNRC when 15 years old.
- g. Monthly Highlights of Exports and Imports-retain indefinitely. Transfer to WNRC when 15 years old.

350. Merchandise Trade Commodities File. These contain exports and imports of major commodities by sections such as agriculture, machinery, aircraft, chemicals, and consumer goods. The vast majority of the material in the file is printed or processed by other government agencies and private organizations.

Dispose of individual documents or the contents of file folders when they have served their purpose, for current business.

351. Domestic Production, Supply, Imports and Exports of Metals File. This contains worksheets showing an analysis of the domestic production, supply, and stock changes of various metals with offsetting numbers for exports and imports including changes in the national stockpile. The worksheets are filed with supporting processed and printed documents. To over simplify this constitutes an inventory of critical metals and it would therefore appear to have long-term significance.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

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352. U.S. Exports and Imports Classified by OBE End-Use Commodity Categories, File. This is a classification of end-product use of commodities exported and imported by United States. The classification has been published for the period 1923-1968. The classification and data needed to update it quarterly in the Survey of Current Business, is written on magnetic tape, supported by background data on hard copy in greater detail.

Printouts-Retain indefinitely, and transfer to WNRC when 15 years old.

Master tape-Same tape is updated each year.

353. Import and Export Merchandise Trade Detail Sheets. These are printed ruled sheets with captions (BE-114 and 114A) on which data drawn from manually prepared spreadsheets are posted. The data on these sheets are analyzed and consolidated in two data cells exactly as they appear in the published balance of payments accounts. The file also includes documentation of data supporting the Detail Sheets.

Retain indefinitely. Transfer to WNRC when 25 years old.

354. Balance of Payments Adjustment File. These are Detail Sheets, with supporting papers, showing the calculation of adjustments to the merchandise trade accounts to balance receipts and expenditures for items not accounted for in the Bureau of Census trade statistics. These are manually prepared.

Retain indefinitely. Transfer to WNRC when 25 years old.

355. Country Merchandise Trade Historical File. This contains typescript copies of papers, handwritten notes, newspaper and magazine clippings, and other printed and processed documents containing factual data on the import and export merchandise trade, or data needed to interpret the trade, of

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foreign countries. The papers are arranged by geographical area, thereunder by country.

Dispose of individual documents or contents of file folders when they have served their purpose.

356. Foreign Trade Subject File. This is documentation of events, actions, and situations occurring in U.S. and abroad that influence changes or controls of segments of foreign trade. For example, data is collected here on the international monetary system, fiscal policies, trade controls, changes in the tariff structures, and the like for the U.S. and foreign governments. This file is a worktool which has daily application in the office concerned.

Dispose of individual documents or the contents of file folders when they have served their purpose.

357. Adjustments Pending File. At present the file contains copies of reports of imports and exports between Guam and other countries prepared by a representative of its government by BEA request. The data in these reports are not included in Bureau of the Census statistics and part of the task is to get Census to appropriately establish recording and publishing procedures for such data.

Another project documented in this file includes the collection and analysis of figures on U.S. goods returned which at present appear in official publications as bona fide imports. Again part of the objective is to arrange an agreement with Bureau of the Census to determine if the items shown in goods returned for imports were originally recorded by Bureau of the Census in export tabulations or processed by Bureau of the Census as temporary exports and therefore excluded from export tabulations.

- a. Selected documents-move to the Balance of Payments Adjustments File upon completion of the project.

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- b. All other papers-dispose when they have served their purpose.

358. GSA Strategic Stock File Data File. This contains detail sheets on which are posted summary figures extracted from secondary sources including the "Statistical Supplement, Stock File Report to Congress," GSA Financial Reports, and similar statistical supporting materials.

The data generated is used to analyze trends in the merchandise trade accounts resulting from changes in strategic metals acquired or released from the national stockpile.

Dispose by burning or shredding when 3 years old.

359. Exports and Imports Related to Production File. These are worksheets and tabulations, with supporting papers, showing the source and production of commodities exported by the U.S. The papers are arranged by the names of commodities.

This file is a long-range worktool used periodically by the office.

Dispose of individual documents or content of file folders when they have served their purpose.

360. Methodology, Procedures, and Special Studies File. Documentation of the techniques, statistical standards and guidelines, data processing methods, table specifications, and procedures used to produce the merchandise trade accounts as they appear in the Survey of Current Business and to produce any special studies assigned to or undertaken by the activity.

~~Retain indefinitely.~~ Transfer to WNRC when they are no longer needed for current business.

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(Magnetic Tapes)

361. Master Maximum Detail Merchandise Trade Input Tape. All of the data supporting the merchandise trade accounts as they appear in the Survey of Current Business are written on these tapes. The most current entries written on the tape, supplement and update all previous data. The current tape is updated quarterly and at the end of the year the last 4 quarters are combined in the annual update.

In addition to producing the merchandise trade accounts, the data written on these tapes are also used to produce U.S. Exports and Imports Classified by OBE End-Use Commodity Categories, published as a supplement to the Survey of Current Business, which is revised each quarter.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Computer Printouts)

362. Master Maximum Detail Merchandise Trade Printout. This is a printout of all of the data written on the Master Maximum Detail Merchandise Trade Input Tape. The data is formatted in the various arrays needed to support the merchandise trade accounts and also the tabular material in U.S. Exports and Imports Classified by OBE End-Use Commodity Categories.

- a. Quarterly printouts - dispose when superseded by a new issue.
- b. Annual printouts - dispose 1 year after publication of the next issue of U.S. Exports and Imports Classified by OBE End-Use Commodity Categories covering the involved period.

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363. Seasonal Adjustment of OBE End-Use Categories and Selected Summary Commodity Groupings Printout.

This printout contains all of the data used to calculate seasonal adjustment factors for commodities imported and exported. The printouts are produced directly from a card deck through use of the buffered memory capability of the computer.

Dispose 6 months after Bureau of the Census has published a firm version of the source data used to compile the seasonal adjustments.

(Punch Cards)

364. Seasonal Adjustment Punch Card Deck. This deck translates to machine language all of the data appearing in the Seasonal Adjustment of OBE End-Use Categories and Selected Summary Commodity Groupings Printout.

Dispose of individual cards when replaced by a new card or of the deck when the program is discontinued.

(Remittances and Miscellaneous Services)

365. Survey Forms File. These are questionnaires sent to U.S. individuals and firms to collect data on a confidential basis on fees and royalties, other private services, private payments for other services, and private remittances and other transfers from unaffiliated foreign organizations. The data collected on the following forms are analyzed and used to satisfy the balance of payments commitment to publish periodically the position of U.S. International Transactions:

- BE-40 Institutional Remittances to Foreign Countries
- BE-47 Foreign Contract Operations of U.S. Construction, Engineering, Consulting, and Other Technical Services Firms

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- BE-48 Reinsurance Transactions With
Insurance Companies Resident Abroad
- BE-93 International Transactions in
Royalties, Licensing Fees, Film
Rentals, Management Fees, Etc.,
With Unaffiliated Foreign Residents
- BE-579 Foreign Personal Remittances

The data collected are preliminarily analyzed and posted on detail **sheets**. Essentially all of the data on the forms are written on a Master Maximum Detail Balance of Payments Input Tape.

Dispose when 5 years old.

366. Private Services Primary Source Materials File. This file includes some primary source materials such as the field notes developed by a BEA representative on a visit to the west coast to estimate the number of Mexican workers in the U.S., direct reports requested from communications organizations showing gross receipts and payments which are used in the communications account, and British West Indies Central Labor Organization quarterly reports of remittances to the West Indies.

Transfer to WNRC when 5 years old. Dispose when 10 years old.

367. Private Services Secondary Source Materials File. For the foreign expenditures account, printed and processed material is collected from other government agencies and the United Nations. Selected data from these sources are analyzed and compiled to show the expenditures of foreign governments in this country in various breakdowns. Printed and processed material is also collected from international organizations showing in considerable detail their expenditures in the U.S.

Printed and processed material on insurance writing are collected from any and all sources discovered.

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Consular fees are estimated from printed and processed material from the Bureau of the Census.

Transfer to WNRC when 5 years old. Dispose when 10 years old.

368. Recapitulation Worksheets File. These are ruled and processed spreadsheets on which data taken from the Master Maximum Detail Printout or other sources are posted to be analyzed to establish a universe total for the line item account (s) or parts thereof. The data manually prepared in this manner are posted on detail sheets after further analysis and incorporated in the appropriate balance of payments accounts.

Dispose when 10 years old.

369. Foreign Royalties, Rentals, Licensing Fees, Engineers and Contractors Record Card File (BE-92). This is a 5" x 8" card containing the name of the company, address, kind of business, principle product or service, name and title of official, dates of receipt and dispatch of the survey form, notations of incoming and outgoing correspondence, and remarks. The prime value beyond dispatch and receipt of the survey form is as a source of historical background data on the respondent.

Dispose of individual cards when 10 years old.

370. Reinsurance Transactions Record Card File (BE-704). These are 5" x 8" cards containing the name of the company, address, company codes, company contact, dates of dispatch and receipt of forms, follow-up actions, total, transactions of net reinsurance premiums, and transactions of reinsurance losses.

Dispose of individual cards when 10 years old.

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371. Institutional Remittances File (BE-734).

These are 5" x 8" control cards containing company name, address, code, contact official, dates of dispatch and receipt of forms, follow-up actions, and quarterly and annual totals.

Dispose of individual cards when 10 years old.

(Magnetic Tapes)

372. Survey Data Included in Miscellaneous Services and Private Remittances Accounts Master Detail

Tapes. These consist of 4 separate series of tapes on which are written maximum detail survey data collected to establish the accounts identified below by line number and title of Table 1 U.S. International Transactions:

- 7 - Exports of goods and services: Fees and royalties from unaffiliated foreigners
- 8 - Exports of goods and services: Other private services
- 21 - Imports of goods and services: Fees and royalties to unaffiliated foreigners
- 22 - Imports of goods and services: Private payment for other services
- 32 - Private remittances and other transfers

These tapes constitute a part of the broad based Balance of Payments Data Bank which is used to respond to balance of payments mandates.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

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(Computer Printouts)

373. Preliminary Printout of Survey Detailed Data.
These are printouts produced from the tapes described immediately above to prepare forecasts and projections on a quarterly basis.

They are also used to evaluate and analyze the data collected from reporters. The most recent issue of these printouts supersede all previous issues of the same run.

Dispose when superseded by a new issue.

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Travel and Transportation Branch

374. Travel Receipts and Travel Payments Survey Forms. These are survey forms supplied to immigration and customs officers for distribution to travelers from foreign countries to the U.S., U.S. travelers to foreign countries, and travelers crossing the Canadian and Mexican borders as follows:

BE-536	Questionnaire for U.S. Travelers Returning from Visits to Canada
BE-572-IG	Information Requested of Visitors to the United States (Italian- German)
BE-572-SF	ditto (Spanish-French)
BE-572-SP	ditto (Spanish-Portuguese)
BE-574	Travel Questionnaire for U.S. Residents Returned from Trips Abroad
BE-575	Expenditures of United States Travelers in Mexico

The forms request data showing passenger fares, and the amount of money spent in foreign countries while the traveler is there, the same data is collected from the foreign traveler to the U.S. The Canadian Government supplies data on Canadian citizens visiting the U.S. and the U.S. does the same for the Canadian Government. Data on Mexican travelers to the U.S. is collected in the same manner as on all other foreign visitors except those that remain in the border area on whom data is collected on a cash flow basis from border banks.

The data from all of these forms is tabulated manually and analyzed for quarterly publication showing the impact of the money spent by U.S. citizens in foreign countries and that spent by foreign citizens in this country on the balance of payments position of the U.S.

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These forms are primarily useful in answering outside requests for information for only a short period of time.

Dispose 6 months after publication in the June Survey of Current Business tables.

375. Detail Worksheets File. The raw data from the survey forms are tabulated on detail sheets in a variety of arrays for analysis which provides the number of travelers to geographic areas and the average expenditure of each of them. These estimates and averages are in turn analyzed and used to produce the line item figures as they are actually published in the Survey of Current Business. None of the data appearing on the detail worksheets is published as a general rule. The line numbers and account titles in U.S. International Transactions Table 2 are as follows:

4 - Exports of goods and services:	Travel
5 - " " " " " :	Passenger Fares
6 - " " " " " :	Other Transportation
18 - Imports of goods and services:	Travel
19 - " " " " " :	Passenger Fares
20 - " " " " " :	Other Transportation

Dispose when 5 years old.

376. Reporters General Correspondence File. This contains copies of outgoing correspondence in reply to some comment or question posed by the reporter.

Dispose when no longer needed for current business.

377. Record Cards - U.S. Carriers Ocean Freight Revenues and Expenses (BE-28). These are 5" x 8" cards on which the data submitted by each operator are posted covering a period of a number of years.

Dispose of cards when 15 years old.

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378. Foreign Carriers' Ocean Freight Revenues and Expenses in the United States Survey Forms, (BE-29). These forms are sent to foreign carriers to collect data on their ocean freight revenues and expenditures in the United States. This data is collected annually.

Foreign carriers and/or agents engaged in the carriage of goods in U.S. foreign trade calling either on U.S. continental or territorial ports are asked to report the activities of their liner, tramp, and tanker services.

The data is compiled on detail worksheets. The final analysis of the data are summary figures posted on a detail sheet submitted to the Analysis and Review Staff incorporation in the balance of payments tables and articles published in the Survey of Current Business.

Dispose when 5 years old.

379. Ocean Freight Revenues and Expenses - U.S. Carriers Survey Forms (BE-30). These are quarterly reports sent to U.S. ocean carriers and/or agents, engaged in the carriage of goods in international commerce, to collect data. The reports show the revenue of U.S. operators on outbound, inbound, and cross-trade cargoes; charter hire paid to or received from foreign residents; shipping weight of cargoes by category, and expenses in foreign countries.

These data are preliminarily analyzed and summary figures are posted on a detail sheet. These figures are further analyzed and summarized to produce final figures, substantially as they appear in published balance of payments tables.

Dispose when 5 years old.

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380. Foreign Airline Operators Revenues and Expenses in the United States Survey Form (BE-36). This is an annual reporting form sent to foreign airline operators engaged in carrying passenger or freight and express to or from the United States.

Foreign airline operators are requested to report their import freight earnings and related shipping weights and expenses incurred in the United States associated with their carriage of freight, express, and passengers, both inbound and outbound.

The data reported is preliminarily analyzed and summary figures are posed on detail sheets. These figures are further analyzed and summarized to produce final figures, substantially as they appear in published balance of payments tables.

Dispose when 5 years old.

381. American Airline Operators Foreign Revenues and Expenses Survey Forms (BE-37). This is a quarterly report sent to American airline operators to collect data on their international transportation transactions. The specific transactions of revenue derived from the carriage of freight from the United States to foreign countries; from the carriage of freight and passengers between foreign countries; and of operating expenditures in foreign countries.

The data reported is preliminarily analyzed and summary figures are posed on detail sheets. The data is used, after consolidation, in quarterly tabulations of the balance of payments in special tabulations of international transportation transactions in the Survey of Current Business, Statistical Abstract, and other government publications.

Dispose when 5 years old.

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382. Private Transportation - Payments and Receipts (BE-106 and BE-106A). These are printed forms on which are posted total private transportation payments and receipts broken down by freight, passenger fares, port expenditures, other, and total payments, thereunder by geographic areas (Western Europe, Eastern Europe, etc.).

Dispose when 25 years old.

383. Recapitulation Worksheets File. There are large spreadsheets on which the economist compiles an analysis, usually covering a period of 5 years of each reporter's transactions broken down in a manner calculated to enable him to answer all questions and provide adequate backup for anticipated assignments. Though not used in the same manner, these are basically the same as benchmark worksheets found in other units of BEA.

Dispose when 25 years old.

(Magnetic Tapes)

384. Foreign Visitors Master Detail Input Tape. All data collected on foreign visitors to the U.S. showing passenger fares and expenditures in this country are written on magnetic tape. The data is analyzed and through the programming of the computer, figures are derived from this tape for final calculations needed for publication of balance of payments tables.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Computer Printouts)

385. Foreign Visitor Master Detail Printout. This is a printout of essentially the same data that is provided on the survey form returned to BEA by foreign nationals who visited the U.S.

Dispose when 5 years old.

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FOREIGN DEMOGRAPHIC ANALYSIS DIVISION

The Division conducts highly specialized studies of population, manpower, statistical reporting systems, economics, and social and cultural characteristics of foreign countries. This work involves the collection, compilation, evaluation of relevant data, the preparation of estimates and projections, and the preparation of special analytical and interpretive reports and monographs for use by strategic and policy-making government agencies.

The large bulk of the work of the Division is accomplished in four branches--China; U.S.S.R./East Europe; Social Studies; and Local Area Data. Each branch has its own holdings of research materials, including books and periodicals, since none of these materials overlap with those of another branch; each analyst of the China and U.S.S.R. branches maintains a file of his own worksheets. The analysts of the other two branches do not maintain these worksheets; they are maintained at the branch level.

The Division maintains a standing capability to produce demographic reports on an established cycle on the U.S.S.R., East Europe, and China areas, and social studies and local area data for any foreign country requested by another government agency on a reimbursable basis.

The files are not distributed according to organizational subdivisions of the Division because it would be needlessly repetitious to do so. So long as the papers in the file fit the description given and serve the same purpose, the retention period provided will apply wherever the file is found in the Division.

386. General Correspondence File. This contains mostly requests for information with appropriate replies. However, there are some memoranda on

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professional matters and internal activities.

Dispose of individual documents or the contents of file folders when 7 years old.

387. Administrative Subject File. This contains office copies of housekeeping papers on such matters as accident reports, bond drives, budget materials, building passes, catalog of Census publications, equipment requisitions and inventories, organization and staffing charts, personnel actions, security, time and attendance reports, and similar matters.

- a. Budget materials - dispose when they have served their purpose.
- b. All other papers - dispose when 5 years old.

388. Chronological File. This consists of a tissue copy of each outgoing unclassified letter or memorandum produced by the unit arranged chronologically.

Dispose when 2 years old.

389. Project Agreement File. This contains a copy of the agreement, proposals to the sponsor concerning outlines and specifications of the project, monthly progress reports and other related papers. These projects are almost without exception renewed each year on a reimbursable basis by the sponsoring agency. The project and all papers pertaining to it from the beginning are considered to be active and current until the contract or agreement is formally terminated by the sponsoring agency at which point it is closed.

- a. Copies in the Office of the Chief - dispose 6 years after termination of the project.
- b. All copies in other offices - dispose when they have served their purpose.

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390. Foreign Demographic Reports File. This consists of 1 copy of each report produced by the Division including classified and nonclassified, recurrent and one-time reports.

Retain indefinitely. Transfer to WNRC in biennial consignments those unclassified reports and those classified reports not published by another government agency when no longer needed for current business.

391. Primary and Secondary Source Materials Files. These are printed and processed materials collected from libraries and other sources in this country and in foreign countries. Also included is a small amount of primary source materials produced to specifications of the Division. The duration of the period of usefulness of this collection as a viable worktool is dependent on a large number of factors such as the amount of material published by the subject country, export restrictions on printed matter from that country and the quantity and quality of data which the publication contains.

Dispose of individual items when superseded or they have served their purpose, either by deposit (return) in an appropriate library or by destruction.

392. Card Catalogs of Secondary Source Materials. These are card catalogs showing the origin, location, and leads to content (sometimes an abstract) of the source materials on hand. These cards constitute a sophisticated finding aid which must be maintained in close proximity to the analysts involved and to the source material covered.

Dispose of individual cards when the subject source material is disposed of.

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393. Worksheet and Methodology File. Data are selected from materials collected from abroad and in this country. The worksheet data is analyzed through several versions to produce projections or estimates of the location of population, industrial activity, manpower, economics, social and cultural characteristics. **These studies are prepared for other government agencies on a reimbursable basis.**

Dispose when superseded or when no longer needed for current business.

394. Foreign Local Area Map Files. These consist of a base map, most generally borrowed, with overlays that pinpoint the density of population in urban and surrounding areas by use of circles and rectangles showing the locations of the population and industrial activity. The population and location of industrial activities are redone on a 5- or 10-year period as a general rule. When this occurs, the old overlays are destroyed. The base map involved is returned to the lender when it is no longer needed.

- a. Base maps - return to lender when no longer needed.
- b. Map overlays - dispose when superseded or no longer needed for current business.

395. Drafts of Reports and Special Studies File. These are typescript drafts of reports and studies produced in the process of refining a final version submitted for approval.

Dispose when they have served their purpose.

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(Magnetic Tapes)

396. Master Output Tapes. These are duplicate tapes of those furnished to the customer agency as a final product on the demography or industrial activities of a foreign local area. These tapes are maintained primarily as a backup of the tapes provided the requesting agency.

Scratch when superseded by a new tape produced when subject estimates are redone.

397. Subset Tapes. These are worktapes which are intermediate to the preparation of master output tapes.

Scratch when they have served their purpose.

(Computer Printouts)

398. Population Projections for Foreign Countries. This printout gives projections of the population of foreign countries for a 25-30 year period showing total population, net change, births and deaths. These summary figures are supported by 8 tables each having a different breakdown. Each new issue brings forward pertinent information from the preceding issue.

Dispose when superseded by a new issue.

399. Final Report Computer Printout. This is a printout of the data on the magnetic tape supplied to the sponsoring agency as a final product for selected countries. The data in these printouts are superseded by the next printout produced when the subject estimates or projections for a given country are redone.

Dispose when superseded by a new issue.

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400. Intermediate Printouts of Output Data. These are printouts of data on magnetic tape for each of the major processing steps performed by the computer. They are used to check the accuracy of the data in the computer and the accuracy of the computer processing of such data.

Dispose when they have served their purpose.

(Punch Cards)

401. Data Input Punch Card Decks. These decks translate data taken from worksheets to machine language for computer input. These decks contain a large body of data that are not written on the Master Output Tape furnished the sponsoring agency. These decks serve as worktools until the estimates or projections involved are redone.

Dispose when the estimates or projections are redone and a new Master Output Tape has been written.

402. Computer Program Punch Card Decks. These cards contain commands to the computer to select specified data and process it in a specified manner.

Dispose of individual cards when replaced by a new card or of the deck when the program is discontinued.

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NATIONAL INCOME AND WEALTH DIVISION

The Division is responsible for the preparation, development, and analysis of the U.S. national income and product accounts and of the Nation's wealth.

The U.S. national income and product accounts, summarized by the gross national product (GNP) provide an up-to-date overall view of national production, its distribution, and its use as shown by the integrated receipts and expenditures of producers, consumers, investors, government, and the foreign customers of the United States.

More specifically, the output consists of the following:

- o Monthly Personal Income - Estimates of personal income are provided two weeks after the close of the reference month. The estimates are prepared in considerable detail by type of income (wages and salaries, dividends, proprietors' income, etc.). Personal income is the most comprehensive monthly indicator of economic activity and consumer purchasing power currently available.
- o Quarterly GNP - These estimates show GNP by type of expenditure, type of product, and sector, in current and constant dollars; implicit price deflators and alternative price measures for GNP and its components; personal consumption expenditures by major type in current and constant dollars; national income by type of income and industry division; corporate gross product in current and constant dollars; corporate profits by broad industry groups, and corporate income taxes, dividends, and retain earnings; personal income and its disposition; the relation between GNP, national income, and personal income; government receipts and expenditures; foreign transactions; and sources and uses of gross saving.

Abbreviated projections of this information are prepared in the middle of the final month of each quarter for internal use by government agencies concerned with economic policy.

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Two weeks after the end of the quarter, preliminary estimates in considerably greater detail are released to the public and subsequently published in the Survey of Current Business.

The full set of quarterly estimates becomes available about 6 weeks after the end of the quarter and appear in the Survey in the second month after the end of the quarter.

Along with the presentation of the preliminary quarterly GNP estimates, an analysis of current economic developments viewed through the accounts is published in the Survey.

- o Monthly GNP - Monthly estimates of the GNP by major market groupings and income types, in current and constant dollars, are prepared.

Benchmark GNP estimates

- o Annual GNP - Preliminary annual estimates for the preceding year are published each January. In July, these estimates are revised on the basis of more comprehensive information. The greater wealth of underlying data permits the publication of considerably more detail than is possible for the quarterly figures: about 100 tables are shown in the July Survey.
- o Comprehensive GNP benchmarks - Following the time schedule of the economic censuses, new benchmarks are established and revisions of earlier estimates are prepared. The complete results of such comprehensive benchmark revisions are generally published in supplements to the Survey.

Other estimates and compilations related to the GNP

- o Nonresidential fixed business capital - Estimates of the nonresidential fixed business capital of the U.S. are made annually. These cover gross

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and net capital stock, their **average** age and their age distribution, and other related measures. The data are provided in constant prices and in current period prices, by type of structure and equipment, for agriculture, manufacturing, and for all other industries combined.

- Residential capital - Annual estimates of the Nation's stock of housing are prepared. These estimates show in current and constant dollars the value of the farm and nonfarm housing stock, including the value of the stock of 1-4 dwelling unit structures and multi-unit structures, and the value of owner- and tenant-occupied units.
- Public and private debt and financial analysis - Once each year, comprehensive estimates of public and private debt, classified by borrower group, are prepared. These estimates are published in the May Survey.
- Special compilations for international organizations - The official translations of the U.S. national income and product accounts into the forms prescribed are prepared for the United Nations and the Organization for Economic Co-Operation and Development.

Office of the Chief

403. National Income Accounts Quarterly Estimates File. This file documents executive action to maintain quality control of the data. It is used to review the accuracy and construction of each workstep involved in preparing the national income and product account tables as published in the Survey of Current Business.

~~Retain indefinitely.~~ Transfer to WNRC when no longer needed for current business.

404. National Income Accounts Annual Estimates File. These are preliminary estimates submitted to higher authority for review of the worksteps and methodology used in preparing tables proposed for publication. The review involves evaluation of data collected on 13 quarters for each annual publication. This also documents executive action to maintain quality control of the data. This file also includes an historical set of annual national income estimates for the period 1909-1928 produced as a one-time project.

~~Retain indefinitely.~~ Transfer to WNRC when no longer needed for current business.

405. Alphabetical and General Subject File. This contains incoming and outgoing correspondence including requests for information, intra- and inter-Departmental communications and Congressional and foreign correspondence which are case-filed within the alphabetical arrangement. More specifically the file contains information on all facets of the Division's functions and activities, and a quantity of papers on the professional concepts and principles applied.

Start a new file every year. Transfer to WNRC when 5 years old. Dispose when 10 years old.

406. Chronological File. This consists of a carbon copy of each outgoing item developed in the Division. This file is maintained to help keep all members of the staff informed of current developments.

Dispose when 1 year old.

DISPOSAL NOT
APPROVED

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407. Administrative Subject File. This consists of housekeeping papers including copies of requisitions for services and things, personnel actions, travel authorities and vouchers, requests for and allocations of space, and the like. Also included within the alphabetical arrangement are case-filed copies of papers produced by the key officials of the Division.

Dispose when 2 years old.

408. Press Releases File. This consists of multiple copies of each press release generated by the Division. The file is used for distribution and as a source of precedence. A record copy of these releases is maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

409. National Wealth Project Secondary Source Materials File. This consists of printed and processed material produced by other government organizations and the private sector. They contain raw data which is being compiled and analyzed to determine the feasibility of adding to the national income and product accounts a new Wealth Account which will provide an annual balance sheet of the real and financial wealth of the United States.

Dispose when 30 years old.

410. National Wealth Project Worksheets File. This consists of worksheets with tabulations and other supporting papers developed in the process of examining the need for a new national wealth account and to provide the conceptual as well as the statistical framework for it.

Dispose when 30 years old.

411. Special Unpublished Reports and Studies File. This consists of one record copy of each unpublished special study or report produced by request of another government agency or by direction of a Departmental or bureau authority.

Transfer to WNRC when no longer needed for current business. RETAIN

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412. Special Unpublished Studies and Reports Survey Forms and Supporting Papers. These consist of forms sent to reporters to be completed and returned to BEA for a compilation and analysis of data needed to produce a special study or report for a government agency concerned with economic policy. Also included are worksheets and other tabulations showing how the numbers presented in the study or report were derived.

Dispose 5 years after the requesting agency has accepted the report or study.

(Capital Stocks)

413. Fixed Investment Worksheets File. This consists of worksheets containing a preliminary analysis of raw data showing gross private fixed domestic investment of the U. S. from these worksheets the capital stock of the U. S. is calculated annually. The capital stock is a component of the total wealth of the U. S. This is part of an ongoing interagency project to measure the total national wealth. To date the following have been measured: total residential capital stock, and private nonresidential business capital stock.

Dispose when 10 years old.

414. Fixed Investment Methodology File. This contains documentation of methodology of the capital stock studies, including data systems, procedures, statistical standards and formats considered in the course of planning the project. This includes 1 copy of Fixed Nonresidential Business Capital in the United States, 1925 - 1970, published in November 1971 and future editions.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Magnetic Tapes)

415. Master Maximum Detail Input Tape. Essentially all of the data on the Fixed Investment Worksheets are written on magnetic tape and retained as a broad data base for generating a number of master output tapes.

Scratch when 15 years old.

416. Master Maximum Detail Output Tape. The data written on these tapes are taken from the Master Maximum Detail Input Tapes and are automatically processed by the computer to calculate and arrange fixed investment figures in the various arrays and formats published in the Survey of Current Business and the Fixed

Nonresidential Business Capital in the United States, 1925-1970.

Scratch when 15 years old.

417. Master Price Index Input Tape. This consists of unpublished data that goes into estimating the gross national product. From this tape quarterly measures of price changes for gross national product are derived.

Scratch when the next GNP benchmark revision is completed.

418. Subset Tapes. These are work tapes generated at various stages in the process of producing a master input or output tape. Also, work tapes are frequently written to test or check calculations or data in certain arrangements.

Scratch when superseded or when they have served their purpose.

(Computer Printouts)

419. Preliminary Printouts. These are printouts of data produced at the various stages of preparing the capital stock tabulations of the quarterly measures of price changes for GNP. With one major exception, the printouts are produced to test, edit, or revise data processed automatically to produce published material. The exception is that all of the data published in Fixed Nonresidential Business Capital in the United States, 1925-1970, and a large amount of unpublished supporting data are included in the printouts for future use.

Dispose when superseded or when they have served their purpose.

(Punch Cards)

420. Data Input Punch Card Decks. These are decks of punch cards which translate data into machine language to be written on master input, output, and other magnetic tapes.

Dispose when the data on the subject tape has been checked and found acceptable.

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421. Computer Program Card Decks. These are punch cards containing commands to the computer to select specified data and to automatically process it in a specified manner.

Dispose of individual cards when superseded by new cards.

(National Economic Accounting
Training for Foreign Nationals)

422. Foreign Aid Trainee Files. These comprise an individual file on each participant in the international training program on national economic accounting. The file is arranged alphabetically by country and by trainee name within the country. Also included are the original application for training, education and biographical information, itineraries, curriculum, assignments, and correspondence for each international trainee.

Dispose when no longer needed for current business or when the program is terminated.

423. Training Program and Plans File. Included in this file are outlines of programs with subjects and units covered, publications for teaching aids, instructor's class notes, bibliographies, and other materials essential in the teaching curricula.

a. RETAIN. Programs developed by BEA.

b. Dispose when superseded by a revision or update of individual documents.

424. Administrative Voucher Files. These are arranged alphabetically by trainee name and contain expenditure vouchers for subsistence, travel, and miscellaneous expenses for foreign trainee participants in each international training program. These are informational copies only as the SESA Budget and Finance Division is responsible for the official record copy.

Dispose 1 year after trainee is terminated from the program.

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425. International Training Program Statistical Reports File. This contains monthly and quarterly reports submitted to the Agency for International Development and the Pan American Union covering man months of training, arrival and departure dates, and other statistical data in connection with each training session. These are information copies as the abovementioned agencies are responsible for the official record copies.

Dispose when no longer needed for current business.

(Alternative Estimates of Monthly GNP)

426. General Correspondence File. This contains incoming and outgoing correspondence pertaining to the development of alternative methods of estimating the the monthly GNP. Also included are papers containing comments on the professional principles and techniques involved in establishing a new series of monthly estimates of the GNP when source data are not available on a monthly basis for certain elements of such estimates. Documentation of the circulation and comments on the new estimates are included. Upon approval and adoption of the new estimates, the monthly estimates of GNP will appear as a regular part of the GNP tables published in the Survey of Current Business.

Transfer to WNRC 2 years after the project has been closed. Dispose when 15 years old.

DISPOSAL NOT APPROVED

427. BEA Monthly GNP Committee File. These are papers collected or generated by the BEA Monthly GNP Committee and retained by a member which deal with an evaluation of the methods and procedures used to produce various estimates of the GNP. The committee also concerns itself with the consistency and the validity of published GNP data and the establishment of BEA standards governing the quality of the project.

Transfer to WNRC when 10 years old. Dispose when 15 years old.

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428. Methodology File. This contains materials (worksheets, computer printouts, punch card, etc.) and correspondence pertaining to proposed methods under trial in the process of creating alternative methods for estimating monthly GNP. Also included are narrative descriptions of each of the methods developed during the project. Among the alternatives tested to date are the following:

- (1) Aggregate Regression Model
- (2) Principle Components Model
- (3) Gross Product Originating by Annual Regressions
- (4) Gross Product Originating by Quarterly Regressions
- (5) Corporate Profits by Annual Regressions
- (6) Corporate Profits by Quarterly Regressions
- (7) Conventional Preparation of Monthly GNP
(using the same method as in the preparation of the quarterly GNP estimates)

Transfer to WNRC when 10 years old. ~~Dispose when 15 years old.~~

a. RETAIN narrative descriptions of methods developed.

b. Dispose of remaining records when 15 yrs. old,

Income Branch

(Personal Income: Employee Compensation)

429. Secondary Source Materials File. This file consists of printed and processed materials collected from other agencies containing data on wages and salaries, supplements to wages and salaries, net interest, transfer payments, and personal contributions. Data are selected from these sources and posted on worksheets for analysis to produce the appropriate items in the national income and product accounts. The bulk of this material is collected from the Labor Department, Internal Revenue Service, Veterans Administration, Civil Service Commission, Social Security Administration, and the Department of Agriculture.

Dispose of individual items when superseded or when they have served their purpose.

430. Monthly, Quarterly, and Annual Benchmark Worksheets. Data are posted on a series of worksheets, each of which represents an analytical step in the preparation of measures of personal and national income for publication in the Survey of Current Business. The worksheets contain the data substantially as published plus a considerable amount of unpublished supporting data. Some of these worksheets bound in ledgers are sometimes referred to as basebooks.

- a. Benchmark worksheet - retain indefinitely. Transfer to WNRC when no longer needed for current business.
- b. Annual worksheets - retain indefinitely. Transfer to WNRC when no longer needed for current business.
- c. Quarterly and monthly worksheets. Transfer to WNRC when 15 years old. Dispose when 25 years old.

431. Methodological Information File. This file contains materials from a great variety of sources that describe methodologies and principles for selecting

and analyzing data to derive economic measures.

Dispose of individual documents or contents of file folders when superseded or when they have served their purpose.

(Magnetic Tapes)

432. Master Detail Wages and Salaries Input Tapes. Wages and salaries data are aggregated and written on these tapes which will serve as a broad base data bank for the account.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

433. Subset Tapes. These are worktapes which at present contain data on supplements to wages and salaries. Eventually the data on these tapes will be refined and merged on a Master Input Tape. Also included are a variety of other worktapes representing one workstep data in the process of developing an automated program.

Scratch when they have served their purpose.

(Computer Printouts)

434. Wages and Salaries Printouts. These are recurrent printouts of wages and salaries and supplementary data including the following:

- (1) unemployment insurance data,
- (2) other labor income,
- (3) employer contributions,
- (4) seasonal adjustment factors, and
- (5) payroll index data.

These printouts are produced as the result of utilization of the computer to aggregate and manipulate large masses of data to save manpower in deriving the economic measures involved. They are also used to verify the accuracy of the data.

Dispose when replaced by a new issue or when they have served their purpose, whichever is appropriate.

(Punch Cards)

435. Data Input Punch Card Decks. Data is transcribed on these punch cards to translate it to machine language for computer input.

Dispose 30 days after the data has been written on tape or printed out and accepted.

436. Computer Program Punch Card Decks. These cards contain commands to the computer to select specified data and process it in a specified manner.

Dispose of individual cards when replaced by a new card or of the deck when the program has been terminated.

(Corporate Profits and Proprietors' Income)

437. Secondary Source Materials File. These consist of printed and processed materials produced by other government agencies and organizations in the private sector which contain data on proprietors' income, corporate income, taxes, dividends, sales, and indirect business taxes. They also contain raw data use for legal form allocation of national income and for the estimation of the number of active proprietors.

Data are compiled from these sources and analyzed to produce the estimates printed in Tables 1.10 and 1.13 in the Survey of Current Business July issue, which show national income by type of income and by sector and legal form of organization.

New items are frequently added to data cells in the current account and also additional new data cells are frequently added to the new account. In both cases, it is necessary to consult all of the source material as far back as possible to establish the necessary economic measures used for inclusion of new items or new data cells in the account.

Retain indefinitely.

438. Proprietors' Income Worksheets. These are ruled sheets on which raw data are posted from the secondary source materials. The data on the worksheets are analyzed and are posted on a final version which contains all of the information printed in appropriate tables in the Survey of Current Business, and in addition a considerable quantity of supporting data. Included are monthly and annual worksheets.

Dispose when 15 years old.

439. Corporate Income Worksheets. Raw data from the secondary source materials are posted on these sheets to show corporate income, taxes, dividends, sales and indirect business taxes. The final version of the worksheet shows all of the data published in the appropriate tables of the Survey of Current Business plus a considerable quantity of detailed supporting data (including industry studies). Included are quarterly and annual worksheets.

Dispose when 15 years old.

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440. Legal Form of Organization Worksheets. Raw data from the secondary source materials are posted on these sheets showing derivation of legal form allocation ratios, i.e., contrasts of corporate and noncorporate income and expenditures. The final version of the worksheet shows all of the data published in the appropriate tables of the Survey of Current Business plus a considerable quantity of detailed supporting data (including industry studies).

Dispose when 15 years old.

441. Number of Active Proprietors Worksheets. This is a compilation of raw data on worksheets to produce the census of active proprietors used to determine the difference between the total number of full-time employees and the total number of workers.

Dispose when 15 years old.

442. Income Data Card File (Form BE-677). Analytical data from individual corporation tax returns are posted on these 5" x 8" cards for use in preparing and testing the accuracy of published data on corporate income. This data is statutorily restricted. This is a frequently used long-term time series worktool that must be retained conveniently located to the user.

Retain indefinitely.

443. Annual and Quarterly Profits Sample Cards File (Forms BE-684 and BE-738). These cards contain analytical data extracted from Moodys Manuals of Investment. This data constitutes a long-term time series worktool that must be retained conveniently located to the user. The cards are arranged by industry, by business, and thereunder chronologically.

Dispose when 15 years old.

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444. Reproductions of Internal Revenue Service (Corporation Tax Return Data) Source Books. These include a microfilm, hot copy, or magnetic tape of IRS unpublished worksheets showing assets and income by industry and thereunder by asset size class. Data are drawn from these sheets for input on worksheets to produce data published in the appropriate data cell in a Survey of Current Business table.

Retain indefinitely.

445. Methodology File. This contains a narrative description of the data processing system, procedures, and statistical standards used or to be used in producing the economic measures for which the activity is responsible.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Magnetic Tapes)

446. Taxpayers Compliance Measurement Program Tapes. These are master input tapes procured from the Internal Revenue Service which contain all of the data as audited by IRS on selected returns of individual taxpayers. These tapes are used by BEA as a source of data for income size distribution, and for preparation of proprietors' income estimates. These tapes are statutorily restricted and comprise a part of the national income and product data bank.

Dispose when no longer needed for current business.

447. BEA Summary Tapes of Industry Totals Extracted from IRS Taxpayers Compliance Measurement Tapes. Summary totals of selected expenditures and income items are written on these tapes which become a part of the national income and product data bank. Data from these tapes are used in the preparation of various portions of the tables published in the Survey of Current Business.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

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448. Proprietors' Income Annual Master Input Tapes. Selected data on business and professional income taken from Internal Revenue Service printouts prepared to BEA specifications are written on these tapes. The data on these tapes are processed automatically to produce the numbers as they appear in tables published in the Survey of Current Business. This is a one-step process from input to final printout which contains the published data as well as a considerable quantity of unpublished supporting data. These tapes are a part of the national income and product data bank.

Scratch 5 years after acceptance of the next GNP benchmark year.

449. Corporate Income Annual Master Input Tapes. Data on corporate profits before tax, corporate profits tax liability, profits after tax, dividend payments, undistributed corporate profits, and corporate sales are written on these tapes. Certain of the summary data found here are taken from IRS tapes and IRS Statistics of Income Source Books. The remainder of the data written on the tapes are taken from worksheets produced by the activity from a variety of sources. In one automatic process, the computer produces a printout of all of the data appearing in the Survey of Current Business plus all of the supporting unpublished data used.

Scratch 5 years after acceptance of the next GNP benchmark year.

450. Historical Maintenance File of National Income by Legal Form. Measures of income of corporate businesses, private businesses, partnerships and proprietorships, governments, and other types of enterprises are aggregated and written on this tape file. As needed, printouts of selected portions or all of the file are produced and the data needed for a particular analyses is selected and manually processed to prepare the desired table for publication.

The tape includes full industry detail underlying the material published in the Survey of Current Business.

Scratch 5 years after data has been updated by a new tape.

451. Subset Tapes. These are tapes on which data are written for purposes of review, testing, proofing, or revision. They are produced solely for workstep purposes and have only short-term value.

Scratch when data has been checked and accepted.

(Computer Printouts)

452. Proprietor and Corporate Income Printouts. These are printouts automatically produced by the computer pertaining to the economic analysis and measures of business and professional income, corporate profits, and related estimates. These printouts are produced for the primary purpose of answering inquiries for information from the government and the public, and they are used to support and validate estimates published by BEA.

Dispose 5 years after supersession by another issue.

(Punch Cards)

453. Data Input Punch Card Decks. Data are transcribed on punch cards for computer input to automatically produce statistics on proprietors' income and some tables on corporate income.

- a. Source data maintained on punch cards - dispose of individual cards when superseded by a new card.
- b. All other punch card decks - dispose 30 days after the tape is written and verified.

454. Computer Program Punch Card Decks. These punch cards translate to machine language commands to the computer to select specified information and to process it in a specified manner.

Dispose of individual cards when replaced by new cards, or dispose of the deck 6 months after the program has been discontinued.

(Rental Income)

455. Secondary Source Material and Subject File. This consists of statistical publications produced by other government agencies (BLS, HUD, IRS, Bureau of the Census) containing raw data used to estimate the annual rental income of the U.S. The file also includes various compilations of raw data, technical notes, concepts for deriving the rental income estimates, and descriptions of the data processing system and procedures involved in preparing the rental income estimates which are part of the national income and product account.

Dispose when 15 years old.

456. Basebooks and Worksheets File. This file consists of preliminary tabulations of raw data drawn from the Secondary Source Material and Subject File described above. Recapitulations and analyses of the data are entered on basebook worksheets which show in detail how the annual estimates were derived. Thus, the basebook worksheets contain all of the published data plus a mass of unpublished supporting detail data. A benchmark of this data is made every 10 years. The final rental income worksheet figures are combined with other figures in the compilation of the national income and product account.

Dispose when 20 years old.

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(Income Size Distribution)

457. Methodology File. This contains documentation of the concepts for estimating income size distribution, data processing systems, and procedures governing the preparation of this portion of the national income and product accounts.

~~Retain indefinitely.~~ Transfer to WNRC
when no longer needed for current business.

(Magnetic Tapes)

458. Maximum Detail Master Input Tapes. These consist of tapes collected from other government agencies such as the Current Population Survey produced by Bureau of the Census, and the Income Tax Model derived from individual income tax returns from the Internal Revenue Service, and similar tapes produced by other agencies. Data are selected from these tapes and programmed and written on other tapes in the array needed to measure income size distribution in the U.S.

Retain indefinitely. Transfer to WNRC
when no longer needed for current business.

459. Master Output Tapes. Through the medium of numerous subset tapes, data from the Maximum Detail Master Input Tapes are selected, analyzed, and arranged in the format of the published income size distribution account. These tapes also include a large mass of unpublished supporting data.

Retain indefinitely. Transfer to WNRC
when no longer needed for current business.

460. Subset Tapes. These are work tapes written for the purpose of selecting and analyzing data drawn from the Master Maximum Detail Input Tapes for inclusion in the Master Output Tapes. These tapes represent a one-workstep process in the production of the income size distribution estimates and the supporting data for them.

Scratch when superseded or when they have served their purpose.

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(Computer Printouts)

461. Final Printouts. These contain all of the income size distribution data that is published plus a mass of unpublished data providing more detail in a variety of breakdowns.

Dispose 20 years after publication of the subject data.

462. Preliminary Printouts. These are printouts incidentally produced at various worksteps involved in preparation of the final printouts described above.

Dispose when superseded by a new issue or when they have served their purpose.

(Punch Cards)

463. Punch Cards Deck. These are decks of cards translating data from sources other than tape into machine language. The cards also contain commands to the computer to select data and process it in a specified manner.

Dispose when superseded or when they have served their purpose.

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Final Products Branch

(Personal Consumption Expenditures for Goods and Services)

464. Secondary Source Materials File. These are printed and processed materials produced by and collected from other government agencies and organizations in the private sector. Raw data are compiled from these sources, analyzed and are used to estimate personal consumption of durable goods, nondurable goods, and services.

- a. Processed documents not printed and widely distributed - ~~retain indefinitely.~~ Transfer to WNRC when no longer needed for current business.
- b. All other processed material which are printed and widely distributed - dispose when superseded or when they have served their purpose.
- c. Printed materials - dispose when 15 years old or when superseded whichever is sooner.

465. Primary Source Materials File. These are letters of solicitation with replies from government and private organizations showing gross receipts or sales. The data from these letters are used in the same manner as those from secondary sources, to estimate personal consumption of goods and services.

Dispose when 10 years old.

466. Monthly, Quarterly, Annual and Benchmark Worksheets. Monthly worksheets are prepared showing all elements of the personal consumption of goods and services accounts in total. Similar worksheets are prepared to develop the quarterly estimates of personal consumption of goods and services. Annual worksheets are prepared containing

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the data shown in the personal consumption expenditures by type of product that is published in the Survey of Current Business. The file also includes benchmark worksheets that are derived by analyzing data for each line item in the account and which constitute a base year for adjusting previous estimates for correction. Each of these worksheets is accompanied by supporting worksheets such as the Internal Revenue Service Gross Margins Surveys, Federal Reserve Board Survey of Auto Use, and others produced by BEA.

- a. Benchmark worksheets - retain indefinitely. Transfer to WNRC when no longer needed for current business.
- b. Annual worksheets - retain indefinitely. Transfer to WNRC when no longer needed for current business.
- c. Quarterly and monthly worksheets - transfer to WNRC when 15 years old. Dispose when 25 years old.

(Magnetic Tapes)

467. Seasonal Adjustments Master Input Tape. Unadjusted estimated data are transcribed on punch cards and the appropriate seasonal adjustment program control card is fed into the machine. The computer accepts the unadjusted estimates and automatically processes it and computes seasonally adjusted estimates substantially as they appear in personal consumption expenditures of goods and services in tables published in the Survey of Current Business. At the same time, the computer calculates seasonal adjustment factors for the upcoming year.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

468. Source Price Index Input Tapes. These are price indexes of commodities and goods on magnetic

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tape produced by BLS for BEA. The tapes include wholesale and consumer price indexes and others. These tapes provide basic data used to calculate deflators for the commodities and goods included in the personal consumption of goods and services account.

Dispose when no longer needed for current business.

469. Price Indexes Weight Deflator Master Input Tape. The weights applied to price index changes for each category of goods are written on these tapes. These weights are used to calculate group deflators for groups such as automobiles and parts, furniture and household equipment, food and beverages, gasoline and oil, and others.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Computer Printouts)

470. Seasonal Adjustment Factors Printout. These printouts contain the unadjusted and seasonally adjusted data, and the seasonal adjustment factors for current use and projected 1 year ahead for personal consumption of goods and services.

Dispose when 2 years old.

471. Price Index Deflators Printouts. This is a printout of deflators for durable and nondurable goods used to calculate the relationships of current dollar estimates to 1958 prices.

Dispose when 2 years old.

472. Bassie Adjustment Program Printout. This is a printout of the adjustments made in the estimates of personal goods and services using the standard Bassie adjustment program for computers.

Dispose when 2 years old.

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473. Kaitz-Liebenberg Program Printout. This is a printout of estimates for various goods and services groups using the Kaitz-Liebenberg program which calculates the probable trend of estimates distributed throughout the year when little or no firm data are available.

Dispose when 2 years old.

(Punch Cards)

474. Seasonal Adjustment Program Card Deck. These cards translate to machine language, adjusted and unadjusted seasonal estimates data with which the computer automatically calculates the seasonal adjustments for current use and for the coming year for personal consumption of goods and services.

Dispose of individual cards when superseded.

475. Deflation Program Card Decks. Computer instructions to automatically calculate deflators and deflation of estimates of personal consumption of goods and services.

Dispose of individual cards when superseded.

(Current Estimates)

476. Secondary Source Materials File. These consist of printed and processed materials produced by other government agencies and organizations in the private sector. Selected raw data from these sources are posted on worksheets which are refined through several versions until a final analysis is developed. The final version of the worksheet will contain the data substantially as it appears in the tables in the Survey of Current Business plus a considerable quantity of unpublished data.

Dispose when 5 years old.

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477. Personal Consumption Expenditures by Major Type Worksheets. These worksheets document the selection of data on personal consumption expenditures from secondary source materials described above. They also show how the final estimate was derived.

- a. Monthly and quarterly detail worksheets - dispose when 3 years old.
- b. Monthly and quarterly aggregate national income and GNP summaries - dispose when 25 years old.
- c. Annual national income and GNP summaries - retain indefinitely. Transfer to WNRC when no longer needed for current business.

478. Methodology File. This contains memoranda and other narrative descriptions of how the personal consumption expenditures account is constructed and of the procedures and data system involved. A record copy of these papers is maintained in the Office of the Chief. Summaries of this methodology are periodically published in the Survey of Current Business and its supplements.

Dispose when no longer needed for current business.

(Producers' Durables, Construction and Capital Consumption Allowances)

479. Secondary Source Materials File. This includes printed and processed material produced by other government agencies (IRS, Bureau of the Census, etc.) and by organizations in the private sector that contain data for preparing monthly, quarterly and annual estimates of purchases of structures by type in current and constant dollars, private purchases of producers' durable equipment by type both in current and constant dollars, and capital stocks. The data extracted from these

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sources in some cases are posted on worksheets and manually processed to provide the estimates required. In other cases the data is transcribed on punch cards for computer input and are automatically manipulated to produce a final analysis and estimates as required.

- a. Source materials for monthly and quarterly estimates - dispose when superseded by the next issue.
- b. Source materials for annual estimates - transfer to WNRC when no longer needed for current business. Dispose when 25 years old.
- c. Copies of World War II Reports on Surplus Military Equipment - dispose when 25 years old.
- d. Treasury Department Depreciation Survey - Life of Depreciable Assets Survey - dispose when 15 years old.

480. Monthly, Quarterly and Annual Worksheets File. Data are posted on these worksheets from secondary source materials to derive final estimates for producers' durables, construction and capital consumption allowances. After the first posting, the data are carried forward through several versions of the worksheet reflecting the refinement of the analyses for the required estimates until finally the last version of the worksheet contains all of the numbers substantially the way they are published in the Survey of Current Business with a substantial quantity of unpublished supporting data.

As noted above, some estimates are completely automated and there are no worksheets produced. Estimates are produced on a monthly, quarterly and annual basis as appropriate for a specific table. Some special estimates are produced on request from other government agencies.

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- a. Special estimate worksheets - dispose when superseded by a revision or a new issue.
- b. Annual estimate worksheets - dispose upon acceptance of the next benchmark year.
- c. Quarterly estimate worksheets - dispose upon acceptance of the next benchmark year.
- d. Monthly estimate worksheets - dispose when superseded by the next issue.

481. Methodology File. This consists of a series of memoranda and papers which describe the use of various price indexes and how they are used to establish fixed weights indexes for months and quarters by which new annual indexes based on changing weights are interpolated and extrapolated.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Magnetic Tapes)

482. Master Input Tape. This will contain such BLS wholesale price indexes as needed, rebased to the BEA base to which additions are made from time to time.

Dispose when no longer needed for current business.

483. Subset Tapes. These are worktapes generated in the process of aggregating the data needed for input to the computer to produce seasonally adjusted and weighted price indexes printouts.

Scratch when they have served their purpose.

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(Computer Printouts)

484. Printouts of Fixed Weights and Seasonally Adjusted Price Indexes. These are used as an indicating series for the automatic preparation of the next annual and benchmark year seasonal adjustment factors and fixed weights.

The automation of this work process is just emerging, however, these printouts will stand as the successor record for those that were manually prepared in past years. The retention period for these printouts also applies to the old manually prepared records.

Dispose when 10 years old.

485. Intermediate Printouts. These are printouts of aggregations of data generated as a single workstep in the preparation of quarterly and annual estimates. In most instances they are produced to bring together selected data in a prescribed array or to bring together summary figures and derive therefrom new weights, or some other factor to be used in the estimates.

Dispose when superseded by the next issue.

(Punch Cards)

486. Raw Data Input Cards Decks. Data for computer input for each of the automated estimates are transcribed on punch cards. The new data needed for the next estimate are transcribed on cards and are either added to the old cards or replace some of them.

Dispose of individual cards when replaced by a new card, or of the deck when the program is discontinued.

487. Computer Program Punch Card Deck. These are cards which contain commands to the computer to select certain data and process it in a prescribed manner.

Dispose of individual cards when replaced by a new card, or of the deck when the program is discontinued.

(Inventories)

488. Secondary Source Materials File. This contains printed and processed materials produced by other government agencies and organizations in the private sector, which contain raw data used to derive the estimates of the dollar value of changes in total business inventories of the U.S. Among others these materials are received from Bureau of the Census, Bureau of Labor Statistics, Internal Revenue Service, and the Department of Agriculture.

Dispose when 30 years old.

489. Basebook Worksheets and Supporting Tabulation Spreadsheets. Data are drawn from the secondary source materials described above showing unit prices or dollar values of business inventory items and posted on tabulation spreadsheets in the process of preliminary analysis. The preliminary analyses from the tabulation spreadsheets are refined and posted on basebook worksheets with enough unpublished supporting data to show the final annual estimates of the dollar value of changes in total business inventories of the U.S. The final estimates of changes in the business inventories of the U.S. are posted on a worksheet and merged with other figures to produce the national income and product accounts.

- a. Tabulation spreadsheets - dispose when superseded or when they have served their purpose.
- b. Basebook worksheets - retain indefinitely. Transfer to WNRC when no longer needed for current business.

(Computer Printouts)

490. Inventory Valuation Adjustment Printout. This shows price changes in terms of dollar values used to estimate the change in business inventories by industry and by legal form, both monthly and

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quarterly. The data is processed from punch cards to printout by the computer.

Transfer to WNRC when 5 years old. Dispose when 10 years old.

(Punch Cards)

491. Inventory Valuation Adjustment Punch Card Deck. These are punch cards which translate numerals to machine language to automatically produce a printout of price changes in terms of dollar values used to estimate the change in business inventories, by industry and by legal form, both monthly and quarterly.

Dispose when the printout has been checked and accepted as satisfactory.

GOVERNMENT DIVISION

The Division within the BEA economic accounting framework is responsible for:

- o maintaining, improving, and interpreting the Federal, State and local government accounts of the United States within the economic accounting framework,
- o cooperating in the translation of the Unified Budget into economic accounting terms for publication in the Budget of the United States and the Economic Report of the President.
- o preparing forecasts of government receipts and expenditures for use in the Bureau's analyses of the economic outlook, and
- o conducting research in the quantitative study of public finance.

With very minor exceptions all of the documentation generated by the Division is manually prepared.

492. General Government Subject File. This contains incoming and outgoing documentation concerning all facets of the Division's responsibility including the relationship of government receipts and expenditures to the Budget of the United States and the estimation of Federal and State and local government receipts and expenditures quarterly and annually. Typical subjects appearing in the file include budget translations, year-end budget reviews, defense purchases, interest, grants, sales, social insurance contributions, and taxes.

Start a new file every 15 years. Transfer to WNRC 1 year later. Dispose when 25 years old.

493. Administrative Subject File. Documentation relating to housekeeping matters such as arrangements for conferences, biographical material on key officials, requests to other agencies for data, purchase orders, press releases, personnel actions, taxi and travel vouchers and the like.

Dispose when 5 years old.

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494. Secondary Source Materials File. The Division does not send survey forms to reporters. It collects all of the raw data used to account for Federal, State and local government receipts and expenditures from printed and processed materials produced by Bureau of the Census, Departments of Agriculture and Treasury, and other government agencies. Some State and local government materials are received in the form of computer printouts and derived worksheets.

Dispose 1 year after approval of the next benchmark.

495. Federal, State and Local Government Expenditures Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. This file shows total Federal, State and local government expenditures on a calendar year and quarterly basis, broken down by purchases, personal and foreign transfers, grants-in-aid, net interest paid, subsidies less current surplus of government enterprises, and wage accruals less disbursements. Totals for all entries are entered quarterly, annually, and the resulting surplus or deficit is calculated and posted.

Dispose when 25 years old,

496. Federal, State and Local Government Receipts Unadjusted and Seasonally Adjusted at Annual Rates: Summary Worksheets File. These show total receipts, by quarters and calendar years, broken down by personal tax and nontaxes, corporate profits tax, contributions for social insurance, and indirect business taxes.

Dispose when 25 years old.

497. Federal, State and Local Government Receipts and Expenditures Supporting Worksheets File. These include various tabulations supporting the summary worksheets on Federal receipts and expenditures described above. There is a separate worksheet for each captioned item on the summary worksheets.

Dispose when 25 years old.

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498. Federal, State and Local Government Purchases of Goods and Services in Constant Dollars and Deflators: Summary and Detailed Worksheets. These show total purchases of goods and services by the Federal, State and local governments in terms of current and constant dollars with the derived implicit deflators. The totals posted on the summary worksheet are supported by detail data posted on separate supporting sheets.

Dispose when 25 years old.

499. Fiscal Year File. This contains a detailed fiscal year compilation of Federal Government receipts and expenditures on the national income account basis, and their reconciliation with the U. S. Budget. The file is broken down by general fund, enterprises, special programs, grants and transfers, total receipts, and reconciliation.

Dispose when 25 years old.

500. National Income Accounts Methodology File. Documentation of the economic analyst on research and analysis of data in the development of systems, procedures, and statistical standards to be used in processing and analyzing and reporting line items in the national income accounts. Included are notes, workpapers, and a draft copy of each paper developed for eventual publication in the Survey of Current Business.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

501. The Anatomy of Federal Accounts, Volume 1, Sections 1, 2, 3 and 4; and Volume 2, Sections 1 and 2. This is a processed publication that examines and describes the Federal accounts and interprets them in relation to the Budget and other accounting series. Specific attention is given to Treasury Department and other agencies' accounting as they relate to the national income accounts and U. S. Budget

This is a record set of one copy of each volume and section.

Retain indefinitely and transfer to WNRC.

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(Magnetic Tapes)

502. Subset Tapes. The Division uses a manual system for the production of statistical reports showing government receipts and expenditures, however, the computer is used to perform a mass of mathematical calculations required to produce the seasonal adjusted series and certain other tasks involving large scale manipulations of numbers. These work tapes have no value after the results have been received and checked.

Scratch when the job has been accepted.

(Computer Printouts)

503. Preliminary Printouts. These are printouts of mathematical calculations made to derive deflators and seasonal factors.

Dispose when 1 year old or when superseded whichever is sooner.

(Punch Cards)

504. Seasonal Adjustment Series Punch Cards. This deck contains data collected to derive the seasonally adjusted series and the seasonal factors.

Dispose of individual cards when replaced by a new card.

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STATISTICAL INDICATORS DIVISION

Short-term and long-term economic trend data are consolidated in three periodic publications, Business Conditions Digest, Defense Indicators, and Long-Term Economic Growth. The monthly economic indicators report, Business Conditions Digest, contains approximately 600 monthly and quarterly seasonally adjusted economic time series. The data are in a form which is convenient for economic analysts whether their approach to the study of current business conditions and prospects is the national income model, the leading indicators, or anticipations and intentions. Other types of data such as U.S. balance of payments and production and price data for six major industrial countries are also included. To facilitate the evaluation of the overall performance of the U.S. economy, composite indexes of leading, coincident, and lagging economic indicators are shown. The forerunner of this report, Business Cycle Developments, was initiated in 1957 and made public in 1961 but had narrower scope and purpose. An advance release entitled Advance BCD, is released two days prior to the main report to speedup the availability of the current data to the public.

A monthly publication used for analyzing the current and prospective impact of defense activity on the national economy, Defense Indicators, brings together about 50 of the principal time series on defense activities which influence short-term changes in the national economy. These include series on contracts, orders, shipments, inventories, expenditures, employment, earnings and Defense Department obligations.

Long-Term Economic Growth, a report designed to complement the short-term economic analysis reports, presents the principal annual economic time series needed by specialists in the analysis of long-term economic trends. This report, issued initially in Fiscal Year 1966, will be updated during fiscal 1972, thereby fitting into the pattern of quinquennial releases the long range plan for this undertaking.

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Since all series included in the Business Conditions Digest, Defense Indicators, and Long-Term Economic Growth are obtained from current reports published by the Census Bureau, other Federal agencies, and private organizations, no original data are collected from respondents for these three analytical publications. Many of the series, however, are modified, aggregated, or otherwise processed to make them appropriate for analytical purposes.

Although some of the data used by the Division is manually processed, the Division has a broad based on-line data bank that is programmed for random retrieval. The data bank is updated daily. The computer is used as much as possible to produce the tables and graphs appearing in recurrent publications of the Division.

505. Secondary Source Materials File. These are printed or processed materials produced by other government agencies or by organizations in the private sector, collected by the Division. Data are drawn from these materials and used to produce the current publications mentioned above.

Dispose when superseded or when they have served their purpose.

506. Record Set of Publications. This is a record set of one copy of each publication produced by the Division which includes the following items at present:

Business Conditions Digest,
Advance BCD,
Defense Indicators, and
Long-Term Economic Growth.

Collectively, these publications represent nearly the total end product of the Division.

Retain indefinitely. Transfer one copy of each issue of each publication to WNRC when no longer needed for current business.

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507. Tabulations and Worksheets. These are large ruled sheets and preprinted forms on which data are posted and analyzed to the point where they are ready for computer input. In a few cases, the total process from secondary source materials to the final table as published may be manually performed.

These worksheets have very short-term value since the figures supporting published tables are available in published sources.

Dispose 1 month after publication of the related statistics.

508. Methodology File. Documentation describing the various analytical processes, data systems, and procedures used to produce the publications or portions thereof, for which the Division has responsibility.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

509. General Correspondence File. This contains requests from the public for information, professional opinions and advice, and other assistance and guidance in the preparation of studies by individuals or of commercial studies such as some of those produced by Dun and Bradstreet and similar firms. Some of this correspondence has some long-term methodological or technical significance.

The file includes, however, quite a quantity of papers that have only a very short-term value. Among these are inquiries on the availability of publications, publication dates, free copies, nonreceipt of items, and the like.

- a. Selected methodological or technical correspondence - Retain indefinitely. Transfer to WNRC when no longer needed for current business.
- b. All other correspondence - Dispose when 5 years old.

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510. Administrative Subject File. This contains office copies of housekeeping papers on such things as time and attendance, personnel actions, space, supplies and equipment, services, and the like.

Record copies of these papers are maintained in the appropriate SESA Office.

Dispose when 2 years old.

511. Diffusion Index Worksheets File. These are worksheets on which are posted data for the individual components (ranging from 13 to 80) for selected aggregate economic indicators. They are used to analyze the movements of the aggregate series--i.e., to determine how widespread are the movements in the aggregate series over 1- and longer-term spans.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

512. Historical Tables and Charts Used for Research. This is one copy and/or master of each chart produced whether published or unpublished. In some cases, worksheets or original drafts are retained in lieu of a chart or table.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

513. Recovery Comparisons Charts File. These are charts depicting trends of business indicators by comparisons of the statistics for one time period with another. Some of these charts are published but the majority are not. The unpublished charts are restricted and are not available to the public.

Dispose when superseded by a new issue.

514. Published Reports Master Charts and Tables File. These contain the original artwork for tables, charts, and the like published in the various publications and special studies developed by the Division. In some cases these are supported by preliminary layouts produced in the process of finalizing the table or chart.

- a. Business Conditions Digest art work - Dispose when superseded or when 5 years old, whichever is sooner.

- b. Special studies art work - Dispose when 10 years old or revised, whichever is sooner.

515. Tape Sales File. This contains orders for magnetic tapes on sale to the public which contains current data appearing in the various publications produced by the Division.

Dispose when 2 years old.

516. Computer Tape File Description. This contains a narrative description of the content of the tapes with explanatory remarks on how the figures appearing thereon were derived and how the tape might be best used. Also included are the usual specifications provided for a magnetic tape file.

Record set of 1 copy each - ~~Retain indefinitely.~~
Transfer to WNRC when an appropriate quantity has been collected.

(Magnetic Tapes)

517. Security Tape of Disc Packs. Periodically the data stored in on-line disc packs are copied on magnetic tape. These tapes are sent to a relocation site for safekeeping. All of the data on these tapes can be recaptured from source materials for purposes of economic or other research.

Scratch when superseded by a new tape.

518. Seasonal Adjustment Output Tapes. Selected data from the disc pack are printed out and checked. These data are then used as computer input, and the computer automatically performs the necessary calculations to printout seasonal adjustment factors and measures of intermediate product. These tapes are of no value after the seasonal adjustment factors have been applied to the current analysis of data.

Scratch when superseded or when no longer needed for current business.

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519. Subset Tapes. These are work tapes produced for diagnostic test, or review purposes. They are of only temporary value.

Scratch when they have served their purpose.

(Computer Printouts)

520. Seasonal Adjustment Printouts. These are printouts of calculations automatically performed to produce the resulting seasonal adjustment factor as shown. These printouts are of no value after the factors are used in the data processing system.

Dispose when superseded or obsolete, whichever is appropriate.

521. Intermediate Printouts. These contain data required to satisfy intermediate steps in the analysis and production of statistical tables. These printouts are of no value after the work step to which they relate is completed.

Dispose when they have served their purpose.

522. Printouts of Matrices. These are printer's camera copy of various statistical tables as they appear in publications issued by the Division.

Dispose after the table is published.

(Punch Cards)

523. Data Input Decks. Data are transcribed on these cards for computer input and storage in the data bank.

Dispose 30 days after data is written on magnetic tape or discs.

524. Computer Plotting Card Decks. These cards contain data, in machine language, which the plotter automatically processes and produces graphs.

Dispose of individual cards when superseded by new cards.

525. Computer Program Cards. These cards contain commands to the computer to select specified data and process it in a specified manner.

Dispose of individual cards when superseded by new cards.

BUSINESS OUTLOOK DIVISION

The Business Outlook Division maintains, improves, and interprets data on past, current, and prospective domestic business investment in new plant, equipment, and inventories; conducts designated surveys required to collect this information; maintains and interprets data on business sales and inventories and manufacturers' new and unfilled orders; and maintains and improves an econometric model designed to forecast short-term changes in economic activity, and to assess the likely impact on economic activity of alternative fiscal, monetary, and other government economic policies.

Office of the Chief

526. Program Subject File. This contains papers generated by both the Chief and Assistant Chief of the Division pertaining to data sources and techniques used to evaluate and forecast automobile sales and inventories, consumers durable goods, inventory and sales expectations, plant and equipment expenditures, retail and wholesale trade, and manufacturers sales, orders and inventories. Also included are incoming and outgoing correspondence with private companies, universities, and other users and suppliers of data. The internal policy and procedural instructions developed by the Chief are also included under appropriate subject headings.

Start a new file every 5 years. Transfer to WNRC 2 years later. Dispose when 10 years old.

DISPOSAL NOT
APPROVED

527. Administrative Subject File. This covers office copies of housekeeping papers including budget submissions, personnel actions, time and attendance reports, travel, procurement, space, and Preliminary Project Cost Reports, Project Summary - Total All Services automatically prepared by the computer.

Dispose when 2 years old.

528. Press Release File. Included in this file are copies of press releases prepared by the Business Outlook Division and other organizational elements of BEA and of the Department. Record copies of these releases are maintained in the News Room, Office of the Secretary.

Dispose when 1 year old or when they have served their purpose, whichever is sooner.

529. Control Copies of Survey Questionnaires (Forms BE-452 and supplements, BE-456 and supplement, and BE-500). This is a duplicate copy marked "Important Reminder" of the survey questionnaires forms containing only the address of the respondent. This uncompleted copy of the questionnaire form is held until the respondent completes and returns the one mailed to him. Control copies of completed and returned forms are destroyed.

Residual control copies - mail to respondents failing to return a completed survey questionnaire.

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Econometrics Branch

This Branch is responsible for the maintenance, development, and application of a large quarterly econometric model of the U.S. economy. The model is used in forecasting and determining the impact of alternative economic policies. The model is comprised of equations representing behavior and accounting or definitional relationships. Both its development and application require the use of many economic and some noneconomic time series data. The equations are modified and re-estimated periodically using newer data. The model is used to aid policy decision-making at the highest level.

530. Forecasts Work File. Background material for preparing forecasts using the BEA Econometric Model are included in this file.

Dispose of individual documents or contents of individual folders when superseded or when 10 years old, whichever is sooner.

531. Economic Subject File. This comprises economic subject files for various segments of the economy such as gross national product, employment, housing, steel production, etc., as they relate to the BEA Econometric Model.

Dispose of individual documents or contents of folders when superseded or 10 years old, whichever is sooner.

532. Computer Program Manuals. These manuals contain the description of each program and **how** to use it, the limits, restrictions, and how to punch cards for programs. Printouts of each program are kept long enough to meet all requirements and a copy of the compatible manual is with the related computer program.

Dispose when 10 years old.

533. Tape File Record. This is a tape control which shows whether the tape is owned by BEA or some other agency, where it is stored, identifying number, date created, date released (erased), processing frequency, and active life. The record also contains a description of the data written on each tape and remarks concerning the system under which the tape was created.

Dispose when tape is erased.

534. OEP/Resource Analysis Magnetic Tape Inventory by User. This is a list of tapes produced by OEP under a work agreement with BEA. The list shows the tape number, title, number of reels, date written, last date used, and the initials of the programmer and frequency of use.

Dispose when superseded by a later issue.

(Magnetic Tapes)

535. Master Forecast Tapes. These comprise the forecast programs and data for the BEA (OBE) Econometric Models. A master tape is produced each calendar year. A printout of this tape is earmarked for indefinite retention, see item 540 (1). These are duplicate copies of the operating tape maintained in the Office of Emergency Planning.

Erase when 10 years old.

536. Special Studies Master Tapes. These are different versions of the BEA (OBE) Econometric Model with special supplementary programs and data. Hard copies of the special studies derived from tapes are maintained for a period long enough to meet all requirements.

Erase when 10 years old.

537. Card Image Tapes. These are data images of punch cards for the SIMEMOD program which is BEA (OBE) Staff Paper No. 17. The tape is maintained to respond to requests for the program. A similar tape is maintained for the econometric model data bank. Both tapes reproduce punch cards automatically.

Erase when superseded by a new version.

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538. Working Tapes. These are either copies of infrequently used programs and backup files for FASTRAND files.

Erase when superseded.

(Computer Printouts)

539. Trial Equations for BEA Econometric Model Re-estimation. These are trial equations for use in the construction and improvement of the BEA Econometric Model. More specifically, this includes:

- (a) Trial Equations. These are used for BEA Econometric Model re-estimations.
- (b) Trial Equations Capacity Utilization Indexes. These are also used for BEA Econometric Model re-estimation.
- (c) BEA Econometric Model Re-estimation Equations (Arranged Alphabetically). These are used to obtain equation coefficients which are entered in the Model Program, and
- (d) Model Estimates. These are estimates over a short period for post-sample period comparative purposes.

After these trial balances have been put in the model and proven, or discarded, their value diminishes.

Dispose when 4 years old.

540. Programs and Data Files. These are computer programs and data files which are either a part of, or support the BEA Econometric Model, including:

- (a) SIMEMOD - A program to simulate and forecast with the BEA Econometric Model.
- (b) FRB (Federal Reserve Board), MIT (Massachusetts Institute of Technology) - A data file used in FRB-MIT Econometric Model.

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- (c) DAM (Data Processing and Multiple Regression) - A general multiple regression and data handling program written primarily for analysis of economic time series data.
- (d) BEA (OBE) GRAPE - This is an updated version of DAM.
- (e) GRAPE and FRUIT - The updated DAM and program for least square estimation of nonlinear parameters.
- (f) BEA Econometric Model Projection Programs - These are versions 2 and 3 of the programs.
- (g) FRUIT - A program for estimation of nonlinear parameters.
- (h) BEA Econometric Model Supply Constraints - A subroutine for use with BEA Econometric Model.
- (i) Data File - This is used with BEA Econometric Model forecasts, and equation estimating program.
- (j) TSP (Time Series Processor)- A program for statistical analysis of time series by ordinary least squares and for solution of the system of equations which comprise econometric models.
- (k) Data File Program - This is a general purpose computer program for creating and maintaining a data file for time series variables.
- (l) BEA Econometric Model.- This is a copy of the BEA Quarterly Econometric Model.
- (m) Data File - This is the master data file used with the BEA (OBE 70) Model and equation estimating programs.

Retain indefinitely. Transfer to WNRC when no longer needed for current business.

541. Tape Listing or Record. These are records of all magnetic tapes showing what was stored on tape.

Dispose when superseded by a new issue.

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542. Forecast Files. These are printouts of forecasts that have been finalized and written on tape, produced with the BEA Econometric Model on an as needed basis or by special request sometimes using special assumptions as alternative budget figures. Also included are trial forecasts.

- a. Distributed Forecasts - Retain indefinitely.
Transfer to WNRC when 10 years old.
- b. Trial Forecasts - Dispose when 2 years old.
- c. Special Request Forecasts - Dispose when 5 years old.

(Punch Cards)

543. Punch Cards. These are card decks prepared for use in the various work steps involved in preparation of the BEA Econometric Model. For the most part, the data on these cards are written on magnetic tape. The decks include re-estimation cards, program backup cards, data file cards, and control cards.

- a. Re-estimation deck - dispose when superseded by a new deck or when the data is written on magnetic tape.
- b. Program backup deck - dispose of individual cards as required by program revisions.
- c. Data file deck - dispose when the data is written on magnetic tape.
- d. Control deck - dispose of individual cards when replaced by revisions.

(Special Studies)

544. Special Studies and Papers. These are special studies on the BEA and other econometric models including:

- (a) Wharton Model. A long-run control and 25-year simulations with serially correlated shocks.
- (b) Spectral Analysis. A study of business cycle characteristics of models.
- (c) Simulations, 1968. Program and other data used for a paper delivered at a meeting of the Econometric Society, December 28, 1968, entitled Multiplier Paths and Business Cycles.

- (d) Sample Period Simulation. A periodic running of the model for statistical analysis which is rerun each time the model's sample period is changed or each time there is a major data revision.
- (e) 25-Year Simulations. A special work for the National Bureau of Economic Research.
- (f) Six-Quarter Simulations. Tests for improvement of procedures for short-term simulations for the Conference on Econometric Models of Cyclical Behavior.
- (g) Shocks. These are simulated situations inserted to test the model's reaction.
- (h) 25-Year Simulations, Control. These are a series of computer runs for purposes of making long-range policy decisions.
- (i) Price Simulations with the BEA Model. Work files for preparation of a paper for Conference on Econometrics of Price Determination.

These and similar studies and exercises provide the basis for increasing the efficiency of the model and for sharing professional knowledge.

Retain. Transfer to WNRC when no longer needed for current business.

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Business Investments Branch

(Magnetic Tapes)

545. Company Record Master File Tapes. These tapes contain all data collected by the Business Investments Branch from individual companies. Data on the tapes are arranged by company and updated quarterly to include data on each from the beginning of the automation program in 1965 to date.

As workload permits, company data from older manually prepared records will be computerized and added to this tape.

This master file is used by both the Inventory and Sales Anticipation Section and the Plant and Equipment Section to produce their respective end-product reports.

Retain. Transfer to WNRC 1 year after there is a change in the identification system.

Inventory and Sales Anticipations Section

546. Inventory and Sales Published Series Files. These are the final worksheets summarizing the results of the quarterly Inventory and Sales Anticipations Survey published in the Survey of Current Business.

Retain. Transfer to WNRC when no longer needed for current business.

547. Technical Reference File. This contains incoming and outgoing correspondence pertaining to the derivation of existing statistical series and the creation of new series. Also included are selected documents and papers pertaining to statistical methodology or series related to inventories and sales.

Dispose of individual papers or contents of individual file folders when superseded or obsolete.

548. Census Bureau Inputs File. These are tabulation sheets on which data have been posted in a special format for inclusion in the inventory and sales anticipations forecast.

Transfer to WNRC when 2 years old. Dispose when 5 years old.

549. Historical Data Prior to Computerization File. These are tabulations sheets on which inventory and sales anticipations data has been compiled for the period prior to automation of the forecast. The data is tabulated in a special format for computer input.

Dispose 2 years after data is written on magnetic tape.

550. Inventory and Sales Anticipations Survey Schedules File. These are copies of Inventory and Sales Anticipations Survey Schedules Form BE-500 for the last survey collected.

Dispose when superseded by a new set of survey schedules.

551. Schedules on LIFO/FIFO Study for National Income and Wealth Division. These are copies of schedules collected for the preparation of the special study on inventory accounting systems done for the National Income and Wealth Division.

Dispose when 2 years old.

552. Inventory and Sales Anticipations Press Release File. These are multiple copies of press releases related to the Inventory and Sales Anticipations Surveys used for distribution and reference purposes. A record copy of these are maintained in the News Room, Office of the Secretary.

Set of one copy each - dispose when no longer needed for current business.

553. Inventory and Sales Anticipation Schedule Forms Historical File. This consists of copies of each form including public use forms used to collect and analyze data for the **inventory** and sales anticipations forecasts.

Set of one copy each - dispose when 25 years old.

554. Plant and Equipment Record Cards File. These are cards on which plant and equipment source data have been manually recorded prior to computerization. They are currently being used to derive estimates for plant vs. equipment series by years historically.

Dispose 3 years after all data have been written on magnetic tape.

555. Capacity Utilization Survey Schedules File. These are survey questionnaires completed and returned by manufacturers. The data is being punched in order to set up an historical computer tape.

Dispose 6 months after data has been written on magnetic tape.

556. Computer Programs and Systems File. These are the record copies of the computer programs and systems used by the Inventory and Sales Anticipations Section including a printout of the actual program, formats for the printing of the tapes, any necessary documentation instructions for the program, and any formats for outside inputs that are needed. A historical set of the forms used in the system are a part of the file.

RETAIN Transfer superseded or revised computer program documentation to WNRC at the end of every year.

(Magnetic Tapes)

557. Master Condition Tape. This contains historical information on and manufacturer's evaluation of their inventories. Used to run the historical condition table for publication. It will eventually be used to supply the information to check completion of historical company record master tape.

RETAIN Transfer to WNRC, Data Records Center, after selected data has been merged with the data on the company record master tape.

558. Unadjusted Ratios Universe Estimates and Totals Tape. Contains the quarter to quarter percent change on inventory and sales. This is a cumulative tape that is updated periodically to show the historical change in the ratios involved.

Retain. Transfer to WNRC, Data Records Center when the system is changed or discontinued.

559. Inventory Condition Ratios Tape. Contains percent distribution of condition of inventories by

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industry and size groups, and by stage of fabrication that are projected to show the universe levels. This is a cumulative tape that is updated periodically to show the historical percentage distributions involved.

~~Retain.~~ Transfer to WNRC, Data Records Center, when the system is changed or discontinued.

560. Inventory Imbalance Ratios Tape. This shows by how much manufacturers consider their inventories out of balance. This is a cumulative historical tape that is updated periodically.

~~Retain.~~ Transfer to WNRC, Data Records Center, when the system is changed or discontinued.

561. Intermediate or Subset Tapes. These are working tapes used to collect data either for a one-time printout or for merger with other tapes to write a master file tape.

Erase 6 months after merge with master tape or the related printout has been proofed and checked.

(Computer Printouts)

562. Quarterly Inventories and Sales Universe Estimates. Consists of volumes of unadjusted and seasonally adjusted expectations linked to BEA actual figures and to Bureau of the Census actual figures, and used to establish universe levels for publication.

a. Quarterly historical set - dispose when superseded by a net set.

b. Update of historical series - dispose when superseded by update or revision.

563. Quarterly Computations. These contain further computations to show calculated values of percentage error and amount, and percentage change between quarterly universe estimates.

a. Quarterly historical set - dispose when superseded by a new set.

b. Update of historical series - dispose when superseded by update or revision.

564. Inventory and Sales Summaries. These show summaries of sample data for total inventories, finished goods inventories, all other inventories, and sales, by industry size, group, and by survey.

Transfer to WNRC when 15 years old and dispose when 25 years old.

565. Quarter to Quarter Inventory and Sales Changes. These show figures for each survey by industry size and evaluation group for total inventories and sales.

Transfer to WNRC when 15 years old and dispose when 25 years old.

566. Evaluation of Inventories and Sales. These show manufacturers' evaluation of the condition of their total inventories, finished goods inventories, all other inventories, and sales by size and industry group.

Transfer to WNRC when 15 years old and dispose when 25 years old.

567. Universe Estimates of Inventory Condition. This consists of data beginning with ratios from the survey through calculations to derive universe estimates of inventory condition for total, finished goods, and all other inventories.

(a) Retain finalized issues supporting published distribution levels. (b) Dispose of quarterly issues when superseded by the next issue.

568. Universe Values of the Imbalance Table. This shows the number of manufacturers that consider their inventories too high and the amount by which they are out of balance. Included are tables for total inventories, finished goods, and all other inventories.

(a) Retain finalized issues supporting published distribution levels. (b) Dispose of quarterly issues when superseded by the next issue.

569. Ratio of Actual to Expected - Based on Unadjusted BEA Company Data. This is a special study using BEA data on the inventories and sales of companies to determine the amount of percentage error in company reports of anticipated levels.

Retain and transfer to WNRC when no longer needed for current business.

570. Statistical Techniques and Tests. This covers special techniques to derive correction factors which are necessary to make adjustments for systematic biases in the data.

Retain and transfer to WNRC when no longer needed for current business.

Plant and Equipment Section

571. Special Depreciation and Investment Tax Credit Survey File. This is a periodic special survey done in response to a particular situation. These are copies of questionnaires sent to individual companies to collect data on the amount of depreciation deducted from income taxes and the amount of depreciation claimed if the new guidelines were used. These data were analyzed to determine the major factors that the depreciation and investment tax credit had on business investment and the analyses are published.

Transfer to WNRC 5 years after publication of the analysis. Dispose 10 years after publication of the analysis.

572. Plant and Equipment Expenditures Survey File. These are the tabulations and estimation worksheets containing quarterly and annual data drawn from the plant and equipment expenditures survey questionnaires submitted by individual companies. The tabulation sheets contain sample company data, by company, by industry, that are projected to universe estimates by industry and by size. Universe data are published substantially as they appear on the worksheet. Although this data has been regularly accumulated, all of the economic benchmarks that completely meet current needs

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have not been established. To remedy this situation, an historical analysis of all data from 1945 to 1965 has been initiated to establish new statistical series that in turn will provide the basis for new economic plant vs equipment benchmarks. This project includes computerizing all of the data on the tabulation and estimation worksheets from the earliest date of collection up to about 1965 when the plant and equipment surveys were automated for the first time.

- a. Transfer tabulation and estimation worksheets to WNRC after the data has been written on magnetic tape. Dispose when 50 years old.
- b. Retain universe estimation sheets.

573. Computer Programs and Systems File. These are the record copies of the computer programs and systems used by the Plant and Equipment Section including a printout of the tapes, any necessary documentation of instructions for the program, and any formats for outside inputs that are needed. A historical set of the forms used in the system are a part of the file.

Transfer superseded or revised computer program documentation to WNRC at the end of every year.

574. Quarterly Plant and Equipment Expenditures Survey Questionnaires. These questionnaires are sent to individual companies to collect investment data on plant vs equipment expenditures. The data provided on these forms are compiled on tabulation and estimation worksheets which are keypunched and computerized. This also includes an expansion of the statistical sample used in the current survey for nonmanufacturers.

Dispose 3 months after verification of the printout of the company data schedule.

575. Universe Estimates of Carryover. These are universe estimates which include expenditures planned by individual companies, yet to be incurred, on projects started by a specified date and to extend a period over a quarter or until payments are completed.

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Tabulation and estimation worksheets to support these universe estimates are computerized.

Retain universe estimate worksheets.

576. Universe Estimates of Manufacturers Capacity Evaluation. These are universe estimates of whether a given manufacturers' plant and equipment capacity meets or exceeds current capacity or is inadequate. The universe estimates and the supporting company data are on tape and automated.

Dispose 6 months after verification of the related computer universe estimate printout.

577. Correction Factors. Correction factors are derived from the error ratio of actual to expectation. This is done by regression methods in which we use at least 5 years or more error ratio as input data to the regressions. The correction factor is then applied to the current expectations to eliminate systematic bias. These are worksheets and related papers showing the selection procedures and the correction factors used for the subject surveys. The regressions from the error ratios are computerized.

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~~Retain until there is a change in the procedure of selecting criteria. Transfer to WNRC, 3 years after each change of procedure of selecting criteria. Dispose 5 years later.~~

578. Press Release File. Copies of press releases prepared by or of special interest to the Plant and Equipment Section are included in this file. A record copy of these releases is maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

579. Universe List of Companies in United States. This is a 3" x 5" card index of all companies doing business in the United States arranged alphabetically by company names. It is used to compile mailing lists and to plan for inclusion of selected companies in various surveys.

~~Retain.~~ Transfer to WNRC when no longer needed for current business. Dispose 6 months after verification of related computer printout version.

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530. Industry Index. This is a 5" x 3" card index of the companies comprising a given industry. Arranged by industry, they are in order alphabetically by the names of companies.

~~Retain until computerized.~~ Dispose 6 months after verification of related computer printout.

581. Benchmark Data and Computations of Revisions for the Plant and Equipment Survey. These are computations made by taking ~~the~~ 1958, 1963, and 1966 benchmarks and interpolating annual data back to 1947 in order to revise the plant and equipment historical series. These papers with supporting documents are arranged by manufacturing and nonmanufacturing industries.

Transfer to WNRC 5 years ~~after~~ superseded by a new set of benchmark data. Dispose 25 years after transfer.

582. Technical Information File. This is comprised of printed and processed material including copies of economic studies and reports, reprints of articles, workpapers, newspaper and magazine clippings used as reference material by economists and others.

Dispose of individual documents or the contents of individual file folders when superseded or 10 years old, whichever is ~~sooner~~.

583. Plant and Equipment Input Punch Cards. These are punched cards in decks arranged for the input of the total data in the master company record file.

Dispose 1 year after the printout has been proofed and verified.

(Magnetic Tapes)

584. Unadjusted Ratios Universe Estimates and Totals Tape. Contains the quarter to quarter percent change on plant and equipment expenditures. This is a cumulative tape that is updated periodically to show the historical change in the ratios involved.

Retain. Transfer to WNRC, Data Records Center, when the system is changed or discontinued.

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585. Unadjusted Ratios Universe Estimates and Totals Tape - New Starts and Carryover. Contains the quarter to quarter percent change on plant and equipment starts and carryover expenditures. This is a cumulative tape that is updated periodically to show the historical change in the ratios involved.

Retain. Transfer to WNRC, Data Records Center, when the system is changed or discontinued.

586. Intermediate or Subset Tapes. These are working tapes used to collect data either for a one-time print-out or for merger with other tapes to write a master file tape.

Erase 6 months after merge with master tape or the related printout has been proofed and checked.

(Computer Printouts)

587. Plant and Equipment Company Record File. This comprises all data collected from individual companies by the Business Investment Branch. The data collected includes quarterly and annual plant and equipment expenditures, sales, capacity utilization, total assets, gross depreciable assets, and capacity evaluation.

Dispose upon receipt of a new issue.

588. Quarterly Plant and Equipment Universe Estimates. Consists of volumes of unadjusted and seasonally adjusted data linked to previous quarter BEA actual figures, and used to establish universe levels for current quarter data publication.

- a. Quarterly historical set - dispose when a new issue is received.
- b. Update of historical series - dispose upon receipt of next issue.

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589. Quarterly Computations. These contain individual company data by industry and by size for plant vs. equipment carryover, and capacity evaluation data. It also shows computations and calculated values of percentage change between quarterly data, which is used to compute current quarter universe estimates.

- a. Quarterly historical set - Retain and transfer to WNRC when no longer needed for current business.
- b. Update of historical series - dispose upon receipt of next issue.

590. Ratio of Actual to Expected - Based on Unadjusted BEA Universe Data. Error ratios are used as input data for regressions to derive correction factors and for various analytical studies.

Retain and transfer to WNRC when no longer needed for current business.

591. Quarterly Seasonal Adjustments. These are quarterly seasonal factors for new plant and equipment starts and carryover. This seasonal adjustment program derives quarterly seasonal factors which are applied to quarterly unadjusted data to arrive at seasonally adjusted data.

- a. New plant and equipment - dispose upon receipt of new issue.
- b. Starts - dispose upon receipt of new issue.
- c. Carryover - dispose upon receipt of new issue.

592. Statistical Techniques and Tests. This covers special techniques (regressions) to derive correction factors which are necessary to make adjustments for systematic biases in the data.

Retain and transfer to WNRC when no longer needed for current business.

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Consumer Markets and Trade Branch

In this section most of the analyses and reports are based on source data from the Bureau of the Census and other **government** sources.

593. Manufacturing Press Release File. This consists of one or more copies of press releases prepared by Bureau of the Census of special interest to this Branch. Record copies are maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

594. Manufacturing and Trade Data File. This includes copies of advance data sheets distributed in BEA, and copies of research worksheets and tabulations done on the manufacturing series.

Retain. Transfer to WNRC when no longer needed for current business.

595. Manufacturing Source Data File. This has copies of documents containing data from various sources used to check the validity of the manufacturing series.

Dispose when documents have been superseded or served their purpose.

596. Manufacturing and Trade Press Release File. This contains copies of press releases prepared by this section on manufacturing and trade sales and inventories. A record copy is maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

597. Historical Data on Group 2 Retail Sales. These are record cards on which have been posted monthly sales under nondurable and durable goods stores broken down by kinds of businesses.

Retain. Transfer to WNRC when no longer needed for current business.

598. Retail Sales Data File. This consists of tabulations and worksheets on which various retail sales tabulations have been made. Also included are related analytical papers and studies.

Retain. Transfer to WNRC when no longer needed for current business.

599. Manufacturing and Trade Sales Basic Data File. This consists of data posted on record cards and worksheets supporting revisions of the retail inventories series.

Retain. Transfer to WNRC when no longer needed for current business.

600. Retail Trade Notes and Studies. This contains copies of documents of Dun & Bradstreet, Federal Reserve Board, and other sources and similar material prepared within BEA on retail sales and prices.

Dispose of individual documents or the contents of individual file folders when superseded or they have served their purpose.

601. Retail Sales Press Releases and Monthly Retail Trade Reports File. These are copies of the preliminary, weekly, monthly, and annual retail sales press releases and copies of the monthly retail trade reports, which incorporates and expands the data in the preliminary press releases, issued by Bureau of the Census. Record copies are maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

602. Monthly Wholesale Trade Press Releases and Reports. These are copies of the monthly press releases and monthly reports on wholesale trade issued by Bureau of the Census. Record copies are maintained in the News Room, Office of the Secretary.

Dispose when no longer needed for current business.

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603. BEA Manufacturers Sales, Inventories and Orders File. Prior to the beginning of the present manufacturing sales, orders and inventories series, BEA published a manufacturers inventories, sales and orders statistical series. These are the record cards containing the data supporting publication of the old BEA manufacturers series.

Retain. Transfer to WNRC when no longer needed for current business.

604. Manufacturers Sales, Orders and Inventories Record Card Files. These are ledger cards on which data are posted with analytical measures which support the manufacturers sales, orders and inventories press releases and reports.

Retain. Transfer to WNRC when no longer needed for current business.

605. Manufacturing and Trade, Retail Trade, and Wholesale Trade Record Card File. These are ledger cards on which data are posted with analytical measures which support the manufacturing and trade, retail trade, and wholesale trade press releases and reports.

Retain. Transfer to WNRC when no longer needed for current business.

(Computer Printouts)

606. BEA Retail Sales and Inventories Benchmark Adjustment Revision. This shows retail sales and inventories by month adjusted to a benchmark figure.

Dispose when no longer needed for current business.

607. BEA Wholesale Series. This shows wholesale sales and inventories by month for durable and non-durable goods, unadjusted and seasonally adjusted to the 1966 benchmark.

Dispose when no longer needed for current business.

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608. Retail Sales and Inventories X-11 Seasonal Adjustment Program. These are seasonal adjustment runs with all supporting data involved. Most of these were produced by Bureau of the Census, however, the program is gradually being put on the BEA computer.

Dispose when no longer needed for current business.

609. Monthly Retail Inventory Survey of Group I and II Firms. This printout shows basic sample data by establishment for firms prepared by Bureau of the Census. The data are formatted under weighted and unweighted inventories and weighted by the probability of selection for the current and previous months and the base year and.

Dispose when 1 year old.

610. Manufacturers Sales, Inventories and Orders Seasonally Adjusted and Unadjusted. These are printouts of unpublished data of manufacturing sales, inventories, and orders series prepared by the Industry Division, Bureau of the Census. Some of the printouts have been superseded.

- a. Preliminary printouts of data - dispose when superseded.
- b. Revisions - retain. Transfer to WNRC when no longer needed for current business.

611. Sales and Inventories of Automobiles by Units. These are printouts of seasonal runs prepared by Bureau of the Census containing supporting data for the published statistical series sales and inventories by automobile units, with related worksheets and papers.

Retain. Transfer to WNRC when no longer needed for current business.

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ALL UNITS

Where any of the records listed below are described elsewhere in this schedule among those of a particular organizational unit, the retention period provided there shall prevail. Otherwise, the retention periods for records described hereunder shall apply wherever they are found in BEA.

612. National Security Classified Documents. These are documents withheld from any but authorized inspection because they contain information that must be protected to maintain the national security. To provide such protection of their subject content, these documents are filed in special equipment separate from open papers, if there are any, that relate to the same function or matter.

Almost without exception, the security classified material accumulating in BEA may be categorized in terms of the action(s) and responsibilities undertaken by BEA as a result of such material.

- a. Documents security classified by the Department:
 - (1) Copy kept in classifying office - Make disposition in accordance with retention period prescribed for the open file in which it would have been filed if it had been unclassified.
 - (2) Copy kept in classifying office that would not have been filed in an open file described herein even if it had been unclassified - Permanent.
 - (3) Information and supporting action copies in all other offices or units - Burn when the transaction is closed, or when the need to know has been satisfied, whichever is the case.

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b. Documents classified by and received from other government agencies:

- (1) Documents on which the Department took significant substantive action(s) - Make disposition in accordance with the retention period prescribed for open file, described herein, with which they would have been filed if they had been unclassified.
- (2) Documents on which the Department took a significant substantive action, but which cannot be considered a part of an open file because of lack of any similarity of subject content - Permanent.
- (3) Information copies - Burn when the need to know has been satisfied.

613. National Security Classified Document Control Files. These include registers of Top Secret and Secret documents maintained at control points to indicate accountability; receipts, records of safe and lock combinations, and lists of persons knowing combinations.

- a. Registers and receipts - Dispose 5 years after documents have been downgraded or transferred.
- b. Safe and lock combinations and lists of names of persons - Dispose when superseded or upon turn-in of equipment.

614. "Chronological," "Reading," "Tickler," or "Suspense" File. These are extra copies of correspondence maintained for convenient reference or to flag a due date for an action. In some cases, the extra copies are removed from such files and used for cross-reference and other purposes in subject files. This, of course, liquidates the extra copy file.

Dispose of residual copies when 1 year old.

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615. Reproducibles File. This includes manuscripts (camera copy), paper, photographic, and types of plates or media used to reproduce multiple copies of documents for distribution.

Dispose when no longer needed for reprinting.

616. Directives. These are copies of printed and processed Departmental Orders, SESA Manual material, OMB bulletins and circulars, GAO regulations, and similar authoritative issuances governing current operations.

Dispose of individual documents when revoked, superseded, or no longer applicable to the office or unit concerned.

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