

National Archives



Washington, DC 20408

May 25, 1988

Ms. Carol Carson
Deputy Director (BE-2)
Bureau of Economic Analysis
1401 "K" Street, NW
Washington, DC 20230


Dear Ms. Carson:

Enclosed is your agency's official copy of its comprehensive records schedule, which was recently signed by the Archivist of the United States. This schedule is the culmination of two years of intensive work by staff of both our agencies. The next step is the systematic application of the schedule to BEA's records holdings, a process which also will require close cooperation between our agencies. We would like to discuss this phase with you, answer any questions you may have, and on the basis of our experience with other agencies offer a few suggestions for effectively implementing the schedule.

Among the topics we would like to cover are disseminating the schedule and training Bureau staff in its use, transferring permanently valuable electronic records to the National Archives, retiring older records from space in your building to the Washington National Records Center or the National Archives when appropriate, and scheduling for disposition any records which are not covered by the schedule.

Mike Miller will be working with Zena Walker on each of these questions, but your active support will be critical to their success. We hope that we can meet with you in the near future so that effective use can be made of the schedule everyone has worked so hard to produce. We will call your office in a week to arrange a date and time.

Sincerely,


KENNETH F. ROSSMAN
Director
Records Appraisal
and Disposition Division

Enclosure

5/27

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-375-81-1	
DATE RECEIVED	
April 24, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal of this request, including extensions, is approved except for items that may be exempted for disposal not approved for withdrawal in column 10.	
Date	Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Commerce

2. MAJOR SUBDIVISION
Bureau of Economic Analysis

3. MINOR SUBDIVISION
Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ann M. Winkler, Records Officer

5. TEL EXT
523-0890

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 144 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4-20-81	<i>Henry V. Parr</i>	Departmental Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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BUREAU OF ECONOMIC ANALYSIS

General: With the dissolution of the Social and Economic Statistics Administration, the Bureau of Economic Analysis (BEA) was established as a primary operating unit of the Department of Commerce by Order No. 35-1A, August 4, 1975.

BEA maintains and improves the economic accounts of the U.S., including the national income and product, wealth, input-output, balance of payments, international investment, and regional accounts; maintains and improves econometric and other research techniques for analyzing the economic situation and short- and long-term outlook; conducts selected surveys to obtain information necessary to maintain and improve the accounts and to analyze the economic situation and outlook; develops and maintains a system of leading, lagging, and co-incident business cycle indicators; analyzes the economic situation and outlook, publishes reports thereon, and briefs Federal officials and public and private groups on the present and projected state of the economy; provides special analyses to officials of the Government, as may be requested on the economic impact of alternative economic policies; interprets measures relating to environmental change and to welfare; serves as the central economic research organization of the Department on the functioning of the economy and collaborates with other primary operating units and private and public research organizations which

require or can contribute to its research.

National Archives



Washington, DC 20408

Date: April 13, 1988
Reply to: Michael L. Miller
Attn of:
Subject: Job No. NC1-375-81-1
To: Memo for Record

This schedule is quite different in content from that originally submitted in 1981. The changes have been coordinated with the agency as the sections were approved. This memo has been drafted to provide a clear record of the concurrence process.

Sections A - M: Reviewed by Susan Randolph 12/86.

Section N: Final approval from Betty Barker, telephone call 6/10/87.

Section O: Final approval from Linnea Hazen, letter of 8/24/87.

Section P: Final approval from READ by telephone 7/29/87, Bruce Levine for Hugh Knox.

Section Q: Final approval from Jerry Donahoe, letter of 2/16/88.

Section R: Final approval from Tim Dobbs, telephone conversation, 1/11/88.

Section S: Final approval from Paula Young, letter of 11/4/87.


Section T: Final Approval by George Green, 4/13/88.

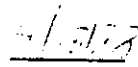
Section U: Approved by Gary Rutledge, letter of 1/4/88.


Section V: Final approval by George Green, 4/13/88.

Section W: Unchanged from first submission.

The schedule is approved as revised.


Zena Walker
Bureau of Economic
Analysis


Date


Michael L. Miller
National Archives
& Records Admin.


Date

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REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-375-89-1	DATE RECEIVED 8/8/89
1. FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Economic Analysis		DATE 8/14/92	
3. MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES <i>C. Andrew Prieder</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Peggy Collier	5. TELEPHONE (202)523-0508		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/3/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Collier</i>	TITLE Program Analyst	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED RECORDS SCHEDULE This job supersedes items previously scheduled by NC1-375-81-1. All changes to this proposed schedule have been approved by: Agency representative: <i>Margaret A. Collier</i> Date: <u>8/3/92</u> NARA representative: <i>Tally Poeme</i> Date: <u>8/3/92</u>		

Copies sent to agency, NN-W, NNT, NSX, NCF, NIA 9/15/92

CROSSOVER INDEX

Job No. N1-375-89-1

<u>New Item #</u>		<u>Superseded Item #</u>
1.	NRIES II State Projections	NC1-375-81-1 Item P28
2.	RIMS II Table Printouts	Item P29
3.	Unadjusted Fed. Gov't Expenditures	Item R7
4.	Unadjusted Fed. Gov't Receipts	Item R8
5.	Fed. Gov't Receipts and Expenditures Annually Adjusted	Item R9
6.	Fed. Gov't Purchases of Goods and Services	Item R10
7.	Fiscal Year File	Item R11
8.	Federal Purchases Subject File.	Item R25
		Item R26: Deleted.
9.	Federal Purchases for NIPA Accounts	New Item

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>N1-375-90-1</i>	DATE RECEIVED <i>5/1/90</i>
1. FROM (Agency or establishment) DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION BUREAU OF ECONOMIC ANALYSIS		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Mar</i>	5. TELEPHONE EXT.	DATE <i>10/19/90</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

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

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>7/11/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret A. Collier</i>	D. TITLE <i>Program Assistant</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	RECORDS OF THE BUSINESS OUTLOOK DIVISION: Annual Forecasts and Econometric Models - WNRC Accessions #375-85-007 & #375-80-008, 1977-85: printouts list Forecast Controls and Results for major industries and sources of income, and variations of programs for Econometric Models. DISPOSITION: Destroy upon approval of this schedule.		<i>OK</i>
2.	Capacity Utilization Records - WNRC Accession #375-84-008, 1969-83: printouts of sample summaries and universe estimates of capacity utilization. DISPOSITION: Destroy upon approval of this schedule.		<i>OK</i>
3.	RECORDS OF THE OFFICE OF BUSINESS ECONOMICS: National Income Division Files - WNRC Accessions #375-69A-1228 & #375-70A-3214, 1949-66: Capital Stocks Study bound printouts, estimates Producers Durables by ADP, CEIR III Capital Stocks Study, Life of Depreciable Assets, CEIR III Library Tapes printouts, OBE Capital Stock Study revised, PDE Construction for articles, and personal files on PDE. DISPOSITION: Destroy upon approval of this schedule.		<i>OK J.D.</i>

National Archives



Washington, DC 20408

Date : March 12, 1990
 Reply to :
 Attn of : Roberta Thornton
 Subject : Job No. #N1-375-90-1
 To : Director, NIA *WR 3/14/90*

*HW 3/13/90
 JK 3/14/90*

This memo proposes the disposition of unscheduled Department of Commerce, Bureau of Economic Analysis records which are currently stored at WNRC. The records are from the Business Outlook Division and the National Income Division. I recommend disposal upon approval of this schedule, as these records are incomplete and not well-documented. In addition, there are materials scheduled as permanent in the custody of the BEA which provide full documentation of the programs covered in these records.

There are 2 series of records in the Business Outlook Division. Item #1 covers Annual Forecasts and Econometric Models Records, Accessions #375-85-007 & #375-80-008, 1977-85. Accession #375-85-007 contains printouts which list Forecast Controls and Results for major industries and sources of income. There is no supplementary documentation which provides information about data compilation, methodology, final publications or use of the data. Accession #375-80-008 consists of printouts of variations of programs for the Econometric Models. There are no keys or record layout diagrams to decipher the data. These printouts are completely encoded, they lack headings which provide major areas of study; therefore, all of the printed data is unreadable.

There is a published report related to these records; Staff Paper #10, Forecasting with Judgmental and Econometric Models: A Case Study. This publication contains a discussion of how judgmental and econometric forecasts are made and compares the results of judgmental and econometric forecasts with preliminary estimates of first-quarter 1965 gross national product.

DISPOSITION: because the amount of data provided in the printouts is incomplete and lacks adequate documentation, and as there is an available BEA related publication, I recommend that this accession be destroyed upon approval of this schedule.

Item #2 covers BEA Capacity Utilization records. Accession #375-84-008, 1969-83 contains printouts of sample summaries and universe estimates of capacity utilization. They do not provide

information about the methodology used, programs or software implemented in processing the data.

The data does provide major headings for each table, but the data itself is encoded and is not readable without a key or data dictionary. No such key or data dictionary is provided with the records.

DISPOSITION: because the amount of data provided in the printouts is incomplete and lacks adequate documentation, I recommend that this accession be destroyed upon approval of this schedule.

There is 1 series of records covered under the records of the National Income Division. Item #3 covers records relating to Capital Stocks Studies, Accession #375-69A-1228 and #375-70A-3214, 1949-67. Accession #375-69A-1228 contains bound printouts of the 1962 Capital Stocks Study and July, 1965 estimates Producers Durables by ADP.

Accession #375-70A-3214 contains 6 types of records, including:

CEIR III Capital Stocks Study, 1966 - contains printouts listing flat, basic, and Winfrey distribution by year. There are different categories of distribution by industry group and major headings are encoded.

Life of Depreciable Assets, 1959 - contains stapled printouts which list depreciation method of corporate property depreciated in 1959-60 by asset type, years of purchase, and size of corporation listed by industry group.

CEIR III Library Tapes, 1966 - are unbound printouts of encoded data.

OBE Capital Stock Study, revised 1967 - are 3 bound volumes entitled "Capital Requirements for the Expansion of Industrial Capacity". These volumes consist of tables and handwritten worksheets.

All Capital Stocks Material, PDE and Construction for 1954 and 1956 articles - these are file folders of research notes and statistics, studies and reports used in research.

Dr. Kendrick's old work on PDE done 1949-50 - are file folders of memos, correspondence, handwritten notes, etc.

The BEA provides 2 series of computer tapes related to this accession. Capital Stock contains annual estimates of gross and net stocks, capital, consumer durables, and government-owned fixed capital in historical-cost, constant-cost, and current-cost

valuations. The investment data used to derive these estimates in historical-cost and constant-cost valuations is included. Capital Stock by Industry contains annual estimates of gross and net stocks, capital input, depreciation, and discards for 1947-81 for fixed private capital in historical-cost, constant-cost, and current-cost valuations for two-digit SIC industries. The investment data used to derive these estimates in historical-cost and constant-cost valuations is included.

DISPOSITION: because these records do not contain adequate documentation to make the records useful for research purposes, and because the BEA provides 2 series of computer tapes related to these records, I recommend that this accession be destroyed upon approval of this schedule.

I would appreciate comments from the appropriate NN units. If you have any questions, please contact me at 724-1490. After 3/9/90, contact Mike Miller at 724-1409.



ROBERTA THORNTON
Records Appraisal
and Disposition Division

RE QUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-375-93-1	DATE RECEIVED 4-19-93
1. FROM (Agency or establishment) Bureau of Economic Analysis		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Balance of Payments Division			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 7-31-93	ARCHIVIST OF THE UNITED STATES <i>Cindy Huston Peterson</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4/19/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	SEE ATTACHED RECORDS SCHEDULE		

Copies sent to agency; NN-W NNT NCF, N/A 6/4/93

National Archives



Washington, DC 20408

Date : April 22, 1993

Reply to
Attn of : Larry Baume, NIRC

Subject : Job. No. N1-375-93-1

To : NIR JK 4/22/93

Ad, 4/22/93

Background:

The Bureau of Economic Analysis (BEA), a unit of the Department of Commerce, requests disposition authorization for six series of records, five of which are maintained in the Balance of Payments Division. The sixth series, BEA Publications, is a new addition to the General Records section (Section W) of the agency comprehensive records manual, Job. No. NC1-375-81-1, approved in 1988. The Balance of Payments Division (BoP) proposed dispositions supersede the items listed in Section M of the agency records manual.

BEA serves as the primary federal agency that prepares, analyzes, and publishes national business, government, and personal economic and commercial statistical information. BEA is responsible for preparing, developing, and interpreting the National Income and Product Accounts, which are summarized by the Gross Domestic Product (GDP). BEA also develops and interprets statistical information relating to the interaction of industries with various sectors of the economy; regional, state, and national economic models and projections; the U.S. balance of payments; the federal deficit; and other national or international economic indicators and transactions. The most widely known publication of BEA is the *Survey of Current Business*.

This schedule is a result of an initiative to locate, account for, schedule, and store records at WNRC prior to the relocation of agency headquarters in June, 1993. All divisions participated in this initiative, and the Balance of Payments Division determined that the dispositions for these five record series were inappropriate when they were last appraised and scheduled. This schedule does not change any final dispositions for previously scheduled items. Rather, cutoff and transfer instructions were added to record series which did not previously authorize the use of a federal records center, or the revised schedule replaces contingent dispositions listed in the agency records manual. New items also consolidate confusing series descriptions and dispositions found in the BoP Division section of the previous schedule, as in Item 1.

Appraisal:

Item 1a, Methodology Reports, consolidates three confusing and unnecessary methodology reports and other methodology records listed in the previous schedule, NC1-375-81-1, Items M7, M40, and M44. BEA publishes widely all methodologies for all divisions that perform statistical and analytical functions, or that predict results by forecasting or creating computer models and simulations. These methodologies support the findings, conclusions, tables, interpretations, and the final analytical data which is also published by BEA. The previous appraisal determined that methodology records were permanently valuable; and I concur with that appraisal. The new disposition supersedes separate listings for methodology files in separate BoP units, and proposes one series description for all BoP methodology records. Item 1b provides for unpublished (unofficial) methodologies, staff working papers, manuscripts, drafts of methodologies, and the like, to be destroyed two years after publication, or when 10 years old if they are unpublished.

Published methodology reports may be transferred to the National Archives as an official agency publication, scheduled in Item 6. While it is most likely that methodology reports will be transferred by the BoP Division, published methodology reports are official BEA publications. Often, methodology reports are contained in BEA serial publications, or in special technical economic reports which are regularly distributed to data users, subscribers, and others.

Items 2 - 5 propose revised dispositions for BEA survey forms and other reports used by BEA to compile the Balance of Payments Accounts. Data are reported to BEA on survey forms mailed to domestic and international businesses, or are reported to BEA from other government agencies such as the Federal Reserve System or the Department of Treasury. These surveys and reports date from the early 1960s to the present, and are often referred to in benchmarks or other adjustments to data that are regularly performed by the BoP Division. The previous appraisal determined that these surveys and reports are temporary records, and I concur with that appraisal. Dispositions listed in the previous schedule did not include authorization to use WNRC, nor did they propose an eventual destruction date. The proposed revisions to the schedule include cutoff and transfer instructions, and a destruction date for each of the series. Records for all survey forms and reports occupy approximately 52 cubic feet.

Item 6, BEA Publications, is a new listing in the General Records Section (Section W) of the comprehensive agency records manual. In the past, BEA has used Item L22 (in the Current Business Analysis Division section) to transfer publications to WNRC, and eventually to the National Archives. This new listing provides all divisions and units throughout BEA with a permanent disposition for agency publications, since the Current Business Analysis Division is responsible only for the publication of the *Survey of Current Business*. This new item does not supersede Item L22, but rather, includes all other BEA publications that are not maintained in the Current Business Analysis Division. BEA publications are permanently

valuable, in accordance with guidelines published by the National Archives in the *Disposition of Federal Records: A Records Management Handbook*.

I recommend approval of the proposed schedule. This job should be coordinated by NN-W through NNT.



LARRY BAUME
Records Appraisal
and Disposition Division