

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0375-2022-0001

Status: APPROVED
Date Approved: 09/20/2024

General Information

| | |
|---------------------------------|--|
| Agency or Establishment | Bureau of Economic Analysis |
| Record/Scheduling Group | 0375 - Records of the Bureau of Economic Analysis |
| Records Schedule Applies To | Agency Subdivision |
| Major Subdivision | Office of the Director and Office of the Deputy Director |
| Schedule Subject | Records Schedule for the Office of the Director and Office of the Deputy Director |
| Additional Schedule Information | This document supersedes Bureau of Economic Analysis Records Retention Schedule NC1-375-81-01 which covers the Office Records of the Director and Deputy Director. |

The Bureau of Economic Analysis (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; serving 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.

The Director safeguards policies and directs the programs of BEA, considering applicable legislative requirements and the needs of users of statistical information. The Director ensures that the policies and programs of the Bureau meet the requirements of Congress, by working directly with the key Congressional staff and overseeing relationships between the Bureau's staff and Congressional staff. The Director is also accountable for the conduct of the activities of BEA and for synchronizing its statistical programs and activities with those of other Federal statistical agencies with due recognition of the programs developed and regulations issued by the Office of Management and Budget, Department of Commerce, and the Office of the Undersecretary for Economic Affairs, collectively.

The records outlined document the essential decisions, policies, procedures, and program activities amid BEA's Office of the Director.

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Currently, the Office of the Director maintains a full portfolio of electronic records only, but legacy paper records exist within offsite facilities, such as the Federal Records Centers.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 2

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0375-2022-0001

| Item # | Title | Disposition |
|---------------|------------------------------|--------------------|
| 0001 | Administrative Subject Files | Temporary |
| 0002 | Program Management Files | Permanent |
| 0003 | Departmental Affairs Files | Permanent |
| 0004 | Substantive Working Files | Temporary |

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Records Schedule Items

| | | |
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| DAA-0375-2022-0001-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Administrative Subject Files | |
| Item Description | Records comprised of routine administrative functions including operational forms and templates, travel itineraries, performance management reports, award recommendations, budget execution, personnel matters, principal-level meetings including notes and action items, published authored reports, and activities surrounding employee project sharing. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| NC1-375-81-01/A7 | No | |
| NC1-375-81-01/A9B | No | |
| NC1-375-81-01/ B3A | No | |
| NC1-375-81-01/ B3B | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | Cut off at end of Calendar year. | |
| Retention Period | Destroy 10 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | No | |

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| DAA-0375-2022-0001-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Program Management Files | |

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| Item Description | Records organized by type of record that reflect the current business of the Bureau. Includes one or more of the following: (a) programmatic files, including minutes, notes, remarks, and correspondence related to the Office of the Director and the Office of the Deputy Director and its staff's participation during internal and external monthly/quarterly committee meetings; (b) subject files, including incoming and outgoing correspondence, external response requests, and strategic planning that outlines the origin, planning, content, procedures, outcomes, and collective effects of BEA operations, programs, and plans; and (c) presentations and talks, including official speeches, data release content and briefings, unpublished authored reports, and presentations at official conferences, functions, and ceremonies. (d) official organizational charts, Standard Operating Procedures (SOP). | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| NC1-375-81-01/ A1 | No | |
| NC1-375-81-01/ A2 | No | |
| NC1-375-81-01/A3 | No | |
| NC1-375-81-01/ A5 | No | |
| NC1-375-81-01/ A6 | No | |
| NC1-375-81-01/ B1 | No | |
| NC1-375-81-01/ B2 | No | |
| NC1-375-81-01/A8 | No | |
| NC1-375-81-01/A4 | No | |
| NC1-375-81-01/B4 | No | |
| NC1-375-81-01/ A9A | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Cut off at end of Calendar year. | |
| Are there multiple instructions for this item? | No | |

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| Transfer Instruction | Transfer to the National Archives 25 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Textual data:5MB ; Paper-based textual records:5 containers |
| Approximate first year of records covered by this authority | 2022 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: 01/01/1977 To: 12/31/1998 |
| Frequency of transfer | 1 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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| DAA-0375-2022-0001-0003 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Departmental Affairs Files |
| Item Description | Records relating to issues that document presidential transitions and/or executive leadership within the Bureau of Economic Analysis (BEA)/ Department of Commerce (DOC). Additional records include the following: (a) actions taken on behalf of BEA for the Office of the Under Secretary for Economic Affairs (OUSEA) including controlled correspondence related to OUSEA that BEA signs on their behalf; (b) reoccurring reports generated by the Office of the Director that outline major developments, operating metrics, key priorities and risks, issues and concerns to the Department's Offices of the Secretary, Deputy Secretary and Under Secretary of Economic Affairs. Director files may contain OUSEA correspondence, when BEA Director is officially Acting. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Cut off at end of Calendar year. |
| Are there multiple instructions for this item? | No |

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| Transfer Instruction | Transfer to the National Archives 25 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Textual data:5GB |
| Approximate first year of records covered by this authority | 2023 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: 01/01/2023 To: 12/31/2023 |
| Frequency of transfer | 1 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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|---|---|
| DAA-0375-2022-0001-0004 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Substantive Working Files |
| Item Description | Background and Research File Duplicate copies of records arranged by topic that contain information including white papers, reports, briefings on key issues or topics that the Office of the Director (OD) might find useful or need to provide response, and significant and long-term projects and/or research papers/articles that includes the OD office engagement. These records are initial research and background information and are maintained solely for reference purposes. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Cut off at end of Calendar year. |
| Retention Period | Destroy 10 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required | No |

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Signatory Information

| Action | User | Date |
|---------|----------------|------------|
| Approve | Colleen Shogan | 09/20/2024 |