

Request for Records Disposition Authority

Records Schedule Number	DAA-0029-2013-0004
Schedule Status	Approved
Agency or Establishment	Bureau of the Census
Record Group / Scheduling Group	Records of the Bureau of the Census
Records Schedule applies to	Major Subdivision
Major Subdivision	U S Census Bureau
Minor Subdivision	Associate Director for Demographic Programs (ADDP)
Schedule Subject	This document supersedes Job No N1-29-89-3 that covered surveys collected under U S Code Title 15

The U S Census Bureau is authorized under Title 13, Section 8b, upon request of any person, agency, firm, organization, or others, public or private, to conduct special studies on matters within the authority of the Department of Commerce to prepare from its records special compilations, lists, bulletins, statistical activities, or reports, to perform the functions and to furnish transcripts or copies of its studies, compilations, and other records, upon the payment of the estimated cost of such special work

This records schedule covers surveys that are conducted under Title 13, Section 8b, but whose confidentiality is protected under the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) and/or another statute, other than Title 13, section 9 This includes the following surveys listed below A description of each of these surveys is attached

- National Survey of College Graduates*
- Beginning Teacher Longitudinal Study
- National Adult Training and Education Survey
- National Ambulatory Medical Care Survey
- National Health Interview Survey
- National Hospital Ambulatory Medical Care Survey
- National Household Education Survey
- National Immunization Survey – Evaluation Study
- Private School Survey
- Schools and Staffing Survey
- Teacher Follow-Up Survey
- Telephone Point-of-Purchase Survey

*This applies to the part of the National Survey of College Graduates
that does not originate from the Master Address File.

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0029-2013-0004

Sequence Number	
1	Title 13, Section 8b, Surveys Disposition Authority Number DAA-0029-2013-0004-0001
2	Title 13, Section 8b, Surveys.
2 1	Surveys for which the agreement does not specify whether the U S Census Bureau or the sponsor is responsible for disposition of the files in accordance with 4 U S C , ch 33 Disposition Authority Number DAA-0029-2013-0004-0002
2 2	Other Surveys
2 2 1	Data authorized for transfer Disposition Authority Number DAA-0029-2013-0004-0003
2 2 2	Data authorized for destruction. Disposition Authority Number DAA-0029-2013-0004-0004
3	Survey Documentation Disposition Authority Number DAA-0029-2013-0004-0005

Records Schedule Items

Sequence Number	
1	<p>Title 13, Section 8b, Surveys</p> <p>Disposition Authority Number DAA-0029-2013-0004-0001</p> <p>Surveys for which the agreement specifies that the sponsor is responsible for disposition of the files in accordance with 44 U.S.C., ch. 33. The following statement shall be included in these agreements: The sponsor is responsible for obtaining determination from National Archives and Records Administration (NARA) regarding the disposition of the records produced from Title 13, Section 8b surveys.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy partial and final edited response level data when ten years old, or sooner if ADDP or the sponsor determines the records are not needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Title 13, Section 8b, Surveys</p> <p>Surveys for which the agreement does not specify whether the U. S. Census Bureau or the sponsor is responsible for disposition of the files in accordance with 44 U.S.C., ch. 33.</p>
2 1	<p>Surveys for which the agreement does not specify whether the U. S. Census Bureau or the sponsor is responsible for disposition of the files in accordance with 44 U.S.C., ch. 33.</p> <p>Disposition Authority Number DAA-0029-2013-0004-0002</p> <p>Includes surveys sponsored by the Bureau of Labor Statistics, the National Center of Science and Engineering Statistics at the National Science Foundation, the National Center for Health Statistics, part of the Centers for Disease Control and</p>

Prevention, and the National Center for Educational Statistics of the Institute of Education Sciences

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy partial and final edited response level data when ten years old or sooner if ADDP or the sponsor determines the records are not needed

Additional Information

GAO Approval Not Required

2 2

Other Surveys.

Other surveys where responsibility for records disposition is not assigned. Inform NARA of the existence, subject, and sponsor of the study Within six months of receipt of such information, NARA will indicate whether the data may be destroyed or should be transferred to the National Archives

2 2 1

Data authorized for transfer

Disposition Authority Number DAA-0029-2013-0004-0003

Data (and related documentation) which NARA authorizes for transfer

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

	<p>Transfer to the National Archives for Accessioning</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives?</p> <p>How frequently will your agency transfer these records to the National Archives?</p>	<p>Permanent Transfer to the National Archives (as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time) on completion of one-time surveys or every five years for ongoing surveys</p> <p>Unknown</p> <p>One Time Survey or every five years for ongoing surveys.</p> <p>Unknown</p> <p>One Time Survey or every five years for ongoing surveys</p>
2 2 2	<p>Data authorized for destruction</p> <p>Disposition Authority Number</p> <p>Data which NARA authorizes for destruction</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p>	<p>DAA-0029-2013-0004-0004</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Destroy the data when ten years old, or sooner if ADDP or the sponsor determines the records are not needed</p> <p>Not Required</p>
3	<p>Survey Documentation</p> <p>Disposition Authority Number</p> <p>Title 13, Section 8b surveys may also include documents such as specifications, memoranda, database tables, data files, database change requests, spreadsheets, program code, reports, and other items relating to sample design and maintenance and tests of potential survey modifications Other items can include questionnaire</p>	<p>DAA-0029-2013-0004-0005</p>

images, descriptions of weighting methods, cost estimates, schedules, manuals, interviewer instructions and materials. The quality assurance program has an emphasis on measuring, controlling, preventing, and interpreting the impact of nonsampling errors on processing systems and final products.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy these temporary files when no longer needed

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
06/18/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/18/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2013	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/21/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/11/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist