

Request for Records Disposition Authority

Records Schedule Number **DAA-0029-2013-0003**
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 **Population Division**
Schedule Subject **Decennial Census Special Tabulation Program**
Internal agency concurrences will be provided **No**

Background Information **The purpose of this request is to revise disposition instructions for the 2010 Decennial Census Special Tabulation Program and future Decennial Census special tabulations produced by the Demographic Directorate of the Bureau of the Census. This supersedes the current instructions in schedule NC1-29-79-7, Item 36 as they would pertain to Decennial Census special tabulations**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0029-2013-0003

Sequence Number	
1	Decennial Census Special Tabulation
	Disposition Authority Number DAA-0029-2013-0003-0001

Records Schedule Items

Sequence Number	
1	<p>Decennial Census Special Tabulation</p> <p>Disposition Authority Number DAA-0029-2013-0003-0001</p> <p>The Decennial Census Special Tabulation Program provides data users with the option to have user-defined tabulations created from decennial census microdata on a cost-reimbursable basis. This program was created to fulfill the needs of data users that are not met by standard data products. This program includes special tabulations using Decennial Census data from the United States, Puerto Rico, and the Island Areas (American Samoa, Guam, the U S Virgin Islands, and the Commonwealth of the Northern Mariana Islands). This program does not include special tabulations from the American Community Survey, the Current Population Survey, population estimates and projections, or any other survey or census. Special tabulation program records include emails, specifications, computer programs, memoranda, and output data files.</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>GRS or Superseded Authority Citation NC1-29-79-7, Item 36</p> <p>Disposition Instruction</p> <p>Retention Period Temporary Destroy when 15 years old or when no longer required for programmatic purposes, whichever is longer</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
05/17/2013	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/22/2013	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/23/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist