

Request for Records Disposition Authority

Records Schedule Number **DAA-0029-2014-0002**

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 **Decennial Statistical Studies Division**

Schedule Subject **Community Address Updating System**

Internal agency concurrences will be provided **No**

Background Information **The Community Address Updating System (CAUS) is a listing operation designed to improve the coverage of the Census Bureau's Master Address File (MAF). The main customer of the CAUS updates is the American Community Survey (ACS), but all users of the MAF benefit from the CAUS updates. CAUS focuses on updating addresses in rural areas with a high concentration of non-city style addresses. For FY 2014, the CAUS operation is expected to list 1,500 blocks nationwide. Blocks selected for listing are sent to the field staff for updating and the updates are collected by the Automated Listing and Mapping Instrument (ALMI). These updates are currently sent to the Geography Division (GEO) on a MAF Update File (MAFUF), reviewed by GEO, and applied to the MAF every six months.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0029-2014-0002

Sequence Number	
1	Input Files for the Automated Listing and Mapping Instrument Disposition Authority Number: DAA-0029-2014-0002-0001
2	MAF Update Files Disposition Authority Number: DAA-0029-2014-0002-0002
3	Sample Control Input Files Disposition Authority Number: DAA-0029-2014-0002-0003
4	Output Files Disposition Authority Number: DAA-0029-2014-0002-0004
5	System Documentation Disposition Authority Number: DAA-0029-2014-0002-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="384 426 1215 461">Input Files for the Automated Listing and Mapping Instrument</p> <p data-bbox="384 476 1158 510">Disposition Authority Number DAA-0029-2014-0002-0001</p> <p data-bbox="384 528 1514 713">Input Files for the Automated Listing and Mapping Instrument (IFALMIs) are created by the Geography Division, encrypted in DSSD, and loaded onto a master disc for duplication. These input files are created every six months and a separate disc is created for each Regional Office, a separate disc for Texas, and a separate disc for Puerto Rico.</p> <p data-bbox="384 730 935 765">Final Disposition Temporary</p> <p data-bbox="384 782 872 817">Item Status Active</p> <p data-bbox="384 834 844 868">Is this item media neutral? Yes</p> <p data-bbox="384 886 844 1009">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 data-bbox="384 1026 844 1118">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1153 690 1187">Disposition Instruction</p> <p data-bbox="384 1205 1232 1239">Retention Period Destroy when no longer needed.</p> <p data-bbox="384 1274 690 1308">Additional Information</p> <p data-bbox="384 1325 971 1360">GAO Approval Not Required</p>
2	<p data-bbox="384 1392 637 1427">MAF Update Files</p> <p data-bbox="384 1444 1166 1479">Disposition Authority Number DAA-0029-2014-0002-0002</p> <p data-bbox="384 1496 1514 1681">Every six months, the listing updates collected through the CAUS listing operation, ACS Time of Interview (TOI) updates, and updates collected through the Coverage Improvement Frame (CJF) operation are combined, unduplicated, and delivered to GEO in a MAF Update File (MAFUF). This delivery takes place in March and September every year</p> <p data-bbox="384 1698 935 1733">Final Disposition Temporary</p> <p data-bbox="384 1750 872 1785">Item Status Active</p> <p data-bbox="384 1802 844 1836">Is this item media neutral? Yes</p> <p data-bbox="384 1854 844 1912">Do any of the records covered by this item currently exist in</p>

3	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 when no longer needed.
	Additional Information	
	GAO Approval	Not Required
	Sample Control Input Files	
	Disposition Authority Number	DAA-0029-2014-0002-0003
	Sample Control Input Files (SCIF) are created on a monthly basis and delivered to the Technologies Management Office (TMO). The SCIF contains a list of blocks that are in sample for the assignment period.	
	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 when no longer needed
	Additional Information	
	GAO Approval	Not Required
4	Output Files	
	Disposition Authority Number	DAA-0029-2014-0002-0004
	TMO sends output files back to OSSO for review and creation of the MAFUF. These output files include information at the block level and detailed information at the unit level.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

5	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 when no longer needed
	Additional Information	
	GAO Approval	Not Required
	System Documentation	
	Disposition Authority Number	DAA-0029-2014-0002-0005
	Technical information such as narrative descriptions, codebooks, data dictionaries, specifications, file layouts, and similar information that is needed to read or process the records.	
	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 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
03/21/2014	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/14/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/15/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist