

## Request for Records Disposition Authority

Records Schedule Number DAA-0029-2014-0004

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 Associate Director for Demographic Programs (ADDP)

Schedule Subject Survey of Income and Program Participation (SIPP)

Internal agency concurrences will be provided No

### Background Information

This document supersedes Job No. NC1-29-85-1, which covered the Survey of Income and Program Participation (SIPP) from the first panels conducted in 1979, up to the redesigned 2014 Panel and subsequent Panels of SIPP.

The Census Bureau plans to conduct the first of the redesigned SIPP Panels, the 2014 Panel, in four waves beginning in February 2014. The Census Bureau's SIPP computer-assisted personal interviewing (CAPI) will use an Event History Calendar (EHC) interviewing method and a 12-month, calendar-year reference period in place of the current SIPP questionnaire approach that uses a sliding 4-month reference period. The Census Bureau is re-engineering the SIPP to accomplish several goals including re-engineering the collection instrument and processing system, development of the EHC in the instrument, use of administrative records data where feasible, and increased stakeholder interaction.

The goal of the SIPP has been, and continues to be, to provide accurate and comprehensive information about the income and program participation of individuals and households in the United States. The survey's mission is to provide a nationally representative sample for evaluating: 1) annual and sub-annual income dynamics; 2) movements into and out of government transfer programs; 3) family and social context of individuals and households; and 4) interactions among these items. A major use of the SIPP has been to evaluate the use of and eligibility for government programs and to analyze the impacts of modifications to those programs. The re-engineering of SIPP pursues these objectives in the context of several goals including cost reduction, improved accuracy, increased relevance and timeliness, reduced burden on respondents, and increased accessibility. The 2014 and subsequent SIPP Panels will

collect detailed information on cash and non-cash income (including participation in government transfer programs) once per year.

A key component of re-engineering the SIPP is a shift from the every-four-month data collection schedule of historical SIPP (most recently in the 2008 Panel) to an annual data collection schedule for the re-engineered survey. Providing the same, or better, quality data at a reduced burden to respondents is a high priority for the Census Bureau and for the SIPP program.

Wave 1 of the SIPP 2014 Panel will be conducted from February to May of 2014. Wave 2 is scheduled to be conducted from February to May of 2015. Wave 3 is scheduled to be conducted from February to May of 2016. Wave 4 is scheduled to be conducted from February to May of 2017. Approximately 52,000 households will be sampled to be interviewed for the 2014 Panel. From these sampled households, we expect approximately 35,000 interviewed households. We estimate that each household contains 2.1 people aged 15 and above, yielding approximately 73,500 person-level interviews per wave in this panel. The SIPP is authorized by Title 13, United States Code, Section 182.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0029-2014-0004

### Sequence Number

- 1                    **Unedited Files**  
Disposition Authority Number: DAA-0029-2014-0004-0001
- 2                    **Edited Internal Files**  
Disposition Authority Number: DAA-0029-2014-0004-0002
- 3                    **Public Use Microdata Files and Related Products**  
Disposition Authority Number: DAA-0029-2014-0004-0003
- 4                    **Reports and Working Papers**  
Disposition Authority Number: DAA-0029-2014-0004-0004
- 5                    **Survey Documentation**  
Disposition Authority Number: DAA-0029-2014-0004-0005

## Records Schedule Items

Sequence Number

1	<b>Unedited Files</b>	
	Disposition Authority Number	DAA-0029-2014-0004-0001
	<b>These files are the first files created when the data is initially entered. The data has not been edited, and missing answers have not been allocated.</b>	
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 25 year(s) after the corresponding edited files have been verified, or when no longer needed for Census operations, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
2	<b>Edited Internal Files</b>	
	Disposition Authority Number	DAA-0029-2014-0004-0002
	<b>These files are created by editing the data from the Unedited Files above. Edited Internal Files are the basis for subsequent Public Use Files.</b>	
	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

3	<b>Disposition Instruction</b>	
	Retention Period	Destroy 25 year(s) after after final verification, or when no longer needed for Census operations, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Public Use Microdata Files and Related Products</b>	
	Disposition Authority Number	DAA-0029-2014-0004-0003
	The Public Use Microdata Files are created from the corresponding Edited Internal Files by suppressing certain data to protect the confidentiality of the respondents.	
	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	
4	<b>Disposition Instruction</b>	
	Transfer to the National Archives for Accessioning	Transfer Panel and all subsequent SIPP Panel Public Use Microdata Files to the National Archives within two years of the completion of data collection for each Panel. SIPP Public Use Microdata Files will be available on a Census Bureau Website.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	From 2014 To 2017
	How frequently will your agency transfer these records to the National Archives?	Unknown Within two years of data collection
	<b>Reports and Working Papers</b>	
	Disposition Authority Number	DAA-0029-2014-0004-0004

**P-70 Reports and SIPP working papers are analyses of SIPP data produced by Census Bureau staff.**

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

Transfer to the National Archives for Accessioning Transfer all P-70 reports and SIPP working papers to the National Archives when these products are released to the public via the internet.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown  
Within years of data completion.

#### Survey Documentation

Disposition Authority Number DAA-0029-2014-0004-0005

This is technical information needed to use the files. a) The Record Layout of the Public Use File; b) The Data Dictionary; c) SPIDER specifications for the SIPP Instruments – SPIDER specifications will be exported and saved in XML format; d) Source and Accuracy Statements; e) An Analysis Plan for the SIPP data.

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

5

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

Yes

#### Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer all of the documentation above to the National Archives within two years of the completion of data collection for each Panel. All of the documentation will be available on a Census Bureau Website.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2014 To 2017

How frequently will your agency transfer these records to the National Archives?

Unknown  
Within years of data completion.

## 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
06/04/2014	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/17/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/26/2014	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/26/2014	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
01/26/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/29/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist