

Request for Records Disposition Authority

Records Schedule Number DAA-0029-2014-0005
 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 Center for Administrative Records Research and Applications
 Minor Subdivision Center for Economic Studies
 Schedule Subject Records of the Center for Administrative Records Research and Applications.

The Census Bureau acquires and links federal, state, and local administrative records and commercial data from third party vendors to Census Bureau survey and geographic data. The Census Bureau uses this acquired data to improve planning, operations, and data products. Data may be used to: create a sampling base, improve Census Bureau survey coverage, provide a basis for improving survey program participation questions, and gain a greater understanding of data quality collected in Census Bureau surveys. Summary Files - Records that contain summarized or aggregated information created by combining data elements or individual observations from the derivative files described in part B are created by specific program areas and are included in the records schedules specific to the particular program and not under this schedule.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 0 | 3 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0029-2014-0005

| Sequence Number | |
|-----------------|---|
| 1 | Data Records Program Disposition Authority Number: DAA-0029-2014-0005-0001 |
| 2 | Original Files Disposition Authority Number: DAA-0029-2014-0005-0002 |
| 3 | Derivative files. Disposition Authority Number: DAA-0029-2014-0005-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Data Records Program</p> <p>Disposition Authority Number DAA-0029-2014-0005-0001</p> <p>The acquired data records program includes emails, specifications, computer programs, and memoranda.</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 when 2 years old or when no longer required for programmatic purposes, whichever is longer.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Original Files</p> <p>Disposition Authority Number DAA-0029-2014-0005-0002</p> <p>Original files from outside sources.</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> |

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Retention Period Destroy when 2 years old or as contracts specify.

Additional Information

GAO Approval Not Required

Derivative files.

Disposition Authority Number DAA-0029-2014-0005-0003

Files linked to Census records with the identifying information from the original record stripped and the matched person record is assigned a unique and anonymous Census Bureau linkage key.

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 2 years old or when no longer required for programmatic purposes, whichever is longer.

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 |
|------------|------------------------|------------------|---|--|
| 07/31/2014 | Certify | Artina Venning | Section Chief | ACSD - Property and Records Management Branch |
| 01/14/2015 | Submit for Concurrency | Henry Wolfinger | Appraiser | National Archives and Records Administration - Records Management Services |
| 01/20/2015 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 01/20/2015 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 01/21/2015 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |