

Request for Records Disposition Authority

Records Schedule Number **DAA-0029-2015-0002**
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 **Research and Methodology Directorate**
Minor Subdivision **Center for Statistical Research and Methodology**
Schedule Subject **CSRM Research Report and the CSRM Annual Report**
Internal agency concurrences will be provided **No**

Background Information **The Center for Statistical Research and Methodology (CSRM) is a key catalyst, among others, for improvement in census taking and sample survey methodology through collaborative research with the program areas (decennial, demographic, and economic). Researchers in the center know state-of-the-art methodology in various statistical areas related to data collection, processing, analysis (estimation and modeling), and dissemination. They consult (mostly applying known methodology) on data collection problems of a short-term nature and devote the remainder of their time on longer-term collaborative research seeking to improve or introduce new methods motivated from their consulting. This collaborative (methods) research helps ensure a core set of methodological expertise for the Census Bureau in seven critical broad areas: (1) missing data methods, edit, and imputation; (2) record linkage; (3) small area estimation; (4) survey sampling – estimation and modeling; (5) statistical computing and software; (6) time series and seasonal adjustment; and (7) experimentation, simulation, and modeling. Output from these research activities are documented in CSRM Research Reports and the CSRM Annual Report.**

At the beginning of FY 2011, most of the Statistical Research Division became known as the Center for Statistical Research and Methodology. In particular, with the establishment of the Research and Methodology Directorate, the Center for Survey Measurement and the Center for Disclosure Avoidance Research were separated from the Statistical Research Division, and the remaining unit's name became the Center for Statistical Research and Methodology.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0029-2015-0002

Sequence Number	
1	Center for Statistical Research and Methodology Research Report Series (Statistics and Computing) Disposition Authority Number: DAA-0029-2015-0002-0001
2	Center for Statistical Research and Methodology Clearance, Routing Review, and Internet Release Forms Disposition Authority Number: DAA-0029-2015-0002-0002
3	Center for Statistical Research and Methodology Annual Report Disposition Authority Number: DAA-0029-2015-0002-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 417 1373 487">Center for Statistical Research and Methodology Research Report Series (Statistics and Computing)</p> <p data-bbox="378 506 1154 534">Disposition Authority Number DAA-0029-2015-0002-0001</p> <p data-bbox="378 559 1495 889">The Research Report Series (Statistics and Computing) includes research papers by current and former CSRM staff from two areas: statistics and computing. The online Research Report Series (Statistics) includes reports from 1980-present. We post approximately 5-10 reports each year. The online Research Report Series (Computing) began in 2002. We have not received a new report in the computing area since 2008. The Research Report Series is located online at the following URLs: Statistics (1980-2001): http://www.census.gov/srd/www/byrr.html Statistics (2002-present): http://www.census.gov/srd/www/byrrs.html Computing: http://www.census.gov/srd/www/byrrc.html</p> <p data-bbox="378 908 935 936">Final Disposition Permanent</p> <p data-bbox="378 959 867 987">Item Status Active</p> <p data-bbox="378 1010 821 1038">Is this item media neutral? No</p> <p data-bbox="378 1064 1344 1091">Explanation of limitation These records are in electronic form only.</p> <p data-bbox="378 1115 821 1236">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="378 1274 683 1302">Disposition Instruction</p> <p data-bbox="378 1332 1495 1442">Transfer to the National Archives for Accessioning Transfer records every five years (starting with reports from 2015). Reports from 1980 to present will be transferred when this schedule is approved.</p> <p data-bbox="378 1481 680 1508">Additional Information</p> <p data-bbox="378 1538 850 1566">First year of records accumulation 1980</p> <p data-bbox="378 1589 1052 1676">What will be the date span of the initial transfer of records to the National Archives? From 1980 To 2015</p> <p data-bbox="378 1700 976 1787">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

2

Center for Statistical Research and Methodology Clearance, Routing Review, and Internet Release Forms

Disposition Authority Number **DAA-0029-2015-0002-0002**

Research paper authors submit the Clearance, Routing Review, and Internet Release forms when they want a research paper posted to the Research Report Series. Each research report should have an accompanying release form. Forms include the document title, author, abstract, reviewer comments, author's supervisor and area/center chief signatures. Forms also include the date of internet release and network location. The earliest form we have a record of is from December 2005.

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? **No**

Disposition Instruction

Transfer to Inactive Storage **Census Headquarters**

Retention Period **Destroy when 5 years old or no longer needed.**

Additional Information

GAO Approval **Not Required**

3

Center for Statistical Research and Methodology Annual Report

Disposition Authority Number **DAA-0029-2015-0002-0003**

The Annual Report is produced every fiscal year and highlights the collaboration, research, publications, talks and presentations, seminar series, and personnel items of the Center during that fiscal year. The first Annual Report was released for FY 1997. We have a hard copy of each year from 1997-present and an online record of these reports at the following URL: <http://www.census.gov/srd/CSRM/annualreports.html>.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **There records are in electronic form only.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives
for Accessioning

**Transfer records to National Archives every 5 years
(starting with the FY 2015 report). The records with
Annual Reports from FY 1997 to FY 2014 will be
transferred when this schedule is approved.**

Additional Information

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

From 1997 To 2014

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

Every 5 Years

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
05/19/2015	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/29/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/30/2015	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/30/2015	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/24/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/02/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist