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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0029-2016-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0029-2016-0002
Schedule Status Returned Without Action

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 Office of the Director
Schedule Subject Office Records of the Director, Deputy Director, and Associate Directors

Internal agency concurrences will be provided No

Background Information This document supersedes Job No. N1-29-99-2 which covers the Office Records of the Director, Deputy Director, and Principal Associate Directors.

The Director determines policies and directs the programs of the Census Bureau, taking into account applicable legislative requirements and the needs of users of statistical information. The Director ensures that the policies and programs of the Bureau meet the requirements of Congress, by working directly with the key Congressional staff and overseeing relationships between the Bureau's staff and Congressional staff. The Director is also responsible for the conduct of the activities of the Census Bureau and for coordinating its statistical programs and activities with those of other Federal statistical agencies with due recognition of the programs developed and regulations issued by the Office of Management and Budget.

The Deputy Director assists the Director in the direction of the Bureau and performs the functions of the Director in the latter's absence.

The Associate Directors report to the Director/Deputy Director and are responsible for the overall management activities of the Census Bureau and are responsible for the overall management of demographic programs, the decennial census programs, economic programs, and research and methodology.

The records listed on this schedule document the essential decisions, policies, procedures and program activities of the Bureau of the Census. The purpose of this schedule is to place the permanent

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files of the official within the same job number. The Personal Papers of Executive Branch Officials : A Management Guide is used to assist the Government officials in making decisions about what are records that must be incorporated in agency files and what may be maintained and removed as personal collections of papers when the officials leave office.

The transfer of permanent records to inactive storage pertains only to paper records. Electronic records, and other special media records, should never be sent to inactive storage.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

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Outline of Records Schedule Items for DAA-0029-2016-0002

Sequence Number	
1	Committee, Meeting, Trip, and Conference records.
1.1	Events Disposition Authority Number: DAA-0029-2016-0002-0001
2	Speaking Engagements.
2.1	Speeches and Testimony Disposition Authority Number: DAA-0029-2016-0002-0002
3	Program Subject Files.
3.1	Subject Files Disposition Authority Number: DAA-0029-2016-0002-0003
4	Background and working papers, including drafts.
4.1	Papers Disposition Authority Number: DAA-0029-2016-0002-0004
5	Appointment and Scheduling Records.
5.1	Scheduling Calendar Disposition Authority Number: DAA-0029-2016-0002-0005
6	Biographical Sketches and Photographs.
6.1	Biographical Sketches and Photographs. Disposition Authority Number: DAA-0029-2016-0002-0006
7	Administrative Subject Files.
7.1	Administrative subject files. Disposition Authority Number: DAA-0029-2016-0002-0007
8	Reading (Chronological) Files
8.1	Reading (chronological) files. Disposition Authority Number: DAA-0029-2016-0002-0008

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Records Schedule: DAA-0029-2016-0002

Final Disposition	Permanent
Item Status	Withdrawn
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	
Cutoff Instruction	Close files at end of each term of office.
Transfer to Inactive Storage	Transfer paper records to the Census temporary Records Storage Center.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 years after closure.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

3 Program Subject Files.
Records relating to issues that Document the origin, planning, content, procedures, processing, costs, results, and effects of the decennial census and to the overall operations, programs, and plans of the Census Bureau. Records include incoming and outgoing correspondence, memorandums, comments, reports, notes of meetings, directives, policies, procedures from public and from various groups and organizations.

3.1

Subject Files

Disposition Authority Number	DAA-0029-2016-0002-0003
Final documents filed alphabetically by subject.	
Final Disposition	Permanent
Item Status	Withdrawn
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

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Disposition Instruction

Cutoff Instruction	Close files at end of each term of office.
Transfer to Inactive Storage	Transfer paper records to the Census temporary Records Storage Center.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 years after closure.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

4 Background and working papers, including drafts.
Records relating to issues that document the origin, planning, content, procedures, processing, costs, results, and effects of the decennial census and to the overall operations, programs, and plans of the Census Bureau. Records include incoming and outgoing correspondence, memorandums, comments, reports, notes of meetings, directives, policies, procedures from public and from various groups and organizations.

4.1

Papers

Disposition Authority Number	DAA-0029-2016-0002-0004
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Background and working papers, including drafts.

Final Disposition	Temporary
Item Status	Withdrawn
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

Cutoff Instruction	Close files at end of each term of office.
Transfer to Inactive Storage	Transfer paper records to the Census temporary Records Storage Center.
Retention Period	Destroy 5 years after closure.

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	Additional Information	
	GAO Approval	Not Required
5	Appointment and Scheduling Records. Calendars, appointment books, logs, diaries, and other records containing Information related to officials activities.	
5.1	Scheduling Calendar	
	Disposition Authority Number	DAA-0029-2016-0002-0005
	Calendars, appointment books, logs, diaries, and other records containing Information related to officials activities.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Close files at end of each term of office.
	Transfer to Inactive Storage	Transfer paper records to the Census Temporary Records Storage Center.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 years after closure.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
6	Biographical Sketches and Photographs. File of the Census Bureau Director.	
6.1	Biographical Sketches and Photographs.	
	Disposition Authority Number	DAA-0029-2016-0002-0006
	Final Disposition	Permanent

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Records Schedule. DAA-0029-2016-0002

	Item Status	Withdrawn
	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	
	Cutoff Instruction	Close files at end of each term of office.
	Transfer to Inactive Storage	Transfer paper records to the Census Temporary Records Storage Center.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 years after closure .
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
7	Administrative Subject Files.	
	Records relating to routine administrative functions including travel itinerary and vouchers, personal employment information, training forms, departure papers, personnel matters, printing, procurement, space and facilities planning, and employment request.	
7.1	Administrative subject files.	
	Disposition Authority Number	DAA-0029-2016-0002-0007
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Close files at end of each term of office.

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	Transfer to Inactive Storage	Transfer paper records to the Census temporary Records Storage Center.
	Retention Period	Destroy 5 years after closure.
	Additional Information	
	GAO Approval	Not Required
8	Reading (Chronological) Files	Duplicate copies of records arranged chronologically that pertain to various aspects of the Census Bureau's business and are maintained solely for reference purposes.
8.1	Reading (chronological) files.	
	Disposition Authority Number	DAA-0029-2016-0002-0008
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Close files at end of each term of office. {Nonrecord materials}
	Transfer to Inactive Storage	Transfer paper records to the Census temporary Records Storage Center.
	Retention Period	Destroy 5 years after closure.
	Additional Information	
	GAO Approval	Not Required

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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
03/23/2016	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
05/11/2016	Return Without Action	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services