

## Request for Records Disposition Authority

Records Schedule Number      DAA-0029-2018-0001  
 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 Behavioral Science Methods  
 Schedule Subject                Records for the Center for Behavioral Science Methods  
 Internal agency concurrences will be provided      No

**Background Information**

The Center for Behavioral Science Methods (CBSM) 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 CBSM conduct research in various areas related to survey methodology including questionnaire design and evaluation, language and cross-culture studies, human factors and usability evaluation, and data collection and analysis methods. CBSM's other mission is to help the program areas address operational problems through research. The process and output from these research activities are documented in CBSM research report, CBSM project reports, and CBSM research materials.

CBSM was established on October 1, 2018. Prior to that date, the function of CBSM was part of the Center for Survey Measurement (CSM), and the Statistical Research Division (SRD). SRD was reorganized into three program areas: CSM, Center for Disclosure Avoidance Research (CDAR), and Center for Statistical Research and Methodology (CSRSM). SRD did not have a record schedule. Some reports for CBSM under SRD can be found on the webpage <https://www.census.gov/srd/csmreports/byyear.html>.

CSRSM record schedule can be found under DAA-0029-2015-0002.

**Item Count**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

## GAO Approval

## Outline of Records Schedule Items for DAA-0029-2018-0001

| Sequence Number |   |
|-----------------|---|
| 1               | <b>CBSM Research Reports</b><br>Disposition Authority Number: DAA-0029-2018-0001-0001   |
| 2               | <b>CBSM Project Reports</b><br>Disposition Authority Number: DAA-0029-2018-0001-0002    |
| 3               | <b>CBSM Research Materials</b><br>Disposition Authority Number: DAA-0029-2018-0001-0003 |

## Records Schedule Items

| Sequence Number |   |                     |                          |                     |
|-----------------|---|---------------------|--------------------------|---------------------|
| 1               | <p><b>CBSM Research Reports</b></p> <p>Disposition Authority Number      DAA-0029-2018-0001-0001</p> <p>The Research Report Series includes research papers authored by the Census Bureau researchers and external collaborators that report results from the conduct of systematic, critical, intensive investigation directed toward the development of new or more comprehensive scientific knowledge of statistics, computing, as well as statistical methodology and estimation. This item also includes research papers created under the predecessor offices CSM and SRD. CBSM currently publishes approximately 5-10 reports each year and have been digitizing older reports onto the website. <a href="https://www.census.gov/srd/csmreports/byyear.html">https://www.census.gov/srd/csmreports/byyear.html</a></p> <p>Final Disposition                      Permanent</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?                      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the calendar year of the publication</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      1968</p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1968 To 2003</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> </table> |                     | Estimated Current Volume | Annual Accumulation |
|                 | Estimated Current Volume  | Annual Accumulation |                          |                     |

|                                  |              |  |
|----------------------------------|--------------|--|
| Electronic/Digital               | 10 GB        |  |
| Paper                            | 8 Cubic feet |  |
| Microform                        |              |  |
| Hardcopy or Analog Special Media |              |  |

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**CBSM Project Reports**

Disposition Authority Number      DAA-0029-2018-0001-0002

The Project Reports include internal project reports authored by Census Bureau researchers and external collaborators and delivered to the project sponsors upon the completion of the project. The reports were prepared as technical documents for internal operational use and may contain sensitive information (e.g., Title 13). CBSM is currently delivering approximately 10-20 reports each year to sponsors in electronic form.

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cut off at the close of project

Retention Period                        Destroy 20 year(s) after cut off

**Additional Information**

GAO Approval                            Not Required

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**CBSM Research Materials**

Disposition Authority Number      DAA-0029-2018-0001-0003

During the lifecycle of a research project, a variety of artifacts are generated. Those artifacts can be classified into four categories: (1) Research design documents including but not limited to, study plan, study protocol, OMB letters,

testing materials, questionnaires, etc. (2) Data collected from research participants including but not limited to, audio recording, video recording, notes. (3) Analytical materials, e.g., computer programs of statistical analysis. (4) Results generated from analysis, e.g., output from statistical analysis. Research materials are needed for project review or secondary analysis during a limited period following the completion of the project.

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? No

**Disposition Instruction**

Cutoff Instruction Cut off at the close of project

Retention Period Destroy 10 year(s) after cut off

**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   |
|------------|--------------------------|----------------|-------------------------------|--|
| 12/19/2017 | Certify                  | Chante Sawyers | IT Specialist                 | ACSDe PRMO   |
| 01/02/2018 | Return for Revision      | Valerie Terray | Archives Specialist           | National Archives and Records Administration - Records Management Services             |
| 01/10/2018 | Submit For Certification | Trung Nguyen   | Records Management Contractor | Administrative and Customer Services Division - Property and Records Management Office |
| 01/10/2018 | Certify                  | Chante Sawyers | IT Specialist                 | ACSDe PRMO   |
| 03/20/2018 | Return for Revision      | Valerie Terray | Archives Specialist           | National Archives and Records Administration - Records Management Services             |
| 06/11/2018 | Submit For Certification | Trung Nguyen   | Records Management Contractor | Administrative and Customer Services Division - Property and Records Management Office |
| 06/11/2018 | Certify                  | Chante Sawyers | IT Specialist                 | ACSDe PRMO   |
| 07/03/2018 | Return for Revision      | Valerie Terray | Archives Specialist           | National Archives and Records Administration - Records Management Services             |
| 09/13/2018 | Submit For Certification | Trung Nguyen   | Records Management Contractor | Administrative and Customer Services Division - Property and Records Management Office |
| 09/18/2018 | Certify                  | Chante Sawyers | IT Specialist                 | ACSDe PRMO   |
| 05/14/2019 | Submit for Concurrence   | Valerie Terray | Archives Specialist           | National Archives and Records Administration   |

|            |         |                  |   |   |
|------------|---------|------------------|---|---|
|            |         |                  |   | - Records Management Services   |
| 05/16/2019 | Concur  | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services                      |
| 05/16/2019 | Concur  | Laurence Brewer  | Chief Records Officer                   | National Records and Archives Administration - National Records and Archives Administration |
| 05/18/2019 | Approve | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist   |