

## Request for Records Disposition Authority

Records Schedule Number           DAA-0029-2020-0001

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                 Office of the Ombudsman

Schedule Subject                  Bureau of Census Ombudsman Records Schedule

Internal agency concurrences will be provided   No

Background Information           The Bureau of Census (BOC) established the BOC Office of Ombudsman Program (the "Program") in the January 2020. The Program records concern the development, administration, and evaluation of the Program and the Program serves as an independent, confidential and informal, and neutral conflict resolution practitioner for BOC. The Program maintains communications with those seeking assistance through the program and holds those communications in the strictest confidence. Program officials must take all reasonable steps to safeguard the anonymity and confidentiality of BOC employees seeking assistance or otherwise associated with the Program's conflict resolution efforts. Program safeguards noted herein are in accordance with Title 5 U.S.C. Section 571-584 and in keeping with the International Ombudsman Association standards, which advances the profession of organizational ombudsman and ensures that practitioners are able to work to the highest professional standards. This includes protecting the identity of individuals contacting the Program and protecting communications provided in confidence.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0029-2020-0001

Sequence Number	
1	<b>Master File/Database</b> Disposition Authority Number: DAA-0029-2020-0001-0001
2	<b>Ombudsman Program Files</b> Disposition Authority Number: DAA-0029-2020-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Master File/Database</b></p> <p>Disposition Authority Number      <b>DAA-0029-2020-0001-0001</b></p> <p>Data content includes such information as opened and closed dates: the anonymous person's directorate, risk level and services provided to them; Program official's notes; and, the Program's uniform reporting categories, such as the anonymous person's compensation and benefits, peer and colleague relationships, applicable legal and regulatory compliances, service/administrative issues raised, etc.</p> <p>Final Disposition                              <b>Temporary</b></p> <p>Item Status                                      <b>Active</b></p> <p>Is this item media neutral?                      <b>No</b></p> <p>Explanation of limitation                      <b>Electronic Only</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?                      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                              <b>Cutoff at end of calendar year in which case is closed.</b></p> <p>Retention Period                              <b>Destroy after 30 years or when no longer need for statistical or business use.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                                      <b>Not Required</b></p>
2	<p><b>Ombudsman Program Files</b></p> <p>Disposition Authority Number      <b>DAA-0029-2020-0001-0002</b></p> <p>Records documenting the establishment, mission and function of the BOC Ombudsman Program, such as the Program charter and policies, and process records that address how the Program is managed and maintained. Records may include brochures, FAQs and other internal documents describing the Program.</p> <p>Final Disposition                              <b>Permanent</b></p>

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 annually when superseded or obsolete**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after 15 years**

**Additional Information**

First year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
2020**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
02/12/2020	Certify	Chante Sawyers	IT Specialist	ACSD - PRMO
04/22/2020	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/14/2020	Submit For Certification	Davon Bryant	Records Management Analyst	Chief Administrative Office - Admin and Customers Service Division
06/05/2020	Certify	Chante Sawyers	IT Specialist	ACSD - PRMO
09/24/2020	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
10/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist