

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-29-00-2

DATE RECEIVED

12-7-99

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
Decennial Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
M. Catherine Miller

5. TELEPHONE  
(301) 457-3961

DATE

6-14-00

ARCHIVIST OF THE UNITED STATES

*[Signature]*

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

6. 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 on the attached 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE

12/7/99

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*  
Leonard F. Thompson

TITLE

Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Bureau of the Census Census 2000 Records System Disposition  (see attached document)</p> <p><i>Agency, NR, NWM, NWE, NWT, NWC, NWD</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
Decennial Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
M. Catherine Miller

5. TELEPHONE  
(301) 457-3961

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-29-00-2

DATE RECEIVED  
12-7-99

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
6-14-00

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

**6. 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 on the attached 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
12/7/99

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
Leonard F. Thompson

TITLE  
Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Bureau of the Census Census 2000 Records System Disposition  (see attached document)</p>		

**National Archives and Records Administration**  
**Records Management**

---

[View the NARA appraisal report for this schedule](#)

**Proposed Disposition Job Number N1-29-00-0 2**

**Revised Schedule**  
**March 1, 2000**

**Department of Commerce, Bureau of the Census,  
Decennial Management Division**

**1. Address List Development**

To enumerate the nation's stateside population, Puerto Rico and the Island Areas, and to tabulate the response data, the Census Bureau compiles a complete list of all living quarters (addresses or location descriptions). The Bureau accomplishes this by creating and maintaining a Master Address File (MAF) that identifies all living quarters and by spatially locating those addresses using our geographic database called TIGER (Topologically Integrated Geographic Encoding and Referencing). The inventory of all living quarters includes addresses or location descriptions for each housing unit and each group quarters. Each listing must be linked to the TIGER database. The MAF and TIGER are maintained and updated through a series of operations.

Supersedes Job Citation NC1 29-79-7; Items 53, 54, 55, 119 and 120.

a. Related Operations and/or Input Records/Files:

1. The 1990 Census Address Control File
2. The U.S. Postal Service (USPS) Delivery Sequence File (DSF) (updated on a regular basis)
3. MAF Geocoding Office Resolution and Targeted Map Update (MAFGOR/TMU) Operations - In these operations, the Bureau attempts to resolve un-geocoded addresses following DSF updates to the TIGER system. The operations identify new streets and new address ranges that need to be added to TIGER, so that new addresses will be included in the MAF.

***Records generated/utilized: Cluster files and associated maps.***

***Disposition: Destroy files and associated maps six months after confirmation of successful digitization of updated maps or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

4. Address Listing (AL) - Census Bureau employees canvass their assignment areas and list each living quarters, recording its mailing address and describing its physical location. This operation is conducted in areas of predominantly

noncity-style addresses.

***Records generated/utilized: (paper) AL address registers and associated maps. The registers and maps are used together in this operation.***

***Disposition: (a) Destroy the address registers six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.***

***(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

5. Block Canvassing (BC) - In areas of predominantly city-style addresses, Bureau employees canvass every road and street looking for every place where people live or could live, comparing the address of each living quarters with the addresses on the Census 2000 address list and adding or deleting addresses as they are found/not found.

***Records generated/utilized: BC binders and associated maps. The binders and maps are used together in this operation.***

***Disposition: (a) Destroy the binders six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.***

***(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

6. Special Place/Group Quarters Inventory - The Census Bureau builds an inventory of all special places such as nursing homes and colleges. Bureau employees interview officials at each special place using a Special Place Facility Questionnaire. The responses to the questionnaire identify each group quarters and any housing units associated with the special place. A separate group quarters listing operation was done for military quarters. The National Processing Center was responsible for data capture of the questionnaire responses and the digitizing of the maps for geocoding.

***Records generated/utilized: Completed Special Place Facility Questionnaires (paper documents and electronic files) and maps to record the facilities' locations.***

***Disposition: (a) Destroy the paper questionnaires and electronic files six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

***(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

Top of Page

7. Local Update of Census Addresses (LUCA) program - Local and tribal government liaisons review the Census Bureau's lists of addresses or housing unit counts for their areas. These liaisons will provide the Bureau with their input, in paper or electronic form, regarding the completeness and accuracy of this information. The Census Bureau will then verify the input and provide feedback to the LUCA participants.

***(a) Records generated/utilized: Address lists, maps, and disposition lists.***

***Disposition: Destroy these records after six months or when no longer needed for evaluation or future census planning purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

***(b) Annotated documents.***

***Disposition: Destroy these records after ten years or when no longer needed for program purposes, whichever is later.***

8. New Construction Program - Local and tribal government liaisons in Mailout/Mailback areas review the Census Bureau's address list for their areas and provide the Bureau, in paper or electronic form, with all the addresses of newly constructed housing units as of April 1, 2000. The Census Bureau matches these addresses to its address list, updated with USPS files, and verifies and enumerates those addresses that are not on the Bureau's address list.

***(a) Records generated/utilized: Address lists and maps.***

***Disposition: Destroy these records after six months or when no longer needed for evaluation or future census planning purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

***(b) Annotated documents.***

***Disposition: Destroy these records after ten years or when no longer needed for program purposes, whichever is later.***

9. TIGER/LINE files - During the various address list development activities, additions and corrections to maps recorded by the field staff are digitized into the TIGER/LINE data file. Through the boundary collection and validation program and other programs with local and tribal governments, the Census Bureau will incorporate these entities' updates and revisions with regard to street features and names, boundaries of governmental units, etc.

***Records generated/utilized: Continuously updated TIGER/LINE data files.***

***Disposition: Update or delete as necessary for current business. The final Census 2000 version of this file (see Item 1.b.3.) will be sent to NARA three years after completion of the census (same schedule as used for the 1980 and 1990 censuses).***

10. Update/Leave (U/L) - In areas with predominately noncity-style addresses, Census Bureau workers will deliver the questionnaires to housing units and at the same time update their list of addresses of the units in their assignment areas. Housing units not already on the list will be added and questionnaires will be left at these addresses.

***Records generated/utilized: U/L address registers and associated maps. The address registers and maps are used together in this operation.***

***Disposition: (a) Destroy the address registers six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.***

***(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

11. Urban Update/Leave (Urban U/L) - In areas with predominantly city-style addresses where the Bureau believes the USPS has delivery problems, Census Bureau workers will deliver the questionnaires to housing units and at the same time update their list of addresses of the units in their assignment areas. Housing units not already on the list will be added and questionnaires will be left at these addresses.

***Records generated/utilized: Urban U/L address registers and associated maps. The address registers and maps are used together in this operation.***

***Disposition: (a) Destroy the address registers six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.***

***(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

12. List/Enumerate (L/E) - In remote or sparsely populated areas, during L/E (including remote Alaska), census enumerators create the address list at the time of enumeration while canvassing their assignment areas and conducting interviews with respondents.

***Records generated/utilized: L/E address registers and associated maps. The***

*address registers and maps are used together in this operation. (Completed questionnaires are obtained, see Data Collection Item 2).*

*Disposition: (a) Destroy the address registers six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.*

*(b) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.*

Top of Page

13. Non-MAF ID Questionnaire Processing - Processing from the Be Counted and Telephone Questionnaire Assistance (TQA) operations, the Service-Based Enumeration, the Domestic Military/Maritime Enumeration, and Individual Census Returns (see Item 2. **Data Collection**) may yield addresses previously not included in the MAF. This operation will match and geocode these new addresses for inclusion in the census.

*Records generated/utilized: Electronic file.*

*Disposition: Destroy the file six months after confirmation of successful update to the MAF or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.*

b. Systems Outputs:

1. The final Census 2000 electronic Decennial Master Address File (DMAF) - The final address list created after the address input/source records have undergone address corrections through USPS checks, unduplication, geographic coding, and editing.

Supersedes Job No. NC1-29-79-7, item 120.

*Disposition: Permanent. Transfer to the National Archives and Records Administration (NARA) three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses).*

2. Documentation for the DMAF - Technical information such as narrative descriptions, logbooks, data dictionaries, file layouts and similar information that is needed to understand the contents and layout of the records.

*Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses).\**

3. Final Census 2000 TIGER/LINE data files - These files contain a digital representation of all census-required map features (streets, roads, railroad tracks, rivers, etc.) and the geographic identification codes used by the Census Bureau to tabulate the data.

***Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses).\****

Top of Page

## 2. Data Collection

The Census Bureau will attempt to obtain a completed questionnaire for every occupied housing unit and group quarters resident in the country, Puerto Rico, and the Island Areas during Census 2000. Counts of overseas U.S. military and civilian employees and their dependents will be included in the apportionment numbers. Questionnaire data are obtained directly from respondents or through enumerators or telephone agents. The data are collected through the following programs/operations:

Supersedes Job Citation, NC1-29-79-7, Item 1 and Job Citation, NC1-29-80-10, Item 1.

### a. Related Operations and/or Input Records/Files:

1. The data collection methods include: Mailout/Mailback, Update/Leave, Urban Update/Leave and the Be Counted Program. In the Mailout/Mailback operation, the Census Bureau will use USPS letter carriers to deliver questionnaires to the vast majority of housing units, those that have city-style addresses. In Update/Leave areas, where the addresses used for mail delivery are predominantly noncity-style, enumerators will leave addressed census questionnaires at each housing unit for the householder to complete and mail back. In Urban Update/Leave areas, Census Bureau workers will deliver the questionnaires to housing units with city-style addresses where the Bureau believes the USPS has delivery problems. Under the Be Counted Program, people who believe they have not received a census questionnaire or were not included on one, can complete and return a Be Counted questionnaire. These questionnaires, which can be obtained at Be Counted sites, identified by the Census Bureau in consultation with local partners, contain the short-form questions along with several additional items necessary to process the form.

***Records generated/utilized: Completed questionnaires/forms.***

***NARA approval is not required.***

***Disposition: The questionnaires are sent to the Data Capture Centers (DCCs) for data capture. See Job No. N1-29-00-01, Item 1 for approved disposition.***

2. Respondent data will also be collected on questionnaires/forms in the



following operations: Service-Based Enumeration, Group Quarters Enumeration, Transient Night Operation, List Enumerate, Update/Enumerate, Nonresponse Followup (NRFU), Coverage Improvement Followup, Re- Interview, Field Verification (does not include an interview), Domestic Military/Maritime Enumeration, and Overseas Enumeration (These data are keyed and processed at headquarters.).

***(a) Records generated/utilized (where applicable): Address registers and associated maps.***

***Disposition: (1) Destroy the address registers six months after confirmation of successful data capture or when no longer needed to support the reconstruction of, or serve as backup to, the master file, whichever is later.***

***(2) Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as back to, the masterfile, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

***(b) Records generated/utilized (where applicable): Completed questionnaires/forms.***

***NARA approval is not required.***

***Disposition: The questionnaires are sent to the DCCs for data capture. See Job No. N1-29-00-01, Item 1 for approved disposition.***

3. Respondent data will also be collected electronically in the Telephone Questionnaire Assistance (TQA) Operation. TQA agents will principally answer questions about the questionnaires so that respondents can complete and mail them back. However, telephone agents will record answers to the short-form questionnaire if this service is requested by the respondent during telephone assistance. Internet Data Collection (IDC) and Coverage Edit Followup operations will also be used to collect respondent data electronically.

***Records generated/utilized: Electronic files containing respondent data.***

***Disposition: These are unprocessed source files containing questionnaire responses that are sent to headquarters for processing. The files will be destroyed in ten years or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

b. System Outputs:

- 1. Electronic files containing respondent data which are sent to Census Bureau headquarters for processing.

*Disposition: These are unprocessed source files containing questionnaire responses. The files will be destroyed in ten years or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.*

- 2. Operations Control System 2000 - Electronic data files that are used to support, manage and control all field operations.

*Disposition: These files will be destroyed six months after the end of the census or when no longer needed for program purposes, whichever is later.*

Top of Page

### 3. Data Capture

Completed questionnaire/forms are sent to the Data Capture Centers (DCCs) either by the respondent or a Local Census Office. The DCCs are located in the following four cities: 1) Baltimore, MD, 2) Pomona, CA, 3) Phoenix, AZ, and 4) Jeffersonville, IN (a permanent Census Bureau facility).

Supersedes Job Citation, NC1 29-97-7, Item 1a.

a. Related Operations and/or Input Records/Files:

**WITHDRAWN.** 1. Completed Census Questionnaires/Forms - The DCCs will receive the completed questionnaires/forms, and the forms will be captured as images by the Data Capture System (DCS) 2000 and converted to computer-readable format through Optical Mark Recognition and Intelligent Character Recognition processes. Data from questionnaires/forms that are not scanned will be keyed into computers. The resulting data files are sent on a flow basis to Census Bureau headquarters for processing.

*WITHDRAWN. See Job No. N1-29-00-01, Item 1 for approved disposition. Disposition: After confirmation of successful data capture and data transmission to headquarters, the questionnaire/forms will be destroyed. This will occur approximately fifteen days after confirmation of data transmission. Destroy according to the disposal procedures for Title 13 ("census confidential") records.*

b. System Outputs:

- 1. ~~Images (and the associated system software) of the questionnaires that are scanned through DCS 2000.~~ **WITHDRAWN**

WITHDRAWN

~~**Disposition: These are unprocessed source files (and the associated system software) containing images of the completed questionnaires. These files will be destroyed when ten years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.**~~

2. Electronic files containing respondent data from the questionnaires (whether scanned or keyed). These files are sent to headquarters for processing.

**Disposition: These are unprocessed source files containing responses from the completed questionnaires. These files will be destroyed when ten years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.**

Top of Page

#### **4. Data Processing**

There are a number of processing activities that must take place before the data can be tabulated for the release of products. These activities include: eliminating duplicate records, combining appropriate portions of multiple returns from the same household, editing and imputation, coding of write-in response data, applying weights to sample records, tabulation recoding, and disclosure avoidance.

Supersedes Job Citation, NC1 29-79-7, Item 122, and Census General Schedule Items 4, 5 and 6.

##### **a. Related Operations and/or Input Records/Files:**

1. The Decennial Response File - Contains the response data, obtained from all response modes, in electronic format. This is the initial file upon which the above mentioned series of processing steps is carried out.

**Disposition: This is an unprocessed source file containing questionnaire responses. The file will be destroyed when ten years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.**

##### **b. Intermediate Outputs:**

1. Census Unedited File (CUF) - This file contains individual responses to the Census 2000 hundred percent (short-form) questionnaire items, from all response modes, after Primary Selection Algorithm (PSA) processing of the Decennial Response File.

***Records generated/utilized: Electronic file.***

***Disposition: This is an intermediate processing file containing questionnaire responses. The file will be destroyed when fifteen years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

2. Census Unedited File - Sample (CUF-S) - This file contains individual responses, after PSA processing, from the sample long-form questionnaires received by approximately 1-in-6 households nationwide.

***Records generated/utilized: Electronic file.***

***Disposition: This is an intermediate processing file containing questionnaire responses. The file will be destroyed when fifteen years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

3. **WITHDRAWN.** Individual Census Record File - These two files (the CUF and the CUF-S), with any auxiliary write-in files merged in, will be used to produce an unduplicated set of census records from every housing unit and group quarters facility. The Census Bureau will transfer this ASCII data file (referenced in the August 18, 1999 letter to NARA from the Assistant Director for Decennial Census) to NARA for permanent retention to meet the requirement to provide for future access to individual census records from Census 2000. The file will contain all response data, including all names and other written entries provided by respondents, and all associated address and geographic information for each housing unit or person living in group quarters.

***Records generated/utilized: Electronic file.***

***WITHDRAWN. See Job No. NI-29-00-01, Item 3 for approved disposition. Disposition: Permanent. Transfer to NARA three years after completion of the census (same schedule as used for the 1980 and 1990 censuses).\****

4. Census Edited File (CEF) - This file is created by conducting edits on, and adding (item and whole household) imputations to, the CUF.

***Records generated/utilized: Electronic file.***

***Disposition: This is an intermediate processing file containing questionnaire responses. The file will be destroyed when ten years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

5. Census Edited File - Sample (CEF-S) - This file is created by conducting edits on, and adding item imputations to and weights upon, the CUF-S.

***Records generated/utilized: Electronic file.***

***Disposition: This is an intermediate processing file containing questionnaire responses. The file will be destroyed when ten years old or when no longer needed for evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

Top of Page

c. System Outputs:

1. Detail File (DF) - This file is created by applying disclosure avoidance techniques to the individual responses contained in the CEF and assigning tabulation geography to the records.

***Records generated/utilized: Electronic file.***

***Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses) or when the file is available.\****

2. Hundred Percent Estimated Detail File (HEDF) - This file is created by applying the results of the Accuracy and Coverage Evaluation (A.C.E.) survey to the DF.

***Records generated/utilized: Electronic file.***

***Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses) or when the file is available.\****

3. Sample Estimated Detail File (SEDF) - This file is created by applying disclosure avoidance techniques to the individual responses contained in the CEF-S and assigning tabulation geography to the records. Additionally, the results of the A.C.E. survey are incorporated into this file.

***Records generated/utilized: Electronic file.***

***Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 (same schedule as used for the 1980 and 1990 censuses) or when the file is available.\****

The DF, the HEDF, and the SEDF are used to create the data products listed under Item 6 of this schedule.

[Top of Page](#)

## **5. The Accuracy and Coverage Evaluation**

The Census Bureau will conduct a post-enumeration survey called the Accuracy and Coverage Evaluation (A.C.E.) to measure the overall and differential coverage of the United States population in Census 2000. The results of the A.C.E. survey will not be used to produce statistically corrected census data for apportionment purposes, but will be incorporated into all other data products, with the exception of those produced pursuant to P.L. 105-119.

During the A.C.E. survey, Census Bureau enumerators will conduct personal interviews of approximately 300,000 housing units in a sample of blocks. Computer Assisted Personal Interviewing (CAPI) will be carried out using laptop computers to capture the data. The data will then be transmitted to headquarters for processing. The Census Bureau will match the A.C.E. results with the results of the census enumeration for the A.C.E. sample blocks. The Bureau will then use a statistical method called Dual System Estimation (DSE) to estimate housing units and people correctly included in the enumeration, missed, or counted in error. The DSE coverage factors will be used to produce the Hundred Percent Estimated Detail File and the Sample Estimated Detail File.

Supersedes Job Citation, NC1 29-80-10, Item 2.

### Related Operations and/or Input Records/Files:

1. Independent Address List Development for the A.C.E. - Beginning in the fall of 1999, the Census Bureau will conduct a series of operations to compile an independent listing of the housing units in the blocks chosen for the A.C.E. sample. These housing units will be matched to census housing units for the same blocks. The Bureau will then conduct a housing unit followup to produce an enhanced list of all housing units to be interviewed in the survey.

***Records generated/utilized: (paper) Independent Listing Books (ILBs) and associated maps. The listing books and maps are used together in this operation.***

***Disposition: Destroy these records when ten years old or when no longer needed for evaluation or other program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

2. Telephone Interviewing - The A.C.E. person interviewing operation starts with the Census Bureau telephoning those households in the A.C.E. sample that have mailed back their Census 2000 questionnaires. Interviewers will call from their homes and enter data using laptop computers.

***Records generated/utilized: Electronic files.***

***Disposition: Destroy these records when ten years old or when no longer needed for evaluation or other program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

Top of Page

3. Person Interviewing - The personal visit phase of the person interviewing operation starts upon completion of Nonresponse Followup (NRFU). Interviewers will visit households only after the NRFU operation for Census 2000 has been completed for that particular area so that the independence of the A.C.E. interview is maintained. Interviewers conduct computer-assisted personal interviews at all sample households not included in the telephone phase.

***Records generated/utilized: Electronic files, paper forms and associated maps.***

***Disposition: Destroy these records when ten years old or when no longer needed for evaluation or other program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

4. Processing and Production of DSE Coverage Factors - Data from the matching/followup operation are processed through several steps. The final process produces the dual system estimates of person coverage. These estimates provide coverage factors describing the accuracy of the enumeration of certain population groups.

***Records generated/utilized: Electronic files.***

***Disposition: Destroy these records when ten years old or when no longer needed for evaluation or other program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

5. A.C.E. 2000 - Electronic data files that are used to support, manage and control the field operations of the A.C.E. survey.

***(a) Records generated/utilized: Electronic files.***

***Disposition: Destroy these records when ten years old or when no longer needed for evaluation or other program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

Top of Page

## **6. Data Products**

With the exception of the Public Use Microdata Sample (PUMS) files, the data products contain summaries of the questionnaire responses provided by respondents. The numbers of people and housing units are presented with the totals and subtotals of the population's characteristics, such as age, race, gender, and Hispanic/Latino. The data are presented at a variety of geographic levels.

Census 2000 data will be disseminated mainly using a new data retrieval system called the American FactFinder (AFF). AFF is an interactive electronic system that enables data users to access prepackaged data products, data documentation, and online help, as well as build custom data products online and offline. Census 2000 data products will be available beginning March 2001.

1. Census 2000 State Population Totals for Apportionment Purposes as Mandated by Title 13, United States Code, Section 141(b) - After the Census Bureau tabulates these data, they are transmitted to the Secretary of Commerce. By December 31, 2000, the Secretary of Commerce transmits the state population totals to the President. The President subsequently transmits to Congress a statement containing the state population totals and the number of Representatives to which each state is entitled under the "equal proportions" formula for apportioning Representatives.

***Disposition: Permanent. Transfer to the Secretary of Commerce immediately after tabulation has been completed. Transfer to NARA three years after completion of the Census.***

2. Census 2000 Redistricting Data to Fulfill Public Law (P.L.) 94-171 (electronic) - Contains basic statistically corrected population data for the purpose of legislative redistricting. These corrections are based on the A.C.E. survey. Provides statistically corrected population totals for 63 categories of race (based on the Office of Management and Budget 1997 Standards for the Collection of Federal Data on Race and Ethnicity). These data will be repeated for the population 18 years old and over, the non-Hispanic or Latino population, and the non-Hispanic or Latino population 18 years old and over. Statistically corrected population totals are shown for the Hispanic or Latino population and for the Hispanic or Latino population 18 years and older.

***Disposition: Permanent. Transfer to NARA three years after completion of the census in accordance with 36 CFR 1228.188 or when the product is available\*.***

3. Census 2000 Block-Level Data to Fulfill Public Law (P.L.) 105-119 (electronic) - Provides for the release of data that do not include the corrections measured in the A.C.E. survey. Contains basic non-statistically corrected population data that can be used for the purpose of legislative redistricting. Provides non-statistically corrected population totals for 63 categories of race. These data will be repeated for the population 18 years old and over, the non-Hispanic or Latino population, and the non-Hispanic or Latino population 18 years old and over. Non-statistically corrected population totals are also shown for the Hispanic or Latino population 18 years and older.

***Disposition: Permanent. Transfer to NARA three years after completion of the***



*census or when the product is available\* in accordance with 36 CFR 1228.188.*

4. Hundred Percent Data Summary File (electronic) - Statistically corrected data derived from a limited number of basic questions asked of the entire population and every housing unit. These data include the corrections measured in the A.C.E. survey for persons only. Contains statistically corrected population data for characteristics similar to those covered in the 1990 Summary Tape File (STF) 1 and some limited statistically corrected data similar to that contained in the 1990 STF2. Includes statistically corrected data for race groups and for the Hispanic or Latino population. Includes statistically corrected totals for some detailed race and Hispanic groups.

*Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.*

5. Hundred Percent Data Summary File to Fulfill P.L. 105-119 (electronic) - Provides for the release of data that do not include the corrections measured in the A.C.E. survey. Contains non-statistically corrected data derived from a limited number of basic questions asked of the entire population and every housing unit. Contains most of the non-statistically corrected population characteristics covered in the 1990 STF1 and some limited non-statistically corrected data similar to that in the 1990 STF2. Includes non-statistically corrected data for race groups and for the Hispanic or Latino population. Includes non-statistically corrected totals for some detailed race and Hispanic groups.

*Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.*

Top of Page

6. Sample Data Summary File (electronic) - Statistically corrected data derived from additional questions asked of a sample of the population and housing units. These data include the corrections measured in the A.C.E. survey. Contains statistically corrected data for most of the characteristics covered in the 1990 STF3 and statistically corrected data for some of the characteristics covered in the 1990 STF4. Includes statistically corrected data for race groups and for the Hispanic or Latino population.

*Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.*

7. Public Use Microdata Sample (PUMS) File (electronic) - Contains demographic, social, economic, and housing data. Provides microdata from a 5 percent sample of the population (although final sample size selection is still under consideration), but with identifying information removed.

*Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.*

8. Congressional District Data Summary Files (electronic) - Contains the same statistically corrected data as the Hundred Percent and Sample Data Summary

Files. These data include the corrections measured in the A.C.E. survey for both persons and housing units. Provides only hundred percent data for the 106<sup>th</sup> Congress and hundred percent and sample data for the 108<sup>th</sup> Congress.

***Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.***

9. Congressional District Data Summary Files to Fulfill P.L. 105-119 (electronic) - Provides for the release of data that do not include the corrections measured in the A.C.E. survey. Contains the same non-statistically corrected data as the Hundred Percent Data Summary File to Fulfill P.L. 105-119. Provides hundred percent non-statistically corrected data for the 106<sup>th</sup> and 108th Congresses.

***Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.***

10. Other Data Products (electronic) - Some data products similar to the ones listed above will also be produced for the Island Areas and will be placed in this category. Additionally, a 1% sample PUMS file, in addition to the 5% sample file listed in Item 6.7, is also planned for release. However, the contents of these products have not been finalized at this time.

***Disposition: Permanent. Transfer to NARA three years after completion of the census or when the product is available\* in accordance with 36 CFR 1228.188.***

[Top of Page](#)

## **7. Publications, Studies, and Reports**

One copy of all official Census 2000 publications formally coordinated, prepared, and printed by the Government Printing Office, private contractors, or the agency itself including but not limited to annual reports to Congress and the Secretary of Commerce; special project studies and reports that are conducted by Census or under contract to Census; public relations flyers, brochures and educational materials related to the results of the 2000 decennial census.

***(a) Official record set. One copy of each official publication, study, report, paper, or other formally published or informally produced materials.***

***Disposition: Permanent. Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 12 years old.***

***(b) All other copies. Duplicate copies of publications maintained by all Census operating units and divisions solely for distribution and convenience of reference.***

***Disposition: Destroy when no longer needed for current agency business.***

## **8. PAMS/ADAMS**

Contains payroll and personnel-related records.

*Records generated/utilized: Electronic files.*

*Disposition: Dispositions for these records are listed in the Census Administrative Manual, Chapter K3.*

*NARA approval is not required.*

**9. Census 2000 Contracts and Contract-Related Materials**

These include statements of work, cost/pricing data, etc.

Exception to General Records Schedule 3, Item 3a (1).

*Disposition: Destroy 10 years after the final payment to the contractor or when no longer needed for future census planning purposes, whichever is later.*

Top of Page

**10. Decennial Census Planning, Management and Evaluation Files**

**WITHDRAWN.** Includes the official published history of the census; policy, decision, and informational memoranda relating to the census; operations manuals; training and promotional materials, records documenting the progress of operational and program activities; summary budget and cost data; summary level evaluation reports; planning, management, and evaluation materials relating to census pre-tests, etc.

Previously approved in Job No. N1-29-93-1, Item 1.

*Disposition: Permanent. Transfer to NARA when 12 years old. Cut-off point is two years after completion of the census.\**

**11. Census 2000 Pre-Tests and 1998 Dress Rehearsal Operational and Other Records**

During the course of the decade, the Census Bureau engaged in an ambitious testing program. Pre-tests, which are conducted as needed throughout the decade, are designed to develop new approaches and techniques for possible implementation in Census 2000. The 1998 Dress Rehearsal was conducted at three sites: Sacramento, CA, Menominee County, WI, Columbia, SC, and eleven surrounding counties, and provided for operational testing, under as near census-like conditions as possible of the National Processing Center, Regional Census Center, Local Census Office, and Data Capture Center procedures and systems planned for use in Census 2000. Records relating to the operations conducted in these tests are listed below. (Note: Not all records listed below were created for all pre-tests.)

- a. Address List Development Records - Address registers and associated maps, completed Special Place Facility questionnaires (paper documents and electronic files) and associated maps, LUCA materials (address lists, maps, and disposition lists), print-outs of TIGER database files, and print-outs of the DMAF.

***Disposition: Destroy when six months old or when no longer needed for program or evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

- b. Data Collection, Data Capture, and Data Processing Records - Completed (paper) questionnaires/forms, electronic image files, intermediate data files, and detail files.

***Disposition: Destroy when two years old or when no longer needed for program or evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

- c. Integrated Coverage Measurement and Post Enumeration Survey Records - Independent Listing Books, maps, telephone and person interviewing records (electronic files and paper forms), and electronic files generated in the processing and production of the DSE coverage factors.

***Disposition: Destroy when two years old or when no longer needed for program or evaluation purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("census confidential") records.***

- d. Dress Rehearsal Data Products - These include electronic data files and other electronic products of the pre-tests and the Dress Rehearsal, and one copy of each hard copy report, and other internal or external publications.

***Disposition: (1.) Electronic files of Dress Rehearsal results: Temporary. Destroy when two years old or when no longer needed for program or evaluation purposes, whichever is later.***

***(2.) Hardcopy reports and publications: Permanent. Transfer to NARA when 12 years old. Note: Pre-test and Dress Rehearsal reports and publications may be filed with and transferred to NARA under Item 7 of this schedule (Decennial Census Reports and Publications), or maintained separately with other pre-test and Dress Rehearsal records, and transferred to NARA using this authority.***

[Top of Page](#)

## **12. Electronic Mail and Word Processing System Copies**

Contains electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

***Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.***

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

***Disposition: Destroy/delete when dissemination, revision, or updating is completed.***

\*Indicates Census 2000 records that NARA requested for permanent archiving based upon the Census Bureau's interpretation of the March 1, 1995, report, entitled "Preserving Census 2000 Records," of the Census 2000 Working Group of the National Archives and Records Administration.

[Top of Page](#)

[Opportunities for Public Comment](#)

[Census 2000 Schedule Appraisal Report](#)

[Records Management Home](#)

---

[National Archives and Records Administration home page](#)

[URL: http://www.nara.gov/records/schedules/census2.html](http://www.nara.gov/records/schedules/census2.html)

[webmaster@nara.gov](mailto:webmaster@nara.gov)

[Last updated March 8, 2000](#)