Request for Records Disposition Authority			Leave Blank (NARA Use Only)		
To National Archives and Records Administration (NIR) Washington, DC 20408			N1-029-10-2		
1 From (Agency or establishment) Diagonalization 2 Major Subdivision			Date Received 11/12/09		
		In accordance with the provisions of 44 USC 3303a, the disposition request, in-			
3 Minor Subdivision Associate Director for Economic Programs		cluding amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10			
4 Name of Person with whom to confer 5 Telephone (include area code) Date Venita G. Powell 301-763-7064		Date	The II Archivist of the Whited States		
 Agency Certification I hereby certify that I am authorized to act for this age for disposal on the attached page(s) are periods specified, and that written concurrence from Guidance of Federal Agencies Is not required 	e not now needed for the business o om the General Accounting Office, u	of this agency	or will not be need	led after the retention	
Signature of Arendy Representative	Title Records Officer			Date (mm/dd/yyyy) 10/30/2009	
7 Item 8 Description of Item and Number	Proposed Disposition		9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)	
See Attached					

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Title: BUSINESS REGISTER (BR)

1 System and Program Files - Files containing all the program and system code

Disposition: TEMPORARY- Destroy files when system is replaced and no longer needed for processing

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2 Data Input Files - Files produced from keyed input, Front End processing, mail out/check-in, feeder system databases and automated batch processes

Disposition: TEMPORARY - Purge all records with date time stamps older than 3 years Destroy the file itself when the system is replaced and no longer needed for processing

3 Parameter Files - Files containing system operation parameters including scripts, edits and supporting data files

Disposition: TEMPORARY - Destroy old versions of files at rollover after files have been updated for the current period

4 Audit Trail Files - Files containing records of changes made to the processing and data files

Disposition: TEMPORARY- Destroy files 6 years after closeout of the current processing cycle

5 System Test, Research and Query Files - Files created for analytical, research, or similar purposes to evaluate, investigate or summarize the data in the underlying master files

Disposition: TEMPORARY- Destroy files when no longer needed

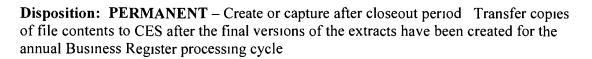
6 Special Tabulations - Files containing printed outputs based on the underlying data This includes system log files created during processing

Disposition: TEMPORARY - Destroy files when no longer needed

7 System Backup Files - Backups of all system and data files copied to tape on a recurring basis for security and recovery purposes

Disposition: TEMPORARY - Destroy files on tape when the original file on the tape with the longest retention period is destroyed or transferred to CES Archive

8 Final Data Files – Final Business Register Extracts Files and versions of the master BR control and data files



Economic Census Data Capture Staging Table - Files containing all data captured by keying or direct respondent input

Disposition: PERMANENT - Transfer a copy of the file contents to CES after keying closeout for the Economic Census

The preservation of these records is governed by a February 28, 2008, Memorandum of Understanding (MOU) establishing an affiliated relationship between the Census Bureau and NARA Once NARA has legal authority to maintain the records, the agencies will update the MOU and establish arrangements for the transfer of the records to NARA for preservation

9 Data Documentation - This includes a codebook for all data files containing variable descriptions and allowed values, forms (where appropriate) linked to file variables, as well as processing specifications covering edits, imputations, and other modifications of reported data values.

Disposition: PERMANENT - Create or capture after survey closeout Transfer to CES Archive

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