

Request for Records Disposition Authority

e Blank (NARA Use Only)

(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
US Census Bureau

3 Minor Subdivision
Associate Director for Economic Programs

4 Name of Person with whom to confer
Venita G. Powell

5 Telephone (include area code)
301-763-7064

Job Number
NI-029-10-3

Date Received
11/12/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **11/23/09** 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 5 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 has been requested

Signature of Agency Representative *[Signature]* Title **Records Officer** Date (mm/dd/yyyy) **10/30/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	See attached		

Title: STANDARD ECONOMIC PROCESSING SYSTEM (StEPS)

Description: Data from the Standard Economic Processing System (StEPS) application, designed to accommodate numerous surveys with differing requirements through the utilization of generalized programs and data structures. StEPS modules include data entry, editing, imputation, data review and correction, estimation and variance estimation, and select data collection activities. The system processes both Title 13 and Title 26 data.

Surveys processed through StEPS include: Annual Capital Expenditures Survey, Annual Retail Trade Survey, Annual Wholesale Trade Survey, Business Research, Development & Innovation Survey, Enterprise Statistics Program, Information and Communication Technology Survey, Island Area Surveys – American Samoa, Island Area Survey – Guam, Island Area Surveys Northern Mariana Island, Island Area Surveys – Puerto Rico, Island Area Surveys – Virgin Islands, Manufactured Housing Survey, Manufacturer Shipments, Inventories, and Orders, Manufacturers' Unfilled Orders Survey, Manufacturing Energy Consumption Survey, Monthly Advance Retail Trade Survey, Monthly Retail Trade Survey, Monthly Wholesale Trade Survey, Quarterly Financial Report, Quarterly Plant Capacity, Quarterly Service Survey, Survey of Business Owners, Service Annual Survey, Service Monthly and Annual Survey Maintenance, Survey of Construction, *Current Industrial Reports, Plant Capacity Utilization, Pollution Abatement Costs and Expenditures, and Residential Remodeling Expenditures.*

1 SYSTEM AND PROGRAM FILES

Files containing all the program and system code comprising StEPS

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

2 COLLECTION ID AND LABEL FILES

Collection ID files used to identify which cases in a survey will be mailed, followed-up, or mailed correspondence

Disposition: TEMPORARY Destroy files at rollover for the next stat period for annual surveys. For monthly and quarterly surveys destroy files at rollover for all stat periods prior to the previous three

3 RESPONDENT DATA INPUT FILES

Files produced from keyed input, Census Taker, or StEPS Front End containing data for the StEPS master data files. This includes batch update and checkin files

Disposition: TEMPORARY Destroy files at rollover for the next stat period for annual surveys. For monthly and quarterly surveys destroy files at rollover for all stat periods prior to the previous three

4 BUSINESS REGISTER INPUT FILES – SAMPLING

Files containing data taken from the Business Register used to create or update the sample for the current processing cycle. This includes files maintained outside StEPS for the Business Sample Revision (BSR)

Disposition: TEMPORARY Destroy files after rollover following the second sample revision

5 BUSINESS REGISTER INPUT FILES – ADMINISTRATIVE DATA

Files containing data taken from the Business Register administrative data inputs (e.g., payroll) for current stat period processing

Disposition: TEMPORARY Destroy files at rollover for the next stat period

6 PARAMETER FILES - ESTIMATION

Files containing estimation specifications, scripts, and necessary supporting data files

Disposition: TEMPORARY Destroy files 5 years after closeout for the current processing cycle or after rollover for the next sample revision, whichever is later

7 PARAMETER FILES - OTHER

Files containing system operation parameters including data dictionaries, edits, imputation, and derived item parameters

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

8 ESTIMATION RESULTS FILES

Files containing the resulting output after estimation procedures are run

Disposition: TEMPORARY Destroy all nonfinal files at rollover for the next stat period. Destroy files containing final estimation results after rollover following the second sample revision, retaining the files from the last stat period of the previous sample

9 AUDIT TRAIL FILES

Files containing records of changes made to the processing and data files

Disposition: TEMPORARY At rollover, purge all records with a datetime stamp older than 3 years. Destroy the file itself when the system is replaced and no longer needed for processing.

10 RESEARCH AND AD HOC QUERY FILES

Files created for analytical, research, or similar purposes to evaluate, investigate or summarize the data in the underlying master files. This includes files stored at both the survey and user levels.

Disposition: TEMPORARY Destroy files when no longer needed

11 ADJUSTMENT FACTOR FILES

Files containing supplementary data that is used to adjust the estimates based on the edited data itself.

Disposition: TEMPORARY Destroy files 5 years after closeout of the current processing cycle or after rollover for the next sample revision, whichever is later.

12 TABULATION AND OTHER LISTINGS AND REPORTS

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

13 SYSTEM TEST FILES

Files containing fabricated data, parameters, and other information used in system development to test modifications and additions to the system.

Disposition: TEMPORARY Destroy files when no longer needed

14 INTERMEDIATE DATA FILES

This includes files containing all intermediate versions of the master control file, stat period control file, item file, roster file (when existing), respondent text file, notes file, imputation processing files, edit processing files, and response rate files, excluding the versions of these files used for data input.

Disposition: TEMPORARY Destroy files at rollover or when no longer needed.

15 BACKUP TAPE 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

16 TSAR FILES

This includes all files maintained in TSAR

Disposition: TEMPORARY Transfer all files to CES at the end of the current calendar year and destroy the files from the previous year

17 FINAL DATA FILES

Final versions of the master control file, stat period control file, item file, roster file (if existing), phase file (if existing), respondent text file, and notes file. A fat file containing all control and item variables should be created with the content of the underlying files at closeout.

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

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.

18 FINAL PRODUCTS (including summary information preserved with release of data products)

Disposition: PERMANENT Cut off annually and transfer to the National Archives

19 DATA DOCUMENTATION

This includes the item, control, and respondent text dictionaries, the forms file, publications, survey forms, codebook for control and item fat files, and survey specifications

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

*Surveys in italics are discontinued but the data remains in StEPS