

# 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  
**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**

## Leave Blank (NARA Use Only)

Job Number

**N1-029-10-4**

Date Received

**11/12/04**

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

**11/12/04**

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 3 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<b>See Attached</b>		

## **TITLE: MICRO ANALYTICAL DATABASE (MADb)**

Description Central repository for the processing and analysis of the establishment level data collected during the Economic Census and Annual Survey of Manufacturers (ASM) This data is ultimately used in generating publications covering the following sectors retail, service, wholesale, FIRE (finance, insurance, and real estate), utilities, transportation, manufacturing, mining, and construction MADb also provides historical data from previous Economic Censuses and ASM's Applications that use MADb include. Economic Census Backend Edits, Reconciliation/Economic Drill Down Feedback, and Trade Area Interaction Problem Solving Environment (TIPSE)

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

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 5 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 – Files containing the entire content of the Economic Census Micro-Analytical Database, including basic edited data items, captured data items, lines and trailer data

**Disposition: TEMPORARY** - Transfer versions of these files to CES at the following points of the Economic Census processing cycle

- a After initial closeout for the microdata is completed,
- b After the advance report is completed,
- c After the industry series is completed,

**Subitems a. b. and c. - Destroy when no longer needed.**

- d After the Geographical Areas Series (GAS) is completed
- e After ZIP Codes is published

**Disposition for item d. and e.: PERMANENT** - Transfer Final Data Files to CES after all scheduled Economic Census reports have been released

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 Final Data Files – Files containing the entire content of the Annual Survey of Manufacturers (ASM) from the Micro-Analytical Database, including basic edited data items, captured data items, lines and trailer data

**Disposition: PERMANENT** - Transfer versions of these files to CES at the completion of the ASM

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10 Final Aggregated Data Files – Final summary tabulations by sector and geographic area from the Economic Census (including Island Areas and Non-employer Statistics), Annual Survey of Manufacturers, Commodity Flow Survey, and Survey of Business Owners

**Disposition: PERMANENT** - Transfer to the National Archives upon completion of the final release of data to the public

11 Data Documentation - This includes a codebook for all data files containing variable descriptions and allowed values, forms linked to file variables, as well as processing specifications covering edits, imputations, and other modifications of reported data values, item, control, final data dictionaries and specifications

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

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