

# Request for Records Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)  
**U.S. Census Bureau**

2 Major Subdivision  
**Decennial Management Division**

3 Minor Subdivision

4 Name of Person with whom to confer  
**Arona Pistiner**

5 Telephone (include area code)  
**301-763-3419**

## Leave Blank (NARA Use Only)

Job Number  
**NI-029-10-5**

Date Received  
**04-19-10**

### Notification to Agency

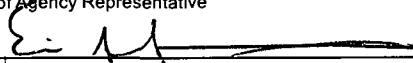
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **21 Feb 2011** Archivist of the United States 

### 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 \_\_\_\_\_ 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  


Title  
**Records officer**

Date (mm/dd/yyyy)  
**4/16/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

## 2010 Census Records Schedule

### A. Address List Development

To enumerate the nation's stateside and Puerto Rico population, and to tabulate the response data, the Census Bureau compiles a comprehensive list of all living quarters (addresses or location descriptions). The Bureau accomplishes this by maintaining a database of addresses that identifies all potential living quarters and by spatially locating those addresses. The database is called the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER<sup>®</sup>) database. The inventory of all potential living quarters includes addresses or location descriptions for each housing unit and each group quarters. The MAF/TIGER<sup>®</sup> database is maintained and updated through a series of operations. See Section F, Geographic Products and Outputs for final MAF/TIGER<sup>®</sup> disposition instructions.

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

- a **The U.S. Postal Service (USPS) Delivery Sequence File (DSF)** (updated on a regular basis)
- b **Address Canvassing (AC)** – In all areas of the country, except for remote areas in Alaska and Maine, Census 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 address list and adding or deleting addresses as they are found/not found. At the same time, census maps were updated by adding and deleting roads. For the first time, the 2010 Census used hand held computers (HHCs) to conduct this operation. The HHCs were also used to attempt to capture a Global Positioning System (GPS) point for each structure, containing living quarters. Paper listings and maps were not used by census field staff.

The Mobile Compute Equipment (MCE) for AC includes HHCs, secure digital (SD) cards, and Field Operations Supervisor (FOS) laptops. Following this operation, de-install and sanitize the HHCs and FOS laptops according to the procedures for Title 13 ("Census Confidential") records. Destroy the SD cards.

Records generated/utilized

Large format maps used for management planning purposes. These maps were not used for making annotations in the field, are not used for digitizing, and do

not contain Title 13 data

Disposition

TEMPORARY Destroy these maps, at the Early Local Census Offices (ELCOs), following the completion of the operation

- c **Group Quarters Validation (GQV)** – This operation is conducted to verify that addresses have the correct census geography, validate the status of the address (i.e., group quarters (GQ), housing unit, transitory location, nonresidential, delete, etc.) and if the address is a GQ, determines the type of GQ

Records generated/utilized

- (1) Large format maps used for management planning,
- (2) Small format maps to record the facilities' locations,
- (3) Address registers, and
- (4) GQV questionnaires

Disposition

- (1) TEMPORARY Destroy the large format maps at the Early Local Census Offices (ELCOs) following the completion of the operation. These maps are not annotated in the field, are not used for digitizing, and do not contain any Title 13 data
- (2) - (4) TEMPORARY Updates to the small format maps, address registers, and completed questionnaires are input to update the MAF/TIGER<sup>®</sup> database. The National Processing Center (NPC) digitizes the maps and added addresses

After the updates are made, redistribute the small format maps to the Local Census Offices (LCOs) for subsequent GQ operations.

Destroy the maps, registers, and questionnaires six months after the completion of the GQ Operations, or when no longer needed for evaluative or future census planning purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records

- d **Group Quarters Advance Visit (GQAV)** –During this operation, the location of the GQ is confirmed and other information to aid in the preparation for enumeration is obtained from the GQ contact person to facilitate the actual enumeration (during the GQ Enumeration operation)

Records generated/utilized Large and small format maps to record any updates to the facilities' locations

~~Disposition Updates to the small format maps are input to update the MAF/TIGER® database. NPC digitizes the maps and added addresses.~~

*Filing  
Instructions*

~~After the updates are made, redistribute the small format maps to the Local Census Offices (LCOs) for subsequent GQ operations~~

~~Retain the large maps in the LCOs for the GQ enumeration operation See Section B 1 f for disposition instructions.~~

- e **Field Verification (FV)** – Listers visit blocks in assigned areas to identify specific addresses that require a verification check These addresses are potential adds to the address list (See Section A 1 I., Non- ID Questionnaire Processing) Addresses to be verified are identified on paper listings, maps also are used to locate the addresses The listers compare the addresses on the ground to the information on their listings and update the listing, if necessary The lister verifies that the address exists in the block, does not exist, or is a duplicate of another address

Records generated/utilized

- (1) Large format maps used for workload delineation and managing the operations,
- (2) Assignment Area (AA) locator small format maps showing lister assignment areas, and
- (3) Small format collection block maps and address registers

Disposition

- (1) TEMPORARY Destroy the large format maps, at the LCOs, following the completion of the operation These maps are not annotated in the field, are not used for digitizing, and do not contain any Title 13 data
- (2) TEMPORARY Destroy the AA locator small format maps, at the LCOs, following the completion of the operation These maps are not annotated in the field, are not used for digitizing, and do not contain any Title 13 data
- (3) TEMPORARY Small format collection block maps and address registers are sent to the Census Bureau's National Processing Center (NPC) for digitizing, following the operation

Destroy these maps and address registers six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the MAF/TIGER® database, whichever is later. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

- f **Local Update of Census Addresses (LUCA) program** – State, 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 on city-style addresses or housing unit counts, in paper or electronic form, regarding the completeness and accuracy of this information. The Census Bureau will then verify the input during the Address Canvassing operation and provide feedback to the LUCA participants

Records generated/utilized

- (1) Address lists, maps and disposition lists and
- (2) Annotated documents

Disposition

- (1) TEMPORARY 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
- (2) TEMPORARY Destroy these records after ten years or when no longer needed for program purposes, whichever is later. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

- g **New Construction Program** – State, 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 addresses that are not on their list that were built after the Address Canvassing operation and will be completed by Census Day, April 1, 2010. The Census Bureau matches these addresses to its address list, updated with USPS files, verify the addresses, and enumerate those addresses that are not on the Bureau’s address list

Records generated/utilized

- (1) Address lists and maps and
- (2) Annotated documents

Disposition

(1) TEMPORARY 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

(2) TEMPORARY Destroy these records after ten years or when no longer needed for program purposes, whichever is later Destroy according to the disposal procedures for Title 13 ("Census Confidential") records

- h. **Update/Leave (U/L)** – U/L is typically conducted in areas that do not have city-style addresses (i.e., rural routes) to receive mail delivery, or in some urban, highly populated areas with delivery issues, such as P O Boxes Census Bureau workers will deliver questionnaires to housing units, and at the same time, they will update the address lists in their assignment areas Housing units not already on the list will be added and questionnaires will also be left at these addresses Also see Section B , Data Collection

Records generated/utilized

(1) U/L address registers and

(2) Associated maps The address registers and maps are used together in this operation

Disposition

(1) TEMPORARY 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 MAF/TIGER® database, whichever is later Destroy according to the disposal procedures for Title 13 ("Census Confidential") records

(2) TEMPORARY Destroy the large format maps, at the LCOs, after the completion of the U/L operation

Retain the small format AA Locator maps and AA maps for potential use in the Nonresponse Follow-up and the Field Verification operations

Destroy the block maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as backup to, the MAF/TIGER® database, whichever is later. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records

- i. **Update Enumerate (UE)** – UE is a method of data collection. Enumerators canvass assignment areas to update census address and map information, and enumerate the households. The Census Bureau will primarily use UE for seasonal housing, American Indian areas, and colonias in Texas. Also see Section B, Data Collection.

Records generated/utilized

- (1) Address registers and
- (2) Associated maps. The address registers and maps are used together in this operation.

Disposition

- (1) TEMPORARY. 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. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.
- (2) TEMPORARY. Destroy the large format maps, at the LCOs, after the completion of the UE operation. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.

Retain the small format AA Locator maps and AA maps for potential use in the Field Verification operation.

Destroy the block maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as back up to, the MAF/TIGER® database, whichever is later. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.

- j. **Remote Alaska and Remote Update Enumerate** – This is a method of data collection used in the most remote, rural, and geographically isolated areas of the country. The enumerators update census address and map information, and enumerate the households at the same time. As in previous censuses, very remote, sparsely settled areas in the country are visited only once at the time of enumeration. Also see Section B., Data Collection.

Records generated/utilized

- (1) Address registers and

- (2) Associated maps The address registers and maps are used together in this operation

Disposition

- (1) TEMPORARY. 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, to the MAF/TIGER® database, whichever is later Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records
- (2) TEMPORARY Destroy the large format maps, at the LCOs, after the completion of the operation Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

Retain the small format AA Locator maps and AA maps for potential use in the Field Verification operation

Destroy the block maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as back up to, the master file, whichever is later Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

- k **Island Areas** - The Census Bureau will oversee the 2010 Census operations in American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U S Virgin Islands (collectively referred to as the Island Areas) in partnership with the government of each Island Area The Census Bureau will set up Local Census Offices in each of the areas to conduct field operations

Specially designed questionnaires, with additional content, will be used in all Island Areas for both households and group quarters The method of data collection will be List/Enumerate

For List/Enumerate, enumerators list the residential addresses within their assignment areas on blank address register pages, map spot the location of the residential structures on Census Bureau maps, and conduct an interview for each household Also see Section B , Data Collection

Records generated/utilized

- (1) Address registers and
- (2) Associated maps The address registers and maps are used together in this operation



Disposition.

- (1) TEMPORARY 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, to the master address file, whichever is later Destroy according to the disposal procedures for Title 13 ("Census Confidential") records
- (2) TEMPORARY Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction of, or serve as back up to, the master address file, whichever is later Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.

I **Non-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 Reports (see Item B.2 Data Collection) may yield addresses previously not included in the MAF This operation also includes added housing units from Nonresponse Follow-up, Update/Leave, Update Enumerate, Rural Update Enumerate, GQ Enumeration, Enumeration at Transitory Locations, Remote Alaska, and Remote Update Enumerate. This operation will match the new addresses to the MAF/TIGER® database These new addresses are also assigned geocodes Non-matching addresses will be verified, on the ground, during the Field Verification operation

Records generated/utilized. Electronic file

Disposition TEMPORARY. 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

## 2 System Outputs

**Final Census 2010 TIGER/Line Shapefiles** – See Section F , Geographic Products and Outputs.

## B Data Collection

The Census Bureau will attempt to obtain a completed questionnaire for every occupied and vacant housing unit and group quarters resident in the country, Puerto Rico, and the Island Areas during the 2010 Census Questionnaire data are obtained directly from respondents, collected by enumerators, or by telephone agents

1 Related Operations and/or Input Records/Files:

- a **Mailout/Mailback** – This is method of data collection in which the USPS delivers addressed questionnaires to housing units, based on geographically coded addresses (usually city-style mailing addresses). The Census Bureau asks residents to complete and return, via mail, the questionnaires to a pre-specified data capture center

Records generated/utilized Completed questionnaires/forms

*File Instruction*

~~Disposition: The questionnaires are sent to the Data Capture Centers (DCC) for data capture See Section C , Data Capture, for final disposition instructions—~~

- b **Update/Leave (U/L)** – U/L is typically conducted in areas that do not have city-style addresses (i.e., rural routes) to receive mail delivery, or in some urban, highly populated areas with delivery issues, such as P.O Boxes Census Bureau workers will deliver questionnaires to housing units and at the same time they will update the address lists in their assignment areas. Housing units not already on the list will be added and questionnaires will be also left at these addresses. Also see Section A , Address List Development

Records generated/utilized Completed questionnaires/forms

*File Instruction*

~~Disposition: The questionnaires are sent to the Data Capture Centers for data capture See Section C , Data Capture, for final disposition instructions—~~

- c **Update Enumerate (UE)** – UE is a method of data collection Enumerators canvass assignment areas to update census address and map information and enumerate the households at the same time. The Census Bureau will primarily use UE for seasonal housing, American Indian areas, and colonias in Texas Also see Section A , Address List Development

Records generated/utilized Completed questionnaires/forms

*File Instruction*

~~Disposition: The questionnaires are sent to the Data Capture Centers for data capture See Section C., Data Capture, for final disposition instructions.—~~

- d **Remote Alaska and Remote Update Enumerate** –This is a method of data collection used in rural areas requiring special travel and other arrangements. The enumerators update census address and map information, and enumerate the households at the same time As in previous censuses, very remote, sparsely settled areas in the country are visited only once at the time of enumeration Also see Section A , Address List Development

Records generated/utilized (where applicable) Completed questionnaires/forms

~~Disposition—The questionnaires are sent to the Data Capture Centers for data capture See Section C , Data Capture, for final disposition instructions~~

- e **Telephone Questionnaire Assistance Center** – Data from respondent 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 capture response data, via a telephone interview, if the respondent requests this service during telephone assistance.

Records generated/utilized Electronic files containing response data

Disposition TEMPORARY These are unprocessed source files containing questionnaire responses that are sent to headquarters for processing The TQA 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

- f **Group Quarters Enumeration** (including Service-based Enumeration, Military Enumeration, and Domestic Military and Maritime Vessels Enumeration Operations) – During the GQ Enumeration, enumerators visit each group quarters, list the names of the people living or staying in the group quarters (including staff who live or stay there), and leave a census questionnaire for each person or staff member to complete Enumerators return at a later date to pick up the questionnaires and, if necessary, conduct interviews to obtain any missing information or complete questionnaire for nonrespondents based on the control list prepared during the initial visit to the GQ

Records generated/utilized (where applicable)

- (1) Completed questionnaires/forms.
- (2) Maps of enumerator assignment areas and blocks within assignment areas

Disposition

~~(1) The questionnaires are sent to all three DCCs for data capture See Section C , Data Capture, for final disposition instructions~~

- (2) TEMPORARY Destroy the maps six months after confirmation of successful digitization or when no longer needed to support the reconstruction, or serve as backup to, the MAF/TIGER® database, whichever is later. Destroy according to the disposition procedures for Title 13 (“Census Confidential”) records

- g **Enumeration at Transitory Locations** – This field operation enumerates individuals at occupied units at transitory locations (i.e., campgrounds, hotels, motels, marinas, recreational vehicle parks, circuses, and carnivals), who do not have a Usual Home Elsewhere

Records generated/utilized (where applicable)

- (1) Completed questionnaires/forms and
- (2) Maps of enumerator assignment areas and collection block within assignment areas

Disposition

~~(1) The questionnaires are sent to all of the Data Capture Centers for data capture. See Section C, Data Capture, for final disposition instructions.~~ *File Instruction*

- (2) TEMPORARY 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 MAF/TIGER® database, whichever is later Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.

- h **Non-response Follow-up (NRFU)** – NRFU collects response information for households who did not return their questionnaire by mail by sending enumerators to the housing units, in person, to conduct a personal interview

Records generated/utilized (where applicable).

- (1) Completed questionnaires/forms and
- (2) Maps of enumerator assignment areas and collection block within assignment areas

Disposition

~~(1) The questionnaires are sent to the Data Capture Centers for data capture. See Section C, Data Capture, for final disposition instructions.~~ *File Instruction*

- (2) TEMPORARY. 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 MAF/TIGER® database, whichever is later Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

- i **Coverage Follow-up (CFU)** – The goal of the operation is to improve coverage in the census by conducting telephone interviews in order to collect additional or clarifying information from households identified as having suspected coverage problems

Records generated/utilized (where applicable) Electronic files containing respondent data

Disposition TEMPORARY These are unprocessed source files containing questionnaire responses that are sent to headquarters for processing The CFU 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

- j **Federally-Affiliated Americans Overseas Count** – Obtains counts of U S military and Federal civilian employees stationed overseas and their dependents living with them that can be allocated to a home state for the purpose of reapportioning seats in the U S House of Representatives These data are not included in intra-state allocations, redistricting, or any other data products

Records generated/utilized (where applicable) Form D-55 – Counts of Federally Affiliated Overseas Personnel and Dependents by Home State of Residence 2010 Census, Guidelines for completing the Form D-55, and three types of form letters to Departments and Agencies providing count information

Disposition TEMPORARY Counts will be entered into a spreadsheet and processed at Headquarters into the apportionment counts The completed spreadsheet will be stored at Headquarters as a resource for the 2020 Census

Destroy the completed Forms D-55 when no longer needed to support the 2020 Census or when no longer needed for evaluation purposes, whichever is later Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records

- k **Be Counted Program** – 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 census-form questions along with several additional items necessary to process the form  
Records generated/utilized (where applicable)

(1) Completed Questionnaires, and

(2) Progress tracking forms

## Disposition

*File Instructions*

- (1) ~~The questionnaires are sent to the Phoenix Data Capture Center for data capture. See Section C , Data Capture, for final disposition instructions.~~
- (2) TEMPORARY The only tracking form printed is Form D-158B. This form contains the location information of the Be Counted Quality Assurance Check (QAC) sites that the LCO clerk visits.

The D-399 Record of Contact is used to document the assistance provided at QAC sites. This form will be used to assess the operation and does not contain Title 13 data.

Destroy Forms D-158B and D-399, after confirmation of successful data capture, or when no longer needed for evaluation purposes, whichever is later.

- I **Island Areas** – The 2010 Census is conducted under the provisions of Title 13, U S C for the Island Areas of the U S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The work is conducted for these localities within frameworks established by the Census Bureau and the governments of each Island Area. Data collection is conducted using a list/enumeration approach with a long-form questionnaire containing specific content for each Island Area. Also see Section A , Address List Development.

Records generated/utilized (where applicable): Completed questionnaires

Disposition: The questionnaires are sent to the NPC, Jeffersonville, Indiana to be keyed. See Section C , Data Capture, for final disposition instructions.

## 2 System Outputs

- a **Electronic Files containing response 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.

- b **2010 Census Universe and Control Management (UCM) database and documentation** – This database is used to support, manage, and control most data collection operations, except for the Island Areas.

Disposition: See Section D 3 a

## C. Data Capture

Completed questionnaires are sent to the Data Capture Centers (DCCs) either by the respondent or a Local Census Office. The DCCs are located in or near the following three cities 1) Baltimore (Essex), Maryland, 2) Phoenix, Arizona, and 3) Jeffersonville, Indiana (a permanent Census Bureau facility)

**Questionnaire Disposition** Following successful data capture, all paper questionnaires are destroyed under authority of NARA Job No N1-029-00-1/1. This occurs after Census Headquarters receives the data from the Decennial Response Integration System (DRIS) and acknowledgement of data receipt is provided back to the DRIS. Destroy the questionnaires according to the disposal procedure for Title 13 (“Census Confidential”) records

### System Outputs

- 1 **Electronic Files containing response data from the questionnaires** These files are sent to headquarters for processing

**Disposition** TEMPORARY 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

- 2 **Digital Images of response questionnaires scanned through the Decennial Response Integration System (DRIS).**

Records generated/used (where applicable) digital images of 2010 Census Questionnaires

**Disposition** PERMANENT. Transfer the images and appropriate documentation to NARA no later than August 31, 2011.

The data are organized as a simple indexed storage structure An index file will be provided that will identify the location of a form image by Form ID (Census or Processing ID) and DRIS ID (internally assigned by DRIS and passed to Census with response data) The index will contain the device and directory names of the directory containing the images of the form

The image file format is JPG/JFIF, 200 DPI, 24-bit color The structure of the file header is Standard JPEG/JFIF The image files are compressed using standard JPEG compression with a quality setting of 70 The image indexes are at the document level only The Form ID and DRIS ID and other data are available in the original index file, but no content information from the form is used No metadata is kept in the image file Optical Character Recognition (OCR), Optical

Mark Recognition (OMR) and Key from Image are used to extract the hand written content from the image file and will be provided separately by the Census Bureau. The index information is maintained in a table (the Form Table) in an Oracle database. The index will be exported to a flat file or similar format for delivery with the images. Procedures in place to verify the quality of the images include analysis of every image for the following characteristics: height, width, image size, and scan lines.

## D 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, editing and imputation, coding of write-in response data, programming recodes, and disclosure avoidance.

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

**The Decennial Response File (DRF)** - 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: TEMPORARY. 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.

### 2 Intermediate Outputs

**Census Edited File (CEF)** - This file is created after the application of edits, imputations, and assigning tabulation geography to the CUF.

Records generated/utilized: Electronic file.

Disposition: TEMPORARY. 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.

### 3 System Outputs

- a **Individual Census Record File (ICRF)** — This file contains portions of the Census Unedited File (CUF) and 2010 Census Universe and Control Management (UCM) database (both response and control data) post production, indexed for retrieval and with linkage information to the images described in Section C ~~1b~~ above.

2\*

\* changed per e-mail of 3/29/13  
from Artina Venning HW, 4/1/13



Records generated/utilized: Electronic file.

Disposition: PERMANENT. Transfer to NARA after completion of the census and no later than September 30, 2013, transfer as specified by NARA standards applicable at the time of the transfer.

- b. **Detailed File (DF)** - Disclosure avoidance techniques and programming recodes are applied to the individual responses contained in the CEF to create this file. Records generated/utilized: Electronic file

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, as specified by NARA standards applicable at the time of the transfer (same schedule as used for the 1980, 1990 and 2000 censuses) or when the file is available.

- c. **Island Areas Data Capture Files** – These files are the final files from the processing of the Island Areas data. There is a file for each Island Area – U.S. Virgin Islands, American Samoa, Guam and the Commonwealth of the Northern Mariana Islands.

Records generated/utilized: Four electronic files

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, as specified by NARA standards applicable at the time of the transfer, or when the files are available.

#### E. The Coverage Measurement Program –

The Census Bureau will conduct a nationwide sample survey called the Census Coverage Measurement (CCM) to estimate the number of people and housing units missed or counted more than once in the 2010 Census. Estimates will be produced on the overall and differential coverage of the United States population in the 2010 Census. The results of the CCM will not be used to produce statistically corrected census data.

During the CCM survey, Census Bureau enumerators will conduct personal interviews in a sample of block clusters. 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 CCM results with the census enumeration results from the CCM sample areas. The Census Bureau will then use a statistical method called Dual System Estimation (DSE) to estimate housing units and people correctly included in the census, missed, or counted in error to produce net error along with an estimate of census omissions. Components of census coverage error, including correct enumerations, erroneous enumerations, omissions, and imputations, will also be computed.

Related Operations and/or Input Records/Files:

1. **Independent Address List Development for the CCM** -Beginning in the fall of 2009, the Census Bureau conducted a series of operations to compile an independent listing of the housing units in the blocks chosen for the CCM 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 ILBs and maps are used together in this operation.

Disposition: TEMPORARY. 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. **Initial Housing Unit Follow-up (IHUFU)** -The IHUFU is a field operation to reconcile the address discrepancies found between matching the CCM address inventory and the census address inventory, to produce an enhanced list of all housing units to be interviewed in the PI, within the CCM sample blocks.

Records generated/utilized: (Paper forms) Cover Page and Case Forms (D-1303 and D-1303 (PR)), Reference List (D-1303.REF and D-1303.REF (PR)), QC Form (D-1380 and D-1380 (PR)) and associated maps.

Disposition: See Final Housing Unit Follow-up below.

3. **Person Interview (PI)** - The PIs are conducted by personal visit using a laptop computer. A telephone interview may be done if a respondent requests it and indicates he or she will not do the interview otherwise. Interviewing starts after NRFU has been completed, so the independence of the CCM interview is maintained.

Interviewers will visit households only after the NRFU operation for the 2010 Census has been completed for that particular area so that the independence of the CCM interview is maintained. Interviewers attempt to conduct telephone interviews at all sample households not completed by personal visit.

Following the PI, de-install and sanitize laptops, according to disposal procedures for Title 13 ("Census Confidential") records. The laptops will be repurposed for other Census Bureau use.

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

Disposition: TEMPORARY. 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. **Person Follow-up (PFU)** - The PFU interviews are conducted by personal visit, using paper forms. A telephone interview may be done if a respondent requests it and indicates he or she will not do the interview otherwise. The PFU is a field operation to reconcile the discrepancies between PI rosters and the census rosters.

Records generated/utilized:

Person Follow-up forms (D-1301 and D-1301 (PR)), Person Follow-up Reinterview forms (D-1301.2 and D-1301.2 (PR)) and associated maps.

Disposition:

TEMPORARY. 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. **Final Housing Unit Follow-up (FHUFU)** - The FHUFU is a field operation to reconcile the discrepancies between the CCM address inventory and updates to the census address inventory made since the IHUFU. This is used for housing unit estimation activities.

Records generated/utilized: Same as for the IHUFU. Cover Page and Case Forms (D-1303 and D-1303 (PR)), Reference List (D-1303.REF and D-1303.REF (PR)), QC Form (D-1380 and D-1380 (PR)) and associated maps.

Disposition: TEMPORARY. 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.

6. **Processing and Production of Coverage Error Estimates** – Data from the matching/follow-up operation are processed through several steps. The final process produces estimates of net coverage error, omissions, and erroneous inclusions for housing units and persons in housing units. These estimates describe coverage error in the 2010 Census enumeration in terms of specific population groups and census operational variables.

Records generated/utilized: Electronic files.

Disposition: TEMPORARY. 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.

7. **Coverage Measurement Operations Control System (CMOCS)** – This is an application that is used to support, manage, and control the field operations for the CCM.

Records generated/utilized: Electronic files.

Disposition: TEMPORARY. 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.

#### F. **Geographic Products and Outputs** –

This section is intended to guide the disposition of 2010 Census geographic products, including maps, geographic area reference files, and TIGER/Line shapefiles. This section does not reference maps used to support field data collection activities described in previous sections of this document.

1. **Reference Maps:** Includes census block maps, census tract outline maps, county block maps, metropolitan and micropolitan statistical area maps, redistricting and other final reference maps related to decennial censuses. These maps show the boundaries and names of geographic areas for which the Census Bureau tabulates and presents statistical data. This is the final record set of decennial census mapping derived from the MAF/TIGER® database (or predecessor or successor data systems). These maps were made available to the general public at the time of the census through the Census Bureau’s Internet website and/or other standard Government sources.

- a. **Record set electronic copies.**

Disposition: PERMANENT. Transfer to the National Archives within five (5) years of the decennial census in PDF (Portable Document Format) or other format then acceptable under NARA electronic data transfer standards. Provide one copy of each reference map to NARA.

- b. **Duplicate electronic, paper, or other copies** of maps transferred to the National Archives under 1.a. above.

*Non-record*

~~Disposition: TEMPORARY. Destroy upon transfer and acceptance by NARA of the record set electronic copy or when no longer needed for agency purposes, whichever is later. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.~~

- c. **Final product maps regardless of format that are not covered by Sections I.a or I.b above.**

Disposition: Submit an SF 115 for disposition authority within five (5) years of the decennial census. This includes paper maps that are/were not available in electronic format.

2. **Thematic Maps** portraying data collected during each decennial census. These are the final, complete record sets of maps prepared to cartographically illustrate national population characteristics. Thematic maps include a variety of different map types such as shaded maps, dot maps, proportional symbol maps, and isarithmic maps. Such maps include Population Centers of the U.S. between 1790 and 2010, Population Distribution, and a variety of maps illustrating the distribution of population characteristics such as age, sex, race, Hispanic origin, etc. These maps are made available to the general public through the Census Bureau's Internet website and/or other standard Government sources.

a. **Record set electronic copies.**

Disposition: PERMANENT. Transfer to the National Archives within ten (10) years of the decennial census in PDF (Portable Document Format) or other format then acceptable under NARA electronic data transfer standards. Provide one copy of each thematic map available in this format to NARA.

- b. **Large sheet maps.** Maps larger than those usually bound into Census publications. Maps are created and made available in PDF, and are suitable for downloading and printing, if desired.

Disposition: PERMANENT. Transfer complete record set within ten (10) years of the decennial census in PDF (Portable Document Format) or other format then acceptable under NARA electronic data transfer standards. Provide one copy of each thematic map available in this format to NARA.

c. **Printed maps included in Census bound publications.**

*File Instructions*

~~Disposition: Follow guidance for Census publication, or other media used to disseminate decennial census data.~~

- d. **Duplicate electronic, paper, or other copies** of maps transferred to the National Archives under Sections 2.a., 2.b., or 2.c. above.

*Non-record*

~~Disposition: TEMPORARY. Destroy upon transfer and acceptance by NARA of the record set or when no longer needed for agency purposes, whichever is later. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.~~

- e. **Thematic maps regardless of format that are not covered by Sections 2.a., 2.b., or 2.c. above.**

~~Disposition: Submit an SF 115 for disposition authority within ten (10) years of the decennial census. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.~~

3. **Cartographic records, regardless of formats, which are preliminary in nature** and contain insignificant information that is not reproduced in the final copy (1 a., 2.a., 2.b., or 2.c. above).

Disposition: TEMPORARY. Destroy/delete when no longer needed for reference or other census purposes, or when ten (10) years old, whichever is earlier.

4. **Geographic Reference Files**

Geographic Reference Files-Codes (GRF-Cs) and Geographic Reference Files-Names (GRF-Ns) provide lists of geographic entities and related codes and names, as appropriate. Collection GRF-Cs are produced for each LCO and contain records for each collection block, along with codes for higher-level collection geographic areas. Tabulation GRF-Cs are produced for each county in the United States, Puerto Rico, and the Island Areas, and contain records for each tabulation block, respectively, along with codes for the higher-level geographic entities in which each block is located. Tabulation GRF-Ns are state-based files providing names, codes, and selected attributes for collection or tabulation geographic entities, respectively.

Disposition: PERMANENT. Transfer to NARA within five (5) years of the 2010 Census in a mutually agreeable format.

5. **TIGER/Line Shapefiles**

The TIGER/Line Shapefiles are extracts containing selected geographic and cartographic information from the Census Bureau's MAF/TIGER<sup>®</sup> database. The MAF/TIGER database was developed at the Census Bureau to support a variety of geographic programs and operations including functions such as mapping, geocoding, and geographic reference files that are used in decennial and economic censuses and sample survey programs. Spatial data for geographic features such as roads, railroads, rivers, and lakes, as well as legal and statistical geographic areas are included in the product. Other information about these features, such as the name, the type of feature, address ranges, and the geographic relationship to other features, also are included.

Records generated/utilized: 20-30 DVDs

Disposition: PERMANENT. Transfer to NARA within five (5) years of the 2010 Census in a mutually agreeable format.

## G. **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

number of people and housing units is presented with the totals and subtotals of the population's characteristics, such as age, race, sex, Hispanic origin and household relationship. The data are presented at a variety of geographic levels.

The 2010 Census data will be disseminated mainly using a 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. The 2010 Census data products will be available beginning February 2011.

1. **2010 Census 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, 2010, 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. **2010 Census Redistricting Data to Fulfill Public Law (P.L.) 94-171 (electronic)** - Contains population data for the purpose of legislative redistricting. Provides 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.

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, as specified by NARA standards applicable at the time of the transfer, or when the product is available.

3. **Summary Data file (SF 1)** – Summary file of data derived from 2010 Census questionnaires, includes: population counts for 63 race and Hispanic or Latino categories (at the block level), population counts for many detailed race and Hispanic or Latino categories, and American Indian and Alaska native tribes (at census tract level), and selected population and housing characteristics (at the block and census tract level).

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, or when the product is available, as specified by NARA standards applicable at the time of the transfer

4. **Summary Data file (SF 2)** – Summary file of data derived from 2010 Census questionnaires, including population and housing characteristics iterated for many detailed race and Hispanic or Latino categories, and American Indian and Alaska Native tribes.

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, or when the product is available, as specified by NARA standards applicable at the time of the transfer

5. **Congressional District Data Summary Files (electronic)** - Provides re-tabulation of the SF 1 data for the newly redistricted Congressional Districts of the 113<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 as specified by NARA standards applicable at the time of the transfer

6. **State Legislative District Summary File** – Provides re-tabulation of Summary File 1 for State Legislative Districts drawn following the 2010 Census.

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, or when the product is available (and every two years thereafter for states where updates occur), as specified by NARA standards applicable at the time of the transfer

7. **American Indian and Alaska Native Summary File** – Summary file of population and housing characteristics iterated for many detailed American Indian and Alaska Native Tribes. This file contains the same content as SF 2.

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, or when the product is available, as specified by NARA standards applicable at the time of the transfer

8. **Public Use Microdata Sample (PUMS) File (electronic)** - Contains demographic, social, economic, and housing data. Provides micro data from a 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, as specified by NARA standards applicable at the time of the transfer

9. **Island Area Data Products** - Some data products similar to the ones listed above also will be produced for the Island Areas. All 2010 Census data for the Island Areas will be available via American FactFinder on [www.census.gov](http://www.census.gov). Selected products will be printed. The following products will be produced for all of the Island



Areas: demographic profiles; summary file; social, economic and housing characteristics report; and detailed cross-tabulations. Public Use Micro-data Sample (PUMS) Files (Ten-percent sample) will only be produced for the U.S. Virgin Islands and Guam.

Disposition: PERMANENT. Transfer to NARA three years after completion of the census, or when the product is available, as specified by NARA standards applicable at the time of the transfer

#### H. **Count Question Resolution**

The Count Question Resolution (CQR) Program is a planned administrative review (stateside and Puerto Rico) that will handle external and internal challenges to official 2010 Census counts of housing units and group quarters population, in particular geographic areas. Challenges will come from state, local, and tribal officials of governmental entities, or their designated representatives. Changes will not be made to the apportionment or redistricting counts, or to any 2010 Census data products, as a result of this program.

Records generated/utilized: Certified letters of revised housing unit and group quarters population counts for affected government entities and any maps with revised geographic and coverage information from successful challenges.

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

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

One copy of all official 2010 Census 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; or posted on the Census Bureau's website; 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 2010 Decennial Census.

Records generated/utilized:

- a. **Official record set.** One copy of each official publication, study, report, paper, or other formally published or informally produced materials.
- b. **All other copies.** Duplicate copies of publications maintained by all Census operating units and divisions solely for distribution and convenience of reference.

Disposition.

a. PERMANENT. Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 12 years old.

~~b. TEMPORARY. Destroy when no longer needed for current agency business.~~

*Non-record*

J. **Decennial Applicant, Personnel, and Payroll System (DAPPS)** - Contains payroll and personnel-related records.

Records generated/utilized: Electronic files.

*File Guidance*

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

K. **Census 2010 Contracts and Contract-Related Materials** - These include statements of work, cost/pricing data, etc.

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

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

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

Includes the official published history of the census; policy, decision, and informational memoranda relating to the census; architecture, 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.

Records generated/utilized: See description above.

Disposition: PERMANENT. Transfer to NARA when 12 years old. Revisions to documents are acceptable for archiving until two years after completion of the census.

M. **Census 2010 Pre-Tests and 2008 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 the 2010 Census. The 2008 Dress Rehearsal was conducted at two sites: Stockton, California, and Fayetteville, North Carolina, including the surrounding counties, and provide for the operational testing under as near as census-like conditions as possible for procedures and systems planned for use in the 2010 Census. Records relating to

the operations conducted in these tests are listed below. (Note: Not all records listed below were created for all pre-tests.)

1. **Address List Development Records** – Maps and other materials used to update the MAF/TIGER® database.

Disposition: TEMPORARY. 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.

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

Disposition: TEMPORARY. 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.

3. **CCM Survey Records** – Independent Listing Books, maps, telephone, and person interviewing records (electronic files), and electronic files generated in the processing and production of the DSE coverage factors.

Disposition: TEMPORARY. 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.

4. **Dress Rehearsal Data Products** – Electronic data files and other electronic products of the 2008 Dress Rehearsal, and one copy of each hard copy report, and other internal or external publications

Disposition:

- a. 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. Destroy according to the disposal procedures for Title 13 (“Census Confidential”) records.
- b. Hardcopy reports and publications: PERMANENT. Transfer to NARA when two 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 (Publications, Studies and Reports), or maintained separately with other pre-test and Dress Rehearsal records, and transferred to NARA using this authority.

\* Change to e-mail at 3/29/13  
from Artina Venning. HW 4/1/13

N. **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.

Records generated/utilized:

GRS 20/13+14

- ~~1. Copies that have no further administrative value after the recordkeeping copy if 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.~~
2. Records generated/utilized: Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

Disposition: Dispositions for these records are listed in the General Records Schedule 20, Items 13 and 14.