

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-29-86-3	DATE RECEIVED 3/11/86
1 FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of the Census		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Demographic Surveys Division			
4 NAME OF PERSON WITH WHOM TO CONFER Leonard Thompson	5 TELEPHONE EXT 763-5415	DATE 4-28-87	ARCHIVIST OF THE UNITED STATES <i>Francis A. Bunk</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B DATE 2/4/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Celia W. [Signature]</i>	D TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>MACHINE READABLE FILES OF THE DEMOGRAPHIC SURVEYS DIVISION</p> <p>CURRENT POPULATION SURVEY (CPS)</p> <p>1968 and thereafter. Approximately 200 reels Files accumulate at the rate of 1 reel per month.</p> <p>Monthly nationwide sample survey of approximately 47,000 interviewed households until 1977 and 58,000 interviewed households thereafter for the purpose of collecting monthly data on employment, unemployment, and related characteristics. The CPS consists of a Basic Questionnaire which gathers data relating to employment, and for most months, an additional Supplemental Questionnaire which collects additional data. Output consists of:</p> <p>a. Unedited Master File</p> <p>This file is the first file created when data are initially entered from the questionnaires. The data have not been edited and missing answers have not been input.</p>		3 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition: After edited data files are created, the unedited file is disposable when no longer needed for Census business.</p> <p>b. Edited Data Files</p> <p>Data are created by editing the data from the unedited master file. This is the basis for the public use file.</p> <p>Disposition: Disposable when no longer needed for Census business after a public use version has been created for transfer to either Data User Services Division (DUSD) or the National Archives, or both.</p> <p>c. Public Use Files</p> <p>Public use files are created from the edited data files by suppressing certain data to protect the confidentiality of the respondents. If only the basic questionnaire was used, a public use version is transferred to the Bureau of Labor Statistics. If supplemental questions were included, a public use version is sent to DUSD for distribution to the public.</p> <p>Disposition: Permanent</p> <ol style="list-style-type: none"> 1. If a public use copy of the CPS monthly tape(s) is sent to DUSD for distribution, DUSD will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public. 2. If a copy of the CPS monthly tape is not transferred to DUSD, the Demographic Surveys Division will transfer a copy of the public use file and documentation to the National Archives one month after the data are sent to the Bureau of Labor Statistics. 		