

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-29-86-5

DATE RECEIVED

7-10-86

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of Commerce

2 MAJOR SUBDIVISION

Bureau of the Census

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

Allen Hopkins

5 TELEPHONE EXT

763-1680

DATE

4-23-87

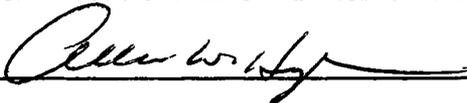
ARCHIVIST OF THE UNITED STATES

**SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF DISPOSITION RETENTION OF RECORDS**

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 4/9/87	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>PUBLICATIONS</p> <p>Reports, studies, tabulations, papers, and monographs that are disseminated or sold by the Bureau to the public in either paper or microfiche format (excluding speeches, press conference transcripts, press releases, routing announcements of the availability of Bureau publications and data files and publications which are printed by the Government Printing Office (GPO) and private contractors listed in the GPO <u>Monthly Catalog</u>).</p> <p>Note: Bureau publications are written or compiled by the various program unit divisions. The distribution of all microfiche publications except Foreign Trade Division publications is handled by the Data User Services Division (DUSD) while the distribution of paper publications is handled by the Publications Services Division (PSD) and the Public Information Office (PIO). The distribution of Foreign Trade Division microfiche is handled by the Foreign Trade Division.</p> <p>The records will be filmed, stored and inspected in accordance with standards set forth in the 36 CFR 1230.10, 1230.20 and 1230.22 respectively.</p> <p>Disposition: A. One silver halide master microfiche, one other microfiche copy of publication published in microfiche format, plus master lists and other finding aids.</p>		

4-23-87  
AO/MEK  
NCF  
NNK  
NNF

**Request for Records Disposition Authority - Continuation**

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><b>Permanent:</b> Hold in the organizational unit responsible for maintaining and disseminating microfiche publications and then transfer to the WNRC in 5 year blocks when the most recent record is 5 years old. Offer to the National Archives in 5 year blocks when the most recent record is 10 years old.</p> <p>B. All other microfiche copies of Bureau publications.</p> <p>Destroy when no longer needed for library reference, public dissemination or work related purposes.</p> <p>Annual accumulation: 1,200 silver halide masters</p> <p>Total accumulation: 80,000 silver halide masters</p>		