

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *N1-29-89-3*

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

DATE RECEIVED *6/5/89*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Commerce

2. MAJOR SUBDIVISION

Bureau of the Census

3. MINOR SUBDIVISION

Demographic Surveys Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Leonard Thompson

763-1476

7/19/91

[Signature]

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 _____ 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 <i>6/2/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Russell S. Price</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>1</i>	<p>The purpose of this schedule is to propose disposition instructions for machine-readable records collected under U.S. Code Title 15.</p> <p>The Census Bureau is authorized under Title 15, upon request of any person, firm, organization, or others, public or private, to make special studies on matters within the authority of the Department of Commerce, to prepare from its records special compilations, lists, bulletins, or reports; to perform the functions and to furnish transcripts or copies of its studies, compilations, and other records; upon the payment of the estimated cost of such special work.</p> <p>Title 15 surveys include:</p> <ul style="list-style-type: none"> Schools and Staffing Survey Teacher Follow-up Survey National Maternal and Infant Health Survey Job Training Quarterly Survey National Prison Statistics Survey Survey of Inmates of Local Jails Long Term Care Survey Survey of Teenage Attitudes and Practices National Ambulatory Medical Care Survey <p>The descriptions of the surveys are attached.</p> <p>Disposition: The final edited response level tapes for all data collected under Title 15 should be held for 10 years. If the division or sponsor determines that the records are not needed, the records may be destroyed sooner.</p>		<i>see next page</i>

NS7/NNX 7/23/98

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Surveys for which the agreement specifies that the sponsor is responsible for disposition of the files in accordance with U.S.C., ch. 33.</p> <p>DISPOSITION. Destroy final edited response level data when ten years old, or sooner if the Division or the sponsor determines the records are not needed.</p> <p>The following statement shall be included in these agreements:</p> <p>The sponsor is responsible for obtaining determination from NARA regarding the disposition the records produced from Title 15 surveys.</p>		
2.	<p>Surveys for which the agreement does not specify whether the Census Bureau or the sponsor is responsible for disposition of the files in accordance with 44 U.S.C., ch. 33.</p> <p>(a) Surveys sponsored by the Bureau of Economic Analysis, the Bureau of Labor Statistics, the Bureau of Justice Statistics, the National Center for Health Statistics, and the National Center for Educational Statistics.</p> <p>DISPOSITION. PERMANENT. ^{DESTROY} Transfer final edited response level data to the National Archives ^{WHEN} no later than 10 years after the data are completed. OLD, OR SOONER IF THE DIVISION OR THE SPONSOR DETERMINES THE RECORDS ARE NOT NEEDED.</p> <p>(b) Other surveys where responsibility for records disposition is not assigned.</p> <p>DISPOSITION. DISPOSAL NOT AUTHORIZED. Inform the National Archives of the existence, subject, and sponsor of the study. Within 6 months of receipt of such information, NARA will indicate whether the data may be destroyed or should be transferred to the National Archives. For data which NARA authorizes for destruction, DSD should destroy the data when 10 years old, or sooner if the Division or the sponsor determines the records are not needed.</p>		<p>Agreed to telephonically by X. Thompson 4/9/91 wld</p> <p>(our proposal had they scheduled for disposal)</p>