NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-029-93-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by N1-029-00-001, item 10.

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1. FROM (Agency or establishment) Department of Commerce 2. MAJOR SUBDIVISION Bureau of the Census 3. MINOR SUBDIVISION Decennial Planning Division 4. NAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE Leonard F. Thompson 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 Federa Agencies, X	F	EQUEST FOR				RITY	JOB	NUMBE	1-93-1	IARA (es only)
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Copies sent to agency, NN.W, NNTNCF, NIA 4/1/93

	OR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON	1 2 of 4
8.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NA USE ONL
cens	anged chronologically by decennial sus year and thereafter alphabetically subject.		
Disp	position		t.
Α.	1980 and Subsequent Decennial Censuses OFFICIAL 1. Decennial Census Division File		
	Permanent. Consolidate the files from the various staffs and branches, eliminate duplicate materials. Cut off at the end of 2 years. After 10 years offer to the National Archives WHEN 12 YEARS OLD.		
	 Duplicate files retained by other divisions and offices. 		
	Destroy when 10 years old. These records duplicate those retained by the Decennial Census Division.	·	
B.	19\$0 and Preceeding Decennial Censuses	·	
	Record copy of files maintained by all organizational units charged with the responsibility for planning, managing, and conducting the decennial census.		
	Permanent. Consolidate on a division basis the files from the various staffs and branches, and then offer to the National Archives when 20 years old.	WITHDRAWN	
	 Duplicate files retained by all other organizational units. 		
	Destroy 1980 Decennial Census records as soon as possible. Destroy all preceeding census records immediately.	WITHDRAWN	

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7.	CONTINUAL CONTIN		3 _{OF} 4
NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	TAKEN (NA
2.	CENSUS PRETEST PLANNING AND MANAGEMENT FILES		
	As part of its planning for the decennial census, the Census Bureau conducts census enumerations of particular counties and cities and nationwide sample surveys in order to test sampling methodology, enumeration procedures, proposed questions and forms, processing techniques, etc. prior to the actual decennial census. These records document the origin scope, planning, content, procedures costs, and results of each individual pretest, and include the following: notes of meetings relating to the pretest; directives and issuances relating to policies and procedures; correspondence, memorandums, reports, and other records relating to sample or site selection, questionnaire content, methodology, enumeration problems, and findings; and post pretest studies relating to response variance, data, validity, methodology, and related topics.		
	Arranged either alphabetically or chronologically by census pretest and thereafter alphabetically by subject.		
	Disposition		
	A. Decennial Census Division Files		
	Incorporate significant records and reports that document the origin, scope, content, procedures, problems and results of the pretest into the office DECENNIAL CENSUS PLANNING FILES AND MANAGEMENT FILES. Such records include the following post-morters on the preceding census; reports on census pretests; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meetings relating to the census; issuances and directives relating to policies and procedures; correspondence, memorandums, reports, and other records relating to questionnaire content,	AL	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACT TAKEN (I USE ON
	publications, and findings; manuals and other documents relating to the training of enumerators, coders, and tabulators; summary budget and cost data; and post-census evaluations and reports.		
rsequent	Destroy other records 1 year after the decennial census fellowing the one to which the pretest related.		
В	Other Divisions and Organizational Units		
	Destroy after the decennial census to which the pretest related.		