

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

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
Leonard F. Thompson

5. TELEPHONE
301-763-1476

LEAVE BLANK (NARA use only)

JOB NUMBER
NT-29-93-1

DATE RECEIVED
10/30/92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-5-93 ARCHIVIST OF THE UNITED STATES
Andy Husker p Peterson

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; or ☐ has been requested.

DATE 10/27/92 SIGNATURE OF AGENCY REPRESENTATIVE Leonard F. Thompson TITLE Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>DECENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>Volume and annual accumulation - undetermined. 1980 and thereafter.</p> <p>Records which document the origin, planning content, procedures, processing, costs, results, and effects of the decennial census. Such records include the following post-morters on the preceeding 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, enumeration problems, data output, 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.</p> <p><i>J. Baume for Leonard Thompson</i> NARA appraiser date 2/17/93 Agency representative date 2/17/93</p>	<p>NC1-29-79-7 Items 2 and 3.</p>	

* See attached Memorandum

Copies sent to agency, NN-W, NN-T, NCF, NIA 4/7/93

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Arranged chronologically by decennial census year and thereafter alphabetically by subject.</p> <p>Disposition</p> <p>A. 1980 and Subsequent Decennial Censuses <i>OFFICIAL</i></p> <p>1. ^ADecennial Census Division File</p> <p>Permanent. Consolidate the files from the various staffs and branches, eliminate duplicate materials. Cut off at the end of 2 years. After 10 years ^{TRANSFER} offer to the National Archives when 12 years old.</p> <p>2. Duplicate files retained by other divisions and offices.</p> <p>Destroy when 10 years old. These records duplicate those retained by the Decennial Census Division.</p> <p>B. ⁷1980 and Preceding Decennial Censuses</p> <p>1. Record copy of files maintained by all organizational units charged with the responsibility for planning, managing, and conducting the decennial census.</p> <p>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.</p> <p>2. Duplicate files retained by all other organizational units.</p> <p>Destroy 1980 Decennial Census records as soon as possible. Destroy all preceding census records immediately.</p>		
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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 official 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,

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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.

SUBSEQUENT

Destroy other records 1 year after the decennial census following the one to which the pretest related.

B. Other Divisions and Organizational Units

Destroy after the decennial census to which the pretest related.