

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>NI-29-98-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>8-10-98</i>	
1. FROM (Agency or establishment) Department of Commerce		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of the Census			
3. MINOR SUBDIVISION Demographic Statistical Methods Division (Continuous Measurement)			
4. NAME OF PERSON WITH WHOM TO CONFER Lawrence McGinn XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	5. TELEPHONE 8050 301-457- 2282	DATE <i>6-4-99</i> 08/06/98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 08/06/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard G. Thompson</i>	TITLE Records Officer	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	American Community Survey, 1996- The American Community Survey (ACS) is a monthly household survey designed to provide more accurate and up-to-date profiles of America's communities every year. One of the goals of the ACS is to replace the data collected on the long form in the Decennial Census and be part of the Bureau's the Continuous Measurement System. The ACS will provide estimates of housing, social, and economic characteristics every year for all states, as well as for all cities, counties, metropolitan areas, and population groups of 65,000 persons or more. For smaller areas, it will take two-to-five years to sample the same number of households as sampled in the decennial census. Once the ACS is in full operation, the multi-year estimates of characteristics will be updated each year for every governmental unit, for components of the population, and for census tracts and block groups.		

Revisions, Job No. N1-29-98-1

Agency concurrence for this revised schedule was received from Leonard Thompson, Census Bureau records officer, on May 6, 1999.

1. American Community Survey, 1996-

The American Community Survey (ACS) is a monthly household survey designed to provide more accurate and up-to-date profiles of America's communities every year. One of the goals of the ACS is to replace the data collected on the long form in the Decennial Census and be part of the Bureau's the Continuous Measurement System. The ACS will provide estimates of housing, social, and economic characteristics every year for all states, as well as for all cities, counties, metropolitan areas, and population groups of 65,000 persons or more. For smaller areas, it will take two-to-five years to sample the same number of households as sampled in the decennial census. Once the ACS is in full operation, the multi-year estimates of characteristics will be updated each year for every governmental unit, for components of the population, and for census tracts and block groups.

The American Community Survey is being implemented in four phases:

Demonstration period 1996-1998

Comparison sites 1999-2001

National comparison sample 2000-2002

Full implementation Nationwide 2003 and beyond

The ACS demonstration period began in 1996 and runs through 1998. In 1997, the survey was conducted in eight sites. In 1998, ACS was expanded to including two counties in South Carolina that overlap with counties in the 1998 decennial census dress rehearsal. In 1999-2001, the number of county sites in the sample was increased to 31 comparison sites. In 2000-2002, pending Congressional approval of funding, a national sample of 700,000 housing units per year will be added to the ACS. In 2003, the ACS will be implemented in every county of the United States with an annual sample of three million housing units. Once the survey is in full operation, ACS data will be available every year for areas and population groups of 65,000 or more beginning in 2004. For small areas and population groups of 15,000 or less, it will take five years to accumulate a sample to provide estimates with accuracy similar to that of the decennial census. That means updated information for areas such as neighborhoods will be available starting in 2008 and every year thereafter.

AUTHORIZED DISPOSITIONS:

a. Unedited Master Files

These files are the first files created when the data are initially entered. The data have not been edited and missing answers have not been imputed.

Disposition: Destroy 6 years after the Edited Master File is verified, or when no longer needed for Census operations, whichever is later.

b. Edited Master Files

Files created by editing the data from the unedited master file. This is the basis for the public use file. The edited master files contains name, address, and other personal information regarding ACS respondents, and is restricted under Title 13, U.S. Code.

Disposition: Permanent. Transfer the 1996-1998 Edited Master Files to the National Archives immediately upon approval of this schedule. Transfer future Edited Master Files annually to the National Archives upon release of the public use microdata to the public, in accordance with 36 CFR 1228.188.

c. Public Use Microdata Files

Public use files are created from the edited data files by suppressing certain data to protect the confidentiality of the respondents.

Disposition: Permanent. Transfer the 1996-1998 Public Use Microdata Sample data to the National Archives immediately upon approval of this schedule. Transfer future releases of the ACS to the National Archives immediately upon release to the public, in accordance with 36 CFR 1228.188.

d. System Documentation

Technical information such as narrative descriptions, logbooks, code books, data dictionaries, file layouts, and similar information that is needed to read or process the records.

- (1) Documentation for the Edited Master Files and Public Use Microdata Files: Permanent. Transfer to the National Archives with the Public Use Microdata Files in accordance with 36 CFR 1228.188.

- (2) **All other system documentation: Maintain and update as needed to assure retrievability and access to all system files for the life of the system and for Census business purposes.**