

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
 Company Statistics Division

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
 Valerie Cherry Strang | (301) 457-3316

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-29-99-4

DATE RECEIVED
 3-11-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES
 7-19-99 | *John W. Carl*

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 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, 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE
 3/2/99 | *Leonard J. Thompson* | Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>1997 Survey of Minority- and Women-Owned Business Enterp.</p> <p>The Survey of Minority-Owned Business Enterprises (SMOBE) and Survey of Women-Owned Business Enterprises (SWOBE) is conducted every five years as part of the economic censuses program. The SMOBE/SWOBE provides basic economic data on businesses owed by Blacks, persons of Hispanic or Latin American ancestry, persons of Asians, Pacific Islander, American Indian, or Alaska Native decent. The survey is based on the entire firm rather than establishments of a firm. The published data cover number of firms, gross receipts, number of paid employees, and annual payroll. The data are presented by geographic area, industry, size of firm, and legal form of organization of firm.</p> <p>A. Completed Questionnaires.</p> <p>1. Hard Copy - Disposition. Destroy 30 days after questionnaires have been captured electronically and validated.</p> <p>2. Electronic Copy - Disposition. Destroy when 7 years old, or when no longer needed, which ever is later.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

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Note: Questionnaires were Tagged Imaged File Format (TIFF) in batches and placed on (compact disc-read only memory) CD-ROM. Each CD-ROM with the batch numbers of the files it contains. Each batch is stored in a folder/directory on the CD-ROM. A 46 character reference file is written to the root of each CD-ROM containing the Census File Number, batch number, CD number and sequence number. The SMOBE questionnaire is an 8 1/2 inch x 14 inch 2-sided form. The front and back of the form are each stored as a separate file whose name consists of the sequence number. An image viewer is needed to view the images.