

<b>REQUEST FOR RECORDS-DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
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 Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER  Donna M. Ward	5. TELEPHONE  (301) 457-2282

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NL-29-99-7</i>	
DATE RECEIVED <i>9/22/1999</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>3-29-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 <i>9/1/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard J. Thompson</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>DECENNIAL CENSUS PLANNING AND MANAGEMENT FILES</b></p> <p>These records document the origin, planning content, procedures, processing, costs, results, and effects of the decennial census. Such records include the following post-morters on the preceding census; reports on census pretest; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meeting 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>Volume: Approximately 13 cubic feet. Arranged chronologically by decennial census year and thereafter alphabetically by subject.</p> <p>Disposition</p> <p>1. 1970 and Preceding Decennial Censuses</p> <p>a. Record copy of files maintained by all organizational units charged with the responsibility of planning, managing, and conducting the decennial census.</p>		

*Agency NWMD - NARA*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NUMBER

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	<p>Permanent. Consolidate on a division basis the files from the various staffs and branches, and then <del>offer</del> to the National Archives when the files are 20 years old. <i>transfer</i></p> <p>b. Duplicate files retained by all other organizational units.</p> <p>Destroy 1970 Decennial Census records as soon as possible. Destroy all preceding census records immediately.</p> <p>Note: Due to the dates of the records, there are no electronic source documents (word processing or email files) that require approved disposition authorities.</p>		