

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 29

LEAVE BLANK	
DATE RECEIVED MAY 14 1974	JOB NO.
DATE APPROVED NC	174-235
NOTIFICATION TO AGENCY	

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

- FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce
- MAJOR SUBDIVISION
SESA - Bureau of the Census
- MINOR SUBDIVISION
Transportation Division
- NAME OF PERSON WITH WHOM TO CONFER
S. F. Timothy Mullen
- TEL. EXT.
35406
- CERTIFICATE OF AGENCY REPRESENTATIVE:

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.

6-20-74 *James E. O'Neil*
 Date acting Archivist of the United States

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 8 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

1-31-74
 (Date)

[Signature]
 (Signature of Agency Representative)

Records Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TRANSPORTATION RECORDS SCHEDULE</p> <p>This schedule replaces schedule II-NNA-1080 and provides for the disposition of all records collected or created under the direction of the Transportation Division in developing statistics concerning the transportation activities of the nation. The disposition of non-program records - the housekeeping type accumulated in the administration of the program - will be made by application of General Records Schedules.</p> <p>Paper tape, keytape, punched IBM cards which have been converted to magnetic media, and similar records, and records that are created outside the Bureau and are used for reference and not as the source of information for Bureau censuses or surveys, are considered records of a facilitative nature and will be disposed of by Bureau administrative determination.</p> <p>The determination as to whether or not records contain "significant data of long term interest not compiled for dissemination" will be made by the Bureau.</p> <p>The times indicated for transfer to the Federal Record Center are included only for guidance and may be transferred sooner or at the convenience of the Bureau.</p>		

Copy to Agency 6/24/74

33 Jms
[Signature]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Any records, other than those of a permanent nature which have been microfilmed or microfiched, may be destroyed when determined by the Chief, Transportation Division, or his authorized designee that they are no longer needed.</p>		
1.	<p>The SESA Library is the depository for record copies of Census Publications.</p> <p><u>Program Files.</u> Consist of correspondence; plans and formal operating procedures; specifications; definitional materials; speeches; articles; advisory committees and committee meetings files; minutes and agenda of staff meetings; record sets of forms; form letter; code schemes; numbered memoranda and manuals of instructions; Division reports to the Director; reports of evaluations and studies; and similar materials which reflect policy, program development, planning, implementation, and results.</p> <p>PERMANENT. <i>10/22/74</i></p> <p>a. Destroy Cut off file after the completion of the census or survey. Offer to the National Archives after the next subsequent census. Destroy if not accepted.</p> <p>b. All other, special or one time surveys Destroy after five years or sooner if not needed</p>	Bureau Retention Plan Item 3(b&f), 5(b) 7(c)	
2.	<p><u>Proposed Surveys Files.</u> Consist of requests for and planning materials for proposed censuses or surveys or for extensions of existing censuses or surveys.</p> <p>When census or survey is authorized, these records become part of the Program File (Item 1 above). If the census or survey is not authorized, cut off the file and destroy five (5) years later.</p>	NN-172-77 Item 2	
3.	<p><u>Congressional Correspondence.</u> Consist of correspondence relating to questions concerning the taking of the census or survey, criticisms, complaints and similar matters.</p> <p>Cut off file at the end of the calendar year and destroy ten (10) years later</p>	NN-172-77 Item 3	
4.	<p><u>Transitory Files.</u></p> <p>a. Routine request for information and publications, transmittals, and other records of short term value.</p>	NN-172-77 Item <i>84</i>	

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	<p>cut off file at the end of the month, and destroy six (6) months later</p> <p>b. Congressional Correspondence, replies to and from congressional members regarding constituents' questionnaire completion problems.</p> <p>Cut off file after the end of each year, and destroy after the census is completed.</p>		
5.	<p><u>Respondent Correspondence.</u> Consist of correspondence relating to specific questionnaires or reports.</p> <p>a. Quinquennial Census Destroy 18 months after the census is completed</p> <p>b. All other, special or one time surveys, including outside sponsored projects.</p> <p>Destroy three years after the completion of the survey to which they relate</p>	II-NNA-1080 Item 5	
6.	<p><u>Directories and Mailing List.</u></p> <p>Destroy when superseded or obsolete</p>	NN-170-143 Item 6	
7.	<p><u>Operation Files Non-Record Copies.</u> Consists of duplicate copies of procedures and instructions, controls, progress and production reports, cost estimates, work schedules, edit and review records, and all other records of a facilitative nature not covered elsewhere in this authority.</p> <p>Destroy three (3) years after completion of the census or survey to which they relate.</p>	NN-172-97 Item 6a	
8.	<p><u>Manuscripts, Maps, Negatives, Graphic Charts, Worksheet, Tables and printing tapes.</u> Used in preparing publications</p> <p>Destroy one (1) year after the publications are released or sooner if not needed.</p>	II-NNA-1080 Item 10	
9.	<p><u>Completed Questionnaires or Report Files.</u></p> <p>Quinquennial Census</p>	II-NNA-1080 Item 7	

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	<p>Good questionnaires used for statistical reporting which have been microfilmed. This includes late receipts received too late to be processed.</p> <p>Destroy eighteen (18) months after final publication</p> <p>b. Those which have not been microfilmed</p> <p>Destroy after the completion of the next subsequent Census.</p> <p>c. All special and one-time surveys</p> <p>Destroy after five (5) years or sooner if not needed.</p> <p>d. Outside and trust fund sponsored projects</p> <p>Destroy after three (3) years or earlier if sponsor has been satisfied.</p>		
10.	<p><u>Omitted, Deleted, and Out-of scope Questionnaires.</u> These reports which fall outside the scope of the census or survey or those which have been omitted or deleted for some other reason.</p> <p>a. Quinquennial Census</p> <p>Destroy three (3) years after final publication</p> <p>b. Special, and one-time surveys</p> <p>Destroy 18 months after survey is completed</p>	II-NNA-1080 Item 7	
11.	<p><u>Tabulations and Listings.</u> Consist of all machine runs or hand prepared tabulations or listings.</p> <p>a. Intermediate Listings; used as a working tool to compile data</p> <p>Destroy at point of use when the next step in the process finds the data acceptable</p>	II-NNA-1080 Item 9	

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	<p>b. Preliminary tabulations; used in preparing final data Destroy six (6) months after the finals are completed</p> <p>c. Quinquennial (finals) Those which have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of data for an indefinite period of time. PERMANENT. <i>PERMANENT. 10/2/74</i> Transfer to Federal Records Center after the completion of the census or survey. Offer to the National Archives after two years. Destroy if not accepted</p> <p>d. All others Destroy after completion of the next subsequent census or sooner if not needed.</p> <p>e. All special and one-time surveys, trust funds and outside sponsored projects. Destroy after three (3) years or sooner if sponsor is satisfied.</p>	<p>Bureau Retention Plan, Item 7 (g)</p> <p>II-NNA-1080 Item 9</p>	
12.	<p><u>Microform.</u> Consist of filmed copies of questionnaires, reports, tabulations and listings used in statistical reporting of the census or survey.</p> <p>a. Quinquennial Census Destroy after the third subsequent census</p> <p>b. All other special and one-time surveys Destroy after five (5) years or sooner if no longer needed</p>	<p>NN-172-56 Item 6</p>	
13.	<p><u>Study, Research, and Evaluation Records.</u></p> <p>a. Project files consisting of development, design, specifications, procedures, and final reports summarizing the results or conclusions, or if not completed a copy of the document cancelling the project.</p>	<p>Bureau Retention Plan, Item 4(b)</p>	

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	<p>Reprints <i>PERMANENT. Reprints to 10/20/74</i> If project is completed offer to the National Archives after five years.</p> <p>(Note: Certain materials which have served their purpose as statistical documents or related program records, such as, production records, questionnaires and recurring reports, are often selected for use as raw material in research and planning. Having been so selected, they shed whatever retention value they have had before selection and assume values which are determined according to the secondary use to which they are put. In no case, shall the retention period of records serving secondary purposes be shorter than the retention period established for the records had they not been selected for use in research and planning.)</p> <p style="text-align: center;">EDP RECORDS</p>		
14.	<p><u>Raw Data Input Tapes.</u> Uncorrected magnetic computer tapes containing all or part of the raw data collected for a census or survey, or obtained from other source, which may contain security classified or privileged information.</p> <p>Erase after the corrected Master Data Tapes (Item 17 below) have been accepted.</p>	<p>NN-173-199 Item 13</p>	
15.	<p><u>Program Tapes.</u> Tapes containing the sequence of instructions required to abstract the desired information from the data tapes, or to act upon it.</p> <p>Erase only after the program is changed and the revised or new program is accepted, or the program is discontinued.</p>	<p>NN-173-199 Item 14b</p>	
16.	<p><u>Intermediate Step Data Tapes.</u> Data obtained from raw data tapes or other intermediate step data tapes in the chain leading from raw data to final summarized statistics, other than the corrected Master Data Tapes (Item 17 below).</p> <p>Erase after the corrected Master Data Tapes and the printing tapes have been determined to be acceptable.</p>	<p>NN-173-199 Item 15</p>	

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17.	<p><u>Corrected Master Data Tapes.</u> Corrected data tapes which may contain all of the statistical detail on the raw data input tapes, may suppress security classified or privileged information, or may be summarized at some level between the raw data and planned publication, as determined by the Bureau. If all security or privileged information has been suppressed, the tapes may be made available to other agencies or to the public, or if not suppressed, may be used to prepare disclosure free statistical compilations either on a cost basis for others or for publication by the Bureau as funds become available.</p> <p>a. Those which contain data that have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of the data for an indefinite period of time.</p> <p><i>PERMANENT. 12/1/74</i> Retain If tapes are disclosure free, offer to the National Archives after five years. Erase if not accepted.</p>	Bureau Retention Plan, Item 6(b)	
18.	<p><u>Tape Documentation Files.</u> Records which describe the data content and arrangement of the data tapes; those which identify the computer and type of tape unit on which the tapes were prepared, and the language used; those which document the recording density, record/block size, parity, file size, and file format; and all other records which would be required to program the data contained in them for manipulation on electronic data processing equipment.</p> <p>a. Documentation files for the Corrected Master Data Tapes Described in Item 18a</p> <p><i>PERMANENT,</i> Retain Transfer to the Federal Records Center after the completion of the census or survey, offer to the National Archives after five year. Destroy if not accepted.</p> <p>b. Documentation files for all other tapes.</p> <p>Destroy when the tapes they describe are erased.</p>	NN-173 199 Item 17	

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19.	<p><u>Trustfund and Outside Sponsored Magnetic Tapes.</u></p> <p>Erase after ninety (90) days</p>		
20.	<p><u>Punched IBM Cards not Converted to Magnetic Media.</u></p> <p>a. Those that have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of data for an indefinite period of time.</p> <p><i>PERMANENT. 10 Jun 74</i> Retain. Transfer to the Federal Records Center after the completion of the census or survey, offer to the National Archives after five years. Destroy if not accepted.</p>	<p>Bureau Retention Plan, Item 6(c)</p>	

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	<p>...ers.</p> <p>determined by the Division Chief ... they are no longer needed.</p> <p>APPROVED:</p> <p><u>Dayton P. Jorgenson</u> Dayton P. Jorgenson, Chief Transportation Division</p> <p>APPROVED:</p> <p><u>James W. Turbitt</u> James W. Turbitt Associate Director for Economic Fields</p>		

1-17-74
Date

1/28/74
Date