

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 29 78 5	
DATE RECEIVED 13 FEB 1978	
NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-23-78 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Bureau of the Census

3. MINOR SUBDIVISION
EDP Planning and Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Louise P. Welch
Louise P. Welch

5. TEL EXT
763-5415

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2-7-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>July V. Parr</i>	E. TITLE Departmental Records Mgt. Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The following are control records generated by Census EDP Planning and Management Division.</p> <p><u>Bureau Utilization Records and Reports (BURR System Logs)</u></p> <p>Consist of records generated each week by the Executive 8 computer system to show division, project number and title, chargeable hours, current cost etc. Used to account for cost incurred and time spent on the computers. Filed by week by month by fiscal year.</p> <p>a. Monthly Listings Maintain in division (EDP-P&MD) for 7 years then transfer to Records Center, and destroy after 10 years. after 10 years. when 10 years old.</p> <p>b. Weekly Listings Maintain in division for 3 months, then transfer to Records Center and destroy after 1 year. when 1 year old or sooner if not needed for administrative use.</p> <p>Census concurs in all changes made herein. G.Bland/ Census; RCT/NARS-MCD, 2-15-78.</p>		3 items

sent to agency, NCV, NARS - 2/27/78

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
2.	<p><u>Machine Operation Logs (BURR System Logs)</u></p> <p>Consist of manual records such as forms BC-145 "Honeywell 316 Log"; BC-319, "COMP 80 Operations Log"; BC-1093, "FOSDIC Operations Log"; BC-2559, "2400 Systems Operations Log"; and similar documents used to compile weekly and monthly machine reports.</p> <p>Maintain in division (EDP - P&MD) for 2 months, then transfer to Records Center and destroy after one year when 1 year old or sooner if not needed for administrative use.</p>		