

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NC1 29 78 18</b>	
DATE RECEIVED <b>18 MAY 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-23-78</i> 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  
Business Division

4. NAME OF PERSON WITH WHOM TO CONFER  
*Ralph E. Gooch*  
Ralph Gooch

5. TEL EXT  
763-5406

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>5-11-78</i>	<i>Jerry V. Parr</i>	Departmental Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
		10. ACTION TAKEN
		15 items
1.	66-7 1958 Wholesale General Stix and Trailer Data 11 tapes <b>PERMANENT</b> Microdata file containing data on wholesale business establishments enumerated in the 1958 Census of Business. The file data includes the location and ID number of the business; total sales by type of sale, by commodity, and by customer class category; and total payroll and number of employees.	NOTE: See page 4 for specific disposition instructions.
2.	66-65 1963 Census of Business. Wholesale. Main File of Wholesale Businesses. 46 tapes Microdata file containing data on wholesale business establishments enumerated in the 1963 Census of Business. The file data includes the location and ID number of the business; total sales by type of sale, by commodity, and by customer class category; total payroll and number of employees; square feet of warehouse space; and percentage of commodities purchased from farmers. DISPOSITION: Destroy when file 67-3 (item 3 below) is updated.	15 items

*sent to Agency  
NMF, NNB, NNB*

*10-13-78 MFD*

**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
3.	67-3 1963 Wholesale General Stix and Trailer Data C/B Mail File by Division. 11 tapes. <b>PERMANENT</b>		
4.	67-4 1963 Wholesale General Stix and Trailer Data C/B UTT-1 Estab Records 60 These files appear to be subsets of 66-65. They differ from each other in their sorting sequences and may differ in their record subsets. These files contain the same data fields as does the 66-65 file.		
5.	67-5 1963 Census of Business. Wholesale. C/B Class of Customers 3 tapes Microdata file containing extract data on wholesale business establishments enumerated in the 1963 Census of Business. The file data consists mostly of customer class category and accounts receivable information.		
6.	69-214 1967 Economic Census Retail Records Backup Data. 79 reels <b>PERMANENT</b> Microdata file containing data on retail business establishments enumerated in the 1967 Census of Business. The file contains the name and address of the business, total annual sales/receipts and sales/receipts for each merchandise line, number of employees and annual payroll, and annual sales/receipts for each leased department.		
7.	70-40 1967 Service Final Detail Corrections. Detail Establishment Records 59 reels <b>PERMANENT</b> Microdata file containing data on service business establishments enumerated in the 1967 Census of Business. The file includes the name and address of the establishment, annual receipts, annual payroll, no. of employees, and other information about the business, its services, and facilities/equipment.		
8.	70-140 1967 Wholesale Capital Expenditures Fixed Assets 8 reels. <b>PERMANENT</b> Microdata file containing capital expenditure data on wholesale business establishments enumerated in the 1967 Census of Business. The file contains establishment ID data; annual receipts/sales; payroll, inventory, and other operating expenses; total capital expenditures, changes in fixed assets, value added, and net end value.		

**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
9.	70-182 1967 Retail Census Detail Department Stores. 10 reels Extract microdata file containing data on Department Stores enumerated in the 1967 Census of Business. The file contains the name and address of the establishment, total annual receipts/sales, and annual sales/receipts by income source category, annual sales for each merchandise line and leased department, and other information about the store's facilities/equipment, product lines, and services.		
10.	71-27 1967 Service Census. Lawyers Detail Records 15 reels. <b>PERMANENT</b> Microdata file containing data on law firms and law offices enumerated in the 1967 Census of Business. The file contains data on the net income by class of client, the number of employees and lawyers, and payroll and non-payroll expenses.		
11.	71-72 1963 Retail and Service Size Detail Records. Short Record File. 31 reels. Microdata file containing extract data on retail and services business establishments enumerated in the 1963 Census of Business. File data consists of establishment ID, location, total sales and payroll, and number of employees. <b>DISPOSITION: Destroy</b> when files 66-5 &		
12.	66-6 in schedule NC 1-29-78-14 are updated. 71-152 1967 New Service Detail Records 11 reels. Microdata file containing data on new service business establishments enumerated in the 1967 Census of Business. The Data Storage dossier on this file has no record layout. The BC-1466 "Supplemental Information on Computer Tapes to be Placed in Data Storage" indicates that the file is "to be used by the programmer only"		
13.	71-153 1967 Puerto Rico Detail and Service Census 4 reels <b>PERMANENT</b> Microdata file containing data on service business establishments enumerated in Puerto Rico in the 1967 Census of Business. The file contains the name and address of the establishment, total annual receipts, annual payroll, no. of employees, and other information about the business, its services, and facilities/equipment.		