

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev No 912478 14

**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

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ralph E. Gooch
Ralph E. Gooch

5. TEL. EXT.

763-5406

LEAVE BLANK	
JOB NO.	NC 1 29 78 22
DATE RECEIVED	AUG 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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 5 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
7-27-78	<i>Jay 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
1	In accordance with the revised General Records Schedules, we are submitting SF-115, Request for Records Disposition, for those records series that are not given specific dispositions by the GRS's. These records are contained within the Census Administrative Schedules. Census Administrative Records Schedule 1 Administrative And Management These records relate to general management and administrative function not specifically covered in other schedules.		WITHDRAWN
2	Records set of organizational charts, reports, studies and other documents that reflect the organization of Census staffing and changes thereto. Permanent. Transfer to the Federal Records Center when non-current. Offer to the National Archives 15 years thereafter.	GRS 16 Item 13a	
2	Record copy of minutes of committees, meetings, and conferences maintained by the office of primary interest. Permanent. Transfer to the Federal Records Center when non-current. Offer to the National Archives 15 years thereafter.	GRS 16 Item 12a (1) and b (1) (a)	

115-10 *Closed as Withdrawn: 1-6-81: K.T.D.*

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.	<p>Forms file consisting of copies printed forms and data showing inception and scope of the form, the purpose served by the forms, and related procedures.</p> <p>a. Public Use Forms.</p> <p>(1) Historical copy maintained by the Forms Branch. Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 15 years old.</p> <p>(2) Decennial Census. Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 10 years old.</p> <p>(3) Economic Census. Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 5 years old.</p> <p>b. Internal use forms, prescribed by directives, maintained by Forms Branch. Destroy 3 years after obsolescence. (A record set of the forms should be retained as part of the permanent record of manual chapters or procedural instruction files maintained by Organization and Management Systems Division)</p> <p>(1) Forms relating to economic census. Permanent. A record set of the forms to be retained. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 5 years old.</p> <p>(2) Forms relating to decennial census. Permanent. A record set of the forms to be retained. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 10 years old.</p> <p>c. FOSDTC forms and related project material maintained by Engineering Division. Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 10 years old.</p>	CRS 16 Item 4a	WITHDRAWN
4. 5.	<p>Office of Management and Budget report clearance files consisting of SF-83, "Request for and notice of Bureau of the Budget Clearance Action" supporting statements, and copies of proposed report forms.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p>	GRS 16 Item 5	

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5	<p>Management reports.</p> <p>a. Published reports and studies, including the last manuscript report if not published, with supporting papers documenting project initiation, scope, procedure, and accomplishments.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p> <p>b. Copies of management reports submitted to the Department of commerce, and related analysis and feeder reports.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p> <p>c. Periodic activity reports summarizing in narrative and statistical form the accomplishments of an organization.</p> <p>(1) Prepared at division, office, or higher level.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p> <p>Census Administrative Records Schedule 2 Financial Management</p> <p>These are records accumulated by Census in preparing its budget for submission to the Department, OMB, and to congress, in defending its request for funds; and in ensuring that appropriated and other funds are so used that they will last for the periods of time authorized, and are used for the purposes specified.</p> <p>This schedule applies to all such records regardless of where in Census they are located, or which organizational unit created them.</p>	<p>GRS 16 Item 2a</p> <p>GRS 16 Item 5</p> <p>GRS 16 Item 13</p>	<p>WITHDRAWN</p>
6 2.	<p>Correspondence and directives showing policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Census programs.</p> <p>a. Budget Division Copy.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business.</p>	<p>GRS 5 Item 1</p>	
7 26	<p>OMB and Congressional budget presentations, exhibits, and appendices, and other data submitted in defense of the budget.</p> <p>a. Budget Division and Library Copies</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p> <p>Census Administrative Records Schedule 5 Public Relations</p>	<p>GRS 5 Item 2</p>	

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48	<p>Consolidated reports prepared by the offices with responsibility for Census research, development, and sampling functions.</p> <p>a. Record Copy.</p> <p>Permanent. Offer to the National Archives when 15 years old or when not needed for current business.</p>	GRS 19 Item 11c	WITHDRAWN
9	<p>Drawings and specification files, consisting of an official file copy of each drawing and/or specifications showing final design and technical characteristics of each research and development item developed by Census.</p> <p>Permanent. Offer to the National Archives when 15 years old or when not needed for current business.</p> <p>Census Administrative Records Schedule 9 Security and Emergency Planning</p>	GRS 22 Item 2a	
10	<p>These are security and protective service records created by Census to control and protect security classified information, to protect its facilities, to determine fitness and loyalty of employees and to implement plans for the protection of life and property under emergency conditions.</p> <p>Directives, plans, manuals, correspondence, and similar records of a policy nature developed in the administration and direction of the security and emergency programs in Census.</p> <p>Permanent. Offer to the National Archives when 15 years or when not needed for current business.</p>	GRS 18 Item 1	
11	<p>Personnel security clearance records.</p> <p>Security violation records relating to investigations of alleged security violations classed as felonies.</p> <p>Permanent. Transfer to the Federal Records Center 5 years after date of last action. Offer to the National Archives 10 years thereafter.</p>	GRS 18 Item 26	
12	<p>Emergency program records.</p> <p>Consolidated reports reflecting Census-wide results in operations tests conducted under emergency plans.</p> <p>Permanent. Transfer to the Federal Records Center when non-current. Offer to the National Archives when 15 years old.</p>	GRS 18 Item 30	

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	These records pertain to informational services performed by Census in its day to day affairs and in its relations with the public.		WITHDRAWN
13	Record copies of formal informational release, and publications, such as press releases, press conference transcripts, official speeches, graphic presentations, film and recordings presenting Census progress or programs to the public, and any related indexes.	GRS 14 Item 1	
	Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business.		
14	Policy correspondence files of Census formally designated Public Information Office concerning the release of information to the public.	GRS 14 Item 2	
	Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business.		
	Census Administrative Records Schedule 8 Research		
	This schedule provides for the disposition of records created in Census by the divisions engaged in statistical research and development programs. The records document the development of new concepts, techniques, equipment and materials, or the improvement of those already in existence.		
15	Program files of the offices with the responsibility for execution, review, and final analyses of Census' research and development, and sampling programs, consisting of correspondence and other records which document policy, planning, and coordination of program.	GRS 19 Item 1	
	Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business.		
16	Case files of research, development, and analysis projects consisting of documents reflecting initiation, research, design, development and testing, technical and progress reports, and summaries of findings with recommendations of any.	GRS 19 Item 3	
	Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business.		
17	Committee files of Census technical and advisory committees on research and development, consisting of agenda, minutes of meetings, reports, and correspondence.	GRS 19 Item 2	
	a. Record Copy		
	Permanent. Offer to the National Archives when 15 years old or when not needed for current business.		