

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-029-79-07

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/18/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items other than those listed below remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1 is superseded by N1-029-00-002 item 2

Item 1A1 is superseded by NC1-029-80-10 Item 1A1

Item 1E1 is superseded by NC1-029-80-10 item 1A2

Item 1B1 is superseded by N1-029-99-005 items 1 and 2; NC1-029-80-08 items 1 and 2; and NC1-029-80-10 item 2A

Item 1B2 is superseded by NC1-029-80-10, item 2B

Item 2a and 17a are superseded by N1-029-93-002, item 1

Items 2, 3 are superseded by N1-029-93-001 #1

Items 6, 8, 20, 30, and 34 are superseded by NC1-029-81-14, item 3

Item 7 is superseded by NC1-029-80-10, items 5, 8 and 15

Item 14 is superseded by NC1-029-80-10, item 9

Items 17A and 2 are superseded by NC1-029-80-10, item 1 1A

Items 17A and 2a are superseded by NC1-029-80-10, items 1 1b and 1 1c

Item 30 is superseded by NC1-029-81-14, item 4

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 35A is superseded by NC1-29-80-02 #1

Item 36 is superseded by DAA-0029-2013-0003-0001

Items 53, 54, 55, 119 and 120 are superseded by NI-029-00-002, item 1

Item 54 is superseded by ncl-029-80-10, item 3

Items 122 is superseded by NI-029-00-002, item 4

Item 124 is superseded by NC1-29-80-002 #2

Item 125A is superseded by N1-29-86-001 #1

Item 163 is superseded by DAA-0029-2013-0001-0001

Item 165 is superseded by DAA-0029-2013-0001-0003

Item 166 is superseded by DAA-0029-2013-0001-0005 and -0006

Item 176 is superseded by N1-029-87-001, item 1

Item 177 is superseded by N1-029-87-001, item 2

Item 178 is superseded by N1-029-87-001, item 3

Item 183 is superseded by NC1-029-79-010 #1-41

Item 184 is superseded by NC1-029-79-010 #42-51

Item 185 is superseded by NC1-029-79-010 #52-56

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Redwood 9 Feb 79

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

Demographic Fields Area

4 NAME OF PERSON WITH WHOM TO CONFER

Henry J. Husmann
Henry J. Husmann

5 TEL EXT

35400

LEAVE BLANK

JOB NO

NCI-29-79-7

DATE RECEIVED

9 FEB 1979

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

4-8-81
Date

[Signature]
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 123 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

[Signature]

Departmental Records Mgt. Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

RECORDS SCHEDULE

This Records Schedule replaces Schedules NN166-102 and II NNA 1258 (although references to these and the General Records Schedules will be made in order to inform the National Archives that a particular series of records has already been appraised by them) and covers all component units of the Demographic Fields Area, namely: the Office of the Associate Director for Demographic Fields, the Office of the Assistant Director for Demographic Censuses, the Decennial Census Division, the Mid-Decade Census Staff, the Demographic Surveys Division, the Population Division, the Housing Division, the Statistical Methods Division, the International Statistical Program Center, the Foreign Demographic Analysis Division, and the Demographic Analysis Staff.

Each office/division/staff of the Demographic Fields Area has functions that are both common to other units within the area and unique to the specific unit so that some of the resulting records series are located in more than one

237 items

all changes per WR of Census &

Closed M.G. of NARS 3-3-81 Agency, NCW, SNC-D

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>unit and others are found only in a particular division, branch, or staff unit. Therefore, in order to eliminate the necessity of repeated descriptions for records occurring in more than one division, such records series will be described with appropriate disposition instructions in the CENSUS GENERAL SCHEDULE. Similarly, the functions and records unique to a given division or component unit will be described in the DIVISION SCHEDULES.</p> <p>To facilitate easy use of the RECORDS SCHEDULE each DIVISION SCHEDULE will include cross-references to the CENSUS GENERAL SCHEDULE records that are also created or received by the particular division or branch. Hence, each DIVISION SCHEDULE will consist of a description of the functions of the division and its major components, a description of the records unique to each unit with appropriate disposition instructions, and a cross-reference to records created or maintained by each unit that are described in the CENSUS GENERAL SCHEDULE.</p> <p>Since most units within the Demographic Fields Area produce machine-readable records, both the CENSUS GENERAL SCHEDULE and the DIVISION SCHEDULES are divided into two parts: Part I-Textual/Microform Records and Part II- Machine Readable Records. Machine Readable Records in the CENSUS GENERAL SCHEDULE consist of tapes, punch cards, and files which are created as part of the routine data processing operation and thus are common to all units. Machine Readable Records in the DIVISION SCHEDULES consist of final edited microdata/detail files and unique final edited aggregated data files that as final products are specific to the unit that sponsored the creation of the file.</p> <p>Many records series in this RECORDS SCHEDULE contain data that is protected by Title 13 United States Code. (These series are denoted by an asterisk). Since there are unresolved problems over whether, when, and under what conditions Title 13 material can be transferred to the National Archives, Title 13 records that are designated PERMANENT will have no disposition instructions.</p>		

See revision

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>unit and others are found only in a particular division, branch, or staff unit. Therefore, in order to eliminate the necessity of repeated descriptions for records occurring in more than one division, such records series will be described with appropriate disposition instructions in the CENSUS GENERAL SCHEDULE. Similarly, the functions and records unique to a given division or component unit will be described in the DIVISION SCHEDULES.</p> <p>To facilitate easy use of the RECORDS SCHEDULE each DIVISION SCHEDULE will include cross-references to the CENSUS GENERAL SCHEDULE records that are also created or received by the particular division or branch. Hence, each DIVISION SCHEDULE will consist of a description of the functions of the division and its major components, a description of the records unique to each unit with appropriate disposition instructions, and a cross-reference to records created or maintained by each unit that are described in the CENSUS GENERAL SCHEDULE.</p> <p>Since most units within the Demographic Fields Area produce machine-readable records, both the CENSUS GENERAL SCHEDULE and the DIVISION SCHEDULES are divided into two parts: Part I- Textual/Microform Records and Part II- Machine Readable Records. Machine Readable Records in the CENSUS GENERAL SCHEDULE consist of tapes, punch cards, and files which are created as part of the routine data processing operation and thus are common to all units. Machine Readable Records in the DIVISION SCHEDULES consist of final edited microdata/detail files and unique final edited aggregated data files that as final products are specific to the unit that sponsored the creation of the file.</p> <p>Many records series in this Records Schedule contain data that is protected by title 13, United States Code (These series are denoted by an asterisk). This law prohibits "any publications whereby the data furnished by any particular establishment or individual under this title can be identified" and forbids "anyone other than sworn officers and employees of the Department or Bureau" to examine the individual responses.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2a
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Title 13 protected records listed in this schedule will be transferred to the National Archives when 30 years old in accordance with 44 U.S. Code 2103 (2), except for those records that the Bureau and the National Archives mutually agree will be transferred earlier."</p> <p>In accordance with 44 U.S. Code 2104(b), no title 13 protected material shall be made public except in accordance with the provisions of the 1952 Agreements between the Director of the Bureau and the Archivist of the United States together with all amendments thereto."</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;">CENSUS GENERAL SCHEDULE</p> <p>All units in the Demographics Fields Area characteristically collect demographic data and produce reports/publications/data aggregations based upon such data. Also, most units either plan or conduct various sample surveys and the decennial census of population and housing, gather or process the ensuing data, use or evaluate the resulting information, or supervise and monitor these activities. In addition, the Demographic Area units also share the common bureaucratic functions of disseminating information, relating to outside and supervisory organizational units, and carrying out routine administrative and "housekeeping" chores.</p> <p>The above activities involve several stages, each resulting in the routine creation of certain types of textual/microform and machine readable records, all of which are noted in the discussion of each stage. Disposition instructions for each series of records resulting from a given operation are listed in the CENSUS GENERAL SCHEDULE. The stages and the records resulting therefrom are as follows:</p> <ol style="list-style-type: none"> 1. Defining data needs and planning a survey/census to collect the required data. This stage results in the creation of various Planning and Management Files. These constitute Item Nos. 2, 3, and 16 of Part I. 2. Gathering data from respondents. This is done by having the respondent (in mail surveys) or the interviewer (in interviews) fill out a standard form questionnaire. These printed questionnaires constitute Item No. 1 of Part I. In many cases, Control Cards will be filled out (particularly if longitudinal surveys or reinterviews are to be done). These Control Cards comprise Item No. 22. 3. Receipt and input of the questionnaire response data. After the interview of 		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>the respondents or the receipt of the mailed back response form, the questionnaires are either microfilmed on FOSDIC microfilm for input into the computer, put on punch cards, or directly input onto tape via terminal. FOSDIC microfilm and punch cards are described in Item No. 1B of Part I and Item No. 27 of Part II.</p> <p>4. Creation of an unedited or "raw" detail/microdata file (on either tape or disc). This Raw Detail/ Microdata file is listed in Item No. 28 of Part II.</p> <p>5. Editing the raw unedited file. The raw file goes through editing procedures (consisting of consistency checks, correction of obvious errors, sorting, and allocation of nonresponses to produce intermediate edited detail/microdata files and diary tapes. These are described in Items Nos. 29 and 30 of Part II.</p> <p>6. Creation of a final edited detail/microdata file. The intermediate edited detail/microdata files go through further editing to produce a final edited detail/microdata file that contains in final form the data derived from the original input questionnaires. Since each file or system of related files differs in content and the archival value of each file depends on the content of the data within, these files constitute the files described in the DIVISION SCHEDULES, Part II.</p> <p>7. Creation of public use and extract files. The final edited microdata files are run through a data suppression or extract routine to produce either a disclosure-free public use file or an extract file.</p> <p>8. Creation of aggregated or summary data files. The microdata files go through various computerized tallying processes</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 5
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>to produce first "raw" tally files which then go through various editing processes to produce an intermediate edited aggregated/summary data file. The "raw" aggregated data files and the aggregated data files in intermediate edit phases are described in Item Nos. 32 and 33 of the CENSUS GENERAL SCHEDULE, Part II.</p> <p>9. Creation of final edited aggregated/summary data files. The intermediate edited aggregated data files go through subsequent editing, weighting, and/or estimating processes to produce final edited aggregated data tabulations on either computer tape or printout. From the computer tapes, various subfiles may be created. Most of these files are described in Item No. 35 and 36 of the CENSUS GENERAL SCHEDULE, Part II; but some are described in the DIVISION SCHEDULES, Part II.</p> <p>10. Use of aggregated data as research material to produce various statistical tabulations and analytical reports in both published and unpublished form. These unpublished data aggregations and publications are described in Item Nos. 17 and 23 of the CENSUS GENERAL SCHEDULE, Part I.</p> <p>11. Creation of publication or print tapes. If publication of data is intended, then creation of various print or publication tapes will result. These are described in Item No. 38 of the CENSUS GENERAL SCHEDULE, Part II.</p> <p>In addition to the records generated as part of the data gathering/processing process, the characteristic activities associated with the gathering/processing/use of data and the writing of report/publications generate such records as Data Processing Paperwork Records (Item No. 5), Working Papers (Item No. 6), and File Documentation (Item No. 25). Likewise, as bureaucratic units, the divisions of the</p>		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 6
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Demographic Fields Area routine accumulate information about the activities of other organizational units, relate to the public and outside organizations, report to supervisory units, and carry out routine administrative and "housekeeping" chores--activities which generate such types of records as Reference/Convenience Copy Files (Item No. 8), Information/Publication/Data Tabulation Request File (Item No. 15), Periodic Activity Reports (Item No. 9), Routine Administrative or Housekeeping Files (Item No. 10), and Publications Files (Item No. 23).</p> <p style="text-align: center;">PART I</p> <p style="text-align: center;">TEXTUAL/MICROFORM RECORDS</p> <p>1. PRINTED QUESTIONNAIRES</p> <p>A. Completed Decennial Census Questionnaires</p> <p>(1) Hard Copy</p> <p style="margin-left: 40px;">Disposition--Destroy after the questionnaires have been microfilmed and certified, and the certified microfilm transferred to a GSA-approved records storage area (NM 166-102, Item 4).</p> <p>(2) FOSDIC Microfilm (of the above)</p> <p style="margin-left: 40px;">Volume: 1960 - 41,629 reels (16mm 100') 1970 - 3,615 reels (16mm 2,000') and 66,479 reels (16mm 200'). 1960 and thereafter.</p> <p style="margin-left: 40px;">Disposition--Permanent. Questionnaires should be microfilmed in accordance with FPMR 101-11.5 and certified according to GSA regulations during the FOSDIC computer input process. After production of the computer tape, store microfilm in facilities which meet FPMR 101-11.506 standards. Transfer the original silver halide camera copy of both the 100 Percent Census and the Sample</p>		

withdrawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 7
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Census data along with one reference copy of the 100 Percent Census data to the Federal Records Center when all needed Census copies have been created or after the next subsequent decennial census. Prior to transfer, store the silver halide film separately from the reference copy. All copies other than the original silver and the reference copy described above are non-record which may be destroyed when no longer needed.</p> <p>B. Completed Sample Survey Questionnaires</p> <p>(1) Hard Copy</p> <p>Disposition--Destroy after the questionnaires have been microfilmed.</p> <p>If the questionnaires are not microfilmed, destroy when they are 3 years old. (NN166-102, Item 10A(1)).</p> <p>(2) Microform Copy</p> <p>Disposition--Destroy when 3 years old.</p> <p>C. Special (Local Area) Census Questionnaires</p> <p>(1) Hard Copy</p> <p>Disposition--Destroy after the questionnaires have been microfilmed.</p> <p>If the questionnaires are not microfilmed, destroy when 1 year old.</p> <p>(2) Microform Copy</p> <p>Disposition--Destroy when 2 years old.</p> <p>D. Reinterview questionnaires, forms containing data abstracted from one or more questionnaires and reconciliation forms which reconcile original interview and reinterview data.</p>		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 8
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition--Destroy when 1 year old or sooner if no longer needed.</p> <p>E. Questionnaires omitted from processing, questionnaires received too late for processing, out of scope questionnaires, and other questionnaires not listed above.</p> <p>Disposition--Destroy when 1 year old or sooner if no longer needed.</p>		
2.	<p>DECENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>Volume and annual accumulation - undetermined. 1965 and thereafter.</p> <p>Records which document the origin, planning, content, procedures, processing, costs, results, and effects of the decennial census. Such records include the following post-mortems on the preceeding census; reports on census pretests; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meetings 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>Arranged chronologically by decennial census year and thereafter alphabetically by subject.</p> <p>Disposition</p> <p>a. 1980 and Subsequent Decennial Censuses</p> <p>1. Decennial Census Division files.</p> <p>Permanent. Consolidate the files from the various staffs and branches, eliminate duplicate material and offer to the National Archives when 20 years old.</p>		

**Disposition
NOT APPROVED**

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 9
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>2.</u> Duplicate files retained by other divisions and offices.</p> <p>Destroy when 10 years old. These records duplicate those retained by the Decennial Census Division.</p> <p>b. 1970 and Preceding Decennial Censuses</p> <p><u>1.</u> Record copy of files maintained by all organizational units charged with the responsibility for planning, managing, and conducting the decennial census.</p> <p>Permanent. Consolidate on a division basis the files from the various staffs and branches, and then offer to the National Archives when 20 years old.</p> <p><u>2.</u> Duplicate files retained by all other organizational units.</p> <p>Destroy 1970 Decennial Census records in June of 1981. Destroy 1960 and preceding decennial census records immediately.</p> <p>Note: Record copies of these files for the 1960 and preceding censuses are in the National Archives.</p> <p>3. CENSUS PRETEST PLANNING AND MANAGEMENT FILES</p> <p>As part of its planning for the decennial census, the Census Bureau conducts census enumerations of particular counties and cities and nationwide sample surveys in order to test sampling methodology, enumeration procedures, proposed questions and forms, processing techniques, etc. prior to the actual decennial census. These records document the origin, scope, planning, content, procedures, costs, and results of each individual pretest, and include the following: notes of meetings relating to the pretest; directives and issuances relating to policies and procedures;</p>		

Disposition
NOT
APPROVED

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 10
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>correspondence, memorandums, reports, and other records relating to sample or site selection, questionnaire content, methodology, enumeration problems, and findings; and post pretest studies relating to response variance, data validity, methodology, and related topics.</p> <p>Arranged either alphabetically or chronologically by census pretest and thereafter alphabetically by subject.</p> <p>Disposition</p> <p>a. Decennial Census Division Files</p> <p>Incorporate significant records and reports that document the origin, scope, content, procedures, problems, and results of the pretest into DECENNIAL CENSUS PLANNING FILES AND MANAGEMENT FILES (listed in Item 2).</p> <p>Destroy other records 1 year after the decennial census following the one to which the pretest related.</p> <p>b. Other Divisions and Organizational Units</p> <p>Destroy after the decennial census to which the pretest relates.</p>		
4.	<p>CHRON FILES</p> <p>Copies of outgoing letters, memorandums, and other documents that are filed chronologically and without any related incoming documents.</p> <p>Disposition--Break file at end of either the fiscal or calendar year. Keep 2 years, then destroy.</p>		
5.	<p>DATA PROCESSING PAPERWORK RECORDS</p> <p>Documents describing each file run; routine edit and tabulation specifications; matrix and table layouts; diary printouts; routine instructions to coders, processors, and clerical personnel; cost charges for data</p>		

**DISPOSITION
NOT APPROVED**

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF //
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>processing and computer use; and routine systems and applications software (as distinct from file documentation and file output); and lists of edit procedures and software routines used on a file.</p> <p>Disposition--Destroy when no longer needed.</p>		
6.	<p>WORKING PAPERS</p> <p>Background and source materials used in preparing reports and conducting data analyses, such as printout tabulations, reference material, non-record copies of file documents and publications; library materials; outlines; handwritten notes; and rough drafts together with related reviews and critiques.</p> <p>Disposition--Destroy 6 months after either publication or completion of official action, or 3 years after completion of the report or analysis if there was no publication or official action (GRS No. 16, Item 10).</p>		
7.	<p>OPERATIONS FILE</p> <p>Duplicate copies of procedures and instructions; progress and production reports; cost and time estimates; work schedules; edit and review records; work charts; computer utilization reports; periodic summaries of computer cost charges; and other records of a facilitative nature not described elsewhere.</p> <p>Disposition--Destroy 3 years after the completion of the census, survey, or project to which they relate or when 3 years old if not filed according to census, survey, or project.</p>		
8.	<p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Copies of documents received from other organizational units and retained for reference purposes by unit personnel either to facilitate the conduct of business, to serve reference purposes, or to keep informed on the activities and projects of other units. What distinguishes these files from other series of</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

12

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p>records is the following: 1) the records are not created by nor primarily addressed to the office of retention, 2) the records are generally part of a wide copy distribution, 3) the documents are received for informational purposes only and do not result in any official action, and 4) the documents are not integrated into the project or activity files of the receiving office.</p> <p>Disposition--Non-record material. Destroy when no longer needed.</p> <p>PERIODIC ACTIVITY REPORTS.</p> <p>Volume negligible. Annual accumulation - negligible. 1974 and thereafter.</p> <p>Monthly, quarterly, semiannual, or annual reports summarizing in narrative and statistical form the accomplishments and activities of an organizational unit.</p> <p>Disposition</p> <p>a. Prepared at Division or Higher Level</p> <p><u>1.</u> Originating unit copy. <i>Destroy when 5 years old.</i> Permanently. Break files at end of the calendar or fiscal year, offer to the National Archives 5 years later.</p> <p><u>2.</u> Copies retained by units to which the report is directed. Destroy when 3 years old.</p> <p><u>3.</u> Other copies and feeder reports. Destroy when no longer needed.</p> <p>b. Prepared and Retained Below the Division Level Destroy when 3 years old.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
10.	<p>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES</p> <p>Routine nonpermanent records created or maintained by all or most organizational units in the course of conducting business. These files include the following: time and attendance reports; PROP sheets and PROP reports; travel orders, vouchers, requests for permission to travel, and resulting reports; budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests; personnel records such as position descriptions, notifications of personnel action, applications for employment, employee record cards, performance ratings, and leave analyses; personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood/Savings Bond/UGF drives, staffing patterns, grade levels, etc.; copies of issuances and announcements on routine administrative and personnel matters from division chiefs and above; purchase and requisition orders for furniture, supplies, equipment, and services; inventories and lists of machines and equipment with related material on the use and repair of same; Monthly Expense Statements from the Finance Division; contract records such as contracts, contract authorizations, contract proposals, billings, vouchers, and related correspondence; copies of records disposition and transmittal requests; daily progress reports made for the purpose of indicating degree of completion and identifying bottlenecks; and related records.</p> <p>Disposition--See Census Administrative Manual Chapter K-3 "Records Management" for disposition instructions for each of the above series of records.</p>		
11.	<p>COMMITTEE, MEETING, AND CONFERENCE FILES (OTHER THAN CENSUS ADVISORY COMMITTEE FILES).</p> <p>Volumes and annual accumulation 15R3/2R3 1970 and thereafter.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 14
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Files relating to Interagency Committees, Census Committees, Census Task Forces, Conferences, and Professional Associations. These files contain copies of correspondence, memorandums, agenda, reports, papers presented at the meeting or to the committee, formal recommendations, and notes and minutes of meetings.</p> <p>Arranged alphabetically by name of committee or conference.</p> <p>Disposition</p> <p>a. Record Copy of the File Maintained by the Official(s) Participating or by their Organizational Unit</p> <p>Permanent. Offer to the National Archives when 10 years old.</p> <p>b. Duplicate Copies Maintained Elsewhere</p> <p>Destroy when 5 years old.</p>		
12.	<p>CENSUS ADVISORY COMMITTEE RECORDS</p> <p>Volumes and annual accumulation - undetermined 2013/11/13</p> <p>1970 and thereafter.</p> <p>Census Advisory Committees are public advisory committees established by charter of the Secretary of Commerce for the purpose of providing channels of communication between the Census Bureau on the one hand and professional societies and minority group organizations on the other. These committees provide advice on such matters as coverage improvement, undercount reduction, subject content, data tabulations, data dissemination policies and procedures, enumeration procedures, and proposed research areas. Records consist of agenda, minutes, and reports of meetings; papers and reports presented at meetings; reports, memorandums, proposals, and papers produced by the committee or its subcommittees; correspondence; biographical sketches of committee members, lists of subcommittees and their members; original and</p>		

see revision
P. 14A

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

14A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11.	<p data-bbox="227 334 1139 649">A. (1). Record copy maintained by the sponsor or secretariat. Includes records relating to the establishment, organization, membership and policy of the committee and records created by the committee (such as agendas, minutes, studies, and final reports and recommendations) documenting the accomplishments of the committee.</p> <p data-bbox="366 683 1099 778">Permanent. Cut off file when committee or conference is terminated. Offer to NARS when 10 years old.</p> <p data-bbox="312 808 725 842">(2). All other copies.</p> <p data-bbox="405 874 1078 939">Destroy when 3 years old or when no longer needed for reference.</p> <p data-bbox="227 971 977 1005">B. All other records of the committees.</p> <p data-bbox="304 1038 1118 1102">Destroy when 3 years old or when no longer needed for reference.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

15

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
13.	<p>revised/amended charters; published notes of establishment and termination; Annual Committee Reports; and Significant Change Reports (but excluding records relating to routine administrative matters, such as time and date of meetings, expense claims and vouchers, distribution of meeting materials, travel, office supplies, and printing).</p> <p>Arranged alphabetically by name of committee, thence chronologically by date of meeting, and thereafter alphabetically by subject.</p> <p>Disposition</p> <p>a. Files Retained by the Committee Coordinator or his Organizational Unit</p> <p>Permanent. <i>Cutoff files for each decennial census at the</i> Purge files of routine administrative records. Offer to the National Archives 1 year after the next decennial census. <i>end of the year of that census. Offer to NARS when 11 years old.</i></p> <p>b. Files Retained Elsewhere</p> <p>Destroy after the next decennial census or sooner if no longer needed. Non-record material.</p> <p>Note: At present there are 9 Census Advisory Committees. They are the Census Advisory Committees of or on 1) the American Economic Association, 2) American Marketing Association, 3) American Statistical Association, 4) Agricultural Statistics, 5) Asian and Pacific American Population for the 1980 Census, 6) Black Population for the 1980 Census, 7) Housing for the 1980 Census, 8) Population Statistics, and 9) Spanish Origin Population for the 1980 Census.</p> <p>DECENNIAL CENSUS SUGGESTION FILES</p> <p>Unsolicited letters with accompanying attachments that propose questions to be included in the next decennial census, suggest that certain printed or public use summary data tape tabulations be made, challenge the</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 16
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>accuracy or validity of certain enumeration category concepts, or protest the proposed inclusion of certain questions in the decennial census, together with copies of replies thereto.</p> <p>Disposition--Destroy 1 year after the next decennial census (GRS No. 19, Item 12b).</p>		
14.	<p>RESPONDENT CORRESPONDENCE</p> <p>Incoming letters from survey or decennial census respondents either requesting information as to how or why they were included or expressing complaints about either their inclusion in the survey, the asking of "personal" questions, or other aspect of the survey/census (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto.</p> <p>Disposition--Destroy 3 months after transmittal or reply (GRS No. 14, Item 7).</p>		
15.	<p>INFORMATION / PUBLICATION / DATA TABULATION REQUEST FILES</p> <p>Incoming letters requesting either information, specific data tabulations, or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto.</p> <p>Disposition--Destroy 3 months after transmittal or reply (GRS No. 14, Items 3 and 4).</p>		
16.	<p>SURVEY PLANNING AND MANAGEMENT FILES (often referred to as SURVEY PROJECT FILES)</p> <p>Volume: 30 cubic feet (DSD), other divisions-undetermined. 1959 and thereafter. Annual accumulation-12 cubic feet (DSD), other divisions-undetermined. 2 ft 3</p> <p>Records describing the origin, purpose, scope, content, sampling methodology, survey procedures, costs, and results of sample surveys.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 17
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Such records include: minutes and notes of meetings to plan the survey; record copy of questionnaires, manuals, and forms; directives and issuance relating to policies and procedures, correspondence, memorandums, reports, and other records relating to sample selection, questionnaire content, enumeration problems, data output, and findings; summary budget and cost data; descriptions of data supplied to sponsor, correspondence between the Census Bureau and the sponsor (if another agency), and copies of related contracts; summaries of interviews with enumerators on their problems and experiences; and post-survey studies relating to response variance, data validity, data reliability, survey procedures, specific questions, and sampling methodology.</p> <p>Arranged alphabetically by survey, then chronologically by date (if a recurring survey), and thence alphabetically by subject.</p> <p>Disposition</p> <p>a. Population, Housing, DSD, and ODA</p> <p>Permanent. Consolidate on a division basis all the files from the various staffs and branches for a specific survey. Offer to the National Archives when 10 years old.</p> <p>b. Other Divisions and Offices</p> <p>Destroy 4 years after the completion of the survey or sooner if no longer needed. This material is in effect a convenience or extra copy file and essentially is non-record material.</p>		
17.	<p>DATA TABULATIONS</p> <p>Unpublished aggregated data tabulations and listings. Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources or surveys.</p>		

**Disposition
NOT APPROVED**

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 18
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>A. Decennial Census Data</p> <p>(1) Final Count Sheets or Tabulations</p> <p>Disposition</p> <p>a. Hard Copy</p> <p>Destroy when 10 years old or sooner if no longer needed (NN 166-102, Item 5a).</p> <p>b. Microform</p> <p>Destroy when 20 years old or sooner if no longer needed (NN166-102, Item 5a).</p> <p>(2) Other Tabulations</p> <p>Disposition</p> <p>a. Hard Copy</p> <p>Destroy when 5 years old or sooner if no longer needed (NN166-102, Item 5b).</p> <p>b. Microform</p> <p>Destroy when 10 years old or sooner if no longer needed (NN 166-102, Item 5b).</p> <p>B. Special (Local Area) Census Data, Sample Survey Data, Extract Data from Decennial Censuses, Reinterview Data, and Other Tabulation Data</p> <p>Disposition</p> <p>a. Hard Copy</p> <p>Destroy when 2 years old or sooner if no longer needed (NN 166-102, Item 11).</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 19
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Microform</p> <p>Destroy when 5 years old or sooner if no longer needed (NN 106-102, Item 11).</p>		
18.	<p>RESEARCH PROJECT PLANNING FILES</p> <p>1970 and thereafter. Volume and annual accumulation - undetermined 106-102/1-10-3</p> <p>Records which document the origin, purpose, scope, costs, and results of various research projects such as devising social indicators, creating segregation indexes, defining migration patterns, making area population projections, and researching marriage/fertility trends. Such records include: feasibility studies, reports, background papers, summary costs data, memorandums, correspondence, and final reports.</p> <p>Arranged alphabetically by project and thence by subject.</p> <p>Disposition</p> <p>a. Division or Office Conducting the Research Project</p> <p>Permanent. Consolidate on a division basis all the files from the various branches and staff units involved. Remove all duplicate material. Offer to the National Archives when 10 years old.</p> <p>b. Copies of Files Located Elsewhere</p> <p>Destroy 1 year after the completion of the project.</p>		
19.	<p>REJECTED SURVEY/PROJECT FILES</p> <p>Files relating to proposed but rejected surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memorandums.</p>		

Disposition
NOT
APPROVED

Request for Records Disposition Authority-- Continuation		JOB NO	PAGE OF 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
20.	<p>Disposition--Temporary. Destroy when 5 years old (GRS No. 19, Item 12b).</p> <p>SOURCE PUBLICATIONS FILES</p> <p>Printed and processed materials and microform copies thereof collected from libraries, Government agencies, private organizations, and other sources for use as source data for input into a computer or as background information for preparing reports and analytical studies.</p> <p>Disposition--Division dispose of individual items when no longer needed.</p>		
21.	<p>CARD CATALOG/INDEX TO ABOVE</p> <p>Card catalogs or indexes to the above which show either the origin, location, content, or abstract of the above source publications.</p> <p>Disposition--Dispose of individual cards or entries when the subject source material is disposed of.</p>		
22.	<p>CONTROL CARDS</p> <p>Control cards are interviewer filled out forms on each household in the Current Population Survey, Annual Housing Survey, and other longitudinal surveys. Information includes the following: control number, household number, and address of the household; names, age, birth dates, race, sex, and marital status of all household members along with their relationship to the head of the household; a description of the living quarters; and a record of interviewer visits and telephone interviews.</p> <p>Disposition--Destroy when no longer needed.</p>		
23.	<p>CENSUS BUREAU PUBLICATIONS</p> <p>Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar items</p>		

withdrawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 21
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>published outside the Census Bureau/Department of Commerce are non-record material and should be destroyed when no longer needed.</p> <p>Disposition</p> <p>a. Record Copies Maintained by the Library</p> <p>Permanent. Transfer 1 copy to the National Archives when issued or, if published prior to this Schedule, when microformed.</p> <p>b. Copies Maintained in Demographic Field Area Units for References or Other Use</p> <p>Destroy or transfer to a publications storage area when no longer needed. Non-record material.</p>		
24.	<p>MISCELLANEOUS SUBJECT FILES NOT ELSEWHERE DESCRIBED</p> <p>Volume and annual accumulated undetermined.</p> <p>Correspondence, memorandums, reports, directives, issuances, agenda and minutes of meetings, budget estimates, costs estimate, working papers, and other documents that are organized by subject and relate to program planning, project management, personnel, and routine housekeeping matters, i.e., files that contain both permanent and temporary records.</p> <p>Disposition--Segregate material into:</p> <p>a. Records which Describe the Origin, Structure, and Functions of the Unit and its Various Components</p> <p>Permanent. Offer to the National Archives when 20 years old.</p> <p>b. All Other Materials</p> <p>Temporary. Destroy when 3 years old.</p>		

withdrawn

Disposition
NOT APPROVED

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 22
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
25.	<p>FILE DOCUMENTATION FOR MACHINE READABLE FILES</p> <p>Volume and annual accumulation undetermined.</p> <p>Record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, statement of editing procedures, a technical description of the file (Census Form BC-248, National Archives Form 7091, or informational equivalent), File User Manuals, and any background information that would be useful or necessary to a researcher using the file.</p> <p>Disposition</p> <p>a. For all Machine Readable Files Designated PERMANENT</p> <p>Permanent. Offer to the National Archives along with the related tape file.</p> <p>b. For all other Machine Readable Files</p> <p>Temporary. Retain as long as the related tape file is retained. Dispose along with the related tape file.</p> <p style="text-align: center;">PART II</p> <p style="text-align: center;">MACHINE READABLE RECORDS</p> <p>The machine readable records listed below are created during phases of the Census Bureau's processing of sample survey and decennial census data, representing the products of steps 3-5 and 8-9 of the data processing procedure described on pages 4 and 5.</p> <p>Since all divisions produce these records and the retention status for these records does not depend on their content, the various processing phase records are therefore described in this section.</p> <p>In contrast to the above types of records, individual final edited detail/microdata files have a specific organizational unit that</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 23
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	sponsors their creation. Also, their retention status depends on their content. Hence, these records are described in the Division Schedules, Part II - Machine Readable Files Unique to Specific Divisions.		
26.	<p>PROGRAM TAPES</p> <p>Tapes containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a data tape.</p> <p>Disposition--Destroy when the program is discontinued.</p>		
27.	<p>PUNCH CARDS</p> <p>Punch cards used for input of either data or program instructions into the computer.</p> <p>Disposition--Destroy after input.</p>		
28.	<p>"RAW" UNEDITED MICRODATA TAPES/DISC PACKS</p> <p>Machine readable media containing microdata from FOSDIC microfilm, punch cards, or other machine readable files and entered into the system for the first time.</p> <p>Disposition--Destroy after either the third update cycle or the creation of a final edited data file (GRS No. 20, Part II, Items 12 and 13).</p>		
29.	<p>MICRODATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing output in which raw or previously run or previously edited data has been edited, manipulated, sorted, etc.</p> <p>Disposition--Destroy after subsequent edited or final edited microdata files have been created (GRS No. 20, Part II, Items 12 and 13).</p>		

Request for Records Disposition Authority -- Continuation		JOB NO	PAGE OF 24
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*30.	<p>DIARY TAPES</p> <p>Machine readable media showing data anomalies, record additions, record deletions, record changes, editing updates, and steps in the processing operation for a file or the records within. These files are often retained to indicate the editing changes that a given file has undergone and to check the accuracy of the computer processing.</p> <p>Disposition--Destroy 2 years after the creation of the final edited microdata/detail file or sooner if no longer needed.</p>		
*31.	<p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>See the DIVISION SCHEDULES, PART II</p>		
*32.	<p>"RAW" AGGREGATED DATA FILES</p> <p>Machine readable media containing tabulations and aggregations of data, derived from either computer counts of microdata records or punch card tabulations, that have not gone through an editing routine.</p> <p>Disposition--Destroy after the subsequent edited aggregated data file has been created and proven satisfactory (GRS No. 20, Part II, Items 3 and 4).</p>		
*33.	<p>AGGREGATED DATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from either computer counts of records in final edited microdata files or from other data sources, and subsequently from previously run or previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected statistical calculation, etc.</p> <p>Disposition--Destroy after subsequent edited or final edited aggregated data files have been created (GRS No. 20, Part II, Items 12 and 13).</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 25
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
34.	<p>REFERENCE FILES</p> <p>Machine readable media containing such data as data parameter limits, impute data, geographic/industry/other codes, "weighting" factors, or historical data from past surveys or censuses that, during the processing and editing operation, are merged with "raw" or intermediate edited file data to produce a subsequent or final update.</p> <p>Disposition--Destroy when 20 years old or sooner if no longer needed.</p>		
*35.	<p>FINAL AGGREGATED DATA FILES NOT LISTED ELSEWHERE</p> <p>Aggregated data tabulations and listings that are not listed in one of the DIVISION SCHEDULES. Included are summary counts, "weighted" counts, data derived from the performance of various statistical/mathematical calculations, data tables, data projections, data estimates, and historical time series data.</p> <p>A. Decennial Census Data Files other than Final Census Summary Files (Item 125)</p> <p>Disposition--Submit SF-115 to the National Archives for each file.</p> <p>B. Special (Local Area) Census Data, Sample Survey Data, Reinterview Data, and Other Tabulation Data Files</p> <p>Disposition--Destroy when 5 years old or sooner if no longer needed.</p>		
36.	<p>SPECIAL TABULATION FILES</p> <p>Special aggregated data tabulations produced at the request of users for either research or report purposes as distinct from the routine tabulations and listings described in Item No. 35.</p> <p>Disposition--Submit SF-115 to the National</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

26

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
37.	<p>Archives for each file.</p> <p>SECURITY BACKUP TAPE FILES</p> <p>Duplicate copies of an original file that is retained as a security backup in case the original file is damaged or inadvertently destroyed.</p> <p>Disposition</p> <p>a. For all Original Files Designated PERMANENT</p> <p>Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives along with the original.</p> <p>b. For all Original Files not Designated PERMANENT</p> <p>Retain as long as the original tape file is retained. Destroy along with the original file.</p>		
38.	<p>PRINT/PUBLICATION FILES</p> <p>Machine readable media containing aggregated data that is either reproduced and disseminated as a publication, used for producing a printed publication, or used for producing required reports.</p> <p>Disposition--Offer to the National Archives when active agency use ceases (GRS No. 20, Part II, Items 20 and 21). Destroy upon publication or completion of report.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 27
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;">DIVISION SCHEDULES</p> <p>The following Division Schedules, one for each major organizational unit within the Demographic Fields Area, contain 1) a brief description of the functions of the unit, 2) a description of each series of records that is unique to the unit, and 3) a listing of those records series found within the unit whose descriptions and disposition instructions are contained within the GENERAL SCHEDULE.</p> <p>The DIVISION SCHEDULES are divided into two parts: Part I - Textual/Microform and Part II - Machine Readable.</p> <p style="text-align: center;">PART I</p> <p style="text-align: center;">TEXTUAL/MICROFORM RECORDS</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 28
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>OFFICE OF THE ASSOCIATE DIRECTOR FOR DEMOGRAPHIC FIELDS</p> <p>The Associate Director for Demographic Fields has supervisory responsibility over the divisions and staff offices of the Demographic Field Area.</p> <p><u>Office Files of the Associate Director</u></p>		
39.	<p>LEGISLATION AND TESTIMONY FILES</p> <p>Memorandums, briefing notebooks, correspondence, papers, briefs, and copies of bills relating to legislation or proposed legislation affecting the Census Bureau and the decennial census, and also to testimony of Census Bureau officials before Congress.</p> <p>Disposition--Destroy when 10 years old. The record copy of the above files are located in the Program and Policy Development Office.</p>		
40.	<p>CONFIDENTIALITY FILES</p> <p>1½ cubic feet. 1970 and thereafter. Negligible annual accumulation.</p> <p>Draft papers on the confidentiality provisions of various files, memorandums, copies of agency regulations on confidentiality, memorandums describing how the Census Bureau protects the confidentiality of other agency's records, and lists of persons having access to confidential data.</p> <p>Arranged alphabetically by subject.</p> <p>Disposition--Permanent. Destroy the lists of persons having access to confidential data when such lists are superseded or obsolete. Offer the remainder of the file to the National Archives when 10 years old.</p>		
41.	<p>ORGANIZATION CORRESPONDENCE</p> <p>This file consists of three separate subfiles:</p>		

*see revision
p. 28A*

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

28A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
40.	<p>A. Lists of persons with access to confidential data.</p> <p>Destroy when lists are superseded or obsolete.</p> <p>B. Subject files.</p> <p>Permanent. Cut off annually. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 29
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>A. Correspondence and Memorandums between the Division Chiefs and the Census Bureau Director relating to the Reorganization of the Divisions and Branches</p> <p>Disposition--Temporary. Destroy when 10 years old. The record copy of files relating to reorganizations are located in the Organization and Management Systems Division (OMSD).</p> <p>B. Memorandums Relating to the Creation and Abolition of the Social and Economic Statistics Administration (SESA)</p> <p>Disposition--Temporary. Destroy in January 1980. The record copy of files relating to SESA are located in the Office of the Deputy Director.</p> <p>C. Organization Charts for Other Agencies</p> <p>Disposition--Destroy when no longer needed. Non-record material.</p>		
42.	<p>TRIPS, TALKS, AND VISITORS FILE</p> <p>Volume and annual accumulation undetermined 1974 and thereafter. <i>1/23/12</i></p> <p>Outlines of speeches by Associate Director for Demographic Fields, Daniel Levine; copies of articles by Levine; and summaries of speeches by Levine and others, to various groups concerning the Census Bureau and its activities.</p> <p>Disposition--Remove material of a personal nature as distinct from an official nature as determined by Agency consistent with laws and other requirements. Offer the remainder of the file to the National Archives in 10 years.</p>		
43.	<p>POPULATION POLICY TASK FORCE FILES</p> <p>1 cubic foot. 1965 - 1975.</p> <p>The Population Policy Task Force was created by the State Department to establish a U.S.</p>		

*see revision
P29A*

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
29A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
42.	Permanent. Cut off annually and place in inactive file. Offer to NARS in 5 year blocks when the latest records are 10 years old.		

Request for Records Disposition Authority—Continuation		JOB NO 1	PAGE OF 30
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>policy on world population. The file contains minutes and notes of meetings, State Department telegrams, briefing papers, draft copies of reports, and a copy of the Final Report. This file contains security classified material.</p> <p>Arranged alphabetically by subject.</p> <p><i>Destroy when 10 years old or sooner if no longer needed for reference</i></p> <p>Disposition--Permanent. Offer to the National Archives when 15 years old.</p> <p>OTHER RECORDS OF THIS OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting, and Conference Files), Item No. 16 (Survey Planning and Management Files), and Item No. 18 (Research Project Planning Files).</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 31
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>OFFICE OF THE ASSISTANT DIRECTOR FOR DEMOGRAPHIC CENSUSES</p> <p>The Assistant Director has supervisory responsibility over the Decennial Census Division (DCD) and the Mid-Decade Census Staff.</p>		
44.	<p>POST OFFICE FILES</p> <p>1968 and thereafter. Volume: 2 cubic feet. Annual accumulation - undetermined 32</p> <p>Copies of correspondence with the Post Office concerning the decennial census; Post Office Bulletins; notes of meetings between Census and Post Office officials concerning the Post Office's role in the census; summaries of reports from the Postmasters concerning the census and the post-census address check program; and memorandums from the Postal Advisor to the Census Bureau.</p> <p>Arranged alphabetically by subject</p> <p>Disposition--Permanent. <i>Cut off files for each decennial census at the end of the year of that decennial census. Offer to NARS when 11 years old.</i></p> <p>Archives 11 years after the decennial census to which the files relate</p>		
45.	<p>CONGRESSIONAL CORRESPONDENCE FILES</p> <p>Correspondence with Congressional Committees and Congressmen thereon concerning census undercounts, subject area, and questions; copies of statements read by Census personnel at Congressional hearings; copies of bills; copies of Census officials' comments on proposed legislation; newspaper clippings; and supporting statements to testimony before Congressional Committees and copies of testimony.</p> <p>Disposition--Destroy when 5 years old. Official copy of these files is retained by the Program and Policy Development Office.</p>		
46.	<p>STATISTICAL AREA COMMITTEE FILES</p> <p>2 cubic feet. 1970 and thereafter. Annual</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 32
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>accumulation- negligible.</p> <p>Statistical Area Committees are local committees of persons from local governments, Chambers of Commerce, planning organizations, and the academic community who determine, under Geography Division guidelines, the boundaries of Census Tracts (enumeration areas of roughly 4,000 people).</p> <p>Records contain summary reports and memorandums from the Geography Division with attached items relating to the particular subjects such as minor civil division, enumeration district, and township boundaries; minutes of Statistical Area Committee meetings; and correspondence with state officials and Congressmen regarding census boundaries and data tabulations.</p> <p>Arranged alphabetically by subject.</p> <p>Disposition-- Permanent. Offer to the National Archives 11 years after the decennial census to which the files relate. <i>Destroy when 20 years old or when no longer needed for reference, whichever is sooner.</i></p>		
47.	<p>MATERIAL RELATING TO FOREIGN CENSUSES</p> <p>2 cubic feet. 1965 and thereafter. Negligible annual accumulation.</p> <p>Reports, flow charts, and publications relating to foreign censuses; correspondence with foreign census agencies on having Census Bureau personnel observe the censuses; original and copies of reports from Census Bureau observers on foreign census activities; copies of questionnaires used in foreign censuses; foreign census agency instructions to their own personnel and to governmental officials; publications of foreign census agencies outlining their statistical and publication programs; copies of foreign census agencies' enumeration-editing-diary-tabulation procedures and results.</p> <p>Arranged alphabetically by country and then chronologically by date of census.</p> <p>Disposition-- Permanent. Offer to the National Archives 11 years after the decennial census to which the files relate. <i>Destroy when 20 years old or</i></p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 33
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
48.	<p>Archives 10 years after the census to which the file folders relate <i>when no longer needed, whichever is sooner.</i></p> <p>FOREIGN CONFERENCES FILE</p> <p>2 cubic feet. 1974 and thereafter. Negligible annual accumulation.</p> <p>Minutes, reports, memorandums, publications, and agenda relating to foreign conferences on censuses, meetings of demographic organizations, and related assemblies.</p> <p>Arranged chronologically by conference or meeting.</p> <p>Disposition--Permanent. Break file every 2 years. Offer to the National Archives 2 years later. <i>Destroy when 20 years old or sooner if no longer needed.</i></p> <p>OTHER RECORDS OF THIS OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 12 (Census Advisory Committee Records), and Item No. 14 (Respondent Correspondence).</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

34

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Decennial Census Division (DCD)</u></p> <p>This organization has the function of planning, directing, and coordinating the conduct of the decennial census. This involves developing the census budget and time schedule, maintaining liaison with other divisions involved in the census, directing Census publication and other data dissemination programs, devising enumeration and data processing procedures, and carrying out census pretests. This unit also plans, directs, and coordinates the conduct of special censuses for local governmental units. DCD is divided into several areas with records maintained in the areas and in the Office of the Records Person Coordinator.</p> <p><u>Records Person Coordinator</u></p> <p>This unit maintains the Decennial Census Division's centralized files.</p> <p>THE RECORDS OF THIS OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 7 (Operations Files), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Data Content and Dissemination Area</u></p> <p>This area channels the ideas and attitudes of outside agencies, organizations, and data users on census content to Census Bureau units concerned with planning the content of the decennial census questionnaires.</p>		
49.	<p>FEDERAL AGENCY COUNCIL RECORDS</p> <p>1974 - on. Volume 3 cubic feet. Annual accumulation - undetermined 8 =</p> <p>The Federal Agency Council consists of representatives of 92 Federal agencies that use census data. It is composed of nine committees that are organized by subject areas such as income, labor statistics, health,</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 35
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
50.	<p>etc., each of which is divided into sub-committees. The major functions of the Council and its committees are to define Federal agency data needs for the decennial census and to assign various priorities for these needs.</p> <p>Records consist of correspondence between the Census Bureau and the Council, correspondence between the Council and its Committees; summaries of agency requests that specific subject areas or topics be included in the Census; Committee and subcommittee reports; subject area documents and memorandums; and OMB and Census Bureau reports on Council and committee recommendations.</p> <p>These records are broken into subfiles according to the type of documents, such as correspondence, subject area documents, summaries of agency requests, and reports. Each subfile is arranged alphabetically by name of agency or subject.</p> <p>Disposition--Permanent. Offer to the National Archives 11 years after the decennial census to which the files relate. <i>Cut off files for each decennial census at the end of year of that decennial census. Offer to NARS when 11 years old.</i></p> <p>"GRASS ROOTS" CENSUS INPUT FILES</p> <p>2 cubic feet. 1973 and thereafter. Annual accumulation - undetermined.</p> <p>To obtain public input into what the content, enumeration procedures, and data products of the decennial census should be, the Census Bureau encourages meetings of local public groups, state agency officials, and private sector- academic-local government data users. The local public meetings with Bureau staff members in attendance were sponsored by combinations of local chapters of the American Statistical Association, local government agencies, universities, community planning organizations, medical societies, Census regional offices, state agencies, local business corporations, Chambers of Commerce, professional societies, and other local</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 36
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
51.	<p>groups. In addition, the Census Bureau sponsored meetings on a regional basis of state governors and their top planning officials which Bureau staff members attended. Finally, the Census Bureau funded meetings of large scale private sector, academic, and state/regional/local governments users of Census data.</p> <p>Records of these meetings consist of agenda and minutes of meetings, a report from each meeting outlining the consensus recommendations and proposals, and summaries of the reports of each group of meetings. The file is broken into a subfile of summaries of the reports and proposals which is arranged by type of meeting and thence chronologically by meeting, and a subfile of individual meeting reports and records which are arranged by type of meeting and thence chronologically.</p> <p>Disposition--Permanent. Offer to the National Archives 11 years after the decennial census to which the file relates <i>Cut off files for each decennial census at the end of the year to NARS when 11 years old.</i></p> <p>CENSUS SUGGESTION FILES</p> <p>Less than 1 cubic foot. 1973 and thereafter. Annual accumulation-negligible.</p> <p>Copies of letters from the Census Bureau to private businesses, labor unions, trade organizations, Chambers of Commerce, civic groups, churches, professional societies, genealogical organizations, and universities soliciting suggestions concerning the content, enumeration procedures, and data publications of the decennial census together with replies from the above organizations. (As distinct from unsolicited letters of suggestion with related replies that are described in Item 13 of the CENSUS GENERAL SCHEDULE-Part I.)</p> <p>Arranged alphabetically by name of respondent organization.</p> <p>Disposition--Permanent. Offer to the National Archives 11 years after the decennial census to which the file relates <i>Cut off files for each decennial census at the end of the year to NARS when 11 years old.</i></p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

37

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
52.	<p>STATE REDISTRICTING/REAPPORTIONMENT FILES</p> <p>Approximately 5 cubic feet. 1970 and there- after. Annual accumulation-undetermined <i>12 ft.³</i></p> <p>These files relate to Public Law 94-171 which mandates that the Census Bureau provide state legislatures with population data for political subdivisions to facilitate state legislative redistricting and reapportionment.</p> <p>Records include notes on contacts of Bureau personnel with state officials, incoming letters from state officials and copies of outgoing replies, cover sheets containing names and addresses of state legislative leaders, population count sheets, National Legislative Conference Committee on Reapportionment questionnaires, notebooks of calls from state legislators listing the name of the caller and a summary of the conversation, and card summaries of meetings between state legislators and Bureau officials.</p> <p>Arranged alphabetically by state.</p> <p>Disposition--Permanent. Offer to State Archives in 10 years. <i>Cut off annually and place in inactive file. Destroy when 10 years old.</i></p> <p>OTHER RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 12 (Census Advisory Committee Records), Item No. 13 (Decennial Census Suggestion Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Data Preparation Area</u></p> <p>This area has the function of devising</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 38
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
53.	<p>procedures for the Census clerical operation. This includes developing address lists, preparing census questionnaires for mailing, devising address registers, preparing procedures for postenumeration processing operations, and monitoring the coding of the responses to the questionnaires and the conversion of the questionnaire data into machine readable form.</p> <p>ADDRESS FILES</p> <p>Lists of address file vendors with related background information; contact bids; mailing address lists supplied by these commercial vendors; and other records relating to the purchase of commercial mailing lists.</p> <p>Disposition--Temporary. Transfer to the Federal Records Center after 2 years; destroy <i>when</i> after 6 years (GRS 5, Item 4a) <i>old.</i></p>		
54.	<p>ADDRESS REGISTERS (Decennial Census)</p> <p>Books containing master mailing address lists that are organized by state, SMSA, county, census tract, enumeration district, and street. They contain for each address: the apartment designation, house number, street name, last name of the head of the household, type of census questionnaire sent to that address, and whether the household has returned the questionnaire. These registers are used by the enumerator to pursue nonrespondents and to followup on unanswered questions.</p> <p>Disposition</p> <p>a. Textual Records</p> <p>Destroy 10 years 6 months after the decennial census to which they relate, or 1 year after they have been microfilmed.</p> <p>b. Microform Records</p> <p>Destroy 10 years 6 months after the decennial census to which they relate.</p>		

withdrawn

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

39

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*55.	<p>ADDRESS CARDS</p> <p>Cards sent to the Post Office to verify an address contained on commercial mailing lists purchased by the Bureau. These cards are then returned to the Bureau and used to create address lists for mailing out decennial census and census pretest questionnaires. Data on the cards consists of a Census control number, the mailing address, and whether the address shown is deliverable.</p> <p>Disposition--Destroy when no longer needed (GRS No. 13, Item 5a).</p>		
*56.	<p>POST OFFICE REPORTS OF MISSED RESIDENCES</p> <p>Census Bureau form cards listing addresses that are not contained on the above ADDRESS CARDS which local Post Offices sent to the Bureau so that the appropriate additions can be made to the census address lists. Data on the cards consist of the control card number and the mailing address.</p> <p>Disposition--Destroy when no longer needed (GRS No. 13, Item 5a).</p>		
57.	<p>SUBJECT FILES</p> <p>Correspondence, memorandums, and other documents on such subjects as equipment, data communications, FOSDIC, microfilm, etc., that relate to the equipment and supplies used in conducting various postenumeration processing operations.</p> <p>Disposition--Destroy 6 months after the decennial census to which they relate.</p> <p>OTHER RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 6</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 40
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
58.	<p>(Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Program Management Area</u></p> <p>This area consists of four branches which supervise census pretest planning and census follow-up surveys, prepare the decennial census budget and monitor work unit reports, conduct special censuses of local areas, and supervise the decennial census of U.S. territories and possessions.</p> <p>SPECIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>Approximately 10 cubic feet. 1966 and thereafter. Annual accumulation - undetermined 1 ft³</p> <p>Records which document the origin, scope, costs, and results of Census Bureau conducted special census enumerations of individual towns, cities, counties, and states. These censuses have ranged from Bartlett, North Dakota (population - 35) to the states of Delaware and Rhode Island, with the median size of a municipality requesting a census being 7,000. Most of these special censuses occur either after annexations or in states where taxes are distributed on a per capita basis. These records include incoming letters from the jurisdiction and copies of outgoing replies, contracts, budget memorandums on costs and hirings needed, copies of tabulations, and reports.</p> <p>Arranged alphabetically by state and thence by place within state.</p> <p>Disposition-- Permanently Retain until the next decennial census results are tabulated, then offer to the National Archives Cut off after completion of the project and place in the inactive file. Destroy when 10 years old.</p> <p>OTHER RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 41
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 18 (Research Project Planning and Management Files), and Item No. 19 (Rejected Projects).</p> <p><u>Electronic Processing Area</u></p> <p>This area has the function of designing the computer systems required for processing, tabulating, and publishing decennial census data.</p> <p>THE RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management), Item No. 3 (Census Pretest Planning and Management), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "House-keeping" Files).</p> <p>Machine readable records of this Area are described in the GENERAL SCHEDULE--Part II, Item Nos. 26-38 and in the DIVISION SCHEDULE--Part II for DCD.</p> <p><u>Minority Statistics Area</u></p> <p>This area coordinates the Bureau's Minority Statistics Programs and provides "house-keeping" support for the three minority Census Advisory Committees (Asian and Pacific American Population, Black Population, and Spanish Origin Population).</p> <p>THE RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

42

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Part I, Item No. 2 (Decennial Census Planning and Management), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), and Item No. 12 (Census Advisory Committee Files).</p> <p><u>Data Collection and Geography Area</u></p> <p>This area coordinates all Field Division and Geography Division activities relating to the decennial census and attempts to insure that the above activities are carried out within the prescribed time and budget limitations.</p> <p>THE RECORDS OF THIS AREA ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 6 (Working Files), Item No. 7 (Operation Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Mid-Decade Census Staff</u></p> <p>This staff was recently created with the function of planning and coordinating the conduct of the Mid-Decade Census which begins in 1985. At present, this staff has neither a chief nor a permanent staff. As of now, this staff has no accumulated files.</p> <p>This staff, however, is expected to create or receive records that are described in the GENERAL SCHEDULE--Part I. It is also expected to create new series of records that are not described in this RECORDS SCHEDULE. At such time as these series of records come into existence, this Schedule will be revised to incorporate them.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

43

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
59.	<p><u>Demographic Analysis Staff (DAS)</u></p> <p>Formerly known as the Office of Demographic Analysis (ODA), this entity was established in 1973 to encompass staff units concerned with preparing reports and publications on demographic concerns and on developments in such social fields as health, education, housing, and crime. Of the proposed staff units, the largest formed to date is the Crime Statistics Analysis Office. A second unit, the Social Indicators Staff, was officially established on January 1, 1978, and was in a formative stage of development during the preparation of this Records Schedule. To date, all records have been maintained within the individual staff units.</p> <p><u>Crime Statistics Analysis Office</u></p> <p>Supported under terms of an interagency agreement with the Law Enforcement Assistance Administration (LEAA), the office prepares reports and monographs relating to crime, criminal victimization, law enforcement, and criminal justice. Most of the reports generated through this work are published by LEAA, whereas some are routed within Census and LEAA in the form of memorandums. All records except project working papers and reference materials used by individual office members are kept by the office secretary. The office does not produce machine-readable records.</p> <p>CORRESPONDENCE</p> <p>Incoming letters from other agencies (mostly LEAA) and copies of outgoing replies. Some of this correspondence relates to Census or LEAA policies, research results, and methodology; but most of the correspondence consists simply of transmittals or requests for information or guidance on specific projects. The file is broken into (1) Incoming, and (2) Outgoing, with both files arranged chronologically.</p> <p>Disposition--Temporary. Break files every year and destroy one year later.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 44
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
60.	<p>MONTHLY REPORTS TO LEAA</p> <p>Less than 1 cubic foot. 1978 and thereafter. Annual accumulation-negligible.</p> <p>Issued on a monthly basis, these reports are more detailed than the internal monthly activity reports and go to the Associate Director for Demographic Fields for subsequent transmittal to LEAA.</p> <p>Arranged chronologically.</p> <p><i>Destroy when 5 years old.</i> Disposition--Transfer to the National Archives in 10 years.</p> <p>Other records of the Crime Statistics Analysis Office are described in the GENERAL SCHEDULE--Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 10 (Routine Administrative or "House-keeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 45
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Demographic Surveys Division (DSD)</u></p> <p>This division plans, directs, and coordinates the conduct and processing of recurring and one-time sample surveys. This involves planning the survey design, devising the survey methodology, maintaining liaison with other divisions involved in the survey, and directing the processing of survey data.</p> <p>The division consists of 15 branches, each of which has the functions of planning, directing, and coordinating either the conduct or the processing of one or more sample surveys so that the records created or received by one branch are similar to those received or created by others. The branches report to one of four assistant division chiefs (each assistant division chief supervises anywhere from three to five branches) who in turn report to the chief. Records are maintained by the division secretary and by the branches.</p> <p><u>Division Secretary</u></p>		
61.	<p><u>SURVEY BUDGET FILES</u></p> <p>Cost estimates from the Statistical Methods Division, the Field Division, and other divisions for work by these divisions in conjunction with a survey; cost estimates from Processing Area Units to Survey Area Units together with requests for cost estimates from the Subject Area Assistant Division Chiefs; cost estimate worksheets; and correspondence with the file sponsor regarding costs.</p> <p>Disposition--Destroy the file for each survey at the end of the fiscal year following the completion of the survey.</p>		
62.	<p><u>SURVEY RELATED PAPERS</u></p> <p>$\frac{1}{2}$ cubic foot. 1970 and thereafter. Annual accumulation --Negligible.</p> <p>Published and unpublished papers, articles,</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

46

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
63.	<p>and monographs relating to or resulting from DSD surveys.</p> <p>Arranged alphabetically by subject.</p> <p><i>Destroy when 5 years old or sooner</i> Disposition--Permanent. Offer to the National Archives 10 years after each survey to which the paper relates. <i>if no longer needed for reference.</i></p> <p>CONFIDENTIALITY FILES</p> <p>1 cubic feet. 1967 and thereafter. Annual accumulation- negligible.</p> <p>Memorandums and correspondence related to confidentiality issues, confidentiality policies of other agencies, and Census agreements with other agencies; correspondence with other agencies concerning confidentiality; notes for the record of meetings between Census and other agencies officials concerning the confidentiality of census data collected for these agencies; typed and printed policy statements of other agencies on the release of individual record microdata; legal opinions on Title 13 and the type of data that can be released; and final and draft Census Bureau policy statements on the release of microdata.</p> <p>Arranged alphabetically by name of subject or agency.</p> <p><i>Cut off files annually.</i> Disposition--Permanent. Offer to the National Archives 10 years after each survey to which the paper relates. <i>Offer to NARS in 5 year blocks when the latest records are 20 years old.</i></p>		
64.	<p>FOREIGN SURVEYS</p> <p>Less than 1 cubic feet. 1970 and thereafter. Annual accumulation-negligible.</p> <p>Reports and blank questionnaires from sample surveys by foreign governments.</p> <p>Arranged alphabetically by name of country and thence by survey.</p> <p><i>Destroy when 15 years old or when no longer needed for reference, whichever is sooner.</i> Disposition--Permanent. Offer to the National Archives 10 years after each survey to which the paper relates.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

47

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
65.	<p>Archives 10 years after the survey to which the file folder relates.</p> <p>GORDON COMMITTEE FILES</p> <p>1963. Less than 1 cubic feet.</p> <p>Reports, memorandums, and correspondence relating to proposals to change the Bureau of Labor Statistics reporting system on unemployment statistics.</p> <p>Arranged chronologically by date with each report or memorandum filed in a separate folder.</p> <p>Disposition--Permanent. Offer to the National Archives in January 1970. <i>immediately.</i></p> <p>OTHER RECORDS OF THE DIVISION SECRETARY ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4, (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 12 (Census Advisory Committee Files), Item No. 14 (Respondent Correspondence), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 19 (Rejected Survey/Project Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Records Common to the Various Branches</u></p> <p>RECORDS CREATED OR RECEIVED BY THE VARIOUS BRANCHES ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files, Item No. 16</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

48

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 22 (Control Cards), Item No. 23 (Census Bureau Publications), and Item No. 25 (File Documentation for Machine Readable Files).		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

49

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Foreign Demographic Analysis Division (FDAD)</u></p> <p>This division, recently transferred from the Bureau of Economic Analysis to the Demographic Fields Area of the Census Bureau, conducts specialized studies of the population, the statistical reporting systems, and the social-economic-cultural characteristics of foreign countries. Included in these studies are population estimates and projections and special analytical and interpretative reports and monographs for use by strategic and policy-making Government agencies. The division consists of four branches--China, Russia/East Europe, Local Area Data, and Projections and Estimates. Records are maintained by the branches, the Division secretary, and the Division Chief.</p> <p>66. GENERAL CORRESPONDENCE FILE</p> <p>Incoming letters and copies of outgoing replies. Most of the correspondence consists of requests for information, but the file also includes memorandums and correspondence on professional matters and internal activities.</p> <p>Disposition--Destroy individual documents or file folders when 4 years old.</p> <p>67. PROJECT AGREEMENT FILES</p> <p>Files relating to project agreements between the Foreign Demographic Analysis Division and sponsoring agencies. The files include a copy of the agreement, proposals to the sponsor concerning the outlines and specifications of the project, monthly progress reports, and related papers. The files are broken into security classified and unclassified project files.</p> <p>Disposition</p> <p>a. Record Copies in the Office of the Chief</p> <p>Destroy 6 years after the termination of the project.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 50
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Copies in Other Offices</p> <p>Destroy when no longer needed. Non-record material.</p>		
68.	<p>FOREIGN DEMOGRAPHIC REPORTS FILE</p> <p>6 cubic feet. 1974 and thereafter. Annual accumulation-undetermined 1 ft. 3</p> <p>One copy of each report produced by the Division. Includes both unclassified and security classified reports.</p> <p>Disposition--Permanent. Transfer to the Federal Records Center in biennial consignments when no longer needed for current business. Offer to the National Archives 10 years after transfer.</p>		see revision P.50A
69.	<p>FOREIGN LOCAL AREA MAP FILES</p> <p>Base maps with overlays that pinpoint the density of population in urban and surrounding areas by use of circles and rectangles showing the locations of the population and industrial activity. The population and location of industrial activities are redone on a 5 or 10 year period as a general rule. When this occurs, the old overlays are destroyed. The base map is returned to the lender (usually either the Library of Congress or the Army Map Service) when it is no longer needed.</p> <p>Disposition</p> <p>a. Base Maps</p> <p>Return to lender when no longer needed.</p> <p>b. Map Overlays</p> <p>Destroy when superseded or no longer needed.</p>		
70.	<p>POPULATION PROJECTIONS FOR FOREIGN COUNTRIES</p> <p>Projections, in printout format, of the population of foreign countries for a 25-30</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 50A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
68.	<p>A. A record copy of each government printed or published report produced by the division. Includes, for example, such FDAD series as P-90, P-91, P-92, P-95, the Foreign Economic Reports, and the Miscellaneous Reports. Does not include copies of articles, papers, and reviews that are published in books, journals, and proceedings of nongovernmental organizations.</p> <p>Permanent. When no longer needed for current business, place in an inactive file. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p> <p>B. All other copies of government printed or published reports and all copies of articles, papers and reviews by the FDAD staff that are published by nongovernmental organizations.</p> <p>Dispose of when no longer needed for reference.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

51

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
71.	<p>year period showing total population, net change, births, and deaths. These summary figures include eight tables each giving a different breakdown of the above data. Each new issue brings forward pertinent information from the preceding issue.</p> <p>Disposition--Destroy when superseded by a new issue.</p> <p>FINAL REPORT COMPUTER PRINTOUT</p> <p>Printouts of data supplied in either magnetic tape or printout form to sponsoring agency as a final product for selected countries. The data in these printouts are superseded by the next printout produced when the subject estimates or projections for a given country are redone.</p> <p>Disposition--Destroy when superseded by a new issue.</p> <p>OTHER RECORDS THAT ARE CREATED OR RECEIVED BY EITHER THE BRANCHES, THE DIVISION SECRETARY, OR THE DIVISION CHIEF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting, and Conference Files), Item No. 20 (Source Publication Files), and Item No. 21 (Card Catalog/Index to No. 20).</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

52

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
72.	<p><u>Housing Division (HOUS)</u></p> <p>This division has the function of preparing reports and analytical studies on the size, characteristics, and distribution of the nation's housing supply and on the social-economic-demographic characteristics of the occupants. This involves formulating statistical data needs, planning sample surveys, providing subject matter guidance to the Demographic Census Division, and preparing housing estimates and projections. The division consists of four branches: Research and Evaluation, Current Surveys, Decennial Planning and Data Services, and Housing Market and Special Surveys. Records are maintained in the branches and the Division Chief's Office.</p> <p><u>Division Chief's Office</u></p> <p>EVALUATION REPORTS MEMORANDUMS FROM SMD</p> <p>Reports with accompanying tables, graphs, and transmittal letters evaluating question response variances, undercoverage, and results of sample housing surveys and the decennial housing census. This file is distinct from SURVEY PLANNING AND MANAGEMENT FILES and CENSUS PLANNING AND MANAGEMENT FILES which also contain these reports in that this is a reports file only and is filed separately from these other files.</p> <p>Disposition--Destroy when 5 years old or sooner if no longer needed. Copies of these reports exist in Census Planning and Management Files, Survey Planning and Management Files, and in files maintained by the Statistical Methods Division.</p> <p>OTHER RECORDS OF THE DIVISION CHIEF'S OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files, Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 7</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 53
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 12 (Census Advisory Committee Records), Item No. 13 (Decennial Census Suggestion Files), and Item No. 15 (Information/Publication/Data Tabulation Request Files).</p> <p><u>Current Surveys Branch</u></p> <p>This branch plans, directs, and coordinates the conduct of and the dissemination of data from the Annual Housing Survey (AHS), the Housing Vacancy Survey (HVS), and the Components of Inventory Change Survey (CINCH). In addition, the branch provides data on new construction and housing losses to the Research and Evaluation Branch.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 14 (Respondent Correspondence), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 22 (Control Cards), Item No. 23 (Census Bureau Publications), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>Decennial Planning and Data Services Branch</u></p> <p>This branch has the function of making recommendations on the content of the decennial housing census and acting as liaison to other divisions participating in the decennial census. The branch also conducts the Contract</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

54

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
73.	<p>Block Program which consists of preparing special block level statistical aggregations of decennial census data for participating localities.</p> <p>CONTRACT BLOCK PROGRAM FILES</p> <p>The Contract Block Program Files document the program whereby localities could contract with the Census Bureau to have special block level statistical aggregations of decennial census data prepared for their locality. The file is divided into two segments:</p> <p>A. Locales that Elected to Participate</p> <p>Incoming letters and copies of outgoing replies; Form 7035 (Official Application and Acceptance. Census of Population and Housing Block Statistics); remittance slips; and copies of Geography Division memorandums relating to maps that are needed for data generation.</p> <p>Disposition--Destroy when the next decennial census is conducted.</p> <p>B. Locales that Did Not Elect to Participate</p> <p>Incoming letters and copies of outgoing replies.</p> <p>Disposition--Destroy when the next decennial census is conducted.</p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 17 (Data</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

55

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Tabulations), Item No. 23 (Census Bureau Publications, Item No. 24 (Miscellaneous Subject Files Not Elsewhere Described), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>Housing Market and Special Surveys Branch</u></p> <p>This branch plans, directs, and coordinates the conduct of, and the dissemination of data from, the Survey of Market Absorbction (SOMA), the Residential Finance Survey, and the New York City Housing and Vacancy Survey. In addition, the branch evaluates data from the decennial census, census pretests, and sample surveys relating to housing finance.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/ Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 23 (Census Bureau Publications), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>Research and Evaluation Branch</u></p> <p>This branch evaluates and tests the validity of proposed census/survey questions related to housing, the effectiveness of proposed data collection procedures, and the validity of the resulting data. In addition, the branch devises procedures for measuring housing quality and prepares housing estimates for local areas.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 56
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

57

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74.	<p><u>International Statistical Program Center (ISPC)</u></p> <p>The ISPC conducts the Census Bureau's foreign consultation and training programs. These involve sending Census personnel overseas to advise foreign census agencies and set up demographic information systems for such agencies, conducting in-house training programs and correspondence courses for foreign demographers and statisticians, collecting and evaluating data on family planning programs in lesser developed countries, and developing statistical models and techniques for predicting future demographic trends and the consequences thereof. The ISPC consists of various staff units which report directly to the chief and branches which report to one of three assistant chiefs (each assistant chief supervises anywhere from two to four branches) who in turn report to the chief. Records are retained by the chief, the assistant chiefs, the staff unit, the branches, and the administrative liaison (who maintains the ISPC Central Files).</p> <p><u>Office of the Chief</u></p> <p>CORRESPONDENCE</p> <p>Incoming letters and copies of outgoing replies that relate to such subjects as requests for public items, requests for employment, grant proposals, meetings, and AID-ISPC problems regarding statistical data.</p> <p>Disposition--Destroy when 1 year old.</p>		
75.	<p>CHIEF'S OFFICE PERSONNEL FILES</p> <p>Memorandums and correspondence relating to meetings involving ISPC personnel, memorandums to individual persons in ISPC from other persons in ISPC, and memorandums to the chief from ISPC personnel relating to their job activities together with a copy of the chief's reply.</p> <p>Disposition--Temporary. Destroy when <i>when</i> 5 years <i>old.</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 58
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(GRS No.1, Item 3b).</p> <p>OTHER RECORDS OF THE CHIEF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 10 (Routine Administrative or "House-keeping" Files), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Administrative Liaison</u></p>		
76.	<p>OVERSEAS CONSULTATION FILES</p> <p>25 cubic feet. 1970 and thereafter. Annual accumulation of 5 cubic feet.</p> <p>Reports from Census personnel to ISPC, carbon copies of reports from overseas census personnel to foreign governments, project proposals with attached flow charts, sample forms for proposed or actual surveys, letters from the AID Mission and carbon copies of ISPC replies, directives to overseas personnel, and lists of foreign officials with whom Census personnel were working.</p> <p>These records are divided into Active Files (Ongoing Projects) and Inactive Files (Completed Projects). The Active Files contain the administrative folders of census personnel involved. Upon transfer to the Inactive Files, such administrative folders are removed.</p> <p>Arranged alphabetically by country, thence by project, and thereafter chronologically.</p> <p>Disposition-Permanent. Offer to the National Archives when 20 years old.</p>		
77.	<p>COMPLETED ADVISORS ADMINISTRATIVE FILES</p> <p>Personal background information sheets, personal action notifications, job descriptions, travel authorizations, vouchers, financial reports, travel and moving expense statements, correspondence, carbon copies of</p>		

*see revision
P.58A*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

58A

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
76.	<p>Arranged alphabetically by country and there- under by project. For each project there are typically separate file folders labeled "Project," "Correspondence," and "Reports."</p> <p>Cut off files for completed projects annually. Divide the cut-off files into two sets of inactive files:</p> <p>A. Folders labeled "Project" and "Reports."</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p> <p>B. Folders labeled "Correspondence."</p> <p>Destroy when 10 years old.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 59
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>State Department telegrams, newspaper clippings and background information papers on projects on which the advisor was involved.</p> <p>Disposition--Temporary. Destroy 3 years after transfer or separation of employee from Federal Service. (GRS No.1, Item 18a.)</p>		
78.	<p>MONTHLY REPORTS TO AID</p> <p>3/4 cubic foot. 1958 and thereafter. Annual accumulation--negligible.</p> <p>Copies of monthly reports from the ISPC to the Agency for International Development describing ISPC activities and projects.</p> <p>Arranged chronologically.</p> <p><i>Destroy when 5 years old.</i></p> <p>Disposition--Permanent. Keep one copy of the report as a record copy and destroy all others. Offer record copy to the National Archives when 5 years old.</p> <p>OTHER RECORDS OF THE ADMINISTRATIVE LIAISON ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Files), Item No. 8 (Reference or Convenience Copy Files), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Office Of The Assistant Chief (Overseas Consultation And Technical Services</u></p> <p>This office has responsibility for providing technical advisory services to foreign governments and organizing correspondence training courses for foreign statisticians.</p>		
79.	<p>COUNTRY FILES</p> <p>Copies of memorandums, background information papers, and correspondence relating to AID/Census projects and personnel in foreign countries. Also includes, published Country Demographic profiles, reports on proposed or</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

60

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>ongoing projects in each country, evaluations of foreign censuses and Family Planning Programs.</p> <p>Arranged alphabetically by name of country.</p> <p>Disposition--Transfer to Administrative Office Central Files after 3 months. Incorporate into OVERSEAS CONSULTATION FILES (Item 76).</p>		
80.	<p>TOUR OF DUTY REPORTS</p> <p>Copies of reports by ISPC personnel on overseas projects.</p> <p>Arranged alphabetically by name of employee.</p> <p>Disposition--Temporary. Destroy 3 years after transfer or separation of employee from Federal Service.</p>		
81.	<p>END OF TOUR REPORTS</p> <p>1½ cubic feet. 1970 and thereafter. Annual accumulation of 1/3 cubic foot.</p> <p>End of Tour Reports prepared by Census personnel on the completion of their overseas projects and tours of duty.</p> <p>Arranged alphabetically by name of country.</p>		
82.	<p>Disposition--Permanent. <i>Cut off files annually and place in the</i> Off to the National Archives in 10 year inactive file blocks when the latest records are 10 years old. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p> <p>POST REPORTS</p> <p>Published reports prepared by the State Department on overseas countries for the benefit of American businessmen and tourists traveling or doing business in the country. These reports give information on the socio-cultural milieu, clothing styles, native food, etiquette, business patterns, local entertainment, and other matters.</p> <p>Disposition--Temporary. Nonrecord reference material. Destroy when obsolete, superseded, or no longer needed.</p>		

Request for Records Disposition Authority--Continuation

JOB NO

PAGE OF

61

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>OTHER RECORDS OF THIS OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Administrative or "Housekeeping" Files).</p> <p><u>Office of the Assistant Chief (Program Planning and Evaluation)</u></p> <p>83. PROGRAM PLANNING FILES</p> <p>Correspondence and memorandums relating to such subjects as trips, ISPC activities, and ISPC projects; copies of "Participating Agency Service Agreement" Forms giving cost figures for specified services; correspondence with A.I.D.; proposed projects and justifications; Project planning reports; visitation reports on overseas inspections of foreign projects; and copies of monthly activity reports to the ISPC Chief.</p> <p>Disposition--Temporary. Break file at the end of the calendar year. Keep 5 years and then destroy.</p> <p><u>Office of the Assistant Chief (Statistical Operations)</u></p> <p>This Office has responsibility for collecting data on family planning programs in lesser developed countries, developing computer programs for processing survey/census data in lesser developed countries, translating foreign publications, and gathering statistical reports and demographic publications produced by foreign countries and international organizations.</p> <p><u>Computer Methods Branch</u></p>		
84.	<p>CENTS WORKSHOP FILES</p> <p>The Computer Methods Branch periodically conducts Census Tabulation System (CENTS)</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

62

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Workshops to instruct students in the use and application of Census tabulation and data processing programs. These files contain lists of participants by country, summary reports of workshop activities, student evaluations and critiques of the workshop, and trip reports by Census personnel on workshops held in foreign countries.</p> <p>Disposition--Temporary. Destroy after ^{when} 5 years ^{old or 5} years ^{years after completion of} after ^{applicable training program.}</p> <p>OTHER RECORDS OF THE BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routine Administrative or "Housekeeping" Files). See Also the GENERAL SCHEDULE--Part II, Item No. 27 (Punch Cards).</p> <p><u>Documentation Branch</u></p> <p>This branch provides technical support services to ISPC and AID staff by acquiring and maintaining a repository of reports and publications from foreign countries, international organizations, and other sources. The branch also handles correspondence with and about foreign countries and operates the foreign country publication exchange program.</p>		
85.	<p>MATERIALS TRANSLATED TO/FROM FOREIGN LANGUAGES</p> <p>Publications and other material translated by ISPC from English into a foreign language or from a foreign language into English.</p> <p>Disposition--Destroy when no longer needed. Non-record material.</p>		
86.	<p>COUNTRY FILES</p> <p>Records generally relating to analysis of family planning programs and final census results in foreign countries. Consists of</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 63
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
87.	<p>publications, journal articles, papers, abstracts of publications and articles, news clippings, transmittal letters, and requests for publications from foreign governments. This file is mostly reference material that is either non-record or duplicated elsewhere.</p> <p>Arranged alphabetically by continent, thence by country, and thereafter by subject.</p> <p>Disposition--Destroy material in the file when obsolete, superseded or no longer needed. Non-record reference material.</p> <p>FOREIGN COUNTRY CORRESPONDENCE</p> <p>Copies of all Census Bureau correspondence going to foreign countries. If ISPC answered the incoming letter, the file will contain both the incoming letter and the outgoing reply. If ISPC received a reference copy from another division, then only the copy of the outgoing reply is included in the file. Most of the correspondence consists of routine requests for publications or information.</p> <p>Disposition--Destroy 6 months after date of reply (GRS No. 14, Item 3)</p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Office of the Assistant Chief (Training and Methodology)</u></p>		
88.	<p>FOREIGN STUDENTS FILE</p> <p>Biographical sketches, vouchers, pre-departure reports of the students, visitation logs, transcripts of grades, and related records.</p> <p>Arranged chronologically by year of departure and thence alphabetically by name of student.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

64

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
89.	<p>Disposition--Temporary. Destroy each student record when the student is 60 years old.</p> <p>CORRESPONDENCE COURSE STUDENT FILES</p> <p>Files of foreign students who took the ISPC Correspondence Courses. Each student file contains an application to take the course (These applications contain personal and academic background data) and related correspondence concerning tuition, admission, and courses.</p> <p>Arranged alphabetically by country and thereafter by name of student.</p> <p>Disposition--When a student completes or withdraws from the course, create a Summary Card and destroy the above Student file. Retain the Summary Card within either ISPC or the Federal Records Center until the student is 60 years of age.</p> <p>OTHER RECORDS OF THIS OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 6 (Working Papers) and Item No. 8 (Reference or Convenience Copy Files).</p>		

Request for Records Disposition Authority -- Continuation

JOB NO

PAGE OF

65

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
90.	<p><u>Population Division (POP)</u></p> <p>This division has the function of preparing reports and analytical studies on the demographic-social-economic characteristics of the population. This involves formulating statistical data needs, providing subject matter guidance to the Demographic Surveys Division and the Demographic Census Division, and preparing population estimates and projections both for the nation as a whole and also for local areas as part of the Revenue Sharing Program. Recently, in a reorganization, the Division also acquired from the International Statistical Program Center (ISPC) the functions of preparing demographic studies and reports on foreign countries. The Population Division consists of staff units which report directly to the chief and branches which report to one of four assistant chiefs (each assistant chief supervises anywhere from 2 to 4 branches) who in turn report to the chief. Records are maintained by the chief, the assistant chiefs, the staff units, the branches, the Information Office (which maintains the Division's correspondence files and publications), and the Administrative Office (which maintains the budget and administrative files).</p> <p><u>Administrative Office</u></p> <p>PROJECT BUDGET FILES</p> <p>Budget records relating to Population Division projects and work activities. These include report forms showing money spent for each job function category; monthly, quarterly, and annual budget estimates; BURR reports; cost estimates; copies of program authorization requests and approvals; copies of project descriptions; and copies of related memorandums. These files are divided into Current Project Files and Closed Project Files.</p> <p>Arranged by project number.</p> <p>Disposition--Temporary. Destroy when no longer</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 66
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>needed. A copy of these records is retained by the Budget Division.</p> <p>THE OTHER FILES OF THE ADMINISTRATIVE OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 8 (Reference or Convenience Copy Files) and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Information Office</u></p> <p>THE RECORDS OF THE INFORMATION OFFICE ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 13 (Decennial Census Suggestion Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 23 (Census Bureau Publications), and Item No. 24 (Miscellaneous Subject Files Not Elsewhere Described).</p> <p><u>Computer Applications and Processing Staff</u></p> <p>This staff carries out the Population Division's computer processing activities. These operations involve defining the processing specifications, programming, sending jobs to the Computer Services Division for running, and insuring that the work product conforms to the specifications.</p> <p>THE RECORDS OF THIS STAFF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 5 (Data Processing Paperwork Files), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 17 (Data Tabulation), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>Ethnic and Racial Statistics Staff</u></p> <p>This staff produces statistical data reports</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 67
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>on ethnic and racial groups from data collected in the decennial census, the Current Population Survey, and other sample surveys. In addition, the staff also formulates questions relating to race and ethnicity for use in the decennial census and sample surveys.</p> <p>THE RECORDS OF THIS STAFF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 12 (Census Advisory Committee Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Population Analysis Staff</u></p> <p>This staff prepares analytical works on population subjects such as migration, population distribution, residential segregation, the number of illegal aliens, and the extent of the decennial census undercount.</p> <p>THE RECORDS OF THIS STAFF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy File), Item No. 17 (Data Tabulations), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Revenue Sharing and Administrative Records Staff</u></p> <p>This staff has the function of acquiring</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

68

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
91.	<p>administrative record data and files from localities for the purpose of preparing population estimates for the Revenue Sharing Program, transmitting such estimates to the Office of Revenue Sharing Coordination (ORS) at the Treasury Department and to other agencies, and handling complaints from localities concerning population and per capita income estimates.</p> <p>ORS CHALLENGE FILES</p> <p>Case files of challenges by local towns to Census Bureau population and per capita income estimates. Each case file consists of the complaint from the local government, Treasury Department and Census Bureau forms indicating the action taken and the final "correct" figures, and related correspondence.</p> <p>Arranged alphabetically by state and thereafter alphabetically by town.</p> <p>Disposition--Temporary. Destroy immediately after the tabulation of the next decennial census.</p> <p>OTHER RECORDS OF THIS STAFF ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 17 (Data Tabulations), and Item No. 20 (Census Bureau Publications).</p> <p><u>Consumer Expenditures and Wealth Statistics Branch</u></p> <p>This branch gathers and disseminates information on the topics of ownership/purchase of major consumer durables, health, disability, and participation in Federal program such as Food Stamps or Medicare. In addition, the branch formulates questions on the above topics for the decennial census and sample surveys, devises data tabulation specifications, and writes and publishes reports.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

69

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
92.	<p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulation), and Item No. 23 (Census Bureau Publications).</p> <p><u>Demographic Statistics Branch</u></p> <p>This branch has the responsibility for making recommendations that a populated area be designated as a Standard Metropolitan Statistical Area (SMSA), formulating questions on farm status for the decennial census and the Current Population Survey, compiling summary data on place of work and means of transportation to and from, and preparing apportionment plans for reapportioning the House of Representatives after the decennial census.</p> <p>SMSA DEFINITION FILES</p> <p>3 cubic feet. 1949 and thereafter. Negligible annual accumulation.</p> <p>Standard Metropolitan Statistical Areas (SMSA) are officially designated as such by OMB upon recommendation of the Demographic Statistics Branch and concurrence by Census Bureau officials. The records consist of correspondence, minutes of Committee and staff meetings, memorandums, and reports concerning the definition of an SMSA and the designation of an area to be an SMSA.</p> <p>Disposition-Permanent. Offer to the National Archives in 10 years <i>old</i> <i>when</i></p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

70

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 17 (Data Tabulations), and Item No. 23 (Census Bureau Publications).</p> <p><u>Education and Social Stratification Branch</u></p> <p>This branch gathers and disseminates information on school enrollment, educational attainment, and voting. In addition, the branch formulates questions for the decennial census and sample surveys, devises data tabulation specifications, and writes and publishes reports.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and (Census Bureau Publications).</p> <p><u>Family and Individual Income Branch</u></p> <p>This branch gathers and disseminates information on the subjects of income and poverty. This involves formulating questions on income for the decennial census and sample surveys, devising data tabulation specifications, writing and publishing reports, and producing per capita income estimates for geographic areas such as counties and SMSA's.</p>		
93.	<p>P 60 SERIES HISTORICAL FILE</p> <p>1947-1974. Negligible Volume.</p>		<i>withdrawn</i>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

71

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Summary time series tabulations on microfiche of income distribution data listed in <u>Money Income of Families and Persons in the United States</u> (Series P-60) publications for the years 1947-1974. The data in this file consists of tables with data in constant dollars, current dollars, quintile income cutoffs, and aggregate income.</p> <p>Disposition--Permanent. Offer to the National Archives when 10 years old.</p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 23 (Census Bureau Publications), and Item No. 24 (Miscellaneous Subject Files Not Elsewhere Described).</p> <p><u>Fertility Statistics Branch</u></p> <p>This branch gathers and disseminates information on the subjects of fertility, births, child-spacing, and childbearing history. In addition, the branch formulates questions for the decennial census and sample surveys, devises data tabulation specifications, prepares statistical reports, and makes projections and estimates relating to fertility.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files),</p>		withdawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 72
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "House-keeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Labor Force Statistics Branch</u></p> <p>This branch gathers and disseminates statistical information relating to the labor force area. This includes formulating questions for the decennial census and sample surveys, devising industry/occupation coding and data tabulation specifications, writing and publishing reports, and planning and directing the conduct of special labor force surveys for other Federal agencies.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Local Area Population Estimates Branch</u></p> <p>This branch prepares population estimates for countries, cities, towns, and other minor civil divisions and coordinates Census Bureau involvement in the Federal-State Cooperative Program--a joint Census-State agency program for making, coordinating, and publishing annual population estimates for counties in participating states.</p>		

Request for Records Disposition Authority -- Continuation		JOB NO	PAGE OF 73
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
94.	<p>FEDERAL-STATE COOPERATIVE PROGRAM RECORDS</p> <p>Records relating to the Federal-State Cooperative Program. Records include summary tabulations of county populations for each of the differing population estimation procedures; correspondence between the Census Bureau and State agency officials involved in the program; published reports; contracts; and notes of meetings between Census and State agency officials regarding estimation procedures, training of State agency personnel, technical computer assistance to State agencies, and related matters.</p> <p>Disposition--Temporary. Destroy individual documents or file folders when 5 years old. Information describing the origin, scope, activities, and results of the program is contained in the published reports which will be preserved. (See item 23).</p>		
95.	<p>"HANGING FILES"</p> <p>Transcription sheets from state agencies containing annual county birth, death, and school enrollment data. This data is usually transcribed onto punch cards for input into the computer.</p> <p>Disposition--Destroy upon conversion of the data into punch card or magnetic tape format.</p> <p><u>Marriage and Family Statistics Branch</u></p> <p>This branch gathers and disseminates information concerning the family, marriage, households, and divorce. This involves formulating of questions for the decennial census and sample surveys, devising data tabulation specifications, writing and publishing reports, and preparing estimates and projections on family formation and family dissolution.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 74
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Report), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Records), Item No. 20 (Source Publication Files), Item No. 23 (Census Bureau Publications), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>National and State Population Estimates Branch</u></p> <p>This branch prepares population estimates for the United States, outlying areas, states, SMSA's, and Congressional Districts. In addition, the branch devises "weighting" or control factors by which summary data from sample surveys can be used to calculate summary totals for the whole population.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/Publication/Data Tabulation Requests), Item No. 16 (Survey Planning and Management Files), Item No. 17 (Data Tabulations), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Population Projections Branch</u></p> <p>This branch prepares population projections at the national and state level for both the total population and special population groups. In addition, the branch makes projections concerning fertility/mortality/immigration/emigration data.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 75
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 15 (Information/Publication/Data Tabulation Requests), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Office of the Assistant Division Chief</u> <u>(International Demographic Data)</u></p> <p>This Office and the two branches under it, the Demographic Analysis Branch and the Data Evaluation Branch, were recently transferred from the International Statistical Program Center (ISPC) to the Population Division. This office prepares demographic studies and reports on foreign countries, evaluates the quality of demographic data from foreign countries, and consults with, and prepares reports for, the Agency for International Development on demographic and statistical matters.</p>		
96.	<p>COUNTRY REFERENCE FILES</p> <p>Material relating to foreign countries that is used primarily for reference purposes. The file contains population and GNP estimates, papers describing proposed and actual studies relating to the country, comments by ISPC overseas personnel on proposed and on-going studies, evaluations of demographic data, population projections, and papers on demographic topics.</p> <p>Arranged alphabetically by name of country.</p> <p>Disposition--Temporary. Destroy each file folder or document when 10 years old. Any material of permanent value in this file exists either in published form or in other files.</p>		

Request for Records Disposition Authority -- Continuation		JOB NO	PAGE OF 76
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
97.	<p>COUNTRY POPULATION PROFILES</p> <p>Draft versions of, and memorandums related to, a proposed publications series of "Country Demographic Profiles".</p> <p>Disposition--Temporary. Keep until published, then destroy.</p>		
98.	<p>STATE DEPARTMENT AIRGRAMS</p> <p>Copies of State Department airgrams containing information that related to AID/ISPC projects or demographic issues in foreign countries. Some of these airgrams have security classifications.</p> <p>Arranged alphabetically by name of country.</p> <p>Disposition--Temporary. Destroy when 10 years old or sooner if no longer needed. Record copy of these airgrams is retained by the State Department.</p>		
99.	<p>NATIONAL INTELLIGENCE SURVEYS</p> <p>CIA prepared printed reports, entitled "National Intelligence Surveys", on individual foreign countries concerning population and related issues. These reports have security classifications.</p> <p>Disposition--Temporary. Destroy when 15 years old or sooner if no longer needed. Record copy of these reports is retained by the CIA.</p>		
100.	<p>TASK FORCE ON POPULATION POLICY RECORDS</p> <p>1965-1975. 2 cubic feet.</p> <p>Two security classified reports and related reference materials prepared for the Task Force on Population Policy--A State Department created Task Force designed to establish a U.S. policy on world population and population control. The two reports are (1) LSSM-200 "Implications of Worldwide Population Growth for United States Security and Overseas</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 77
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
101.	<p>Interests", and (2) "Current Status of China's Birth Control Policy".</p> <p>Arranged alphabetically by country.</p> <p><i>Destroy when 10 years old or sooner</i> Disposition--Permanent. Offer to the National Archives when 10 years old. <i>if no longer needed for reference.</i></p> <p>REPORTS ON OVERSEAS BIRTH CONTROL PROGRAMS</p> <p>1 cubic foot. 1965-1977.</p> <p>Copies of reports prepared by ISPC personnel on overseas birth control programs for the Agency for International Development.</p> <p>Interfiled are related cost estimates and correspondence.</p> <p>Arranged alphabetically by name of country.</p> <p><i>Destroy when 10 years old or sooner</i> Disposition--Permanent. Offer to the National Archives when 10 years old. <i>if no longer needed for reference.</i></p>		
102.	<p>PAPERS AND REPORTS</p> <p>3 cubic feet. 1965 and thereafter. Annual accumulation of $\frac{1}{4}$-$\frac{1}{2}$ cubic foot.</p> <p>Original and carbon copies of papers and reports prepared by the Demographic Research Branch. Interfiled are incoming letters requesting copies of the above papers and reports together with copies of the outgoing replies.</p> <p>Disposition</p> <p>a. Original Copies of Papers and Reports.</p> <p><i>Cutoff files annually. Offer to NARS in 5</i> Permanent. Offer to the National Archives when 5 years old. <i>year blocks when the latest records are 10 years old.</i></p> <p>b. Carbon Copies of Papers and Reports.</p> <p>Temporary. Non-record material. Destroy when 5 years old or sooner if no longer needed.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

78

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
103.	<p>c. Interfiled Incoming/Outgoing Letters.</p> <p>Destroy each document when 3 months old.</p> <p>MICROFILM OF FOREIGN PUBLICATIONS</p> <p>Microfilm copies of foreign publications containing articles that relate to social and economic factors within developing countries. These articles and publications are keyed to an information retrieval system on an in-house mini-computer.</p> <p>Disposition--Destroy when no longer needed. Non-record material (GRS No. 13, Item 1b).</p> <p>OTHER RECORDS OF THIS OFFICE AND ITS SUBORDINATE BRANCHES ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7, (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), and Item No. 15 (Information/Publication/Data Tabulation Request Files).</p>		

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

79

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Statistical Methods Division (SMD)</u></p> <p>This division develops, implements, and coordinates the application of statistical techniques to the design and conduct of the programs of the Demographic Fields Area. This includes establishing the population universes from which probability samples are drawn, designing the samples in accordance with user division requirements, planning and developing controls and procedures for sample surveys and censuses, conducting programs of content and coverage evaluation, developing estimation procedures and measures of sampling reliability, and evaluating the adequacy of field procedures and techniques. The Statistical Methods Division consists of branches which report to one of five assistant chiefs (each assistant chief supervises anywhere from 2 to 4 branches) who in turn report to the Chief. Textural Records are maintained by the Division secretary and the branches.</p> <p><u>Files Maintained in More than one Location Within the Division</u></p>		
104.	<p>SURVEY REDESIGN AND EVALUATION FILES</p> <p>Less than 1 cubic foot. 1970 and thereafter. Negligible annual accumulation.</p> <p>Original and carbon copies of memorandums relating to new housing construction, updating of samples, address data, sample redesign, costs of updating samples, and coding and listing of special places (e.g. hotels, trailer parks, jails, communes, etc.).</p> <p>Disposition--Permanent. <i>Cut off files annually and place in the inactive file.</i></p> <p>Archives 1 year after the next decennial census <i>offer to NARS in 5 year blocks when the latest records are 10 years old</i></p>		
105.	<p>QUALITY CONTROL FILES</p> <p>Memorandums, manuals, and reports relating to Quality Control Operations for clerical processing and coding operations, and quality control planning for various surveys.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 80
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
106.	<p>Included in these are studies of industry, occupation, and geographic area coding discrepancies.</p> <p>Disposition--Temporary. Destroy when 5 years old or sooner if no longer needed.</p> <p>GENERAL RESEARCH PROJECT FILES</p> <p>1 cubic foot. 1970 and thereafter. Negligible annual accumulation.</p> <p>Memorandums, correspondence, and unpublished reports relating to research by SMD on various general problems such as address listing, matching of data from different sources, rotation group bias, effects of repeated interviewing, mobile homes, and industry and occupation coding.</p> <p>Arranged alphabetically by subject.</p> <p>Disposition--Permanent. Offer to the National Archives when 10 years old (GRS No. 19, Item 3).</p>		
107.	<p>SURVEY RESEARCH PROJECT FILES</p> <p>7 cubic feet. 1970 and thereafter. Annual accumulation 2-3 cubic feet.</p> <p>Memorandums, reports, and correspondence relating to research and evaluation of specific surveys. Mostly these projects concern simple design, weighting, standard errors, sampling procedures, sampling reliability, specific survey problems, and related matters. Also included are "Sources Reliability Statements" which describe the sampling design and the reliability of the data.</p> <p>Arranged alphabetically by survey and thereafter by subject.</p> <p>Disposition--Permanent. Consolidate the files from the various file locations. Eliminate duplicate material. Offer to the National Archives when 10 years old.</p>		<p>see revision P. 80A</p> <p>see revision P. 80A</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 80A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
106.	Permanent. Cut off files for completed projects annually and place in the inactive file. Offer to NARS in 5 year blocks when the latest records are 10 years old.		
107.	Permanent. When the project is completed, consolidate the file and eliminate duplicates. Cut off the completed project files annually and place in inactive file. Offer to NARS when 10 years old.		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 81
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
108.	<p>SAMPLE DESIGN FILES</p> <p>Memorandums from other divisions and replies relating to the sample size/composition requirements and data reliability parameters of sample surveys and post-census follow-up surveys, along with related material and copies of Statistical Methods Division reply memorandums.</p> <p>Disposition--Temporary. Destroy 1 year after the completion of the survey to which the records relate.</p>		
109.	<p>DECENNIAL CENSUS EVALUATION PROGRAM FILES</p> <p>1967 and subsequently. Approximately 10 cubic feet. Annual accumulation—undetermined 1 1/2 ft³</p> <p>Files relating to the post-Census evaluation of the Decennial Census. The files consist of correspondence, memorandums, unpublished reports, studies, instructions for matching Census and other data, coding and editing instructions, interviewer and coding manuals, record copies of all reinterview questionnaire forms, and rough drafts for publication. The reports and studies relate to geographic and industry/occupation coding, sampling reliability, question wording bias, response variance, data reliability, undercounting, data validity, and the results of matching operations involving Decennial Census, administrative record, and sample survey data.</p> <p>There are separate files for each decennial census. Within each file, records are arranged either numerically by form number or alphabetically by subject.</p> <p>Disposition--Permanent. Consolidate the files from the various file locations, eliminate duplicate material, and then offer to the National Archives 15 years after the decennial census to which they relate.</p>		

**Disposition
NOT APPROVED**

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 82
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
110.	<p><u>Division Secretary</u></p> <p>COMMUNICATIONS MANAGEMENT FILES</p> <p>Copies of administrative directives; copies of correspondence between the Census Bureau Director and Congressmen, Governors, and other persons of importance; directives, inter-division memorandums, and correspondence concerning topics such as energy conservation, computer usage, security, space, and conversion to Exec 8 System; correspondence with data users; and copies of SMD memorandums to other units.</p> <p>Disposition--Temporary. Destroy when 3 years old or sooner if no longer needed.</p> <p>CERTAIN RECORDS OF THE DIVISION SECRETARY ARE DESCRIBED IN THE "FILES MAINTAINED IN MORE THAN ONE LOCATION WITHIN THE DIVISION" SECTION OF THE SMD SCHEDULE.</p> <p>The records so described are Item No. 104 (Survey Redesign and Evaluation Files), Item No. 105 (Quality Control Files), Item No. 107 (Survey Research Project Files), and Item No. 109 (Decennial Census Evaluation Program Files).</p> <p>OTHER RECORDS ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 11 (Committee, Meeting and Conference Files), Item No. 12 (Census Advisory Committee Files), Item No. 16 (Survey Planning and Management Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Census Programs Area</u></p> <p>This Area consists of two branches, the Census</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 83
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
111.	<p>Operations Branch and the Census Surveys Branch, both of whose files are maintained at the area level. The Census Operations Branch calculates decennial census sampling "weights" and sampling errors, and works with the Decennial Census Division and the Field Division to select the decennial census sample that will receive the "long" census forms.</p> <p>The Census Surveys Branch develops statistical evaluation tests for census pretests, recommends census coverage improvements on the basis of census pretest evaluation, and uses the decennial census to identify a population group with given traits (e.g. scientists, homeowners, racial minorities, nurses, veterans, etc.) and thereafter select a sample of this group for post-census followup surveys.</p> <p>CENSUS PRETEST EVALUATION FILES</p> <p>1977 and thereafter. Negligible volume.</p> <p>Files relating to the evaluation of response variance, data validity, methodology, question wording bias, data reliability, and under-coverage in decennial census pretests. Such files include background information papers, SMD field trip observation reports, drafts of instructions and manuals, reports, and proposed forms and related material sent to the Office of Management and Budget (OMB).</p> <p>There are separate files for each census pretest with each pretest file arranged alphabetically by subject or test activity.</p> <p>Disposition--Incorporate any material of permanent value such as final reports and related background material into related files that are designated permanent or segregate such material and offer to the National Archives when 15 years old. Destroy the remainder of the file one year after the decennial census to which the pretests relate.</p> <p>OTHER RECORDS OF THIS AREA AND ITS BRANCHES ARE DESCRIBED IN THE GENERAL SCHEDULE</p>		

**Disposition
NOT APPROVED**

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 84
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Part I, Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 15 (Information/Publication/Data Tabulation Request Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Current Population Surveys Branch</u></p> <p>This branch develops the sample design, estimation procedures, and sampling reliability measures for the basic Current Population Survey (CPS).</p> <p>ONE SERIES OF RECORDS OF THIS BRANCH IS DESCRIBED IN ITEM NO. 107 (SURVEY RESEARCH PROJECT FILES) IN THE "FILES MAINTAINED IN MORE THAN ONE LOCATION WITHIN THE DIVISION" SECTION OF THE SMD SCHEDULE. THE OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Cross Sectional Surveys Branch</u></p> <p>This branch develops the sample designs, estimation procedures, and sampling reliability measures for recurring surveys other than the Current Population Survey and the longitudinal surveys.</p> <p>ONE SERIES OF RECORDS OF THIS BRANCH IS DESCRIBED IN ITEM NO. 107 (SURVEY RESEARCH PROJECT FILES) IN THE FILES MAINTAINED IN MORE</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 85
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>THAN ONE LOCATION WITHIN THE DIVISION SECTION OF THE SMD SCHEDULE</p> <p>THE OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Longitudinal Surveys Branch</u></p> <p>This branch develops the sample designs, estimation procedures, and sampling reliability measures for longitudinal surveys.</p> <p>ONE SERIES OF RECORDS OF THIS BRANCH IS DESCRIBED IN ITEM NO. 107 (SURVEY RESEARCH PROJECT FILES) IN THE FILES MAINTAINED IN MORE THAN ONE LOCATION WITHIN THE DIVISION SECTION OF THE SMD SCHEDULE</p> <p>THE OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6 (Working Files), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Operations Analysis and Quality Control Branch</u></p> <p>This branch develops and tests quality control plans and procedures for clerical and FOSDIO processing and coding of data.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 2 (Decennial Census Planning</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 86
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>and Management Files), Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), and Item No. 24 (Miscellaneous Subject Files Not Elsewhere Described).</p> <p><u>Programming and Computer Systems Branch</u></p> <p>This branch updates sample lists (by incorporating new construction and deleting demolitions), generates computer programs to select interview samples and create interview materials, produces the Master Segment Tape, calculates sampling reliability measures, and evaluates census and survey results.</p> <p>THE RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), and Item No. 25 (File Documentation for Machine Readable Files).</p> <p><u>Response Variance Branch</u></p> <p>This branch conducts research to provide estimates of the level of various components of response error associated with the data collected in demographic surveys and censuses.</p>		
112.	<p>OUTGOING MEMORANDUMS AND REPORTS FILES</p> <p>3 cubic feet. 1977 and thereafter. Annual accumulation undetermined 1 1/2 ft³</p> <p>Original copies of all outgoing memorandums and reports relating to the 1980 Decennial Census and current or proposed surveys. Copies</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

87

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
113.	<p>of transmittal letters are included if the memorandum or report went outside the division.</p> <p>Disposition--Permanent. Offer to the National Archives when 20 years old.</p> <p>Arranged roughly alphabetically by subject.</p> <p>PERLIMINARY EVALUATION RESULTS MEMORANDUMS</p> <p>3 cubic feet. 1970 and thereafter. Annual accumulation - negligible.</p> <p>In-house preliminary Statistical Methods Division study reports that evaluate the question response variances, undercoverage, and results of sample surveys and decennial censuses.</p> <p>Arranged by memorandum number.</p> <p>Disposition--Permanent. Offer to the National Archives when 11 years old.</p> <p>ONE SERIES OF RECORDS OF THIS BRANCH IS DESCRIBED IN ITEM NO. 109 (DECENNIAL CENSUS EVALUATION PROGRAM FILES) IN THE FILES MAINTAINED IN MORE THAN ONE LOCATION WITHIN THE DIVISION SECTION OF THE SMD SCHEDULE</p> <p>THE OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 3 (Census Pretest Planning and Management Files), Item No. 4 (Chron Files), Item No. 5 (Data Processing Paperwork Records), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routine Administrative or "Housekeeping" Files), Item No. 17 (Data Tabulations), Item No. 18 (Research Project Planning Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Sampling Procedures Branch</u></p> <p>This branch develops procedures and writes</p>		<p>Disposition NOT APPROVED</p> <p>Disposition NOT APPROVED</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 88
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>instructions and manuals for field personnel so that all sample persons are interviewed and nonsample persons are omitted.</p>		
*114.	<p>SURVEY SEGMENT FOLDERS</p> <p>Folders consisting of interviewer instructions, lists of area structures with no living quarters therein, address listing sheets, and report forms together with an appropriate map. These are sent to the Field Division for use by interviewers and returned upon completion of the survey.</p> <p>Disposition--Temporary. Destroy 3 years after the next decennial census.</p>		
115.	<p>OFFICE INSTRUCTIONS TO THE FIELD DIVISION REGIONAL OFFICES</p> <p>Copies of instructions written by the branch and sent out under the signature of the Assistant Director for Field Operations.</p> <p>Disposition--Temporary. Destroy when 2 years old.</p> <p>OTHER RECORDS ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routing Administrative or "House-keeping" Files).</p> <p><u>Sampling Systems Branch</u></p> <p>This branch coordinates the sample selection process. This involves scheduling all operations involved in sample selection and getting the material which identifies the sample units prepared and mailed to the field personnel.</p>		
*116	<p>ADDRESS LISTING SHEETS</p> <p>Household address lists (pink copy of Form 11-211A) and household location lists (pink</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 89
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
117.	<p>copy of Form 11-211B) for homes without specific addresses. These sheets derive from machine readable address files and sample list files that are described in Item No. 183 of this Schedule. Copies of these sheets are placed within the SURVEY SEGMENT FOLDERS (described in Item No. 114) and sent to the Field Division.</p> <p>Disposition--Destroy when 2 years old or sooner if no longer needed.</p> <p>SAMPLE REPORTS</p> <p>Control sheets (blue copy of the Form 11-200) listing the Population Sampling Unit segment numbers for those ADDRESS LISTING SHEETS that have been sent to the field offices.</p> <p>Disposition--Temporary. Destroy when 2 years old or sooner if no longer needed.</p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), and Item No. 10 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Supplemental and One-Time Surveys Branch</u></p> <p>This branch develops the sample designs, estimation procedures, and sampling reliability measures for Supplements to the Current Population Surveys and for one-time surveys.</p> <p>ONE SERIES OF RECORDS OF THIS BRANCH IS DESCRIBED IN ITEM NO. 107 (SURVEY RESEARCH PROJECT FILES) IN THE FILES MAINTAINED IN MORE THAN ONE LOCATION WITHIN THE DIVISION SECTION OF THE SMD SCHEDULE</p> <p>THE OTHER RECORDS OF THE BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 4 (Chron Files), Item No. 6</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 90
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routing Administrative or "Housekeeping" Files), Item No. 20 (Source Publication Files), and Item No. 23 (Census Bureau Publications).</p> <p><u>Survey Design Branch</u></p> <p>This branch conducts research on techniques that could be used for undercoverage estimation and evaluation of the decennial census and sample surveys. This includes the planning of a post-1980 Census Enumeration Survey that will be used to provide estimates of the undercount.</p>		
118.	<p>ADDRESS REGISTER FORMS (SAMPLE SURVEYS)</p> <p>Completed "Address Register Forms" (Forms D130, D166, D167, and D213) containing cover sheets, maps, and address sheets (which contain street, name of household head, mailing address, number of units at address, block number, serial number, mail return data, and number of persons in household).</p> <p>Disposition--Temporary. Destroy 3 years after the next decennial census.</p> <p>OTHER RECORDS OF THIS BRANCH ARE DESCRIBED IN THE GENERAL SCHEDULE</p> <p>Part I, Item No. 1 (Printed Questionnaires), Item No. 2 (Decennial Census Planning and Management Files), Item No. 4 (Chron Files), Item No. 6 (Working Papers), Item No. 7 (Operations Files), Item No. 8 (Reference or Convenience Copy Files), Item No. 9 (Periodic Activity Reports), Item No. 10 (Routing Administrative or "Housekeeping" Files), Item No. 16 (Survey Planning and Management Files), and Item No. 18 (Research Project Planning Files).</p>		

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 91
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;">PART II</p> <p style="text-align: center;">MACHINE READABLE FILES</p> <p>The files listed below are treated as the records of the division that sponsored the creation of the file and are the principal users of the file. The Demographic Field Area divisions and the types of files sponsored by them are as follows:</p> <p>A. Decennial Census Division</p> <p style="padding-left: 40px;">Decennial Census, Census Pretest, Special Census and Census Followup Survey Files</p> <p>B. Demographic Surveys Division</p> <p style="padding-left: 40px;">Files Sponsored by Outside Federal Agencies and Files Not Listed Under the Other Divisions</p> <p>C. Foreign Demographic Analysis Division</p> <p style="padding-left: 40px;">Foreign Demographic Data Files</p> <p>D. Housing Division</p> <p style="padding-left: 40px;">Housing Survey Files</p> <p>E. Population Division</p> <p style="padding-left: 40px;">Current Population Survey, Census Bureau Sponsored Demographic Surveys, and Revenue Sharing Related Files</p> <p>F. Statistical Methods Division</p> <p style="padding-left: 40px;">Sample Address, Reinterview, Recheck, Undercount Estimation, and Response Variance Files</p> <p>To assist the National Archives in the evaluation of the files on this RECORDS SCHEDULE, the survey file descriptions contain the present approximate totals of the population sample interviewed therein. Over a period of</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

92

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>time, however, the size of the interview sample may change. In such cases, the original disposition instructions will remain the same as before.</p> <p>This RECORDS SCHEDULE contains files of one-time surveys. Sometimes, surveys originally planned as a one-time event are converted into recurring surveys. In such cases, the disposition instructions for the one-time survey file will cover the files resulting from any repeats of the original survey.</p> <p>Many tape files are protected by Title 13 United States Code because they contain data that permits either direct or deductive disclosure of information on individually identifiable persons. Such files are denoted by an asterisk. Because of the unresolved problems ever whether, when, and under what conditions Title 13 material can be transferred to the National Archives, these Title 13 files that are designated PERMANENT will contain no other disposition instructions.</p> <p>The disposition instructions for the files listed below are also the disposition instructions for all file documentation. File users should place in Data Storage a copy of the file documentation for all files that either are designated PERMANENT or contain a "Submit SF 115 to NARS" instruction. The file documentation should include each of the following: record layout, coding sheets/code book, a copy of the blank input questionnaire or form, a technical description of the file (Census Form BC-248 or NARS Form 7001 or the informational equivalent), File User Manuals, a statement of the editing procedures, and any other information that would be useful or necessary for a user to have in order to use the file (e.g. background data on the survey procedures, problems with the data, reports resulting from the file, etc.).</p> <p>The files listed below are final edited microdata/detail files unless otherwise noted.</p>		

see revision

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 93
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	M/R FILES OF THE DECENNIAL CENSUS DIVISION		
*119.	<p>ADDRESS INPUT FILES</p> <p>Address lists consisting of commercial mailing lists, address lists from a previous decennial census, and address lists derived from field canvases and administrative records such as building permits that were used to produce the Master Address Files.</p> <p>Disposition--Destroy when 15 years old or sooner if no longer needed (GRS #20, Part II, Item 4).</p>		
*120.	<p>MASTER ADDRESS FILES</p> <p>Volume-Unknown. 1977/79 and every decade thereafter.</p> <p>Final address lists created after the Address Input Files have undergone address correction through Post Office checks, unduplicating, geographic coding, and editing. Each address has the following information: apartment designation (in multiunit structures), house numbers, street name, city, state, ZIP code, census tract number, enumeration district number, and block number. These were used to produce Address Registers, and Address Labels for Mailing.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*121.	<p>DECENNIAL CENSUS PRETEST FILES</p> <p>Censuses of specific counties and cities or nationwide sample surveys that serve as pretests or dress rehearsals for the decennial census. Data is similar to that on the Decennial Census Questionnaires. (1980 Census pretests include area census of Camden, New Jersey, Travis County, Texas, and Oakland, California and a nationwide survey known as the National Content Test.)</p> <p>Disposition--Destroy after the decennial census.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

94

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*122.	<p>DECENNIAL CENSUS FILES</p> <p>Volume (1970 Census)-Sample Files-86 reels (6260). 100% File-Approximately 200 reels (6250).</p> <p>Decennial Census Questionnaire response data from persons enumerated in the decennial census. The file is divided into (1) the 100% File which covers the total population and contains the name, age, sex, race, marital status, and household relationship for each person plus data on the family household living quarters and (2) the sample files which contain the above information along with educational, occupational, income, and additional data for each person for a sample (ranging from 5% to 25%) of the total population.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
123.	<p>DECENNIAL CENSUS PUBLIC USE SAMPLE FILES</p> <p>Volume (1970 Census)-36 reels (6250). 1960 and every decade thereafter.</p> <p>Statistically selected samples of persons and households that filled one of the Decennial Census Sample Questionnaires. These files are disclosure free and available to the public.</p> <p>Note: 1970 Census Public Use Samples consist of the following (1) a 1/100, 1/1000, 1/10000 total population sample of the 15% questionnaires coded by either a) county group (a county or group of counties having over 250,000 population) b) state, or c) neighborhood characteristics (census tracts identified only by region of the country but containing summary data on the neighborhood from which the microdata records were derived); (2) a 1/100, 1/1000 and 1/10000 total population sample of the 5% questionnaires similarly organized; and (3) a 1/100 total population sample of the 5% questionnaires listing households with women of childbearing age. 1960 Census Public Use Samples consist of a 1/100, 1/1000, and 1/10000 total population sample of</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 95
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>the 25% sample questionnaires coded by either a) county group, b) state, or c) neighborhood characteristics.</p> <p>Disposition--Permanent. Offer to the National Archives when 10 years old.</p>		
*124.	<p>DECENNIAL CENSUS EXTRACT FILES</p> <p>1970 and every decade thereafter.</p> <p>Extract files (usually all members of an ethnic or occupational group) created from the Decennial Census Files described in Item 122.</p> <p>Note: Decennial Census Extract Files from the 1970 Census include Extract Files of migrant workers, members of the Armed Forces, Government workers, races other than white, and persons of Spanish language- Spanish origin-Puerto Rico stock.</p> <p>Disposition--Destroy when 15 years old or sooner if no longer needed.</p>		
*125.	<p>FINAL CENSUS SUMMARY FILES</p> <p>Volume 1970-2015 reels (800 BPI). 1970 and every decade thereafter.</p> <p>Final Count aggregated data tabulations of the decennial census that are known as the First, Second, Third, Fourth, Fifth, and Sixth Counts. These Count files are the source files for the Census Bureau's publications that contain summary decennial census data. The Count files differ from each other in the level of aggregation, the microdata source (100% or Sample Census), and the number of tables and data cells within. Each Count file exists in both a Final Count and Public Use version. The Public Use file differs from the Complete Count file in that certain data cells with totals of 5 or fewer persons are suppressed in order to prevent deductive disclosure.</p> <p>Disposition--All Files. Destroy when 20 years old.</p> <p><i>see revision p. 95A</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 95A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
125.	<p>A. Public Use Versions.</p> <p>Permanent. Transfer to NARS when 30 years old.</p> <p>B. Unsuppressed versions.</p> <p>Destroy when 20 years old.</p> <p>C. Final Census Summary from 1960. (approximately 200 reels)</p> <p>61-20 Block Statistics Edited Output Data 62-15 ED Tally Sorted/Merged 63-164 Sample Tract Consol idation 63-165 100 Percent Psuedo-Tract Tallies 63-166 Sample Bseudo Tract 63-176 Final Tract Matrix 64-47 Complete Count Tract 64-93 25 Precent Sample File 67-92 5 Percent Sample Weighted Data 74-23 Puerto Rico Sample</p> <p>Permanent. Transfer to NARS in 1990.</p>	<p>3.4.81</p> <p>10</p> <p>3/4/81</p>	<p>WAR</p> <p>3-4-81</p> <p>SEB</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 96
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*126.	<p>SPECIAL CENSUSES</p> <p>Special censuses of counties, towns, cities, townships, school districts, states, and other political subdivisions that the Census Bureau performs under contract to the local government. In most cases, data consists of address of household, names of persons within, their age-sex-race-birth date-and relationship to head of household member, and some additional data.</p> <p>Disposition--Destroy 90 days after delivery of tabulations or Public Use microdata/aggregated data tape to the local government requesting the Census. Information is duplicated in decennial census records.</p>		
*127.	<p>POST-CENSUS FOLLOW-UP SURVEYS</p> <p>Sample surveys of persons and households belonging to groups such as scientist, physically disabled, racial minorities, or homeowners that are conducted as follow-up surveys to the decennial census for purposes of gathering additional data.</p> <p>Disposition--Submit SF115 to the National Archives for each individual file.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 97
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	M/R FILES OF THE DEMOGRAPHIC SURVEYS DIVISION		
*128.	<p>CENSUS OF STATE AND FEDERAL PRISONERS</p> <p>1974. 5 reels (3 IIIA and 2-6250)</p> <p>Law Enforcement Assistance Administration sponsored one-time census of inmates in State and Federal prisons with a sentence of more than one year. The file contains data on each prisoner's admission status, criminal convictions, age, sex, race, marital status, and education.</p> <p>Disposition--Permanent <i>Destroy when 5 years old or when agency use ceases.</i></p>		
*129.	<p>CONSUMER EXPENDITURES SURVEY</p> <p>1978 and thereafter. Annual Accumulation - 4 reels (6250) per year.</p> <p>Bureau of Labor Statistics sponsored quarterly sample survey of 7,500 households to gather data on consumer expenditures and family assets/liabilities/ income/expenditures for the purposes of revising the Consumer Price Index and conducting family budget studies. The file includes the following data: personal background information on each member of the household; housing, utility, and property tax expenses; property alteration and repair expenses; quantity and cost of clothing, consumer durable, small appliance, automobile, vacation, medical/health, food/beverage, and other expenditures; characteristics of the housing unit; occupation and income by source and amount for each adult; and family assets and liabilities.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*130.	<p>CONSUMER EXPENDITURES SURVEY--DIARY SURVEY</p> <p>1978 and thereafter. Annual Accumulation - 1 reel (6250) per year.</p> <p>Bureau of Labor Statistics sponsored sample survey of 6,000 households designed to gather</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

98

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*131.	<p>information on consumer purchases of food and beverages, personal care products and services, small household supplies, and various miscellaneous items. The file includes personal background data on each member of the household, occupation and income of each adult, characteristics of the dwelling unit, and daily expenditures for each item of purchase for a 7 day period.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 70 years old.</i></p> <p>CRIMINAL VICTIMIZATION SURVEYS</p> <p>1972 and 1974. 22 reels (809).</p> <p>Law Enforcement Assistance Administration sponsored surveys of households in large cities to gather data on the amount of criminal victimization and the extent to which specific types of crime are reported to the police. There is a separate file for each city surveyed. The cities surveyed consist of Chicago, Detroit, Los Angeles, New York; and Philadelphia in 1972 and 1974, and of Boston, Washington, Buffalo, Pittsburgh, Cincinnati, Milwaukee, New Orleans, Houston, San Diego, Oakland, Miami, and San Francisco in 1974. Each file includes the following data: personal characteristics and occupation of each member of the household; whether any household member was a criminal victim, the circumstances surrounding the crime, and any resulting losses or injuries; and attitudes toward the crime problem, the safety of the neighborhood, and the police.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*132.	<p>CURRENT MEDICARE SURVEYS</p> <p>1974 and thereafter. 6 reels (6250)</p> <p>Social Security Administration sponsored annual surveys of 6,000 persons (2,000 disabled and 4,000 aged) randomly selected from Medicare enrollment lists for the purpose of gathering information on the type and expense of medical services utilized by Medicare recipients. The file includes data on each</p>		

Request for Records Disposition Authority -- Continuation		JOB NO	PAGE OF 99
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>person's recent doctor visits, hospital stays, nursing home stays, medical equipment expenses, and prescription medicine expenses, but does not include any personal data on the respondents.</p> <p>Disposition--Temporary. Destroy when 5 years old or sooner if no longer needed.</p>		
133.	<p>CURRENT POPULATION SURVEYS</p> <p>See Item No. 189.</p>		<i>withdawn</i>
*134.	<p>HEALTH EXAMINATION SURVEYS</p> <p>1970 and thereafter. 22 reels (8C). Annual accumulation of 1 reel.</p> <p>National Center for Health Statistics sponsored annual surveys of approximately 30,000 persons between 6 months and 74 years of age to collect information on the health of the nation. The files include personal, occupational, and income information on each respondent; the respondent's medical history; the results of the medical examination; and such respondent life style characteristics as cigarette smoking habits, physical activity levels, and coffee/tea drinking patterns.</p> <p>Disposition--Permanent. <i>see remark p. 99A</i></p>		
*135.	<p>LOCAL AREA SAMPLE SURVEYS</p> <p>One-time or recurring sample surveys that are conducted in a single limited geographic area, such as a city, county, or SMSA. Examples of such surveys are a Consumer Expenditure Survey of Fairbanks, Alaska, and a Survey of Neurological Disorders in Copiah County, Mississippi.</p> <p>Disposition--Temporary. Destroy when 5 years old. <i>Submit on SF 115 to NARS for each file.</i></p>		
*136.	<p>LONGITUDINAL RETIREMENT HISTORY STUDY</p> <p>1969, 1971, 1973, 1975, 1977 and 1979. 45 reels (40 III A 56250). Annual accumulation 2 reels.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 99A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
134	Disposition - Destroy all files created after 1978 in five years; destroy all files created before 1978 in 1982.		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 100
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Social Security Administration sponsored longitudinal cohort survey of a sample of 11,153 unmarried (widowed, divorced, separated, or never married) and married men and unmarried women born in the years 1905-1911, for the purpose of determining why an increasing proportion of social security beneficiaries were retiring before age 65 and of studying what factors affect the timing of retirement and the quality of retirement living. The files include data on the respondent's personal characteristics, employment and work history, health history, living expenses, financial status, and attitudes toward work and retirement.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*137.	<p>NATIONAL CRIME SURVEYS</p> <p>1972 and thereafter. 55 reels (6250).</p> <p>Law Enforcement Assistance Administration sponsored nationwide survey of 14,000 households to gather data on whether household members had been victimized by particular criminal acts, the extent to which crime was reported to the police, and the attitudes of criminal victims toward the crime problem. The file includes the following data for each member of the household: personal characteristics; occupation; whether a victim of a specific crime, the circumstances surrounding the crime, and resulting losses and injuries; and attitudes toward the crime problem, the safety of the neighborhood, and the police. This file has resulted in several LEAA publications.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*138.	<p>NATIONAL LONGITUDINAL SURVEYS</p> <p>1966-1983.</p> <p>Labor Department Employment and Training Administration sponsored longitudinal cohort surveys designed to study the work experience and related characteristics of 5,000 persons</p>		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 101
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>from each of 4 selected age-sex groups, with each group resurveyed every one or two years for 15 years. The surveys consist of 4 separate files, one for each age-sex group:</p> <p>(1)MEN AGED 45-59 in 1966. 15 reels (6250). Annual accumulation of 1 reel.</p> <p>Contains data on respondent's family background, work experience, attitude toward work, retirement plans, education, assets and income, household characteristics, marital history, and health.</p> <p>(2)WOMEN AGED 30-44 in 1967. 15 reels (6250). Annual accumulation of 1 reel.</p> <p>Contains data on respondent's labor force status and work experience, attitudes toward work and a woman's role, marital and childbearing history, education, health, assets and income, and family background.</p> <p>(3)MEN AGED 14-24 in 1966. 15 reels (6250). Annual accumulation of 1 reel.</p> <p>Contains data on respondent's education, high school and college experiences, educational goals, labor force status and work history, attitudes toward work, knowledge of the world of work, future job plans, income and assets, household characteristics, family background, and health.</p> <p>(4)WOMEN AGED 14-24 in 1968. 15 reels (6250). Annual accumulation of 1 reel.</p> <p>Contains data on respondent's education, high school and college experiences, educational goals, labor force status and work history, work attitudes and job plans, attitudes on a woman's role, income and assets, family background, and marital and childbearing history.</p> <p>Disposition--All files. Permanent.</p>		

*Transfer to NARS
when 70 years old*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 102
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*139.	<p>NATIONAL PERSONAL TRANSPORTATION SURVEYS (NPTS)</p> <p>1977. 10 reels (6250).</p> <p>Department of Transportation Federal Highway Administration sponsored sample surveys of 24,000 households for the purpose of collecting information on all travel (including commuting and local shopping) during a designated 24 hour period. The file includes personal background data on the members of the household, family income, year/make/model of family cars, distance to nearest mode of public transportation, occupation/mode of transportation to work/one way driving distance for each adult in the household, time/purpose/destination/distance/mode of transportation for each trip by a household member in a 24 hour period, and data on each trip of 75 or more miles in the past 14 days.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*140.	<p>NATIONAL TRAVEL SURVEY</p> <p>1967, 1972, 1977.</p> <p>Department of Transportation sponsored sample surveys of 24,000 households for the purpose of collecting information regarding trips of 100 miles or more away from home. The files include personal background information on each member of the household, the head of the household's occupation, family income, purpose/destination/month of each trip by each household member, and for each trip--number of persons in party/activities engaged in/mode of transportation/round trip mileage/number of nights spent away from home/type of lodging/route/places stayed overnight/cost of trip.</p> <p>Disposition</p> <p>a. Microdata Files. Volume: 10 reels (6250).</p> <p>Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>b. Public Use Files. 1967 and 1972. 2 reels</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

103

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>for each year.</p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
*141.	<p>POINT OF PURCHASE SURVEY</p> <p>1973. 27 reels (6250).</p> <p>Bureau of Labor Statistics sponsored sample survey of 53,000 households in urban areas to gather data on household expenditure patterns and local business outlets for use in updating the Consumer Price Index. The file data includes personal information on each member of the household, characteristics of the housing unit, occupation of each adult, family income, whether or not the family purchased any of a list of 134 consumer items, and the names and addresses of the stores where the items were purchased.</p>		
*142.	<p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>POINT OF PURCHASE SURVEYS</p> <p>1977 and thereafter. 5 reels (6250). Annual accumulation of 5 reels.</p> <p>Bureau of Labor Statistics sponsored annual sample surveys of 5,700 to 6,000 households in 86 urban area to gather names and addresses of business outlets for use in updating the Consumer Price Index. The files include personal information on each member of the household, characteristics of the housing unit, occupation of each adult, family income, whether or not the family purchased any of a list of 134 consumer items, and the names and addresses of the stores where the items were purchased.</p>		
*143.	<p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>PRISONER ADMISSION REPORTS</p> <p>1977 and thereafter.</p> <p>Law Enforcement Assistance Administration</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 104
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*144.	<p>sponsored census of prisoners admitted to prison within the calendar year. The files include the prisoner's serial number, date of birth, sex, race, educational level, the type and date of admission, offense for which committed, and sentence.</p> <p>Disposition--Temporary. Destroy when 5 years old.</p> <p>PRISONER RELEASE REPORTS</p> <p>1977 and thereafter.</p> <p>Law Enforcement Assistance Administration sponsored census of prisoners released from prison within the calendar year. The file includes the prisoner's serial number, date of birth, sex, race, educational level, the type and date of admission, offense for which committed, sentence, date of release, and type of release.</p> <p>Disposition--Temporary. Destroy when 5 years old.</p>		
*145.	<p>REPORT OF INMATES UNDER SENTENCE OF DEATH</p> <p>1975 and thereafter.</p> <p>Law Enforcement Assistance Administration sponsored census of prison inmates under sentence of death. The file data includes name of prisoner, state, sex, race, date of birth, the capital offense for which convicted, marital status, educational level, date of conviction, date of sentence, and inmate status as of December 31.</p> <p>Disposition--Temporary. Destroy when 5 years old.</p>		
*146.	<p>SUPPLEMENTAL INCOME SURVEY (SIS)</p> <p>1974. 4 reels (6250).</p> <p>Social Security Administration sponsored one-time sample survey of 21,000 households designed to gather information related to</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 105
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>SSA's takeover of welfare payments to the aged and disabled. The file includes personal data on each person in the household, characteristics of the dwelling unit, durable goods within the household, condition of the neighborhood, distance of household from closest grocery/drug store/post office/bank/bus stop/resturant/hospital/church/relative; family background, including occupation of respondent's father; respondent's occupation and work history; health insurance and medical disabilities; respondent's diet of the previous day; extent of social contacts with neighbors, friends, and relatives; and respondent's assessment of his present financial condition.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*147.	<p>SURVEY OF ECONOMIC OPPORTUNITY (SEO)</p> <p>1967. 50 reels (IIA).</p> <p>Office of Economic Opportunity sponsored sample survey of 38,000 households to gather data on the social, economic, and demographic characteristics of the population. The survey consists of two samples (1) a national self-weighting sample of 22,300 households, and (2) a supplemental sample of 15,700 households drawn from census enumeration districts with proportionately large non-white populations.</p> <p>The file includes data on the characteristics of each dwelling, the assetsdebts/income of each family, the age/sex/race/educational attainments of each person, and the employment pattern/occupation/health condition/income/marriage history of each adult.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*148.	<p>SURVEYS OF HEALTH AND WORK CHARACTERISTICS</p> <p>1967, 1972 and 1974. 6 reels (6250).</p> <p>Social Security Administration sponsored sample surveys of 18,000 respondents selected</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 106
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*149.	<p>from these persons who reported a work limitation due to physical or mental disability in the 5% sample of the decennial census. The files contain data on the respondent's occupation, labor force participation, financial status, disability, and usage of medical and rehabilitative services.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>SURVEY OF HEALTH RELATED OCCUPATIONS (ALSO REFERRED TO AS SURVEY OF NURSES)</p> <p>1974/75.</p> <p>Department of Health, Education and Welfare Health Resources Administration sponsored one-time mail sample survey of 2,000 persons listed as nurses on the 1970 decennial census to determine why there was a 20% difference between Census Bureau and National Institutes of Health figures on the number of Registered Nurses in the U.S. in 1970. The file contains data on whether the respondent was an R.N. or L.P.N. or certified psychiatric technician in 1974 and 1970, whether the respondent had graduated from an associate degree/diploma program/bachelors degree/other type of R.N. program and when, highest degree held in 1974 and 1970, and whether the respondent held an administrative or teaching position.</p> <p>Disposition--Temporary. Destroy when 5 years old <i>or sooner if no longer needed</i></p>		
*150.	<p>SURVEY OF INCOME AND EDUCATION (SIE)</p> <p>1976. 15 reels (6250).</p> <p>Department of Health, Education and Welfare sponsored one-time sample survey of 190,000 households in order to calculate the number of children in poverty in each state. The file includes occupation, work status, education, income by source and amount, birthplace, age, health impairments, health insurance coverage, native language, sex, and race for each person in every household interviewed plus data on the family tenure status, house value, monthly</p>		

Request for Records Disposition Authority--Continuation

JOB NO

PAGE OF

107

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*151.	<p>mortgage or rent payments, and whether any person in the family received food stamps.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>SURVEY OF INMATES OF STATE CORRECTIONAL FACILITIES</p> <p>1974 and thereafter. Volume: 2 reels (6250).</p> <p>Law Enforcement Assistance Administration sponsored surveys of 10,000 inmates in State prisons for the purpose of compiling a demographic profile of persons in prison. The file includes data on sex, race, ethnic origin, age, place of birth, marital status, contact with family and friends, prior offenses and sentences, whether freed on bail/pleaded guilty/plea bargained for last offense, prison rehabilitation experiences, prison work experiences, last full-time civilian job, income by source and amount in year prior to last conviction, drug history, and whether under the influence of alcohol or drugs when committing last offense.</p>		
*152.	<p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>SURVEY OF JAIL INMATES</p> <p>1974.</p> <p>Law Enforcement Assistance Administration sponsored one-time survey of jail inmates with sentences of one year or less. The file contains data on the prisoner's admission status, criminal convictions, age, sex, race, education, and marital status.</p>		
*153.	<p>Disposition--Temporary. Destroy when 5 years old. <i>Permanent. Transfer to NARS when 30 years old.</i></p> <p>SURVEY OF SENTENCED POPULATION MOVEMENTS</p> <p>1975 and thereafter.</p> <p>Law Enforcement Assistance Administration sponsored population count of persons by sex in State, Federal, and District of Columbia</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

108

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*154.	<p>prisons. The enumeration categories consist of total prisoner population, prisoners with a year or less sentence, prisoners with over a 1 year sentence, number of prisoner admissions, and number of prisoner releases.</p> <p>Disposition--Temporary. Destroy when 5 years old.</p> <p>SURVEY OF SHELTERED WORKSHOPS</p> <p>1976.</p> <p>Labor Department Employment Standards Administration sponsored one-time survey of clients of "sheltered workshops" (i.e. businesses or charitable organizations that hire disabled, mentally retarded, alcoholic or drug addicted workers for rehabilitative purposes). The file includes background information on the client along with data on the client's primary disability, workshop occupation, income, access to job training and personal counseling, and attitudes toward the workshop and his job.</p> <p>Disposition--Temporary <i>Permanent. Transfer to NARS when 30 years old.</i></p>		
*155.	<p>SURVEY OF VETERANS</p> <p>1977. 1 reel (6250).</p> <p>Veterans Administration sponsored one-time survey of 15,000 male veterans previously sampled in the Current Population Survey in order to provide evaluation information on the impact of various VA programs on male veterans. The file includes personal information on each respondent, VA benefits for which eligible, health problems, medical care received in the past year, educational level upon separation from the service and at present, job status, family income by source and amount, recent contacts with the VA, and awareness of potential VA benefits.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

109

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*156.	<p>SUPPLEMENTARY SURVEYS NOT ELSEWHERE DESCRIBED</p> <p>One-time or limited time-period sample surveys that are conducted as supplementary questionnaires or questions to an on-going recurring sample survey other than the Current Population Survey. When processed, these files usually, but not necessarily, will incorporate the recurring sample survey data. Examples of such Supplementary Surveys are the Travel to Work Supplement to the Annual Housing Survey in 1975 and the National Survey of Crime Severity which was a Supplement to the July and December 1977 National Crime Survey.</p> <p>Disposition</p> <p>a. If the recurring survey is permanent, Permanent. <i>Transfer to NARS when 70 years old.</i></p> <p>b. If the recurring survey is not permanent, Submit an SF115 to the National Archives for each file.</p>		
157.	<p>OTHER SURVEYS NOT ELSEWHERE DESCRIBED</p> <p>One-time or recurring sample surveys that are neither Supplements to a Recurring Survey nor listed elsewhere in this Schedule.</p> <p>Disposition--Submit an SF115 on each file to the National Archives.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

110

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
158.	<p>M/R FILES OF THE FOREIGN DEMOGRAPHIC ANALYSIS DIVISION</p> <p>INDEX OF GENERAL INDUSTRIAL WORTH (I-95 IGIW) FILE</p> <p>1 tape.</p> <p>Twelve year time series data on the economic output (in millions of 1973 U.S. dollars) of urban agglomerations in the U.S., Western Europe, and Japan. U.S. data comes from the Census of Manufacturers and foreign data from similar type censuses. The file includes the name of the urban agglomeration and the country in which located, geographic coordinates, output for base year and each year of the projection period, radius of the urban area, per cent of national economic output for each year of the projection period, SIC codes for the three largest industries, and the value of each industry in per cent of total economic output for the area.</p> <p>Disposition--Permanent. Offer to the National Archives when 20 years old.</p>		
*159.	<p>PLANNED INVENTORY FILE (PIF)</p> <p>1 tape.</p> <p>Twelve year time series data on the manufacturer value added and the per cent of country output total for companies and manufacturing concerns in the U.S. and foreign countries. U.S. data comes from the 1972 Census of Manufacturers and foreign data from similar type censuses. The file includes company name and address, geographic coordinates, plant radius and elevation, SIC codes, average annual employment, estimated manufacturer value added for base year and each year of the projection period, per cent of country total for base year and each year of the projection period, and estimated capital investment.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 20 years old.</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF ///
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
160.	<p>POPULATION DISTRIBUTION SYSTEM FILES</p> <p>Twelve year time series population projections of urban and rural areas in foreign countries using the last census year as the base year. The system consists of two files--both of which contain the name of the area described and the country in which located, the geographic coordinates, the date scope of the projection period, the average annual growth rate, and the population for the base year and each year of the projection period. The two files are:</p> <p>a. P95 URBAN AGGLOMERATION FILE</p> <p>Time series projections for urban areas of 25,000 population or more.</p> <p>Disposition--Temporary. Destroy when 15 years old or sooner if no longer needed.</p> <p>b. BASIC/RURAL CELL RECORD FILE</p> <p>Time series projections for rural or geographic areas not included in the P-95 File.</p> <p>Disposition--Temporary. Destroy when 15 years old or sooner if no longer needed.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 112
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	M/R FILES OF HOUSING DIVISION		
*161.	<p>FIVE CITY HOUSING SURVEY</p> <p>One-time 1972 survey of 2,178 households in the cities of Trenton, Chicago, Memphis, Brownsville, and Portland to see if objective characteristics could be found that would provide a reliable and accurate measure of housing quality. The file includes data on persons in the household, amenities within the dwelling unit, recent service interruptions, types of dilapidation present, value of the building/monthly rent, and family income and education, along with interviewer ratings on the condition of the structure and the neighborhood. With the exception of the interviewer data, information in this file is duplicated on a nationwide recurring basis in the Annual Housing Surveys.</p> <p>Disposition--Destroy when 20 years old or sooner if no longer needed.</p>		
*162.	<p>QUARTERLY HOUSING SURVEY (QHS)</p> <p>Quarterly sample survey of approximately 5,500 households with Current Population Survey sampling procedures used except that renters and low-income families are excluded. The QHS is a two-part survey consisting of (1) the SURVEY OF OCCUPIED HOUSING UNITS (SOHU) which gathers data on the personal characteristics of household members, the characteristics and value of the dwelling unit, and the income and education of the household head; and (2) the SURVEY OF RESIDENTIAL ALTERATIONS AND REPAIRS (SURAR) which collects data on the cost and nature of any residential or property repairs, alterations, or improvements. Most of the information in this file also exists in the Annual Housing Surveys which involve a much larger sampling and contain much information not in the QHS.</p> <p>Disposition--Destroy after 2 years.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

113

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*163.	<p>HOUSING VACANCY SURVEY (HVS)</p> <p>Monthly survey data on vacant housing units within the Current Population Survey and Quarterly Housing Survey samples. The HVS includes data on the type of housing unit, the number of housing units in the structure, the number of bedrooms in the unit, the plumbing facilities included, the year the dwelling was built, the length of the vacancy, the monthly rent or selling price. Any information of value in this file also exists in the Current Population Survey and Annual Housing Survey files.</p> <p>Disposition--Destroy after 1 year.</p>		
*164.	<p>ANNUAL HOUSING SURVEY (AHS)</p> <p>1973 and thereafter. Approximately 20 reels (6250). Annual accumulation--approximately 5-6 reels for both surveys.</p> <p>Two separate sample surveys, consisting of (1) national sample of 60,000 housing units now increased to 76,000 units to include an over-sampling of rural areas, and (2) a SMSA sample of 140,000 housing units in 20 SMSA's located throughout the nation.</p> <p>Both surveys are jointly sponsored by the Department of Housing and Urban Development and the Census Bureau to obtain information on the quality and physical condition of the nation's housing along with information on the extent of repair and renovation, vacancy rates, net changes in the housing supply, and housing price/ rent levels. Both samples contain data on physical characteristics of the respondent's present dwelling, utilities and facilities within the household, recent alterations and repairs, neighborhood environmental conditions, monthly rent/mortgage and utility costs, personal characteristics of the head of the household, physical characteristics of his former dwelling unit, and reasons for moving to the present location.</p> <p><i>Transfers to NARS when 30 years old.</i></p> <p>Disposition--Both surveys are Permanent.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

114

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*165.	<p>SURVEY OF MARKET ABSORPTION OF NEW APARTMENT BUILDINGS (SOMA)</p> <p>Department of Housing and Urban Development sponsored survey of approximately 600 recently completed apartment buildings with each building followed on a monthly reinterview basis until all units are either rented or sold (if a cooperative or condominium). Data includes ownership status, the number of housing units, the utilities and facilities included, unit totals by number of bedrooms and rent level category, and the name of the HUD subsidy program, if any.</p> <p>Disposition--Destroy after 2 years.</p>		
*166.	<p>NEW YORK CITY HOUSING AND VACANCY SURVEY</p> <p>1968 and thereafter. 13 reels (III A). Triennial accumulation of 1-2 reels.</p> <p>Triennial survey of 16,000 households conducted under contract for the New York City Rent Control Program. The file includes personal data on the household members, date of family occupancy, location of former residence, year structure was built, number of housing units in building, number of rooms and bedrooms in the apartment, facilities and utilities included, monthly rent or condominium charges, family income data, and data on recent service interruptions.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		
*167.	<p>RESIDENTIAL FINANCE SURVEY</p> <p>1970 and every decade thereafter. 4 reels (III A).</p> <p>Decennial census related survey of approximately 65,000 properties ($\frac{1}{2}$ homeowner $\frac{1}{2}$ rental) designed to gather information on the characteristics of property owners, lending institution mortgage policies, and the extent of low and moderate family income access to</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

115

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*168.	<p>the housing market. The file includes characteristics of the property and the mortgage, financing arrangements, personal characteristics of the homeowner, and family income.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>COMPONENTS OF INVENTORY CHANGE SURVEY (CINCH)</p> <p>1970 and every decade thereafter. 84 reels (III A)</p> <p>Decennial census related survey of 320,000 housing units designed to measure changes in housing inventory due to new construction, demolition, conversions, and mergers that occurred in the past decade. Included in the survey is a subsample of 120,000 housing units which were interviewed to gather data on the type of housing units and households associated with changes in inventory. CINCH contains data on the characteristics of the living quarters and any changes within along with the date such changes occurred. The subsample includes personal data on the members of the household, family income data, monthly rent or property value, descriptions of the housing unit and the head of the household's former housing unit, and the reasons for leaving the former unit.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

116

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*169.	<p>M/R FILES OF THE POPULATION DIVISION</p> <p>CURRENT POPULATION SURVEY (CPS)</p> <p>1962 and thereafter. Approximately 200 reels (after conversion to 6250/8C9). Files accumulate at the rate of 1 reel (8C9) per month.</p> <p>Monthly nationwide sample survey of approximately 47,000 households for the purpose of collecting monthly data on employment, unemployment, and related characteristics. The CPS consists of a Basic Questionnaire which gathers data relating to employment and, for most months, an additional Supplemental Questionnaire which collects additional data. Output consists of:</p> <p>a. BASIC FILE</p> <p>Contains personal data and employment information on each adult within the household. A copy of this file goes to the Bureau of Labor Statistics for use in producing monthly employment and unemployment statistics.</p> <p>Disposition--Temporary. Destroy when 2 years old.</p> <p>b. SUPPLEMENTAL FILE</p> <p>Contains Basic File data plus additional information. Some Supplemental Files are annual surveys, such as (1) MARCH CPS which includes data on children employment during the past year, and income by source and amount; (2) MAY CPS which includes data on second jobs; (3) JUNE CPS which includes data on marital history, birth history, and birth expectations; and (4) OCTOBER CPS which includes data on school enrollment. Other Supplemental Files are one-time surveys, like the January 1973 CPS which includes data on job tenure and occupational mobility and the April 1974 CPS which includes data on volunteer work.</p>		

withdrawn

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

117

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition--Permanent.</p> <p>c. PUBLIC USE FILE</p> <p>Consists of disclosure free versions of the MARCH CPS microdata file for 1968 and thereafter.</p> <p>Disposition--Permanent. Offer to the National Archives when 5 years old.</p>		
*170.	<p>SURVEY OF REGISTRATION AND VOTING</p> <p>1976 and every biennium thereafter. 550 reels (8C9). Biennial accumulation-500 reels (8C9).</p> <p>The Voting Rights Act as amended requires the Census Bureau in Congressional election years to conduct surveys of registration and voting in every State or political subdivision covered by the Act. Data includes personal characteristics for each person in each household enumerated; each Person's ethnic origin, place of birth, and citizenship; and whether each adult voted or was registered to vote in the November election. In 1976, this survey covered 140,000 persons. In 1978 and thereafter, it will cover 5,000,000 persons.</p> <p><i>Permanent Transfer to NARS when 30 years old.</i></p> <p>Disposition--Destroy when 10 years old.</p>		
*171.	<p>SURVEY OF OCCUPATIONAL CHANGES IN A GENERATION</p> <p>1973. 1 reel (8C9).</p> <p>One-time sample survey of 39,000 males aged 20-65 in 1973 who were included in the October 1972 and March 1973 Current Population Survey. The purpose of the survey was to study trends in occupational mobility since an earlier survey in 1962. Data for each respondent includes birthplace, ethnic background, educational level, marital status, occupational and military service history, and birth order rank; locale of residence and family income at age 16; birthplace, occupation and educational level of respondent's father; and occupation and educational level of wife's father.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 118
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*172.	<p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>SURVEY OF INCOME AND PROGRAM PARTICIPATION (SIPP)</p> <p>1979 and thereafter.</p> <p>Projected quarterly nationwide sample survey of 50,000 households directed toward the measurement of the proportions of eligible families that participate in Medicare, Medicaid, Food Stamps, Public Housing, and other social welfare programs. The file will include data on family income, assets, liabilities, expenditures, and participation in Federal welfare and income redistribution programs.</p> <p>Disposition--Permanent.</p>		<p>WITHDRAWN</p> <p><i>Review agreed to be 2/12/80</i></p>
*173.	<p>POSTCENSAL PROFESSIONAL AND SCIENTIFIC MANPOWER SURVEYS</p> <p>1972 and every biennium thereafter. 6 reels (8C9) Biennial accumulation of 2 reels (8C9) through 1980.</p> <p>Census Bureau and National Science Foundation sponsored biennial longitudinal cohort survey of approximately 50,000 persons listed in the decennial census as social/physical/life scientists, engineers, science and engineering technicians, and computer specialists. The purpose of these surveys was to obtain information on the educational level, current employment, career patterns, and demographic characteristics of persons employed or trained in the above fields. The file includes data on the respondent's personal background, educational history and status, employment history and job characteristics, income history, and on the occupation and educational level of the respondent's father.</p>		
*174.	<p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>CENSUS EMPLOYMENT SURVEY (CES)</p> <p>1970 and possibly every decade thereafter. 120</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 119
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>reels (III A).</p> <p>Sample survey of approximately 3,500 households in 60 urban and 7 rural poverty areas conducted in conjunction with the 1970 decennial census in order to gather information on unemployment and current employment in poverty areas and on the work history of persons residing in such places. The file includes data on current job status, work history, income by source and amount, job training experience, length of residence within the area, birthplace, means/cost/time involved in commuting to work, and health problems.</p> <p>Disposition</p> <p>a. Microdata Tapes.</p> <p>Permanent. <i>Transfer to NARS when 30 years old.</i></p> <p>b. Public Use Tapes. 24 reels. Disclosure-free version of the above microdata file for each of the 24 survey areas that contained a population of at least 250,000.</p> <p>Permanent. Offer to the National Archives when 10 years old.</p>		
*175.	<p>SURVEY OF CONSUMER BUYING EXPECTATIONS (CBE)</p> <p>1967-1973.</p> <p>Quarterly sample survey of 11,500 households that are included in the Quarterly Household Survey (QHS). This study attempted to measure and predict household purchases of durable consumer goods. The file included data on the age/race/income level of the household head, background information on the family housing unit, and whether the family recently purchased or intended to purchase such consumer durables as a house, car, color TV, or refrigerator-freezer. This survey was discontinued since it was not an accurate predictor of future consumer behavior.</p> <p>Disposition--Permanent. <i>Transfer to NARS when 30 years old.</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 120
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
176.	<p>GENERAL REVENUE SHARING FILES</p> <p>1973 and thereafter. 1000 reels (8C9/6250). Annual accumulation of 500 reels.</p> <p>Data submitted to the Office of Revenue Sharing (ORS) at the Department of the Treasury by the Revenue and Administrative Records Staff of the Division. The file includes information on the government unit receiving funds, the population of the jurisdiction, the per capita income, the amount of funds received or expected, and the adjusted tax level.</p> <p>Disposition--Permanent. Offer to the National Archives when 10 years old.</p>		
*177.	<p>SAMPLE IRS TIME SERIES LINK FILES</p> <p>Time series linkage (by means of Social Security Number) of a sample of IRS Individual Master File tax returns for the years 1969 and after that were created to study migration patterns of various racial and occupational groups. The file data includes adjusted gross income, marital status, number of exemptions and children, income by source and amount, address, and whether schedules C-D-E-SE were attached to the return.</p> <p>Disposition--Destroy when 5 years old.</p>		
*178.	<p>INDIVIDUAL MASTER FILE-SUMMARY EARNINGS RECORD LINK FILES</p> <p>Sample link files of the IRS Individual Master File tax return data with Social Security Administration Summary Earnings Record data to obtain information on place of work vs place of residence, migration, per capita income, and related subjects. The file includes addresses for each tax year, amount of income by source, SIC code of employer, type of return, and number of exemptions by type.</p> <p>Disposition--Destroy when 5 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 121
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
179.	<p>P-60 SERIES HISTORICAL DATA FILE</p> <p>1947-1974. 1 reel.</p> <p>Summary tabulations of income distribution data listed in <u>Money Income of Families and Persons in the United States</u> (Series P-60) from 1947 (for some tables) to 1974. The time series data in this file can be printed out in current dollars, constant dollars, quintile income cutoffs, and aggregate income.</p> <p><i>Disposition--Permanently. Offer to the National Archives when 10 years old. Destroy when no longer needed for agency use.</i></p>		
180.	<p>FILES RECEIVED FROM ANOTHER AGENCY</p> <p>Machine readable files received from other Federal and from non-Federal agencies, and neither linked nor merged with other files (but which may be reformatted and/or have Census geographic codes added). Most of these files are IRS and Social Security files which have been acquired by the Revenue Sharing and Administrative Records Staff or the Local Population Estimates Branch to prepare population estimates for Federal grant and revenue sharing purposes.</p> <p>Disposition--Destroy when 15 years old or sooner if no longer needed.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 122
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*181.	<p>M/R FILES OF THE STATISTICAL METHODS DIVISION</p> <p>POST-CENSUS ENUMERATION SURVEYS</p> <p>Sample surveys of households designed to measure the extent of decennial census under-counting either as a whole or within certain socio-economic-racial-ethnic groups and/or geographic areas. Included in this category are surveys of addresses and resurveys of vacant dwelling units. These files typically contain extensive personal identifier data (such as name, maiden name, names of parents, current address and address on Census day, Social Security Number, and relationship to household head) to facilitate matching with Census data, but they include very little demographic data.</p> <p>Disposition--Temporary. Destroy when 10 years old or sooner if no longer needed.</p>		
*182.	<p>LINKED SAMPLE SURVEY/CENSUS AND ADMINISTRATIVE RECORD FILES</p> <p>Linked files containing either Decennial Census, Census Pre-test, or Sample Survey data on the one hand and data derived from administrative records such as Medicare files, Utility customers, birth registrations, or auto driver license lists on the other. These files are created for the purpose of measuring undercount or response variance levels either in the nation as a whole or within certain social groups and geographic areas and thus usually link only a few data elements of each file. Examples of such files are (1) Linked Travis County Census Pre-test and local Utility record data, (2) Linked Decennial Census and W-2 Form data, and (3) Linked Decennial Census and Medicare data.</p> <p>Disposition--Temporary. Destroy when 10 years old or sooner if no longer needed.</p>		
*183.	<p>SAMPLE ADDRESS LIST FILES</p> <p>Updated sample address lists derived from</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 123
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Decennial Census Enumeration District Lists. These files are used to generate survey Address Lists and Mailing Labels.</p> <p>Disposition--Temporary. Destroy when superseded or obsolete.</p>		
184.	<p>MASTER SEGMENT FILES OR MASTER HITS FILES</p> <p>Reference tape files containing data on each sample unit included in a survey. These are used both to check on whether the survey questionnaires have been received and to design certain data needed in the tabulation of the survey results. The file data includes PSU/segment or serial number/tract/Enumeration District numbers, State/county/minor civil division/place codes, and some descriptive information.</p> <p>Disposition--Temporary. Destroy when 10 years old or sooner if no longer needed.</p>		
*185.	<p>REINTERVIEW OR CONTENT ERROR STUDY FILES</p> <p>Reinterviews of persons interviewed in Census pre-tests, Decennial Censuses, and Sample Surveys. The reinterview data is then linked with question response and personal/ household data from the initial survey or census to facilitate the comparison of the initial and reinterview responses.</p> <p>Disposition--Temporary. Destroy when 10 years old or sooner if no longer needed.</p>		