

Read NCO 26 Nov 79

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-29-80-6
DATE RECEIVED	12-26-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-4-80	<i>James E. O'Neil</i> Date <i>Acting</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
All Demographic and Economic Area Divisions

4. NAME OF PERSON WITH WHOM TO CONFER  
*Robert W. Rawlins*  
Robert W. Rawlins

5. TEL EXT  
763-5415

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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
12/11/79	<i>Kay V. Parr</i>	Departmental Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>SECONDARY USE SAMPLING RECORDS</p> <p>Completed questionnaires, control cards, and/or related records that are selected for secondary use in planning new sampling frames, conducting statistical research, or making data/sample comparisons with another sample survey or census. When so selected, these documents become incorporated in this series and shed their previous retention periods.</p> <p>Destroy when 10 years or sooner if no longer needed, but in no case earlier than the normal scheduled retention period.</p> <p>This entry covers records that have been selected for a secondary use that requires retention of the records beyond the normal retention period. Since these records constitute a small proportion of the series in which the records belong, the redesignation of secondary use records as a new series will preclude either the necessity of requesting from the National Archives an extension for each individual group of records or the necessity of extending the retention periods for whole series of records and thus adding to unnecessary storage costs.</p>		

115-107

*Checked out 1/17/80*  
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