

Req No 26 Dec 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 Divisions and Offices

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

5. TEL. EXT.  
763-5415

LEAVE BLANK
JOB NO. NCL-29-80-7
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<b>WITHDRAWN</b>
Date _____ Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ 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 12-10-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jerry V. Pass</i>	E. TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This Records Schedule covers administrative, general management, financial management, personal property, informational services, publications, real property, research and development, security, emergency planning, and transportation records that are common to all or most Bureau organizational units and that either deviate from the General Records Schedules, are not specifically covered by the General Records Schedules, or constitute records that the General Records Schedules state should be submitted on an SF-115.</p> <p><i>Spoke with Bill Reader who said all of these schedules (CRS type) had been withdrawn. 5/21/81 JTBW</i></p>		<b>WITHDRAWN</b>

42 items

*Withdrawn: 10-1-81: K.T.D*

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1. [I2]	<p>Record set of organizational charts, reports, studies, and other documents that reflect the organization of Census staffing and changes thereto. Volume: 60 cubic feet. 1955 and thereafter. Annual accumulation: 2½ cubic feet.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives 15 years thereafter. (GRS #16 Item 13a)</p>		WITHDRAWN
2. [I3]	<p>Record copy of minutes of committees, meetings, and conferences maintained by the office of primary interest. Volume: 30 cubic feet. 1950 and thereafter. Annual accumulation: 1 cubic foot.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives 15 years thereafter. (GRS #16 Item 12a(1) and 12b(1)(2))</p>		WITHDRAWN
3. [I4]	<p>Forms files consisting of copies of printed forms, and data showing inception and scope of form, the purposes served by the forms, and related procedures.</p> <p>a. Public Use Forms (i.e., Questionnaire Forms used to gather information from the public).</p> <p>(1) Historical record copy maintained by the Forms Branch. Volume: 75 cubic feet. 1951 and thereafter. Annual accumulation: 1½ cubic feet.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives when 15 years old.</p> <p>(2) All other copies.</p> <p>Destroy when superseded, obsolete, or no longer needed.</p>		WITHDRAWN

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4. [15]	<p>b. Internal Use Forms.</p> <p>(1) Record copy of forms relating to the Decennial Census. Volume: 90 cubic feet. 1951 and thereafter. Annual accumulation: 2 cubic feet.</p> <p>Permanent. Transfer to the Records Disposition Unit when 2 years old. Offer to the National Archives when 10 years old.</p> <p>(2) Record copy of forms relating to the Economic Census. Volume: 48 cubic feet. 1951 and thereafter. Annual accumulation: 1 cubic foot.</p> <p>Permanent. Transfer to the Records Disposition Unit when 2 years old. Offer to the National Archives when 5 years old.</p> <p>(3) Record copy of all other forms.</p> <p>Destroy 3 years after obsolescence.</p> <p>(4) All other copies of (1), (2), and (3).</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p>c. FOSDIC Forms and related project material maintained by Engineering Division. Volume: less than 1 cubic foot. 1951 and thereafter. Annual accumulation: Negligible.</p> <p>Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 10 years old.</p> <p>Office of Management and Budget report clearance files consisting of SF-83, "Request for and Notice of Bureau of the Budget Clearance Action," supporting statement, and copies of proposed report forms.</p>		WITHDRAWN

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5. [I6]	<p>Destroy when 15 years old or sooner if no longer needed for current business. (GRS #16 Item 5)</p> <p>Management reports.</p> <p>a. Published reports and studies, including the last manuscript report if not published, with supporting papers documenting project initiation, scope, procedure, and accomplishments. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if not needed for current business. (GRS #16 Item 2a)</p> <p>b. Working papers, including background materials, studies, analyses, notes, rough drafts, interim reports, and related papers.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS #16 Item 10)</p> <p>c. Project control records for management or organization studies showing assignment, progress, and completion of projects.</p> <p>Destroy 1 year after project is completed or abandoned. (GRS #16 Item 7)</p> <p>d. Originating office copy of management improvement reports submitted to the Department of Commerce, and related analysis and feeder reports. These reports correspond to those described in General Records Schedule No. 16 Item 5 except that they are directed to the Department of Commerce rather than OMB. Volume: 2 cubic feet. 1964 and thereafter. Annual accumulation: Negligible.</p>		WITHDRAWN

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	<p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business.</p> <p>e. Periodic activity reports summarizing in narrative and statistical form the accomplishments of an organization. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot per year.</p> <p>(1) Originating unit copies prepared at division, office, or higher level.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19 Item 11c)</p> <p>(2) Originating unit copies prepared and retained below division level.</p> <p>Destroy when 3 years old.</p>		
6. [I18]	<p>Age Search Application index file showing name, address, and case number of applicant. Filed alphabetically by name of applicant and used as a locator while search is in progress, and as an index to age search application file (which is covered under GRS #6 Item 1a).</p> <p>Destroy when 3 years old.</p>		WITHDRAWN
7. [I11]	<p>Cards listing items of equipment for each telephone line assigned to Census. Used for reference and for writing orders for equipment changes.</p> <p>Destroy old cards when they become filled up and new cards are prepared. (GRS #12 Item 2b)</p>		WITHDRAWN
8. [I13]	<p>Memorandum copies of telephone toll tickets. (The originals are disposable under GRS #12 Item 1a)</p> <p>Destroy when 4 months old. (GRS #12 Item 2d(1))</p>		WITHDRAWN

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9. [III]	<p>Correspondence and directives showing policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Census programs. Volume: 24 cubic feet. 1950 and thereafter. Annual accumulation: 2 cubic feet.</p> <p>a. Budget Division copy.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if longer needed for current business. (GRS # 5 Item 1)</p> <p>b. All others.</p> <p>Destroy when 3 years old. (GRS #5 Item 1)</p>		WITHDRAWN
10. [III10]	<p>Records such as Form TFS 6653, "Undisbursed Appropriation Accounts," submitted by Treasury monthly, showing transactions and balances for each of Census' appropriations funds. Used to reconcile and control appropriations and funds.</p> <p>Destroy when 3 years old.</p>		WITHDRAWN
11. [II32]	<p>Records such as SF-71, "Application for Leave," and supporting papers. Used by employees to obtain approval of annual or sick leave, LWOP, and absences for which the time, attendance, and leave form has not been initialed.</p> <p>Destroy when 1 year old. (GRS #2 Item 8)</p>		WITHDRAWN
12. [III3]	<p>Bid invitations on which no awards were made. (Accepted and rejected bids are covered under GRS # 3 Item 4a)</p> <p>Destroy when 1 year old.</p>		WITHDRAWN
13. [III13]	<p>Property issuance records for nonexpendable property to an individual for official use, on or off premises, such as Form BC-208, "Memorandum Receipt," and Form OF-7, "GSA Property Pass."</p>		WITHDRAWN

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	Destroy upon return of property. (GRS #18 Item 13)		
14. [V1]	<p>Record copies of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic presentations, and any related indexes. 1951 and thereafter. Volume: 15 cubic feet. Annual accumulation: ½ cubic foot.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #14 Item 1)</p>		WITHDRAWN
15. [V2]	<p>Policy correspondence files of Census formally designated Public Information Office concerning the release of information to the public. 1976 and thereafter. Volume: Negligible. Annual accumulation: Negligible.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #14 Item 2)</p>		WITHDRAWN
16. [VII]	<p>Published statistical reports (whether in textual or microform format), operating manuals and instructions, administrative issuances, and related materials.</p> <p>a. Published statistical reports. Volume: 1,300 cubic feet. 1790 and thereafter. Annual accumulation: 30 cubic feet.</p> <p>Transfer one copy to the National Archives when issued, or, if issued prior to this schedule, when microformed. (GRS #13 Item 1a)</p> <p>b. Operating manuals, instructions, and memorandums. Volume: 40 cubic feet. 1965 and thereafter. Annual accumulation: 3 cubic feet.</p> <p>One complete set of each issuance, and a copy or reproduction, will be maintained as a "record set" by the division or</p>		WITHDRAWN

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	<p>office primarily responsible for its issuance. Transfer to Census Records Center Unit when a complete set is accumulated or when the related records are transferred. Offer to the National Archives when 15 years old or sooner if no longer needed.</p> <p>c. Administrative issuances. 1960 and thereafter. Volume: 16 cubic feet. Annual accumulation: 1 cubic foot.</p> <p>A "record set" of each issuance, and a copy or reproduction of related forms, will be maintained by the Directives and Reports Management Branch, Organization and Management Systems Division. Offer to the National Archives when 15 years old or sooner if no longer needed. (GRS #16 Item 1a)</p>		
17 [VIII1]	<p>Program files of the divisions and offices with the responsibility for execution, review, and final analyses of Census' research and development, and sampling programs, consisting of correspondence and other records which document policy, planning, and coordination of the programs. 1950 and thereafter. Volume: 40 cubic feet. Annual accumulation: 1 1/3 cubic feet.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19 Item 1)</p>		WITHDRAWN
18 [VIII2]	<p>Case files of research, development, and analysis projects consisting of documents reflecting initiation, research, design, development and testing, technical and progress reports, and summaries of findings with recommendations if any. 1950 and thereafter. Volume: 40 cubic feet. Annual accumulation: 1 1/3 cubic feet.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19 Item 3)</p>		WITHDRAWN

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19 [VIII3]	<p>Committee files of Census' technical and advisory committees on research and development, consisting of agenda, minutes of meetings, reports, and correspondence.</p> <p>a. Record copy. 1950 and thereafter. Volume: 15 cubic feet. Annual accumulation: 1/2 cubic foot.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19 Item 2)</p> <p>b. Other copies.</p> <p>Destroy when no longer needed for reference.</p>		WITHDRAWN
20 [VIII4]	<p>Consolidated reports prepared by the offices with prime responsibility for Census' research, development, and sampling functions.</p> <p>a. Record copy. 1950 and thereafter. Volume: 19 cubic feet. Annual accumulation: 2/3 cubic foot.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19 Item 11c)</p> <p>b. Other copies and feeder reports.</p> <p>Destroy when no longer needed for reference.</p>		WITHDRAWN
21 [VIII5]	<p>Drawing and specification files, consisting of an official file copy of each drawing and/or specification, showing final design and technical characteristics of each research and development item developed by Census. 1950 and thereafter. Volume: 20 1/2 cubic feet. Annual accumulation: 0.7 cubic feet.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #22 Item 2a)</p>		WITHDRAWN

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22. [VIII]6	<p>Work papers, reference materials, basic raw data, notes and similar materials relating to research and development projects, and not covered in Item 21 above.</p> <p>Destroy when the project to which they relate has been completed or canceled. (GRS #19 Item 5)</p>		WITHDRAWN
23 [IX]1	<p>Directives, plans, manuals, correspondence, and similar records of a policy nature developed in the administration and direction of the security and emergency programs that were created by Census to control and protect security classified information, to protect its facilities, to determine fitness and loyalty of employees, and to implement plans for the protection of life and property under emergency conditions. 1963 and thereafter. Volume: ½ cubic foot. Annual accumulation: Negligible.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #18 Item 1)</p>		WITHDRAWN
24 [IX]3	<p>Personnel security clearance records.</p> <p>a. Security violation records relating to investigations of alleged security violations classed as felonies.</p> <p>Destroy when 10 years old. (GRS #18 Item 26)</p> <p>b. Case files containing records of investigations of personnel employed by or seeking employment from Census, or whose association with Census requires a security clearance, except investigative reports and related papers furnished by the Civil Service Commission whose disposition is provided for in Chapter 736, subchapter 5, of the Federal Personnel Manual.</p> <p>Destroy 20 years after date of last action. (GRS #18 Item 23)</p>		WITHDRAWN

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25[X13]

Forms such as BC-260, "Request for Travel Reservation," used to record Census employee reservation information.

Destroy 2 years after the fiscal year to which they relate. (GRS #9 Item 4a)

WITHDRAWN