

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NCD 13 E 10/11

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

LEAVE BLANK	
JOB NO.	
NCL-29-80-10	
DATE RECEIVED	
February 20, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4/15/80 <i>Date</i>	Walter N. Sender <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Bureau of the Census

3. MINOR SUBDIVISION
Decennial Census Processing Sites

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 _____ 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 1/16/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank V. Parr</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>RECORDS RECEIVED BY THE DECENNIAL PROCESSING SITE</p> <p>This Records Schedule covers records from a variety of divisions and offices that are received by the Decennial Census Processing Sites during the processing of the Decennial Census.</p> <p>This schedule includes series that are also listed in NN166-102 and in pending NCL-29-79-7. The retention periods in this schedule supersedes those given in the latter schedules.</p>		

39 items

*Copy to all PRCS, NNB, NNF, NNT, NMR
Closed 4-21-80*

7. ITEM NO.	8. DESCRIPTION OF ITEM (Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>COMPLETED CENSUS QUESTIONNAIRES</u></p> <p><u>A. HARD COPY</u></p> <p>(1) 100 Percent and Sample Questionnaires microfilmed for FOSDIC.</p> <p><i>when 4 years old or sooner if no longer needed</i> Destroy 4 years after the questionnaires have been microfilmed in accordance with the procedures listed in Attachment A (NCl-29-79-7, Item 1A(1)). Destroy according to the procedures outlined in Attachment B. Ship to the destruction site on whatever flow basis is mutually acceptable.</p> <p>(2) Completed Questionnaires not designed for FOSDIC entry. These include Individual Census Reports, Overseas Census Reports, Military and Maritime Personnel Reports, Overseas Travelers Reports, and "Were You Counted" forms.</p> <p>Destroy after the questionnaire data has been transcribed to a FOSDIC entry questionnaire, or 3 years after the questionnaire has been microfilmed. If the questionnaires are not microfilmed or transcribed, then destroy when 4 years old (NCl-29-79-7, Item 1E1). Destroy according to the procedures outlined in Attachment B. Ship to the destruction site on whatever flow basis is mutually acceptable.</p> <p>(3) Other Questionnaires not listed in (1) or (2).</p> <p>Destroy when 1 year old or sooner if no longer needed. Destroy according to the procedures outlined in Attachment B. Ship to the destruction site on whatever flow basis is mutually acceptable.</p>	was 2/20/80	

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	<p>B. <u>MICROFILM</u></p> <p>Microfilm questionnaires in accordance with the procedures listed in Attachment A. Immediately after acceptance of microfilm by FOSDIC, duplicate the original silver negative camera copy of both the 100 percent Census and Sample Census. When all needed duplicate copies have been made from the original microfilm, ship the original microfilm on a completed state-by-state flow basis to the Washington National Records Center in Suitland, Maryland, following the procedures in Attachment C. Offer the original microfilm to the National Archives when 30 years old.</p> <p>Except for one reference silver, vesicular, or diazo positive copy of both the 100 percent and the Sample Census microfilm, which should be transferred to the Washington National Records Center when 11 years old and offered to the National Archives when 30 years old, all other copies are non-record material which should be destroyed when no longer needed.</p>		
2.	<p><u>COMPLETED CENSUS PRETEST AND POST CENSUS FOLLOW-UP SAMPLE SURVEY QUESTIONNAIRES</u></p> <p>A. <u>HARD COPY</u></p> <p>Destroy after the questionnaires have been microfilmed; if not microfilmed, destroy when they are 3 years old (NCl-29-79-7, Item 1B(1)). Transfer those questionnaires that are not microfilmed to the Federal Records Center when no longer needed, following the procedures outlined in Attachment C.</p> <p>B. <u>MICROFILM</u></p> <p>Destroy when 10 years old (NCl-29-79-7, Item 1B(2)).</p>		
3.	<p><u>ADDRESS REGISTERS</u></p> <p>Books containing master address lists that are organized by district office, state, county, enumeration district, and census block. They contain for each</p>		

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	<p>address: apartment designation, house number, street name, name of the head of the household, type of census questionnaire sent to that address, and whether the household has returned the questionnaire. (Exclusive of attached ED Maps which are described in Item 13B(1), and Special Place Shuttle Cards which are described in Item 20.)</p> <p>Microfilm the address registers in accordance with the procedures described in Attachment A.</p> <p>Destroy the address registers 6 months after the next decennial census. Destroy the microfilm when 21 years old (NCl-29-79-7, Item 54).</p> <p>Destroy according to the procedures outlined in Attachment B.</p>		
4.	<p><u>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" RECORDS</u></p> <p>Routine administrative records such as payroll vouchers, financial administration files, procurement files, employee evaluations, and similar type records that are described in Chapter K 3 and in the General Records Schedules.</p> <p>See Chapter K 3 for disposition instructions for each particular class of records.</p>		
5.	<p><u>QUALITY CONTROL RECORDS</u></p> <p>Documents relating to the following the quality of clerical edit and coding checks; the quality and characteristics of enumerating, clerical editing, and coding errors; field and office quality check or control forms, supervisor reports on enumerator, coder, and clerical editor work output and error levels; and reports on quality control failures.</p> <p>Transfer from the processing office to the appropriate Federal Records Center when processing office quality control checks on district office processing operations are completed.</p>		

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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
6.	<p>Destroy these records when 3 years old (NC1-29-79-7, Item 7).</p> <p><u>POST OFFICE REPORTS OF MISSING QUESTIONNAIRES</u></p> <p>Census Bureau form cards listing addresses for which no mail-out Census questionnaire has been provided.</p> <p>Destroy when no longer needed (GRS No. 13, Item 5a).</p>		
7.	<p><u>POST OFFICE CHANGE OF ADDRESS NOTICES</u></p> <p>Form cards listing mailing address changes that were reported to the post office between March 1, and May 2, 1980 .</p> <p>Destroy when no longer needed (GRS No. 13, Item 5a.)</p>		
8.	<p><u>PROGRESS AND WORK PRODUCTION REPORTS</u></p> <p>Reports, forms, and other documents relating to organizational unit/work unit/employee work assignments, work output, production levels, and work completion (as distinct from monthly activity reports and any material placed in official personnel folders).</p> <p>Transfer to the Federal Records Center when no longer needed, following the procedures outlined in Attachment C. Destroy 3 years after completion of the census operations (NC1-29-79-7, Item 7).</p>		
9.	<p><u>RESPONDENT CORRESPONDENCE</u></p> <p>Incoming letters from census respondents that either seek information on completing their forms, ask how or why they are being enumerated, inquire as to why they received a "long" form while their neighbors received a "short" one, or express some routine complaint such as resentment over being asked a specific question (as distinct from letters that are referred elsewhere in the Bureau for policy decisions or</p>		

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	<p>letters making allegations against the Bureau or its employees), and copies of replies thereto.</p> <p>Destroy when 3 months old (NCl-29-79-7, Item 14).</p>		
10.	<p><u>RECORDS OF TELEPHONE CONVERSATIONS</u></p> <p>Forms and memorandums summarizing the content of telephone conversations between field and office employees or between census employees and members of the public.</p> <p>Destroy when 3 months old.</p>		
11.	<p><u>PRELIMINARY TABULATIONS AND LISTINGS</u></p> <p>A. Forms and worksheets containing preliminary population and housing counts.</p> <p>Destroy after microfilming or when final counts are generated, if not microfilmed (NCl-29-79-7, Item 17A, 2(A)).</p> <p>B. Diary lists containing population and housing counts for each ED together with data on discrepancies between district office and processing office counts.</p> <p>Destroy when no longer needed (NCl-29-79-7, Item 17A, 2(A)).</p> <p>C. Lists of rejected or accepted ED's, lists of records that could not be read by FOSDIC, lists of questionnaires with missing data or codes, lists of questionnaires which present coding or processing problems, lists of ED's with missing questionnaires, and related type lists generated in the processing operation.</p> <p>Destroy when no longer needed (NCl-29-79-7, Item 17A, 2(A)).</p>		

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12.	<p><u>DIRECTORIES</u></p> <p>A. <u>BLOCK HEADER RECORDS</u></p> <p>District office directories consisting of alphabetical street name listings cross referenced by zip code, odd/even house number range, Housing Unit Serial Number range, and block numbers.</p> <p>Destroy when no longer needed. These records are duplicated on computer tape and on computer output microfilm.</p> <p>B. <u>TRACT AND BLOCK DIRECTORIES</u></p> <p>District office directories consisting of lists of tract, or block numbers cross-referenced by ED tract or block numbers, and geographic area codes.</p> <p>Destroy when no longer needed. These records are duplicated on computer tape and on computer output microfilm.</p> <p>C. <u>ED DIRECTORIES</u></p> <p>District office directories consisting of lists of ED numbers cross-referenced by tract and block numbers and number of housing units in the ED.</p> <p>Destroy when no longer needed. These records are duplicated on computer tape and on computer output microfilm.</p> <p>D. <u>CITY AND TOWN DIRECTORIES</u></p> <p>Non-Government publications containing an alphabetical directory of private citizens and business concerns and often a comprehensive street name guide showing addresses between intersecting streets.</p> <p>Destroy when no longer needed. Non-record material.</p>		

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13.	<p>E. <u>PHONE DIRECTORIES</u></p> <p>Destroy when no longer needed. Non-record material.</p> <p><u>MAPS</u></p> <p>A. <u>LARGE AREA MAPS</u></p> <p>(1) Metropolitan Map Series Maps</p> <p>(2) County Maps</p> <p>(3) Place Maps</p> <p>(4) Maps of Indian Reservations, Military establishments, and Special Places</p> <p>(5) Other Large Area Maps</p> <p>Transfer map copies to the Federal Records Center when no longer needed for tabulation or publication purposes, using the procedures described in Attachment C. Destroy when 3 years old.</p> <p>The Master Manuscript Office Maps containing final art work will be transferred to the Washington National Records Center when no longer needed for tabulation or publication purposes and offered to the National Archives and Records Service when 23 years old (Geography Division Schedule, Item 62).</p> <p>B. <u>ENUMERATION DISTRICT (ED) MAPS</u></p> <p>(1) Enumerator's copy showing all enumerator and district office annotations and corrections.</p> <p>Store with related Address Registers (Item 3) until such time as an ED Map File is created. When either a separate ED Map File is created or the Address Registers are destroyed (if no Map File is created), transfer to the Washington National Records Center.</p>		

**DISPOSITION
NOT APPROVED**

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	<p>Offer to the National Archives and Records Service when 23 years old (Geography Division Schedule, Item 62).</p> <p>(2) All Other Copies</p> <p>Transfer other map copies to the Federal Records Center when no longer needed for tabulation or publication purposes. Destroy when 3 years old.</p>		
14.	<p><u>AUTOMATED COMPUTER CONTROL AND INVENTORY SYSTEM</u></p> <p>On-line computerized management information system designed to control the processing work flow, indicate the current processing status of each ED, produce management information reports, and perform simulations of what impact delays in one processing operation will have on other operations.</p> <p>A. <u>HARD COPY</u></p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p>B. <u>COMPUTER TAPE/MASS STORAGE DEVICE</u></p> <p>Delete individual record data when superseded, obsolete, or no longer needed. Blank the tape file or system when final population and housing counts are generated or sooner if no longer needed.</p>		
15.	<p><u>SPECIAL PLACE ENUMERATION RECORDS</u></p> <p>Documents relating to the enumeration of special places such as control cards, sample selection records, weekly crew leader reports, and assignment records (exclusive of Special Place Shuttle Cards, Item 20).</p> <p>Transfer from the processing office to the appropriate Federal Records Center when processing office quality control checks are completed.</p>		

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	Destroy these records when 3 years old (NC1-29-79-7, Item 7).		
16.	<p><u>DISTRICT OFFICE EMPLOYEES' PERSONAL WORKING PAPERS/CONVENIENCE COPY FILES</u></p> <p>District office employees' files, consisting of non-record copies of documents and publications, rough drafts of reports and memorandums, reference material, and copies of documents received from other organizational units and retained for reference purposes.</p> <p>Destroy when no longer needed. Non-record material.</p>		
17.	<p><u>MICROFILM REJECTED DURING QUALITY CONTROL/FOSDIC OPERATIONS</u></p> <p style="text-align: center;"><i>[questionnaires]</i></p> <p>Destroy after the ED's have been remicrofilmed and the replacement microfilm has passed Quality Control and been accepted by FOSDIC.</p>		
18.	<p><u>BLANK QUESTIONNAIRES, UNUSED FORMS, MANUALS, HANDBOOKS, CODING GUIDES, ENUMERATOR KITS, AND CREW LEADER KITS</u></p> <p>Destroy when no longer needed for distributional or informational purposes. Non-record material.</p>		
19.	<p><u>LOCAL REVIEW PROGRAM RECORDS</u></p> <p>In order to prevent questionable population and housing counts for a local government jurisdiction, the Bureau will provide a set of pre-census address counts and a set of post-census preliminary population and housing counts for each governmental unit and census statistical area down to the ED and block level together with related maps to local officials. These officials will compare the above counts to local estimates and notify the Bureau of discrepancies so that the Bureau can investigate.</p>		

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20.	<p>Records consist of computer printouts of housing and population counts, letters of response/complaint from local officials together with replies thereto, and reports of actions taken as a result of these complaints.</p> <p><u>Disposition:</u></p> <p>a. <u>Textual Records</u></p> <p>Destroy after the records have been microfilmed in accordance with Attachment A. If the records are not microfilmed, transfer to the Federal Records Center 1 year after the census and destroy when 11 years old.</p> <p>b. <u>Microfilm Records</u></p> <p>1. Original Master Negative</p> <p>Destroy when 21 years old.</p> <p>2. All Other Copies</p> <p>Destroy when no longer needed.</p> <p><u>SPECIAL PLACE SHUTTLE CARDS</u></p> <p>Form cards containing data on "Special Places." The cards contain the ED and block codes, the name/address/phone number of the special place, a list description of all housing units/quarters within together with the number of census questionnaires distributed to each, and a summary total of questionnaires passed out.</p> <p>Destroy when 12 years old.</p>		