

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-029-80-10

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 except those listed below are 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 1 is superseded by N1-029-00-001, items 1 and 2.

Item 2 is superseded by N1-029-00-001, item 5.

Item 5 is superseded by nc1-029-81-14, item 1.

Item 8 is superseded by nc1-029-81-14, item 2.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NCD 13 E 100

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 M. 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>		

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
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**

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>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;">[questionnaires]</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>		

Attachment A

PROCEDURES FOR MICROFILMING AND HANDLING THE MICROFILM RECORDS

1. The film stock used shall be silver safety base permanent record film as specified in American National Standards Institute (ANSI) PH1.25, Specifications for Safety Photographic Film; PH1.28, Specifications for Photographic Films for Permanent Records; PH1.29, Methods for Determining the Curl of Photographic Film; and PH1.31, Method of Determining the Brittleness of Photographic Film, and shall comply with Federal Standard No. 125b.
2. Microfilm in roll form shall be wound on cores or on reels of the type specified in ANSI PH5.6, Standard Dimensions for Processed 16 mm and 35 mm Microfilm. The materials used for the cores and reels shall be noncorroding such as plastic compounds or nonferreous metals. The use of steel for reels is permitted provided the reels are well protected by lacquer, enamel tinning, or other corrosion-resistant finish. Plastics and lacquers that might give off reactive fumes or exudations during storage shall not be used. The plastic materials must be free of peroxides. Paper strips or rubber bands shall not be used for confining film on reels or cores. The materials used shall not ignite, decompose, or develop reactive fumes and vapors.
3. The film shall be so processed that the residual thiosulfate concentration shall be greater than zero but not exceed 1 microgram per square centimeter. An optimum thiosulfate concentration of 0.7 micrograms per square centimeter in a clear area is recommended.
4. Samples of processed film shall be tested within two weeks after processing for thiosulfate concentration by performing the methylene blue and silver densitometric tests specified in ANSI PH4.8, Methylene Blue Method for Measuring Thiosulfate and the Silver Densitometric Methods for Measuring Chemicals in Films, Plates, and Papers.
5. At least one document from each roll of processed film shall be inspected to insure that the microfilm copy contains all the record detail of the original.
6. A minimum film resolution of 90 lines per millimeter shall be obtained.
7. No photographic densities on negative copies higher than are required for the intended purposes shall be used. Where possible, densities on negative copies shall be between 1.0 and 1.2

8. Copies of the records on microfilm shall be so indexed, arranged, and identified that any individual document or record can be located with reasonable facility.
9. The photographic images at the beginning of each roll or fiche shall include information identifying the agency, the series or class of record being microfilmed, and the inclusive geographic areas, serial numbers, or names being filmed.
10. Original microfilm copies of records will not be used for reference purposes. Negative or positive copies of the original negative will be used for reference purposes.
11. No rolls of microfilm shall exceed 100⁰ (if 5 mil thickness) or 200⁰ (if 3 mil thickness).

Attachment B

PROCEDURES FOR PHYSICAL DESTRUCTION OF TITLE 13 PROTECTED RECORDS

1. The processing site should list all records to be destroyed on Form BC-75, "Records Transfer and Disposal Authorization." Questionnaires should be identified by form number, by state, by county/SMSA, and then by ED in sequential order. Address Registers should be identified by state, by county/SMSA, and thereunder by any other pertinent designators. Other records should be identified by series or class of record and thereafter by any other pertinent descriptions. The BC-75 should be prepared in accordance with instructions contained in Census Administrative Manual, Chapter K 3, exhibit B, and the white, yellow, and pink copies forwarded to the Records and Facilities Branch, ASD.
2. The Records, Micrographics, and Motor Vehicle Management Section will initiate a BC-103, "Request for Approval of Records Disposition," and send it to the appropriate division for signature.
3. Any BC-75 listing census questionnaires whose microfilm copy is designated archival shall be accompanied by the signed certification that shall state

This certifies that the records described in the attached BC-75, "Records Transfer and Disposal Authorization," have been microfilmed in accordance with FPMR 101-11.504 and that the silver original microfilm will be transferred to the Washington National Records Center in accordance with the provisions of this records schedule.

4. Once the BC-103 is returned, ASD will instruct the processing office to ship the records to the destruction site. All shipments may be on whatever flow basis that is mutually agreeable to both the processing office and destruction site.
5. All shipments of Title 13 Protected records to the destruction site should follow the below mentioned shipping procedures:

Processing Officer Personnel will:

Label all shipping containers as to contents.

When the vehicle is loaded, the carrier shall affix a seal with the serial number to be entered on the bill of lading. Accompanying the shipment will be an inventory describing the contents of what is shipped.

A sworn Census Bureau employee will accompany the shipment.

All loading and unloading of the material will be witnessed by a Census Bureau employee.

When unloading the vehicle at its destination, the Census employee will check the inventory against the shipment contents to ensure that all material is accounted for.

6. Destruction should be accomplished by reducing the material to pulp, macerating it, or shredding it. If shredded, a cross cut of 3/16 of an inch by 3/32 of an inch is required to insure mutilation of the material. The destruction operation will be witnessed by a sworn Census Bureau employee.
7. The processing office will notify the Records and Facilities Branch when the material listed on the submitted BC-75 has been destroyed.

PROCEDURES FOR THE PHYSICAL DESTRUCTION OF OTHER RECORDS

1. The processing office should list all records to be destroyed on a BC-75, "Records Transfer and Disposal Authorization." The BC-75 should be prepared in accordance with instructions contained in Census Administrative Manual, Chapter K 3, exhibit B, and the white, yellow, and pink copies forwarded to the Records and Facilities Branch, ASD. All records listed therein should be identified by series or class of record and thereunder by any other pertinent descriptions.
2. The Records, Micrographics, and Motor Vehicle Management Section will initiate a BC-103, "Request for Approval of Records Disposition," and send it to the appropriate office or division for signature.
3. Once the BC-103 is returned, ASD will instruct the processing office to ship the records to the destruction site.
4. The processing office will ship the records to the destruction site by the most cost effective method possible or destroy on site if this is more feasible and cost effective.
5. The processing office will notify the Records and Facilities Branch when the material listed on the submitted BC-75 has been destroyed.

Attachment C

PROCEDURES FOR SHIPPING RECORDS TO THE FEDERAL RECORDS CENTER

1. Segregate records by series or class of record as described beforehand or in Chapter K 3.
2. List all records on a BC-75, "Records Transfer and Disposal Authorization." The BC-75 should be prepared in accordance with instructions contained in Census Administrative Manual Chapter K 3, exhibit B, with the white, yellow, and pink copies forwarded to the Records and Facilities Branch, ASD. The description should include for each series or class of records the quantity, the date scope, the records disposition schedule number(s), and the schedule item number(s). BC-75's for shipments of the original camera copy silver negative microfilm to the Washington National Records Center in Suitland should include the following form number of the schedule that was filmed, microfilm roll numbers, the state, counties, minor civil division, and ED's covered with the above geographic areas listed in hierarchical and sequence order.
3. The Records Disposal Unit upon receipt of the BC-75 will prepare a SF-135, "Records Transmittal and Receipt," and send it to the originator of the BC-75 for forwarding to the Federal Records Center along with the records.
4. Ship records in FRC boxes.
5. Label all boxes. Labels should include the box number and the FRC Accession Number.
6. All shipments of Title 13 Protected records to the Federal Records Center should follow the below mentioned shipping procedures

When the vehicle is loaded, the carrier shall affix a seal with the serial number to be entered on the bill of lading. Accompanying the shipment will be an inventory describing the contents of what is shipped.

All loading of the material will be witnessed by a Census Bureau employee.

When unloading the vehicle at its destination, the inventory will be checked against the contents to ensure that all material is accounted for.

7. Ship all non-Title 13 Protected records to the FRC by the most cost effective means possible.