

REQUEST FOR RECORDS DISPOSAL AUTHORITY:  
(See Instructions on reverse)

LEAVE BLANK

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

JO. **NCI-29-80-15**

DATE RECEIVED **July 8, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**1-20-82** *P. M. W. Way*  
Date Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
Economics Survey Division

SIGNATURE 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 41 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
5/15/80	<i>Angela R. Parn</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
	RECORDS SCHEDULE--ECONOMIC SURVEYS DIVISION (ESD)		
	<p>This records schedule covers records created by the Economic Surveys Division and replaces schedule NC 174-235 (Records of the Transportation Division which was incorporated into the Economic Surveys Division as the Transportation Branch).</p> <p>All changes discussed <sup>with</sup> and approved by William A. Reader, of the Bureau of the Census records mgmt. office, 12/17/81</p> <p style="text-align: right;"><i>RWCorn</i></p>		
	<p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		
	<p>Furthermore, the Bureau of the Census agrees to follow storage and inspection procedures as mandated by 41 CFR 101-11.507 and .508. The inspection of the film shall take place 2 years after its creation and <del>XXXXXX</del> every 2 years thereafter for so long as the agency has legal custody.</p>		105 items

**MASS DATA CHANGE ATTACHED.**  
Closed Out: 1-29-82: R.T.D. Copy to NCW,  
NFB, NNF, NNR & Agency

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	<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/her organizational unit:</p> <p>Permanent. Purge files of routine administrative records. Offer to the National Archives 1 year after the next decennial census.</p> <p>b. Files retained elsewhere:</p> <p>Destroy after the economic census or sooner if no longer needed. Non-record material.</p> <p>Note: At present there are nine 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) Agriculture 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>		
2.	<p><del>CENSUS BUREAU PUBLICATIONS</del></p> <p>Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar items 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:</p> <p>Permanent. Transfer one copy to the National Archives when issued or, if issued prior to this schedule, when microformed.</p> <p>b. Copies maintained in Economic Field Area</p>		<p><b>WITHDRAWN</b></p>

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	<p>Units for reference or other use:</p> <p>Destroy or transfer to a publications storage area when no longer needed. Non-record material.</p>		
3.	<p>CENSUS/SSEL/SURVEY PROCEDURES MEMORANDUMS</p> <p>Volume 15 cubic feet. 1972 and thereafter.</p> <p>Numbered series of memorandums describing the activities and procedures to be followed in the conduct of the various economic censuses and surveys. These memorandums are distributed by the division of origin to all divisions, branches, and units involved in the census or survey. There is a separate series for each survey or census.</p> <p>Arranged numerically by chapter, subchapter, and document number.</p> <p>Disposition:</p> <p>a. Record copy retained by office of origin</p> <p>Permanent. Offer to the National Archives along with related Census/Survey Planning and Management Records <i>in 5 yr blocks to coincide with quinquennial census.</i></p> <p>b. Other copies:</p> <p>Non-record material. Destroy when no longer needed.</p>		
4.	<p>CHRON FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or electrostatic 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 <i>1</i> years, then destroy.</p>		

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5.	<p><del>COMMITTEE, MEETING, AND CONFERENCE FILES (Other than CENSUS ADVISORY COMMITTEE FILES)</del></p> <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>		WITHDRAWN
6.	<p>COMPLETED QUESTIONNAIRES</p> <p>A. Completed Economic Census Questionnaires.</p> <p>(1) Hard copy.</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, <del>retain as permanent (NN174 235, Item 0b)</del> <b>submit SF 115.</b></p> <p>(2) Microform. - <b>Filmed in accordance w/ FRMR 101-11.5 standards for permanent archival microfilm.</b></p> <p>a. Original camera negative copy <b>and one duplicate reference copy.</b> Permanent. Offer to the National Archives when <del>20 years old</del> <b>Title 13 material no longer restricted by Title 13.</b></p> <p>b. Other copies:</p> <p>Destroy when 11 years old.</p>		

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	<p>B. Completed Sample Survey Questionnaires.</p> <p>(1) Hard copy:</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 5 years old (NN174-235, Item 9c).</p> <p>(2) Microform:</p> <p>Destroy when 5 years old.</p> <p>C. Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above.</p> <p>(1) Quinquennial Census Questionnaires;</p> <p>Destroy when 3 years old (NN174-235, Item 10a).</p> <p>(2) Sample Survey Questionnaires.</p> <p>Destroy when 18 months old (NN174-235, Item 10b).</p>		
7.	<p>CONGRESSIONAL CORRESPONDENCE</p> <p>Letters from members of Congress together with attached copies of constituent letters and carbon copies of Census replies thereto, with the exception of those letters forwarding constituent requests for information/publications/data tabulations or constituent complaints at having to fill out census/survey forms or answer certain questions.</p> <p>Disposition--Destroy when <sup>5</sup>/<del>10</del> years old.</p>		
8.	<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 processing and computer</p>		

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9.	<p>use; and routine systems and applications software (as distinct from file documentation and file output).</p> <p>Disposition--Destroy when 3 years old, or sooner, if no longer needed.</p> <p><b>DATA TABULATIONS</b></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 of surveys.</p> <p>Disposition:</p> <p>a. Textual.</p> <p><u>1.</u> Quinquennial Economic Census Tabulation and Listings.</p> <p>(a) Intermediate and Preliminary:</p> <p>Destroy after final data is determined to be acceptable (NN174-235, Item 11a and 11b).</p> <p>(b) Final:</p> <p>Destroy when 11 years old.</p> <p><u>2.</u> All other tabulations and listings.</p> <p>(a) Intermediate and preliminary:</p> <p>Destroy after final data is determined to be acceptable (NN174-235, Item 11a and 11b).</p> <p>(b) Final:</p> <p>Destroy when 5 years old.</p>		

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	<p>b. Microform.</p> <p><u>1.</u> Quinquennial Economic Census Tabulations and Listings.</p> <p>Final.</p> <p>Destroy when 15 years old (NN174-235, Item 12a).</p> <p><u>2.</u> All other tabulations and listings.</p> <p>Final.</p> <p>Destroy when 5 years old (NN174-235, Item 12b).</p>		
10.	<p>ECONOMIC CENSUS SUGGESTION FILES</p> <p>Unsolicited letters with accompanying attachments that propose questions to be included in the next economic census, suggest that certain printed or public use summary data tape tabulations be made, challenge the accuracy or validity of certain enumeration category concepts, or protest the proposed inclusion of certain questions in the census, together with copies of replies thereto.</p> <p>Disposition--Destroy 1 year after the next census.</p>		
11.	<p>FILE DOCUMENTATION FOR MACHINE READABLE FILES</p> <p>Record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a technical description of the file (Census Form BC-248 or NARS Form 7091 or informational equivalent), File User Manuals, a statement of the editing procedures, 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 <b>PERMANENT.</b></p>		

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	<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 tape file is retained. Dispose along with the related file.</p>		
12.	<p><b>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</b></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 #14, Item 3 and 4).</p>		
13.	<p><del>MISCELLANEOUS SUBJECT FILES NOT ELSEWHERE DESCRIBED</del></p> <p>Correspondence, memorandums, reports, directives, issuances, agenda and notes of meetings, budget estimates, cost estimates, 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 (1) records which describe the origin, structure, and functions of the unit and its various components and describes the origin-planning-nature--results of major programs and projects, and (2) all other material.</p> <p>(1) Permanent.</p> <p>Offer to the National Archives when 20 years old.</p> <p>(2) Temporary.</p> <p>Destroy when 3 years old.</p>		<p><b>WITHDRAWN</b></p>



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14.	<p>OMB CLEARANCE/FORMS DEVELOPMENT FILES</p> <p>Background material relating to the development of each public use form. The file consists of correspondence with industry associations concerning form content, copies of OMB clearance request, internal Bureau memorandums, draft copies of forms, and instructions.</p> <p>Disposition--Non-record material. Destroy when no longer needed. Record copy of these files are retained by the Forms Branch of the Administrative Services Division.</p>		
15.	<p>OPERATIONS FILES</p> <p>Progress and production reports; cost and time estimates; work schedules; edit and review records; work charts; computer utilization reports; periodic summaries of computer costs charges; and other records of a facilitative nature not described elsewhere.</p> <p>Disposition--Destroy 6 years after the completion of the census, or 3 years after the survey or project to which they relate.</p>		
16.	<p>PERIODIC ACTIVITY REPORTS</p> <p>1975 and thereafter. Volume 1/2 cubic foot. Annual accumulation--negligible.</p> <p>Monthly, quarterly, semi-annual, or annual reports summarizing in narrative and statistical form the accomplishments and activities of the division and its branches.</p> <p>Disposition:</p> <p>a. Prepared at division level.</p> <p>(1) Division files copy</p> <p>Permanent. Break files at end of the calendar or fiscal year. Offer to the National Archives 5 years later.</p>		

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	<p>(2) Other copies and feeder reports</p> <p>Destroy when 3 years old or when no longer needed.</p> <p>b. Prepared and retained below division level.</p> <p>Disposition--Destroy when 3 years old or when no longer needed.</p> <p>17. PROPOSED SURVEY/PROJECT FILES</p> <p>Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memorandums.</p> <p>Disposition:</p> <p>a. Rejected surveys/projects.</p> <p>Destroy when 5 years old (GRS #19, Item 12b).</p> <p>b. Approved surveys/projects.</p> <p>Incorporate into appropriate Survey Planning and Management Files or Project Planning Files.</p>		
18.	<p>QUINQUENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>1963 and thereafter. Volume 15 cubic feet. Annual accumulation--undetermined.</p> <p>Records which document the origin, planning, content, procedures, processing, costs, results, and effects of the Quinquennial Economic Census. Such records include the following: post-mortems on the proceeding census; reports on census pretests; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meetings relating to the census; manuals, issuances, and directives relating to policies and procedures; correspondence, memorandums, reports, and other records relating to questionnaire content, sampling framework, enumeration problems, data output, publications, and findings; summary budget and cost data; and post-</p>		

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	<p>census evaluations and reports.</p> <p>Arranged chronologically by quinquennial census year and thereafter, alphabetically by subject.</p> <p>Disposition--Permanent. Consolidate the files from the various units on a division level, eliminate duplicate material, and offer to the National Archives when 10 years old.</p>		
19.	<p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Electrostatic or carbon 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 records is the following 1) the records are not created nor primarily addressed to the office of retention, 2) the records are generally part of a wide carbon or electrostatic 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>		
20.	<p>RESPONDENT CORRESPONDENCE</p> <p>Incoming letters from survey or quinquennial census respondents either requesting information as to how or why they were included, seeking clarification on certain questions, discussing reporting problems, or expressing complaints about either their inclusion in the survey or the asking of particular questions (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto.</p> <p>Disposition--Destroy when the next survey or census is conducted, but no sooner than 3 months after transmittal or reply (NN172-77, Item 5 and</p>		GRS #14, Item 7).

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21.	<p>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES</p> <p>Routine non-permanent 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 actions, applications for employment, employee record cards, performance ratings, 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; contact 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" (Appendix A) for disposition instructions for each of the above series of records.</p>		
22.	<p>SOURCE PUBLICATION FILES</p> <p>Printed and processed materials and electrostatic/microform copies thereof collected from libraries, government agencies, private organizations, and other sources for use as source</p>		

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23.	<p>data for input into a computer or background information for preparing reports and analytical studies.</p> <p>Disposition--Dispose of individual items when no longer needed.</p> <p><b>STANDARD STATISTICAL ESTABLISHMENT LIST (SSEL) RECORDS</b></p> <p>Printout or microfilm copies of the 5 million record extract of the computerized SSEL. This list covers all business establishments with all employees subject to Social Security taxes that have been in business within the last 2 years except that Government agencies, farms, agricultural firms, financial institutions, communications enterprises, utilities, and ICC regulated transportation concerns are omitted. The data in this list comes from IRS Form SS-4, "Application for Employee Identification Number," SSA Form OOA-100, "Employee Information Schedule," the Treasury Form 941, and the Census Bureau's Company Organization Surveys Form NC-X1A list of subsidiary establishments. The data consists of the name, address, ID number, total payroll, total employment, SIC code, and current status of the establishment along with the same data for each of its subsidiaries. The printout/microform version of this file exists in two formats 1) SSEL extract in employer ID number sequence and 2) SSEL extract arranged by state, county, SIC code sequence.</p> <p>Disposition:</p> <p>a. Printouts:</p> <p>Destroy when superseded by a new version of the file.</p> <p>b. Microform:</p> <p>(1) SSEL in Employee ID Number Sequence.</p> <p>(a) Original silver halide camera copy <i>and one duplicate reference copy.</i> Permanent. Offer to the National Archives when 30 years old. Title 13 material.</p>		

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24.	<p><b>(b)</b> All other copies: Destroy when superseded by a new version of the file.</p> <p><b>(2)</b> SSEL arranged by State, County, SIC Code Sequence.</p> <p><b>(a)</b> Original silver halide camera copy <i>and one duplicate reference copy.</i> Permanent. Offer to the National Archives when 30 years old. Title 13 material.</p> <p><b>(b)</b> All other copies: Destroy when superseded by a new version of the file.</p> <p>SURVEY PLANNING AND MANAGEMENT FILES (Often referred to as SURVEY PROJECT FILES)</p> <p>Volume 15 cubic feet. Annual accumulation-undetermined. 1973 and thereafter.</p> <p>Records describing the origin, purpose, scope, content, sampling methodology, survey procedures, costs, and results of sample surveys. Such records include minutes and notes of meetings to plan the survey; record copy of questionnaires, manuals, and forms; directives and issuances 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; 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 survey date (if a recurring survey), then alphabetically by subject.</p> <p>Disposition--Permanent. Consolidate the files from the various units on a division level for each specific survey. Offer to the National Archives when 10 years old.</p>		

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25.	<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 material, 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 #16, Item 10).</p> <p><u>Administrative Liaison</u></p> <p>The records of this office are described in Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files), and Item No. 21 (Routine Administrative or "Housekeeping" Files).</p> <p><u>Division Secretary</u></p> <p>These records are described in Item No. 4 (Chron Files), Item No. 13 (Miscellaneous Subject Files Not Elsewhere Described), Item No. 14 (OMB Clearance/Forms Development Files), Item No. 16 (Periodic Activity Reports), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>County Business Patterns Branch</u></p> <p>This branch creates the County Business Patterns tabulations and publications. This includes defining the tabulation specifications and writing and publishing the reports. In addition, the branch performs special tabulations for other agencies and for the public.</p>		

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26.	<p>CELL EDIT FILES</p> <p>Printout summary data by county showing current and prior year data which did not meet edit criteria.</p> <p>Disposition--Temporary. Destroy when superseded or obsolete.</p>		
27.	<p>CORRECTION DISPOSITION LISTINGS TO ABOVE</p> <p>Printout list of what was done to each failed edit cell.</p> <p>Disposition--Temporary. Destroy when no longer needed.</p>		
28.	<p>"ROUGH AND DIRTY" EMPLOYMENT DATA SUMMARIES</p> <p>Printout summaries of employment data for year to year company comparisons.</p> <p>Disposition--Temporary. Destroy when no longer needed.</p> <p>Other records of this branch are described in Item No. 1 (Census Advisory Committee Records), Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 5 (Committee, Meeting, and Conference Files), Item No. 6 (Completed Questionnaires), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 13 (Miscellaneous Subject Files Not Elsewhere Described), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence). Item No. 21 (Routine Administrative or "Housekeeping" Files). Item No. 22 (Source Publication Files), Item No. 23</p>		



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	<p>(Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Directory and Census Operations Branch</u></p> <p>This branch plans and conducts the Company Organization Survey and various classification surveys and gathers administrative data from the Internal Revenue Service and the Social Security Administration for the purpose of updating the Standard Statistical Establishment List (SSEL) Directory.</p> <p>The records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 6 (Completed Questionnaires), Item No. 7 (Congressional Correspondence), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 22 (Source Publication Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files) and Item No. 25 (Working Papers).</p> <p><u>Directory and Census Programming Branch</u></p> <p>This branch develops and tests computer programs for processing, updating, editing, and retrieving Standard Statistical Establishment List (SSEL) Directory System data.</p>		
29.	<p>PROGRAMMING MANUALS</p> <p>Loose-leaf binder notebooks containing systems flow charts, program write ups, record layouts,</p>		

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	<p>input and output retrieving/updating/deleting data.</p> <p>Arranged by file system.</p> <p>Disposition:</p> <p>a. Designated record copy.</p> <p><del>Remove</del> <b>Dispose of</b> when the machine readable file or system to which it relates is <del>disposed of</del> <b>disposed of</b>. If the file is permanent, incorporate the copy of the manual into the file documentation records that are retained with the file and offer to the National Archives along with the related tape file and files documentation.</p> <p>b. Other copies.</p> <p>Destroy when no longer needed.</p> <p>Other records of this branch are described in Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), and item No. 25 (Working Papers).</p> <p><u>Economic Programming Branch</u></p> <p>This branch produces and tests programs for the processing and editing of non-SSEL directory data.</p>		
30.	<p><b>PROGRAMMING MANUALS</b></p> <p>Loose-leaf binder notebooks containing systems flow charts, program write ups, record layouts, input and output specifications, run stream coding, and programs for editing/retrieving/deleting data.</p>		

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	<p>Arranged by file system.</p> <p>Disposition:</p> <p>a. Designated record copy.</p> <p><del>Destroy</del> <b>Dispose of</b> when the machine readable file or system to which it relates is <del>destroyed</del> <b>disposed of</b>. If the file is permanent, incorporate the copy of the manual into the file documentation records that are retained with file and offer to the National Archives along with the related tape file and file documentation.</p> <p>b. Other copies.</p> <p>Destroy when no longer needed.</p> <p>Other records of this branch are described in Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Enterprise Statistics Branch</u></p> <p>This branch gathers and disseminates summary information on companies as distinct from individual business establishments. In effect, this branch takes the individual establishment data collected in censuses and surveys, summarizes the data to a company aggregate, tabulates the resulting company data, and disseminates the results.</p>		

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31.	<p>10 K REPORTS</p> <p>Microfiche copies of the Official Annual Business and Financial Reports (10 K Report) that companies and business establishments submit to the Security and Exchange Commission (SEC).</p> <p>These reports are gathered for the SEC by Disclosure, Inc., and are publically available. The branch uses these reports for inputting Census data for non-respondents and for comparing information submitted to Census and SEC.</p> <p>Disposition--Temporary. Destroy when no longer needed. Record copies of these reports are retained by the SEC.</p>		
32.	<p>MU 550 LISTINGS</p> <p>Printout mail out lists of companies to which multi-unit establishment report forms have been sent. These records contain name, address, lists of forms sent out, company ID code, type of operations code, SIC code, and geographic area codes.</p> <p>Disposition--Temporary. Destroy when 5 years old or sooner if no longer needed.</p>		
33.	<p>MULTI-UNIT REFERRAL LISTINGS (MURL)</p> <p>Printout record dump of Company Summary Report (NC-K1), Central Administrative Office or Auxiliary Establishment (NC-X6), Multi-Unit Summary, and Multi-Unit Establishment Files. These are used to pinpoint problems in processing and to identify companies with data problems.</p> <p>Disposition--Temporary. Destroy when 5 years old or sooner if no longer needed.</p> <p>Other records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 6 (Completed Questionnaires), Item No. 7 (Congressional Correspondence), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data</p>		

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34.	<p>Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey Project Files), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 22 (Source Publication Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Industry and Commodity Classification Branch</u></p> <p>This branch develops and updates various industry and commodity coding systems and uses these codes to classify particular companies and products. In addition, the branch also prepares special reports and monographs relating to coding.</p> <p>RECORDS RELATING TO AN INTERAGENCY PROJECT CONCERNING IMPORT-EXPORT CODES</p> <p>6 cubic feet. 1974-1976.</p> <p>Records relating to an interagency project of the Census Bureau, the Customs Bureau, and the Domestic and International Business Administration (DIBA) concerning the revision of the import and export codes that was mandated by the Trade Act of 1974.</p> <p>Records include minutes of meetings, drafts of proposed code revisions, comments by businesses and trade associations on these drafts (consisting mostly of objections to proposed codes, demands for greater detail, and demands for use of metric quantities), related correspondence, and revised drafts.</p> <p>Arranged by type of document, and thence numerically by the sections of the Tariff Schedule of the United States Annotated (TSUSA) to which the documents relate.</p>		

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35.	<p><del>Disposition--Permanent. Offer to the National Archives when 10 years old. Destroy when 20 years old or no longer for reference, whichever is sooner.</del></p> <p><del>RECORDS RELATING TO 1972 SIC CODE REVISION</del></p> <p>1972. 5 cubic feet.</p> <p>SIC manual drafts, copies of proposals made by other agencies, trade associations, business concerns, etc., and related memorandums between the branch and other divisions, and between Census and OMB. This file contains the history of the branch's input into the coding of the 1972 Economic Census.</p> <p><del>Disposition--Permanent. Transfer to the National Archives when 10 years old.</del></p>		WITHDRAWN
36.	<p>RECORDS RELATING TO CODE REVISIONS</p> <p>1972 and thereafter at irregular intervals. 5 cubic feet.</p> <p>Record copies of the revised SIC code manual, copies of proposals made by agencies, trade associations, business concerns, and others, and related memorandums between the branch and other divisions, and between Census and OMB.</p> <p>Disposition--Permanent. Offer to the National Archives when 10 years old.</p> <p>The records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 5 (Committee, Meeting, and Conference Files), Item No. 9 (Data Tabulations), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 13 (Miscellaneous Subject Files Not Elsewhere Described), Item No. 16 (Periodic Activity Reports), Item No. 18 (Quinquennial Census and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 22 (Source Publication Files),</p>		

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	<p>Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Outlying Areas Branch</u></p> <p>This branch plans and conducts the economic censuses for Puerto Rico and U.S. possessions.</p> <p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 5 (Committee, Meeting, and Conference Files), Item No. 6 (Completed Questionnaires), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 10 (Economic Census Suggestion Files), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), and Item No. 25 (Working Papers).</p> <p><u>Program Development Branch</u></p> <p>This branch performs feasibility studies on proposed survey programs and conducts research directed to improving the quality and efficiency of existing programs and reconciling the findings of the various Economic Censuses and Sample Surveys.</p> <p>The records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere) Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Item No. 15 (Operations Files), Item No. 16 (Peri-</p>		

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	<p>odic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Special Survey Branch</u></p> <p>This branch plans and conducts special surveys - most of which are one-time surveys performed under contract to other Federal agencies. In addition, the branch carries out the Survey of Minority Owned Business Enterprises (SMOBE) which is conducted as a supplementary survey to the economic census.</p> <p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 5 (Committee, Meeting, and Conference Files), Item No. 6 (Completed Questionnaires), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 10 (Economic Census Suggestion Files), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 14 (OMB Clearance/Forms Development Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Statistical Methods Branch</u></p> <p>This branch originates survey samples, develops data estimation procedures, devises quality control procedures for editing and processing of data, and conducts research in data reliability and sampling methodology.</p>		



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	<p>The records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 11 (File Documentation for Machine Readable Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Respondent Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p> <p><u>Transportation Branch</u></p> <p>This branch plans and conducts the Census of Transportation and sample surveys relating to the Transportation Industry.</p> <p>The records of this branch are described in Item No. 2 (Census Bureau Publications), Item No. 3 (Census/SSEL/Survey Procedures Memorandums), Item No. 4 (Chron Files Not Described Elsewhere), Item No. 6 (Completed Questionnaires), Item No. 8 (Data Processing Paperwork Records), Item No. 9 (Data Tabulations), Item No. 10 (Economic Census Suggestion Files), Item No. 12 (Information/Publication/Data Tabulation Request Files), Item No. 15 (Operations Files), Item No. 16 (Periodic Activity Reports), Item No. 17 (Proposed Survey/Project Files), Item No. 18 (Quinquennial Census Planning and Management Files), Item No. 19 (Reference or Convenience Copy Files), Item No. 20 (Response Correspondence), Item No. 21 (Routine Administrative or "Housekeeping" Files), Item No. 22 (Source Publication Files), Item No. 23 (Standard Statistical Establishment List (SSEL) Records), Item No. 24 (Survey Planning and Management Files), and Item No. 25 (Working Papers).</p>		

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	<b>Machine Readable Files</b>		
	<p>The Records Schedule for Economic Surveys Division machine readable records is broken into two parts</p> <p>Part I describes machine readable records that are created during phases of the data processing operation. The retention status of these records does not depend on their content but on their status as intermediate steps toward the creation of a final product.</p> <p>Part II describes machine readable records that represent a final product whose retention status depends on their content. Most of the records described herein are final edited microdata or detail files, but some final edited aggregated files are described also.</p>		
	Part I		
37.	<p><b>PROGRAM TAPES</b></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>		
38.	<p><b>PUNCH CARDS</b></p> <p>Punch cards used for input of either data or program instructions into the computer.</p> <p>Disposition--Destroy after input.</p>		
39.	<p><b>"RAW" UNEDITED MICRODATA TAPES/DIS PACKS</b></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--Dispose after either the third update cycle or the creation of a final edited data file (GRS #20, Part II, Item 3 and 4.</p>		

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40.	<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--Dispose after subsequent edited or final edited microdata files have been created (GRS #20, Part II, Item <del>12 and 13</del> 11.)</p>		
41.	<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>		
42.	<p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>See Part II.</p>		
43.	<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 "raw" aggregated data file has been created and proven satisfactory (GRS #20, Part II, Item 3 and 4).</p>		

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44.	<p><b>AGGREGATED DATA FILES IN INTERMEDIATE EDIT PHASES</b></p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from computer counts of records in final edited microdata files or from other data sources, and subsequently from previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected to statistical calculation, etc.</p> <p>Disposition--Destroy after subsequent edited or final edited aggregated data files have been created (GRS #20, Part II, Item <del>18 and 19</del> 11.)</p>		
45.	<p><b>FINAL AGGREGATED DATA FILES</b></p> <p>See Part II.</p>		
46.	<p><b>SECURITY BACKUP TAPE FILES</b></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><del>a. For All Original Files Designated PERMANENT.</del></p> <p><del>Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives along with the original.</del></p> <p><del>b. All Other Non-Permanent Original Files.</del></p> <p>Retain as long as the original tape file is retained. Destroy along with the original file.</p>		<p><i>Approved per telecon. w/ Bill Reader 12/18/81 T. Brown (WNR)</i></p>
47.	<p><b>PRINT/PUBLICATION FILES</b></p> <p>Machine readable media containing aggregated data that is either reproduced and disseminated as a</p>		

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	<p>publication, used for producing a printed publication, or used for producing required reports.</p> <p><del>Disposition--Submit an SF 115 to the National Archives for each file (CDS #20, Part II, Item 20 and 21)</del> <i>Destroy when 5 yrs. old or sooner if no longer needed.</i></p> <p style="text-align: center;">Part II</p> <p>All files described herein are final edited microdata or detail files unless otherwise noted. To assist the National Archives in the evaluation of these files, the survey file descriptions contain the present approximate totals of the sample therein. Over a period of time, however, the size of the sample may change. In such cases, the original disposition instructions will remain the same as before. In addition, this Records Schedule also includes 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 U.S. Code because they contain data that permits either direct or deductive disclosure of information on individually identifiable persons, establishments, or companies. Such files are denoted by an asterisk. Permanent Title 13 records will be transferred to the National Archives, when 30 years old under authority of 44 U.S. Code 2103(2).</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 7091 or the information equivalent), File User Manuals, a statement of the editing</p>		

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48.	<p>procedures, and any other information that would be useful 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><b>BUSINESS MASTER FILE (BMF)</b></p> <p>Annual IRS generated file which is used to update the employer ID number and current business status fields of the SSEL. The file data includes the name of the company/establishment, address, employer ID number, current status (whether SSA is receiving FICA taxes from this firm), and some summary payroll and employment data.</p> <p>Disposition--Destroy when 1 year old.</p>		
49.	<p><b>CENTRAL ADMINISTRATIVE OFFICE OR AUXILIARY ESTABLISHMENT REPORT FILES (NC-X6)</b></p> <p>1963, 1972, 1977 and every 5 years thereafter. Volume 3 tapes (6250). Accumulation - 1 tape per census.</p> <p>Employment, payroll, sales/receipts, capital expenditures, assets, inventory, principal product/service, and research and development data for central administrative offices and auxiliary establishments (research and development, warehousing, electronic data processing, and trading stamp redemption establishments) of each company enumerated in the various economic censuses.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 yrs old.</i></p>		
50.	<p><b>BUSINESS CLASSIFICATION SURVEY FILES</b></p> <p>Classification surveys which are used to classify companies/business establishments according to their kind of business activity. These surveys constitute a first stage sampling to determine the proper universe classification for each company/business establishment and are also used to update the SSEL. The file data includes the name, address, and employee ID</p>		

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51.	<p>number of the company/business establishment, the name and employer ID number of parent and subsidiary companies, kind of business activity, principal products made/goods sold/services performed, total sales/receipts, and the name and location of each subsidiary establishment.</p> <p>Disposition--Destroy when 5 years old or sooner if no longer needed.</p> <p>COMMODITY TRANSPORTATION SURVEY</p> <p>1963, 1967, 1972, 1977, and thereafter. Volume 16 tapes (6250). Accumulation - 4 tapes per survey.</p> <p>Sample survey of 1,500,000 shipping documents from 20,000 manufacturing establishments designed to measure the traffic flow and destination. The two stage sampling process involves selection of first, 20,000 manufacturing establishments and secondly, of 25-200 bills of lading or sales invoices from each establishment depending on size. The manufacturers are stratified according to size so that the larger the establishment the greater the probability of being sampled. Data includes location of shipper, access to different modes of transport, weight and value of each commodity shipped, destination, and type of transport. Part of the Census of Transportation.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 yrs. old.</i></p>		
52.	<p>COMPANY ORGANIZATION SURVEYS</p> <p>1974 and thereafter. Volume 5 tapes. Annual accumulation - 1 tape.</p> <p>Sample surveys of 75,000 multi-unit establishment companies which include all companies with more than 50 employees conducted for the purposes of correcting the multi-unit company list, updating the Standard Statistical Establishment List (SSEL) Directory, and providing employment and payroll data input for the County Business Patterns Files. Data includes name, address, and ID number of parent company; percent of stock</p>		

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53.	<p>owned by parent; name, address, and ID number of each establishment and subsidiary; the type of business, principal products/activities, total employment and total payroll for each establishment/subsidiary; whether a foreign company owned 10% or more of the stock and if so, the name and address of the foreign company.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 yrs. old.</i></p> <p>COMPANY SUMMARY REPORT FILES</p> <p>1972 and thereafter. Volume 2 tapes (6250). Accumulation - 2 tapes per census.</p> <p>Summary employment, payroll, sales/receipts, capital expenditures, assets, and inventory data for each company or business organization enumerated in the various economic censuses.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 yrs. old.</i></p>		
54.	<p>COUNTY BUSINESS PATTERNS (CBP)</p> <p>Aggregated data on employment and payroll for each SIC code category along with number of business establishments by employment size grouping. The CBP is divided into a State File (Table 1B) and a County File (Table 2). Both files have identical data except that the State File has summary wage and employment for each employment size category while the County File has such data only for all establishments as a whole. The information in both files comes from both Census Bureau Company Organization Survey data and administrative record data supplied by the Internal Revenue Service (Forms 941 and SS-4) and the Social Security Administration (Forms 941 Schedule A and OOA-100).</p> <p><i>A. Restricted Data File: Destroy when 5 yrs old or sooner if no longer needed.</i> <del>Disposition - Destroy when 5 years old.</del></p> <p><i>B. Public Use File: PERMANENT. Offer to NARS when 5 yrs old or when made available for distribution.</i></p>		
55.	<p>ECONOMIC CENSUS OF OUTLYING U.S. POSSESSIONS FILES</p> <p>1972 and thereafter. Quinquennial accumulation - 1 reel for each territory. Volume 4 tapes</p>		



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56.	<p>Census of companies and business establishments engaged in retail trade/services/wholesale trade/manufacturing/construction that are located in Puerto Rico, Guam, the Virgin Islands, and the Commonwealth of the Marianas. The file data includes employer ID number, location, organizational status, total payroll, number of employees, kind of business, total sales/receipts by service/activity/product line/merchandise line, and operating expenses.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 yrs. old.</i></p> <p>ENTERPRISE STATISTICS PROGRAM FILES</p> <p>1963, 1967, 1972, 1977, and thereafter.</p> <p>Aggregated data on employment, payroll, sales/receipts, and the number of establishments by major industry classification (2 digit SIC) cross tabulated by employment, payroll, sales/receipts, legal form of organization, and SIC code of parent companies and subsidiary companies. These files are used to arrive at company size classes, and to define the level of vertical and horizontal integration in company structures and industries. The data in these files comes from both the IRS Corporate Statistics of Income File and two economic census files--Central Administrative Office or Auxiliary Establishment Reports (Form NC-X6) and Enterprise Reports (Form NC-K1).</p> <p>Disposition--Destroy when 6 years old.</p>		
57.	<p>ENTERPRISE UNIVERSE FILE</p> <p>1972, 1977, and thereafter. Volume 16 tapes (6250). Accumulation - 15 tapes per census.</p> <p>Merged file containing sales/receipts, expenditure, payroll, asset, inventory, employment, and product/kind of business data for each multi-unit company and its individual subsidiary establishments, central administrative office, and auxiliary establishments (research and development, warehousing, EDP) that was created for the purposes of making tabulations on a company-wide</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
58.	<p>basis and permitting research into company affiliations.</p> <p>Note 1977 file contains 5.5 million records. 1972 file consists of 6 unmerged files which will be merged to make a file analogous to the 1977 file.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 yrs. old.</i></p> <p>EXPORT FINANCE SURVEY</p> <p>1976. Volume 1 tape.</p> <p>One-time stratified sample survey of 10,000 export declaration with the probability of a firm's export declaration being sampled proportional to the size of the export firm. The file includes the following data whether foreign buyer is affiliated with the company, currency of payment, manner of payment, source of financing, interest rate, repayment period, type of Export-Import Bank assistance if any, and whether the export declaration was part of a large transaction. The survey was sponsored and funded by the Export-Import Bank.</p>		
59.	<p>Disposition--<del>Permanent</del>. <i>Destroy when 5 yrs old or sooner if no longer needed.</i></p> <p>EXTRACT FILES</p> <p>Extract files (such as all single unit establishments in a particular line of business) created from the various economic censuses.</p> <p>Disposition--Destroy when 5 years old <i>or sooner if no longer needed.</i></p>		
60.	<p>FEASIBILITY SURVEYS/STUDIES</p> <p>Pilot surveys or studies designed to test the feasibility of proposed or projected surveys. An example of such a survey/study is a feasibility survey of energy consumption by commercial business and utilities for the Department of Energy.</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
61.	<p>Disposition:</p> <p>a. Pilot/Feasibility-Survey resulting in full-scale surveys.</p> <p>Destroy upon completion of full-scale survey.</p> <p>b. Pilot/Feasibility-Survey not resulting in full-scale surveys.</p> <p>Destroy when 5 years old.</p> <p>FINAL AGGREGATED DATA FILES NOT ELSEWHERE MENTIONED</p> <p>Routine aggregated data tabulations and listings. Included are summary counts, "weighted" counts, data derived from the performance of various statistical/mathematical calculations, data tables, data projections, and historical time series summary data.</p> <p>A. Files Containing Data Aggregated at the County/SMSA/State/Territory Level.</p> <p>Summary employment, payroll, transportation, cost, inventory, capital expenditure, transportation, shipment, vehicle, output, and related data by industry (4 digit SIC code)/product class (5 digit SIC code)/product (7 digit SIC code)/company class or by vehicle transport characteristics down to the state/SMSA/county level or territorial equivalent and below.</p> <p>Disposition--Destroy when 10 years old.</p> <p>B. Files Containing Other Data Aggregations.</p> <p>Summary data that is either 1) not aggregated at the state or territory level and below, or 2) aggregated on other than a geographic area or company class basis.</p> <p>Disposition--Destroy when 5 years old.</p> <p>C. Historical Time Series Aggregated Data Files.</p> <p>Time series data files containing summary employment, payroll, cost inventory, capital</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
62.	<p>expenditure, transportation, shipment, vehicle, output, and related data by industry (4 digit SIC code)/product class (5 digit SIC code)/product (7 digit SIC code)/company class or by vehicle/transport characteristics down to the state/SMSA/county level or territorial equivalent and below.</p> <p>Disposition--<del>Permanent</del> <i>Submit SF 115 to NARS.</i></p> <p>GEOGRAPHIC CODING FILES</p> <p>Geographic coding files that are used in the creation of statistical area summary data. The files contain geographic area code (state, county, SMSA, minor civil division, place, census tract, and enumeration district), geographical coordinates (latitude and longitude), and summary demographic and/or economic data.</p> <p>Disposition--Destroy when no longer needed.</p>		
63.	<p>MINORITY OWNED BUSINESS ENTERPRISES FILE (SMOBE)</p> <p>1972, 1977, and every 5 years thereafter. Volume 4 tapes (6250) (1972 and 1977). Quinquennial accumulation - 2 tapes (6250).</p> <p>Data file of minority (Black, Spanish speaking, Asian American, and Indian) owned business enterprises. The data was derived from IRS tax return forms (Forms 1040C, 1065, and 1120S), Social Security administrative records, and two sample surveys of business establishments--1) those owned by persons listed in Social Security records as neither white nor black and 2) those owned by persons with Spanish surnames. The file data includes employer ID or Social Security number, company name and address, SIC code, number of employees, annual payroll, total sales/receipts, and number of shares.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 yrs. old.</i></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
64.	<p>SIC CODE CLASSIFICATION FILES</p> <p>Surveys/censuses of new employers that have not yet received an SIC classification code because either an SS-4/OOA-100 classification form was not received from them or these forms contained insufficient data. These surveys/censuses are often carried out prior to the conduct of an economic census in order to classify all establishments before the enumeration forms are mailed out. These classification surveys/-censuses are also conducted when SIC code categories are revised and additional data is needed for reclassification.</p> <p>Disposition--Destroy 1 year after the next economic census year.</p>		
65.	<p>SURVEY OF AIRPORT SERVICES</p> <p>1977.</p> <p>FAA sponsored survey of airport managers and owners of fixed base operations that provide airport or airplane services such as jet fuel or repairs at approximately 3,000 public general airports in order to obtain data on the numbers, services, and revenues of such operators.</p> <p>Disposition--Destroy when 5 years old.</p>		
66.	<p>SURVEY OF ENERGY CONSUMPTION</p> <p>1978 and thereafter. Volume 1 reel. Annual accumulation - unknown.</p> <p>Projected survey of approximately 20,000 business establishments that will be sponsored by the Department of Energy to gather data on energy consumption. The file includes employer ID number, location, type of fuel used, number of business hours per week, square feet of floor space, volume and cost of electricity/natural gas/district steam used, date of building construction, principal type of exterior wall material, type of heating/cooling unit, average temperature maintained, type of energy conserving features, and type of building in which establishment is located.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 yrs old.</i></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
67.	<p>SURVEY OF NON-REGULATED BUS AND TRUCK CARRIERS</p> <p>1977 and every 5 years thereafter. Volume 1 tape. Accumulation - 1 tape per survey.</p> <p>Sample survey of 1,800 passenger carriers and 50,000 motor freight carrier/public warehouses that are not regulated by ICC. These non-regulated establishments consist of local privately-owned public transit, airport limousine, charter bus, sightseeing bus, moving, delivery, public warehouse, and storage facility concerns with the same stratified by size so the larger carrier/warehouse operations have the greater probability of being sampled. Data includes location of establishment, operational status, total payroll, total operating revenues and expenses; capital expenditures by category; number of buses/trucks/autos owned, by concern; amount of floor/refrigerator/freezer/bulk liquid and bin storage space; and total number of passenger miles, bus miles, and passengers carried. Part of the Census of Transportation.</p> <p>Disposition- <del>Permanent</del>. <i>Destroy when 11 yrs old or sooner if no longer needed.</i></p>		
68.	<p>SSN FILES</p> <p>Extract files containing for each company aggregate sales/revenue information, geographic codes, and SIC codes.</p> <p>Note 1972 SSN used with the MU Establishment, SU Establishment, MU Summary, Central Administrative Office (NC-X6), and Company Summary (NC-K1) to create the 1972 Enterprise Universe File.</p> <p>Disposition--Destroy when 6 years old or sooner if no longer needed.</p>		
69.	<p>TRUCK INVENTORY AND USE SURVEY (TIU)</p> <p>1963, 1967, 1972, 1977, and every 5 years thereafter. Volume 4 tapes. Accumulation - 1 tape per survey.</p> <p>Sample survey of 118,000 registered truck vehicles <u>for the purpose of collecting data on the use and</u></p>		

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	<p>characteristics of the nation's trucks. There are separate samples for each state in order to produce valid state totals on the use and characteristics of their vehicles. Data includes make, year, and weight of vehicle, how vehicle acquired, class of operator, annual and lifetime mileage, physical characteristics of the truck--gross weight, type, size and HP of engine, type and size of body, cab type, and axle arrangement of trailer units. Part of the Census of Transportation.</p> <p>Disposition:</p> <p>a. Microdata</p> <p><del>Permanent</del> <i>Destroy when 10 yrs old or sooner if no longer needed.</i></p> <p>b. Public Use File</p> <p>1967, 1972, and 1977. Volume - 1 reel for each year.</p> <p>(Same as above except for deletion of personal and vehicle identifiers.)</p> <p><del>Destroy when 10 years old.</del> <b>PERMANENT.</b> <i>offer to NARS when 10 yrs old or made available for distribution, whichever is sooner.</i></p>		
70.	<p>VERIFICATION SURVEY FILES</p> <p>Surveys of employers designed to verify seemingly inaccurate or incomplete information whether reported previously or contained in administrative record data. Examples of such files include surveys or large single unit establishments for the purpose of verifying that they have not become multi-unit establishments.</p> <p>Disposition--Destroy 1 year after the next economic census year.</p>		
71.	<p>SURVEY OF DOMESTIC AND INTERNATIONAL TRANSPORTATION OF U.S. FOREIGN TRADE</p> <p>1976. Volume 2 tapes.</p> <p>Department of Transportation, Army Corps of Engineers, and Maritime Administration sponsored sample survey of customs documents designed to</p>		

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	<p>find out how imports are moved from port of entry to final destination and how exports are transported from place of manufacture to port of export. Import data includes destination, mode of transport to the U.S. and within the U.S., cost and volume of goods, and importer's/recipient's principal business. Export data includes place of manufacture and acquisition mode of transport within the U.S. and to foreign destination, cost and volume of goods, and exporter's recipient's/manufacture's principal business.</p> <p>Disposition--<del>Permanent</del> Destroy when 5 yrs old or sooner if no longer needed.</p>		
72.	<p>STANDARD STATISTICAL ESTABLISHMENT LIST DIRECTORY SYSTEM (SSEL)</p> <p>Cumulative record system listing all 9-10 million establishments with employees subject to Social Security taxes that have been in business within the last 2 years. (All business establishments out of business over 2 years are deleted from the file). This population universe/system is used to select samples for surveys, construct mailing lists for economic censuses, and provide input data for the County Business Patterns Files. The data in the system comes from IRS Form SS-4, "Application for Employer Identification Number," SSA Form OOA-100, "Employer Information Schedule," and the Census Bureau's Company Organization Survey's Form NC-X1A list of subsidiary establishments. The system's data consists of the name, address, ID number, total employment, SIC code, and current status of the establishment along with the same data for each of its subsidiaries.</p> <p>Disposition--Temporary. Delete data from the system when no longer needed.</p>		
73.	<p>WOMEN OWNED BUSINESS FILE</p> <p>1972 and every 5 years thereafter. Volume 7 III-A tapes (1972).</p> <p>Data file of women owned business enterprises. The data was derived from IRS tax return forms (Forms 1040C, 1065, and 1120S) and Social Security</p>		



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	<p>administrative records. The file data includes the employer ID or Social Security number, company name and address, SIC code, number of employees, annual payroll, and total sales/receipts.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 yrs. old.</i></p>		

MASS DATA CHANGE WORKSHEET

TYPE OF SCHEDULE

REVISION  NEW  NC JOB

DATE DISPOSAL AUTHORITY FILE WAS UPDATED

1-29-82

DATE CENTERS MAY BEGIN INPUTTING MASS DATA CHANGES

2-8-82

INPUT CODE

NOT AVAILABLE

INPUT CODE (If available)

PRINTOUT CODE

APPLIES TO RG(S)	OLD AUTHORITY	NEW AUTHORITY	OLD RETENTION PERIOD	NEW RETENTION PERIOD	NET DIFFERENCE IN NO. OF YEARS (+ or -)	MASS CHANGE	MANUAL CHANGE
29	NC174/235/10A	NC1/29/80/15/6C1	Destroy 3 yrs after final publication	Destroy when 3 yrs old	0	✓	
29	NC174/235/9B	NC1/29/80/15/6A1	Destroy after completion of next census	Submit SF 115	n.a.		✓
29	NC174/235/9C	NC1/29/80/15/6B1	Destroy when 5 yrs old	Destroy when 5 yrs old	0	✓	
29	NC174/235/11D	NC1/29/80/15/9A2B	Destroy after completion of the next subsequent census or sooner if not needed.	Destroy when 5 yrs old.	n.a.		✓

8W  
1-25-82