

Red NCO 11/29/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO. <b>NCI-29-80-16</b>
DATE RECEIVED <b>August 14, 1980</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date _____ Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
Construction Statistics Division

4. NAME OF PERSON WITH WHOM TO CONFER  
*Robert W. Rawlins was*  
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 2 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
7-29-80	<i>Henry V. Parr</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1. 80-128	HSS-PURGED DR. 1 Tape (6250)  Microdata file resulting from the SURVEY OF HOUSING STARTS, SALES, AND COMPLETIONS (HSS). The file records consist of housing units from this survey that were completed or sold in 1979 and purged from the cumulative HSS system.  The HSS is a monthly survey of approximately 4,500 owners or builders who were issued building permits in the preceding month together with a sampling of owners or builders who are constructing housing units in areas not requiring building permits.		<i>Withdrawn</i>

*Closed Out Withdrawn: 4-16-82: K.P.D.*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Reinterviews are conducted to follow the housing units described until they are completed and sold. As monthly and reinterview data is gathered, it is incorporated and retained within the HSS system until the end of the year when all records of completed and sold housing units are purged and stored on a separate tape file.</p> <p>The HSS file has records relating to Single Dwelling Unit buildings and Mult-Dwelling Unit buildings. The Single Unit records contain data on the characteristics of the dwelling unit, the authorization/starting/completion/sales dates, sale price, mortgage, and consumer durables included with the housing unit. The Mult-Unit records include most of the above data plus information on the type of dwelling unit, the number of housing units by number of bedrooms, and the number of units available for occupancy.</p>		