

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-29-82-4	
DATE RECEIVED AUG 31 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-16-83 Date	<i>Clark Was</i> 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
Governments Divisions

4. NAME OF PERSON WITH WHOM TO CONFERENCE
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 35 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 8-24-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>King 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
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RECORDS SCHEDULE - GOVERNMENTS DIVISION

This records schedule covers records created by the Governments Division and replaces Schedule NN168-109.

*all changes per
J.S./LT of Census
& MG of NARS
7-29-83-18/83
MG. 8-19-83*

MASS DATA CHANGE SHEET REQUIRED

85 items

*KNB, NNS, NNF, NNI sent 9-27-83 by DMW
NNA sent 11/2/83 by DMW. Agency sent 10/3/83 by DMW*

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1.	<p style="text-align: center;">Governments Division</p> <p>This division has the function of collecting, processing and disseminating statistical data and information on State and local governments. This involves the following: planning and conducting both the Quinquennial Census of Governments and the various sample surveys; processing the resulting data; and preparing reports and publications on the organization, financial resources employment levels, and activities of State and local governments and agencies thereof. The division consists of branches which report to one of three assistant chiefs (each assistant chief supervises two to three branches) who in turn report to the division chief. Records are maintained by the administrative officer and by the branches.</p> <p style="text-align: center;"><u>Records Common to All or Most Branches</u></p> <p>CENSUS BUREAU PUBLICATIONS</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><u>Disposition</u></p> <p>Destroy or transfer to a publication storage area when no longer needed. Non-record material.</p> <p>2. CHRONOLOGICAL FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or xerographic copies of outgoing letters, memoranda, and other documents that are filed chronologically and without any related incoming documents.</p> <p><u>Disposition</u></p> <p>Break file at end of either the fiscal or calendar year. Keep 5 years, then destroy.</p>		

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3.	<p>COMMITTEE, MEETING, AND CONFERENCE FILES</p> <p>Files relating to Interagency Committees, Census Committees, Census Task Forces, Conferences, and Professional Associations. These files contain copies of correspondence, memoranda, agendas, 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><u>Disposition</u></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
4.	<p>COMPLETED QUESTIONNAIRES</p> <p>A. Completed Quinquennial Census, or Sample Survey, Questionnaires.</p> <p><u>Disposition</u></p> <p>a. Hard Copy</p> <p>(1) Quarterly Surveys</p> <p>Cut off file at end of year and destroy 4 years later (NN 168-109, Item 8a) or sooner if no longer needed.</p> <p>(2) Annual Survey</p> <p>Destroy when 7 years old (NN 168-109, Items 8b and 8c) or sooner if no longer needed.</p> <p>(3) Quinquennial Census Governments</p>		

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	<p>Destroy when 7 years old (NN 168-109, Item 8d) or sooner if no longer needed.</p> <p>(4) Special Surveys</p> <p>Destroy when 3 years old (NN 168-109, Item 8E).</p> <p>b. Microform</p> <p>(1) All Quarterly, Annual, and Special Surveys.</p> <p>Destroy when 10 years old.</p> <p>(2) Quinquennial Census of Governments</p> <p>Destroy when 20 years old.</p>		
5.	<p>CONGRESSIONAL CORRESPONDENCE</p> <p>Incoming letters from Congressmen and transmittals of letters by Congressmen from constituents together with copies of outgoing replies. While some of this correspondence relates to the content, content, scope, and conduct of the Census of Governments or Governments Division Survey, most consists merely of requests for information, data, or publications.</p> <p><u>Disposition</u></p> <p>Destroy when 3 years old.</p>		
6.	<p>DATA PROCESSING PAPERWORK RECORDS</p> <p>Documents describing each file run, routine edit and tabulation specifications, matrix and table layouts; diary printouts; routine instruction to coders, processors, and clerical personnel; cost charges for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed.</p>		

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7.	<p>DATA TABULATIONS</p> <p>Unpublished aggregate data tabulations and listings. Included are data tables, data derived from the performance of various statistical calculations data projections, data estimates, time series data, and comparisons of data from different sources or surveys.</p> <p><u>Disposition</u></p> <p>a. Hard Copy</p> <p>(1) Quinquennial Census of Governments Tabulations and Listings</p> <p>(a) Intermediate and Preliminary</p> <p>Destroy after final data are determined to be acceptable.</p> <p>(b) Final</p> <p>Destroy when 20 years old (NN 168-109, Item 10b) or sooner if no longer needed.</p> <p>(2) All Other Tabulations and Listings</p> <p>(a) Intermediate and Preliminary</p> <p>Destroy after final data are determined to be acceptable (NC 174-235, Item 11a and 11b).</p> <p>(b) Final</p> <p>1. Annual Survey Data</p> <p>Destroy when 2 years old (NN 168-109, Item 10a(2)).</p> <p>2. Special Survey and Quarterly Survey Data</p> <p>Destroy when 15 years old or sooner if no longer needed.</p>		

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8.	<p>b. Microform</p> <p>(1) Quinquennial Census of Governments Destroy when 20 years old.</p> <p>(2) Annual, Quarterly, and Special Surveys Destroy when 10 years old.</p> <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, 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><u>Disposition</u></p> <p>a. For All Machine Readable Files Designated PERMANENT.</p> <p>Permanent. Offer to the National Archives along with the related tape file.</p> <p>b. For All Other Machine Readable Files</p> <p>Retain as long as the tape file is retained. Dispose along with related tape file.</p>		
9.	<p>GOVERNMENT DIRECTORY AND MAILING LISTS</p> <p>Lists and card files containing the names and addresses of governmental entities or of persons/officers within.</p>		

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	<p><u>Disposition</u></p> <p>a. Textual</p> <p>Destroy individual card files/lists when superseded or obsolete.</p> <p>b. Microform</p> <p>Destroy when no longer needed.</p>		
10.	<p>INFORMATION/PUBLICATION/DATA TABULATIONS REQUEST FILES</p> <p>Incoming letters requesting either information, specific data tabulations, or copies of publications (including congressional, governmental, or other letters forwarding such requests) together with copies of replies thereto.</p> <p><u>Disposition</u></p> <p>Destroy 3 months after transmittal or reply (GRS #4, Item 3 and 4).</p>		
11.	<p>OPERATING FILES</p> <p>Duplicate copies of procedures and instructions; 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 administrative nature not described elsewhere.</p> <p><u>Disposition</u></p> <p>a. Census of Governments</p> <p>Destroy 1 year after next Census of Governments.</p> <p>b. All Other Files</p> <p>Destroy 3 years after the completion of the census, survey, or project to which they relate, or sooner if no longer needed.</p>		

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12.	<p>PERIODIC ACTIVITY REPORTS</p> <p>1975 and thereafter. Volume $\frac{1}{2}$ 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>Prepared at division level:</p> <p><u>Disposition</u></p> <p>a. Central Files Copy</p> <p>Destroy when 10 years old or when no longer needed.</p> <p>b. Other Copies and Feeder Reports</p> <p>Destroy when 3 years old or when no longer needed.</p> <p>c. Prepared and retained below division level:</p> <p><u>Disposition</u></p> <p>Destroy when 3 years old or when no longer needed.</p>		
13.	<p>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><u>Disposition</u></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. <u>SEE ITEM 20.</u></p>		

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14.	<p>QUINQUENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>1962 and thereafter. Volume--6 cubic feet. Annual accumulation-undetermined.</p> <p>Records which document the origin, planning, content, procedures, processing, costs, and results of the Quinquennial Census of Governments. Such records include the following: post-mortems on the preceding census; reports on census pretests; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meetings relating to policies and procedures; correspondence, memoranda, reports, and other records relating to questionnaire content, sampling framework, enumeration problems, data output, publications, and findings; summary budget and cost data; and post-census evaluations and reports.</p> <p>Arranged chronologically by quinquennial census year and thereafter, alphabetically by subject.</p> <p><u>Disposition</u></p> <p>Permanent - Consolidate the files from the various units on a division level, eliminate duplicate material, and offer to National Archives when 10 years old.</p>		
15.	<p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Xerographic 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 electro-static 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>		

*see revised
disposition
p. 8A*

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14.	<p>Quinquennial Census Planning and Management Files.</p> <p><u>Disposition</u></p> <p>Permanent. Consolidate the files from the various units on a division level, eliminate duplicates, and transfer the consolidated files to FRC when 10 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p>		

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16.	<p><u>Disposition</u></p> <p>Non records material. Destroy when no longer Needed.</p> <p>RESEARCH REFERENCE FILES</p> <p>Memoranda and reports relating to the U.S. Department of Agriculture survey on land use and land ownership; copies of State laws relating to property tax assessments and collections; contracts, notes, reports, and publications relating to public employee labor organizations; lists of Standard Metropolitan Statistical Areas and counties within State agencies; State population tables; data on public employee benefits in different States; lists of criminal justice agencies, probation/parole agencies, jails/prisons, and courts with related profiles and descriptions; work sheets; rough drafts; municipal government publications and reports; lists of reports published by State agencies; and related information.</p> <p>Either unarranged or arranged alphabetically by State.</p> <p><u>Disposition</u></p> <p>Destroy individual documents or file folders when no longer needed.</p>		
17.	<p>RESPONDENT/AGENCY/GOVERNMENT CORRESPONDENCE</p> <p>Incoming letters from State and local government officials together with copies of replies thereto (but not including enclosures unless otherwise noted in the disposition instructions).</p> <p>A. Correspondence which 1) relates to the content, scope, or conduct of a census or sample survey, 2) outlines the scope of recent annexations or deannexations, or 3) describes the creation, termination, or changed jurisdiction of subordinate governmental entities.</p>		

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	<p><u>Disposition</u> <i>Destroy when 5 years old.</i></p> <p>Documents. Incorporate above correspondence and appropriate Census/Survey Planning and Management Files or retain as a separate file. If kept as a separate file, offer to the National Archives when 5 years old.</p> <p>B. Correspondence relating to reporting problems.</p> <p><u>Disposition</u></p> <p>Destroy when 1 year old.</p> <p>C. Correspondence relating to requests for routine information, publications, and data tabulations.</p> <p><u>Disposition</u></p> <p>See Item No. 10</p> <p>D. Letters transmitting copies of state and local government publications and reports together with copies of replies thereto.</p> <p><u>Disposition</u></p> <p>Destroy 3 months after transmittal or reply. (GRS #14, Item No. 3 and 4)</p>		

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18.	<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 included 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--United Givers Fund 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 service, 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><u>Disposition</u></p> <p>See Census Administrative Manual Chapter K 3, "Records Management" (Appendix A), for disposition instruction for each of the above series of records.</p>		

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19.	<p>SOURCE PUBLICATION FILES</p> <p>Printed and processed materials and xerographic/microform copies thereof collected from libraries, State/local/Federal Government agencies, and other sources that are used as background information for preparing reports and analytical studies and conducting censuses or surveys, or that are used as source data for input into a computer.</p> <p><u>Disposition</u></p> <p>Dispose of individual items or file folders when no longer needed.</p>		
20.	<p>SURVEY PLANNING AND MANAGEMENT FILES (Often referred to as SURVEY PROJECT FILES)</p> <p>Volume--approximately 8½ cubic feet. 1969 and thereafter. Annual accumulation--unknown.</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, memoranda, reports, and other records relating to sample selection, questionnaire content, data gathering 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 data validity, data reliability, survey procedures, and sampling methodology.</p> <p>Arranged alphabetically by survey, then chronologically by survey date (if a recurring survey), then alphabetically by subject within each survey file.</p>		

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21.	<p><u>Disposition</u></p> <p>Permanent. Consolidate on a division basis all the files from the various branches, eliminate duplicate material, and offer to the National Archives when 10 years old.</p> <p>WORKING PAPERS</p> <p>Background and source material 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><u>Disposition</u></p> <p>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><i>see revised disposition P. 13A</i></p>
22.	<p><u>ADMINISTRATIVE LIAISON</u></p> <p>OFFICIAL COST ESTIMATES</p> <p>Copies of official cost estimates for proposed projects along with related memoranda and correspondence.</p> <p>Arranged chronologically by fiscal year and thence numerically by project number.</p> <p><u>Disposition</u></p> <p>Break file at the end of fiscal year, retain 1 year, then destroy.</p> <p>Other files of this office are described in Item No. 18 (Routine Administrative or "Housekeeping" Files) in the "<u>Records Common to All or Most Branches</u>" Section of the Schedule.</p>		

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20.	<p>Survey Planning and Management Files</p> <p><u>Disposition</u></p> <p>Permanent. Consolidate the files from the various units on a division level, eliminate duplicates, and transfer the consolidated files to FRC when 10 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p>		

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23.	<p><u>COMPUTER UTILIZATION BRANCH</u></p> <p>This branch designs and develops the programs for using and retrieving data, creates file systems for the storage of data, and updates and maintains the division address files. Records of this staff unit are described in Item No. 6 (Data Processing Records) and Item No. 18 (Routine Administrative or "Housekeeping" Files).</p> <p><u>EASTERN STATES GOVERNMENT SECTOR BRANCH AND WESTERN STATES GOVERNMENT SECTOR BRANCH</u></p> <p>These units plan and direct the collection, quality control, and editing of data from State and local governmental entities. The Eastern branch handles governments located east of the Mississippi River while the Western Branch handles governments located west of the Mississippi.</p> <p><u>LOCAL GOVERNMENT FINANCIAL DATA FILES</u></p> <p>Financial reports of county officials and agencies, Completed Questionnaires relating to Government Finances and Revenue Sharing, form worksheets, data printouts, and related documents.</p> <p>Arranged alphabetically by State, thence by county, and thereafter by type of government.</p> <p>Destroy individual file documents when 7 years old or sooner if no longer needed.</p> <p>The records of these branches are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Chron Files Not Described Elsewhere), Item No. 6 (Data Processing Records), Item No. 7 (Data Tabulations), Item No. 9 (Government Directory and Mailing Lists), Item No. 11 (Operations Files), Item No. 12 (Periodic Activity Reports), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Reference Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Source Publications), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p>		

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	<p><u>EMPLOYMENT BRANCH</u></p> <p>This branch gathers and disseminates information on State and local government employment. This involves planning the Quinquennial Census of Government Employment and various sample surveys.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Chron Files Not Described Elsewhere), Item No. 6 (Data Processing Records), Item No. 7 (Data Tabulations), Item No. 10 (Government Directory and Mailing Lists), Item No. 11 (Operations Files), Item No. 12 (Periodic Activity Reports), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Reference Files), Item No. 17 (Respondent/Agency/Government), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Source Publications Files), Item No. 21 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>FINANCE BRANCH</u></p> <p>This Branch gathers and disseminates information on State and local government finances. This involves planning the Quinquennial Census of Government Finance and various sample surveys (including those relating to Revenue Sharing), devising data gathering and tabulation specifications, and writing and publishing reports.</p>		

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	<p>The Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Government Directory and Mailing Lists), Item No. 12 (Periodic Activity Reports), Item No. 13 (Proposed Survey/Project Files), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Reference Files), Item No. 17 (Respondent/Agency/Government Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Source Publications Files), and Item No. 20 (Survey Planning and Management Files).</p> <p>GOVERNMENTAL ORGANIZATION AND SPECIAL PROJECTS BRANCH</p> <p>This branch identifies and classifies state and local governmental entities for both the Quinquennial Census of Governments and for interim research on, and surveys, of governmental organization, functions, financial structure, interrelationships, and related subjects. The branch also conducts surveys in the special subject areas of government organization and operations.</p> <p>24. REFERENCE FILE OR ELECTED OFFICIALS</p> <p>1954-1965</p> <p>Lists of elective offices with related material on the function, term, compensation, and election area of each office; tables of elective officials with information on title, term, and election by district or at large; and related correspondence and memorandums.</p> <p>Arranged alphabetically by state.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed.</p>		

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25.	<p>LEGISLATIVE RESEARCH FILES</p> <p>1951 and thereafter.</p> <p>Newspaper clippings, legal memoranda, reports of local groups and local government agencies which describe local governmental units and agencies, copies of city charters, maps of regional transit authorities, copies of laws, bond issue prospectus, and reports from State agencies/research groups/universities which describe state government agencies and/or local governmental units. These files are used to define and classify local governmental entities.</p> <p>Arranged alphabetically by State.</p> <p><u>Disposition</u></p> <p>Destroy individual documents or file folders when no longer needed.</p>		
26.	<p>LOCAL GOVERNMENT CARD FILE</p> <p>Card reference file consisting of Forms G25 through G30 which contain classification type (county, municipality, township, school district, or special district) of each local governmental unit along with some additional data such as pupil enrollment (for school districts) or services provided (for special districts).</p> <p><u>Disposition</u></p> <p>Destroy individual cards when superseded or obsolete.</p>		

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27.	<p>STATE AND LOCAL GOVERNMENT STATISTICS COMMITTEE RECORDS</p> <p>Volume--1½ cubic feet. 1972-1975.</p> <p>The Census Advisory Committee on State and Local Government Statistics is a Census Advisory Committee which existed from the late 1940's until 1975. It was composed of academics, planning organization officials, and local/State government officials, and had functions identical to those of the currently existing Census Advisory Committees. Records consisted of proposed agenda topics, agenda, presentations to the committee, reports, correspondence, and background memoranda.</p> <p>Arranged alphabetically by subject.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old (i.e., in 1985).</p> <p>Other records in this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Government Directory and Mailing Lists), Item No. 10 (Information Request Files), Item No. 11 (Operations Files), Item No. 12 (Periodic Activity Report), Item No. 13 (Proposed Survey/Project Files), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Reference Files), Item No. 17 (Respondent/Agency/Government Correspondence), Item No. 18 (Routine Administrative or "House-keeping" Files), Item No. 19 (Source Publications Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>TAXATION BRANCH</u></p> <p>This branch gathers and disseminates information on State and local government taxation and local property valuation. This involves planning the Quinquennial Census of Taxable Property Values and various sample surveys, devising data gathering and tabulation specifications, and writing reports.</p> <p>28. STATE REPORTS</p> <p>Tax Base Information and Valuation Reports, Property Tax Statistics Reports, and related records and correspondence.</p> <p>Arranged alphabetically by State.</p> <p><u>Disposition</u></p> <p>Destroy each report or file folder when 15 years old or sooner if no longer needed.</p> <p>29. CONTROL RECORDS</p> <p>Control records relating to the sampling of taxable property. Included are such documents as jurisdiction control forms, intercoms (messages to and from field employees), and summary transmittal forms listing assessing officials, locations of offices visited, and enumerator work data.</p> <p>Arranged numerically by State/county/city 10 digit code number.</p> <p><u>Disposition</u></p> <p>Destroy after the census or survey following the one to which the records relate.</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
	<p>Other records of this branch are described in Item No. 6 (Data Processing Records), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Government Directory and Mailing Lists), Item No. 10 (Information/Publication/Data Tabulations Request Files), Item No. 11 (Operations Files), Item No. 13 (Proposed Survey/Project Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Reference Files), Item No. 17 (Respondent/Agency/Government Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Source Publications Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>WESTERN STATES GOVERNMENT SECTOR BRANCH</u> <u>SEE EASTERN STATES GOVERNMENT SECTOR BRANCH</u></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;">MACHINE READABLE FILES</p> <p>The Records Schedule for Governments 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> <p style="text-align: center;">Part I</p> <p>30. PROGRAM TAPES</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><u>Disposition</u></p> <p>Destroy when the program is discontinued.</p> <p>31. PUNCH CARDS</p> <p>Punch cards used for input of either data or program instructions into the computer.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed.</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
32.	<p>"RAW" UNEDITED MICRODATA TAPES/DISC PACKS</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><u>Disposition</u></p> <p>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>		
33.	<p>MICRODATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing output in which "raw" or previously run or previously edited data have been edited, manipulated, sorted, etc.</p> <p><u>Disposition</u></p> <p>Dispose after subsequent edited or final edited microdata files have been created (GRS 20, Part II, Item 12 and 13).</p>		
34.	<p>EDIT/REFERENCE FILES</p> <p>Machine readable media containing such data as data parameter limits, impute data, geographic/industry/other codes, "weighting" factors, or historical data from past surveys or censuses that, during the processing and editing operation, are merged with "raw" or intermediate edited file data to produce a subsequent or final output.</p> <p><u>Disposition</u></p> <p>Destroy when 20 years old or sooner if no longer needed.</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
35.	<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><u>Disposition</u></p> <p>Destroy 2 years after the creation of the final edited microdata/detail file or sooner if no longer needed.</p>		
36.	<p>FINAL EDITED DETAIL/MICRODATA FILE</p> <p>See PART II.</p>		
37.	<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><u>Disposition</u></p> <p>Destroy after the subsequent edited "raw" aggregated data file has been created and proven satisfactory (GRS 20, Part II, Item 3 and 4).</p>		
38.	<p>AGGREGATED DATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from computer counts of record in final edited microdata files or from other data sources, and from data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected to statistical calculations, etc.</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
	<p><u>Disposition</u></p> <p>Destroy after subsequent edited or final edited aggregated data files have been created (GRS 20, Part II, Item 12 and 13).</p> <p>39. FINAL AGGREGATED DATA FILES</p> <p>See PART II.</p> <p>40. SECURITY BACKUP TAPE FILES</p> <p>Duplicate copies of an original file that are retained as a security backup in case the original file is damaged or inadvertently destroyed.</p> <p><u>Disposition</u></p> <p>a. For All Original Files Designated PERMANENT.</p> <p>Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives.</p> <p>b. All Other Non-Permanent Original Files.</p> <p>Retain as long as the original tape file is retained. Destroy along with the original file.</p> <p>41. PRINT/PUBLICATIONS FILES</p> <p>Machine readable media containing aggregated data that are published, used for producing a printed publication, or used for producing required reports.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old or sooner if no longer needed.</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
	<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. If the size of the sample changes, the original disposition instructions will remain the same as before. In addition, this Records Schedule also includes files of one-time surveys. Sometime, 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>A few 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 or private facilities. Such files are denoted by an asterisk. Files containing Title 13 material designated permanent 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 informational equivalent), File User Manuals, a statement of the editing procedures, and any other information that a user needs, e.g., background procedures, problems with the data, reports resulting from the file, etc.</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
42.	<p>ANNUAL SURVEY OF GOVERNMENTS - EMPLOYMENT</p> <p>Annual survey of approximately 20,000 State and local governments. This file includes data on the number of full and part-time employees, the total gross October payroll, whether the government unit engages in collective negotiations with employee organizations, the number of employees who belong, the number of contractual agreements and the number of employees covered, description of all bargaining units and the number of employees within each, and the number and dates of all work stoppages.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
43.	<p>ANNUAL SURVEY OF GOVERNMENTS - FINANCES</p> <p>Annual survey of approximately 16,000 State and local governments (including school districts and special districts). This file includes data on revenues by amounts and source (including types/amounts of Federal Government Funding); capital and current expenditures by amount and purpose (including intergovernmental transfers and payments); total outlays for salaries/wages, specific employee retirement systems, and specific types of employee insurance; amount of outstanding debt by amount and purposes incurred; and cash/investment assets by amount and type.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
44.	<p>CENSUS OF GOVERNMENTS - EMPLOYMENT</p> <p>1967, 1972, 1977, and every 5 years thereafter.</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
45.	<p>Census of State, county, municipal, township, school district, and special district governmental units. This file includes data on the number of full and part-time employees, the total October payroll; whether the government unit engages in collective bargaining negotiations with employees organizations, the number of employees who belong, the number of contractual agreements and the number of employees covered, descriptions of all bargaining units/ and the number of employees within each; the number and dates of all work stoppages; and summary data on full time employees covered by selected employee benefits.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old.</p> <p>CENSUS OF GOVERNMENTS - PROPERTY VALUES</p> <p>1972, 1977, and every 5 years thereafter.</p> <p>Three part survey conducted as part of the Census of Governments in order to measure total property tax assessments for each governmental jurisdiction, ascertain property tax assessments for different types of property, and estimate the ratio of property tax assessments to property sales prices. The three subfiles are: (1) Assessed Value File, consisting of a 1½ percent sample of assessed property and assessed values, (2) Total Property Value File, consisting of a summary total of gross assessed real and personal property values for both taxable and tax exempt property for each governmental unit, and (3) Real Property Sales File, consisting of a 1½ percent sample of property sales in a selected sample of governmental units. Data included on the type of property whether previously occupied; total price broken down into cash paid, mortgage, and value of property traded; annual property tax, assessed value of property; whether the sale/transfer involved unrelated persons, relatives, corporations, a unit of government, or a foreclosure.</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
46.	<p><u>Disposition</u> Permanent. Offer to the National Archives when 10 years old. <i>Permanent. Offer to the National Archives when 10 years old.</i></p> <p>CENSUS OF JUVENILE DETENTION AND CORRECTIONAL FACILITIES</p> <p>1971, 1973, 1975, 1977, and thereafter. Volume: 4 tapes Annual Accumulation - 1 tape per year</p> <p>Census of 2,000 private and 1,000 public juvenile detention and correctional facilities. The files contain data on the type of facility; the number of males and females moved into and out of the facility by source and disposition category; the current number of males and females in the facility by category; the number of males and females held for felonies, misdemeanors, drug offenses, and juvenile status offenses; the average juvenile stay; the capacity of the facility; the number of full and part-time paid, unpaid, and community volunteer workers by employment category; and (for private facilities) the source of financial support in rank order.</p> <p>Note: Data from private juvenile detention and correctional facilities is restricted under Title 13.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
47.	<p>CRIMINAL JUSTICE DIRECTORY</p> <p>Law Enforcement Assistance Administration sponsored cumulative file containing the name and address of all current state and local government agencies with criminal justice related functions (i.e., public prosecutors, probation and parole, police, jails, courts, public defenders, etc.). Data include the type of agency, the geographic jurisdiction of the agency, the source of agency funding, and the number of full and part-time employees.</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
48.	<p><u>Disposition</u> <i>Destroy when superseded or made</i> EXTRACT FILES <i>obsolete by a later file.</i></p> <p>EXTRACT FILES</p> <p>Microdata or aggregated files containing data that are created from other files. (An example of such a file is the Survey of State/Local Government Pollution Control Expenditures which contains pollution control expenditures data extracted from the Annual Survey of Government Finances).</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old.</p>		
49.	<p>FAIR LABOR STANDARDS ACT WAGE AND HOUR SURVEY 1976</p> <p>One-time Labor Department sponsored survey of all (approximately 3,000) state and local government agencies employing law enforcement, correctional, and fire protection personnel. The file includes data on the duty hours, paid hours, overtime paid hours, and hourly pay rates of non-supervisory personnel along with agency policies on overtime and compensatory time.</p> <p><u>Disposition</u></p> <p>Temporary. Destroy when 5 years old.</p>		
50.	<p>FEDERAL ASSISTANCE AWARD DATA SYSTEMS (FAADS)</p> <p>1982 and thereafter. Accumulation - 1 to 2 tapes per quarter.</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
51.	<p>Quarterly listings of all forms of Federal assistance given to non-Federal Agency Governments, educational institutions, non-profit organizations, Indian Tribes, businesses, and individuals. The file contains individual unit data on each specific type of aid that is given to organizations and corporate entities together with county level aggregate data on grants to individuals.</p> <p>Arranged by State, and thereafter into individual unit organizational unit data and aggregated individual data.</p> <p><u>Disposition</u></p> <p>Permanent (NC3-269-82-1). Transfer a copy of the file to NARS when made available to subscribers.</p> <p>FINAL AGGREGATE DATA FILES</p> <p>Routine aggregate data tabulations and listings. Included are summary counts, "weighted" counts, data derived from the performance of various statistical/mathematical calculations, data table, data projections, and time series summary data.</p> <p><u>Disposition</u></p> <p>a. Census of Governments Data Destroy when 15 years old.</p> <p>b. Annual Survey Data Destroy when 10 years old.</p> <p>c. Quarterly or Special Survey Data Destroy when 10 years old or sooner if no longer needed.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
52.	<p>GENERAL REVENUE SHARING SURVEY</p> <p>1972 and thereafter. Annual Accumulation - 1 tape per year.</p> <p>Annual survey on behalf of the Treasury Department of 38,700 county, municipal, and township governments and 250 Indian Tribes eligible to receive Federal General Revenue sharing funds allocated by State and Local Fiscal Assistance Act of 1972 as amended (PL94-488). Data contained on tax revenues by source category (such as property tax, sales tax, license fees, etc.), intergovernmental revenues by governmental source and purpose, and capital expenditures by functional activity (such as police, public health, etc.) from Revenue Sharing and Antirecession Fiscal Assistance Funds.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
53.	<p>GOVERNMENT DIRECTORY AND MAILING LIST FILES</p> <p>Address lists of State and local governments, agencies thereof, and/or officials therein. These are used for sample selection, mailing label generation, and creation of directories. The files include the government or agency name, address, type of governmental organization, major functions, and population or enrollment (if a school district) under its jurisdiction.</p> <p><u>Disposition</u></p> <p>a. Survey Mailing List Files</p> <p>Destroy when superseded or made obsolete by a new address list file.</p> <p>Census Mailing List Files</p> <p>Permanent. Offer to the National Archives when 10 years old.</p>		<p><i>Withdrawn</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
54.	<p>INVENTORY OF OPEN DUMP DISPOSAL FACILITIES/ SITES</p> <p>Projected Environmental Protection Agency sponsored survey of open dump disposal facilities/sites that is mandated by the Conservation Resource and Recovery Act of 1976. The file data will include the location of the site, the type and quantity of waste collected, and the agency jurisdiction administering the site.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old. _____</p>		
55.	<p>NATIONAL JAIL CENSUS</p> <p>1978 and thereafter. Volume - 1 reel.</p> <p>LEAA sponsored Census of the Nation's 3,700 jails for the purpose of determining future needs for correctional facilities. Data include the year of the jail's construction, renovation and new jail plans; number of male and female inmates by arraignment/conviction/sentence category; number of cell by capacity category, and square footage for each all-unit category; number of employees by occupational category; medical facilities available to jail inmates, and number of inmate deaths by cause of death.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</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
56.	<p>QUARTERLY SURVEY OF TAX REVENUE COLLECTIONS</p> <p>Quarterly survey of 6,500 state and local governments for the purpose of providing nationwide estimates of state and local tax revenues. Local government data consists of a summary 3 month figure on tax collections. State government data consist of a 3 month figure on tax collections broken down by type of tax (sales, property, income, etc.).</p> <p><u>Disposition</u></p> <p>Temporary. Destroy when 2 years old.</p>		
57.	<p>SURVEY OF CRIMINAL JUSTICE EMPLOYEE CHARACTERISTICS</p> <p>1975</p> <p>One-time LEAA sponsored survey of 20,000 State, county, and municipal/township governments with a population of 10,000 + to gather data on the personnel/employment qualification policies of the criminal justice agency. Data consists of the number of sworn (arrest power) positions, number of nonsworn positions, and whether or not the agency has such policies as lateral entry into agency positions, competitive entrance exams, tenure, residency requirements, prohibitions on outside employment, participation in the Law Enforcement Program.</p> <p><u>Disposition</u></p> <p>Temporary. Destroy when 10 years old.</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>SURVEY OF EXPENDITURE AND EMPLOYMENT FOR THE CRIMINAL JUSTICE SYSTEM</p> <p>FY 1970-79 to present. (Except for FY 1971-72). Volume: 9 tapes Annual Accumulation- 1 tape per fiscal year.</p> <p>LEAA sponsored annual survey of criminal justice (police, prosecution, public defender, judicial, and correction) agencies, States, counties, and cities/towns with more than 10,000 population together with a sampling of smaller towns. The files contain full and part-time employment and payroll data for each functional activity along with the amount of Federal, State, and other local government funding received, broken down by government type and by program source.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</p>		
59.	<p>SURVEY OF REGIONAL ORGANIZATIONS</p> <p>1977 and every 5 years thereafter. Volume -</p> <p>Census of sub-State regional organizations as general planning organizations, Community Action Agencies, and Special purpose organizations conducted as part of the Census of governments compilation of a local government directory. Data include year of establishment and legal authorization; the type and number of local governments included in the Regional Organization; the total full-time and part-time employment and payroll; amount of revenue by source; amount of grants received from specified Federal agencies; amount of capital outlays/current expenditures by program area.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old.</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
60.	<p>SURVEY OF STATE/LOCAL GOVERNMENT EXPENDITURES FOR RESEARCH AND DEVELOPMENT</p> <p>1972-73. 1977-78 and thereafter. Volume -</p> <p>National Science Foundation sponsored surveys of approximately 1,800-2,000 governmental units covering all States, counties with 100,000 + population, and cities with 50,000 + population in order to gather information on expenditures for research and development projects. Data include the character of the project; the field of science; the source of funding; capital outlays; and the number of persons employed.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old.</p>		
61.	<p>SURVEY OF STATE AND LOCAL GOVERNMENT LABOR RELATIONS</p> <p>1974 and thereafter.</p> <p>Department of Labor sponsored survey of States, counties, municipalities, school districts, and special districts in order to assess the extent of labor union organization among State/local government agreements, and to measure the number and duration of work stoppages. Data include the number of employee organization members by functional activity; whether the governmental unit engages in collective bargaining, names of bargaining units, and the number of employees represented; and the number and dates of work stoppages.</p> <p><u>Disposition</u></p> <p>Temporary. Destroy when 5 years old. Data in these files is duplicated in the Annual Survey of Governments - Employment Files.</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>CENSUS OF STATE ADULT CORRECTIONAL FACILITIES</p> <p>1979 and thereafter. Volume--1 reel</p> <p>LEAA sponsored Census of the approximately 800 State prisons in the nation. Data included on the number of prisoners by race, sex, prison counseling and education programs, confinement unit capacity and use, and prison staff employment by occupational category.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 5 years old.</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
63.	<p>CENSUS OF GOVERNMENTS - FINANCES</p> <p>1967, 1972, 1977 and every 5 years thereafter.</p> <p>Census of state, county, municipal, township, school district, and special district governmental units. This file includes data on revenues by amount and source; capital and current expenditures by amount and purpose; intergovernmental transfers by amount and source/recipient; amount of long term and short term debt by purposes for which incurred, total outlays for salaries/wages debt by purpose for which incurred; total outlays for salaries/wages, specific employee retirement systems, and specific types of employee insurance; and cash/investment assets by amount and type.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 10 years old.</p>		