

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

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 S. F. Timothy Mullen	5. TEL. EXT. 173-35406

LEAVE BLANK <i>R 9 29</i>	
DATE RECEIVED <b>MAR 27 1973</b>	JOB NO.
DATE APPROVED	NN-173-199
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
<i>4-16-73</i> DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 8 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

*3-13-73*  
(Date)

*[Signature]*  
(Signature of Agency Representative)

Records Officer  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule replaces Schedule NN-162-28, and provides for the disposition of all <u>program</u> records collected or created under the over-all direction of the Construction Statistics Division in developing statistics concerning the construction establishments of the Nation, and of the activities of these establishments. The disposition of <u>non-program</u> records--the housekeeping type of records accumulated in the administration of the program--will be made by the application of the General Records Schedules.</p> <p>Paper tape, keytape, punched IBM cards which have been converted to magnetic media, and similar records, and records that are created outside the Bureau and are used for reference and not as the source of information for Bureau censuses or surveys, are records of a facilitative nature and will be disposed of by Bureau administrative determination.</p> <p>Any records, other than those of a permanent nature, which have been microfilmed, may be destroyed when determined by <del>competent Bureau personnel</del> that they are no longer needed. <i>chief, Construction Statistics Division, or his authorized designee. FIS</i></p> <p>Any records relating to outside sponsored projects may be retained longer than indicated in this authority if they are needed to meet the requirements of the contract with the sponsor, but will be destroyed when those requirements have been met.</p>		

*NWF approved*

*28 items*

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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>The destruction of records identified in this schedule <del>as amenable to determination by competent or qualified Bureau personnel</del> shall be accomplished only upon the expressed approval of the Chief, Construction Statistics Division, or his authorized designee.</p> <p>"Reporting Period" as used in this schedule means the period of time covered by the questionnaire or report.</p> <p>The determination that records "contain significant data of long term interest not compiled for dissemination", or "have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations or correlations of data for an indefinite period of time", will be made by the Bureau.</p> <p>The Census Bureau Library is the depository for record copies of all Census publications.</p> <p>1. <u>Program Files</u>. Consist of correspondence and a record copy of other documents concerning plans and specifications, definitional records, procedural memoranda, copies of forms and form letters, Division reports to the Director, records of advisory committees, evaluations, background papers showing development of criteria for census content, and similar materials that reflect program planning, implementation and results. Used in the policy and operational direction of the construction statistics program of the Bureau.</p> <p>a. <u>Quinquennial Censuses</u>.</p> <p>Retain.</p> <p>b. <u>All other current, annual, irregular, or one-time surveys</u>.</p> <p>Destroy after five years.</p>	<p>NN-162-28</p> <p>Item 1</p>	<p>DISPOSAL APPROVED</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>2. <u>Proposed Surveys Files</u>. Consist of requests for and planning materials for proposed censuses or surveys, and for extension of existing censuses or surveys.</p> <p>When census or survey is authorized, these records become part of the Program Files (Item 1 above). If the census or survey is not authorized, cut off the file and destroy five years later.</p>	<p>172  <del>127</del>-77                  Item 2</p>	<p><b>DISPOSAL APPROVED</b></p>
	<p>3. <u>Congressional Correspondence</u>. All congressional correspondence except that of a routine nature, such as requests for publications or information.</p> <p>Cut off the file at the end of the calendar year and destroy ten years later.</p>	<p>NN-172-77                  Item 3</p>	<p><b>DISPOSAL APPROVED</b></p>
	<p>4. <u>Transitory Files</u>. Consist of requests for publications, or for information for which no charge is made, and the replies thereto, including routine congressional correspondence, transmittals, and similar records of short term value.</p> <p>Cut off at end of the month and destroy six months later.</p>	<p>NN-172-77                  Item 4</p>	<p><b>DISPOSAL APPROVED</b></p>
	<p>5. <u>Respondent Correspondence</u>. Consists of correspondence relating directly to reporting and problems relating thereto.</p> <p>a. <u>Quinquennial Censuses</u>.</p> <p>Destroy after the next census is completed, but earlier if no longer needed.</p> <p>b. All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</p> <p>Destroy three years after the end of the reporting period covered.</p>	<p>NN-172-77                  Item 5</p>	<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
	<p>6. <u>Manuscripts, Manuscript Negatives, and Printing Tapes</u>.</p> <p>Destroy the manuscripts and manuscript negatives, and erase the tapes one year after the publications are released, but earlier if not needed.</p>	<p>NN-172-77                  Item 6</p>	<p><b>DISPOSAL APPROVED</b></p>

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7.	<p><u>Controls such as quality, coverage, and document controls, and all other records of a facilitative nature which do not have enduring value and are not covered elsewhere in this authority.</u></p> <p>a. <u>Quinquennial Censuses.</u>                      Destroy after completion of the next quinquennial census.</p> <p>b. <u>All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</u>                      Destroy after 5 years, but earlier when determined by <del>competent Bureau personnel</del> <sup>Chief, Construction Statistics Division or his authorized designee</sup> that they are no longer needed.</p>	<p>NN-172-77                      Item 7</p>	<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
8.	<p><u>Completed Questionnaires or Report Files.</u> Consists of good returns used in compiling statistics, and good late returns received too late to be processed for the census or survey to which they relate.</p> <p>a. <u>Quinquennial Censuses.</u>                      Destroy after completion of the next quinquennial census.</p> <p>b. <u>Building Permits Survey.</u>                      Destroy 10 years after the end of the reporting period covered.</p> <p>c. <u>Construction Progress Survey, including Dodge slips.</u>                      Destroy 5 years after transfer to the Federal Records Center.</p> <p>d. <u>All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</u>                      Destroy 5 years after the end of the reporting period covered.</p>	<p><sup>File</sup>                      Item 8a.</p> <p><sup>File</sup>                      NN-162-28                      Item 3</p> <p>Items                      4,5,6</p> <p>Items                      7,8</p>	<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
9.	<p><u>Omitted, Deleted, and Out-of-Scope Questionnaires or Reports.</u> Those reports which fall outside of the scope of the census or survey, or those which have been omitted or deleted for some other reason.</p> <p>a. <u>Quinquennial Censuses.</u>                      Destroy after completion of the next quinquennial census, or earlier if not needed.</p>	<p>NN-172-77                      Item 9</p>	<p><b>DISPOSAL APPROVED</b></p>

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	<p>b. All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</p> <p>Destroy two years after the end of the reporting period covered.</p>		<b>DISPOSAL APPROVED</b>
	<p>10. <u>Tables and Worksheets.</u> Consists of the intermediate records used to move information collected on the questionnaires or reports to the final publications, except tabulations and listings, punched IBM cards or paper tape, and computer records.</p> <p>a. <u>Quinquennial Censuses.</u></p> <p>Destroy after the next census is completed, but earlier if no longer needed.</p> <p>b. All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</p> <p>Destroy 5 years after the end of the reporting period covered, but earlier if no longer needed.</p>	<p>NN-172-77 Item 10</p>	<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
	<p>11. <u>Tabulations and Listings.</u> Consists of all machine or hand prepared tabulations or listings.</p> <p>a. Preliminary or intermediate.</p> <p>Destroy six months after the finals are completed.</p> <p>b. Final.</p> <p>(1) <u>Quinquennial Censuses.</u></p> <p>(a) Those which have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of data for an indefinite period of time.</p> <p>Retain.</p>	<p>NN-162-28 Items 9, 10, 11</p>	<p><b>DISPOSAL APPROVED</b></p>

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	<p>(b) All others.</p> <p>Destroy after completion of the next quinquennial census.</p> <p>(2) All other current, annual, irregular, or one-time surveys, including outside sponsored projects.</p> <p>Destroy 5 years after the end of the reporting period covered.</p>		<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
12.	<p><u>Directories and Mailing Lists.</u></p> <p>Destroy when superseded or obsolete.</p>	NN-170-143 Item 6	<b>DISPOSAL APPROVED</b>
13.	<p><u>Raw Data Input Tapes.</u> Uncorrected magnetic computer tapes containing all or part of the raw data collected for a census or survey, or obtained from other source, which may contain security classified or privileged information.</p> <p>Erase after the corrected Master Data Tapes have been determined to be acceptable.</p>	NN-172-77 Item 12	<b>DISPOSAL APPROVED</b>
14.	<p><u>Program Tapes.</u> Tapes containing the sequence of instructions required to abstract the desired information from the data tapes, or to act upon it.</p> <p>a. <u>Quinquennial Census or one-time surveys.</u> <sup>Final</sup>  <i>other than master data tapes</i>                      Erase as soon as the data tapes to which they relate are erased.</p> <p>b. <u>Recurring surveys.</u></p> <p>Erase only after the program is changed and the revised or new program is accepted, or the program is discontinued.</p>	NN-172-77 Item 13	<p><b>DISPOSAL APPROVED</b></p> <p><b>DISPOSAL APPROVED</b></p>
15.	<p><u>Intermediate Step Data Tapes.</u> Data obtained from raw data tapes or other intermediate step data tapes in the chain leading from raw data to final summarized statistics, other than the corrected Master Data Tapes (Item 16 below).</p> <p>Erase after the corrected Master Data Tapes and the printing tapes have been determined to be acceptable.</p>	NN-172-77 Item 14	<b>DISPOSAL APPROVED</b>

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	<p>16. <u>Corrected Master Data Tapes</u>. Corrected data tapes which may contain all of the statistical detail on the raw data input tapes, may suppress security classified or privileged information, or may be summarized at some level between the raw data and planned publication, as determined by the Bureau. If all security or privileged information has been suppressed, the tapes may be available to other agencies or to the public, or if not suppressed, may be used to prepare disclosure free statistical compilations either on a cost basis for others or for publication by the Bureau as funds become available.</p> <p>a. Those which contain data that have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of data for an indefinite period of time.</p> <p>Retain.</p> <p>b. All other corrected Master Data Tapes.  <i>the Chief, Construction Statistics Division</i>                      Destroy when determined by <sup>FIS</sup> <del>qualified Bureau</del> <sup>or his authorized designee</sup> personnel that there is insufficient demand for the data contained in them to justify further retention.</p>	<p>NN-172-77                      Item 15</p>	<p><b>DISPOSAL APPROVED</b></p>
	<p>17. <u>Tape Documentation Files</u>. Records which describe the data content and arrangement of the data tapes; those which identify the computer and type of tape unit on which the tapes were prepared, and the language used; those which document the recording density, record/block size, parity, file size, and file format; and all other records which would be required to program the data contained in them for manipulation on electronic data processing equipment.</p> <p>a. Documentation files for the "Corrected Master Data Tapes" described in Item 16a.</p> <p>Retain.</p> <p>b. Documentation files for all other tapes.</p> <p>Destroy when the tapes they describe are erased.</p>	<p>NN-172-77                      Item 16</p>	<p><b>DISPOSAL APPROVED</b></p>

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	<p>18. <u>Punched IBM Cards not Converted to Magnetic Media.</u></p> <p>a. Those that have enduring value beyond the planned publications of the Bureau and may reasonably be expected to be used for additional aggregations, disaggregations, or correlations of data for an indefinite period of time.</p> <p>Retain.</p> <p>b. All others.</p> <p>Destroy when determined by <sup>the Chief, Construction Statistics</sup> <del>competent Bureau</del> <sub>personnel that they are no longer needed.</sub></p> <p>APPROVED: <u>Milton Eisen</u> Milton Eisen, Chief Construction Statistics Division</p> <p>APPROVED: <u>James W. Turbitt</u> James W. Turbitt Associate Director for Economic Operations</p>	<p>NN-172-77 Item 17</p>	<p><b>DISPOSAL APPROVED</b></p>