

They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(T) Temporary - item with temporary disposition

[illegible]

REQUEST FOR RECORDS-DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Commerce

2. MAJOR SUBDIVISION

Bureau of the Census

3. MINOR SUBDIVISION

Decennial Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Donna M. Ward

5. TELEPHONE

(301) 457-2282

LEAVE BLANK (NARA use only)

JOB NUMBER

NL-29-99-7

DATE RECEIVED

9/22/1999

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

3-29-00

ARCHIVIST OF THE UNITED STATES

[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

9/1/99

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

DECENNIAL CENSUS PLANNING AND MANAGEMENT FILES

These records document the origin, planning content, procedures, processing, costs, results, and effects of the decennial census. Such records include the following post-morters on the preceding census; reports on census pretest; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meeting relating to the census; issuances and directives relating to policies and procedures; correspondence, memorandums, reports, and other records relating to questionnaire content, enumeration problems, data output, publications, and findings; manuals and other documents relating to the training of enumerators, coders, and tabulators; summary budget and cost data; and post-census evaluations and reports.

Volume: Approximately 13 cubic feet. Arranged chronologically by decennial census year and thereafter alphabetically by subject.

Disposition

1. 1970 and Preceding Decennial Censuses

- a. Record copy of files maintained by all organizational units charged with the responsibility of planning, managing, and conducting the decennial census.

Agency NWD - NACF

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Permanent. Consolidate on a division basis the files from the various staffs and branches, and then offer to the National Archives when the files are 20 years old. <i>transfer</i> b. Duplicate files retained by all other organizational units. Destroy 1970 Decennial Census records as soon as possible. Destroy all preceding census records immediately. Note: Due to the dates of the records, there are no electronic source documents (word processing or email files) that require approved disposition authorities.		