

Request for Records Disposition Authority

Records Schedule Number **DAA-0029-2014-0002**

Schedule Status **Approved**

Agency or Establishment **Bureau of the Census**

Record Group / Scheduling Group **Records of the Bureau of the Census**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Decennial Statistical Studies Division**

Schedule Subject **Community Address Updating System**

Internal agency concurrences will be provided **No**

Background Information **The Community Address Updating System (CAUS) is a listing operation designed to improve the coverage of the Census Bureau's Master Address File (MAF). The main customer of the CAUS updates is the American Community Survey (ACS), but all users of the MAF benefit from the CAUS updates. CAUS focuses on updating addresses in rural areas with a high concentration of non-city style addresses. For FY 2014, the CAUS operation is expected to list 1,500 blocks nationwide. Blocks selected for listing are sent to the field staff for updating and the updates are collected by the Automated Listing and Mapping Instrument (ALMI). These updates are currently sent to the Geography Division (GEO) on a MAF Update File (MAFUF), reviewed by GEO, and applied to the MAF every six months.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0029-2014-0002

Sequence Number	
1	Input Files for the Automated Listing and Mapping Instrument Disposition Authority Number: DAA-0029-2014-0002-0001
2	MAF Update Files Disposition Authority Number: DAA-0029-2014-0002-0002
3	Sample Control Input Files Disposition Authority Number: DAA-0029-2014-0002-0003
4	Output Files Disposition Authority Number: DAA-0029-2014-0002-0004
5	System Documentation Disposition Authority Number: DAA-0029-2014-0002-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="386 426 1215 461">Input Files for the Automated Listing and Mapping Instrument</p> <p data-bbox="386 480 1158 508">Disposition Authority Number DAA-0029-2014-0002-0001</p> <p data-bbox="386 532 1513 713">Input Files for the Automated Listing and Mapping Instrument (IFALMIs) are created by the Geography Division, encrypted in DSSD, and loaded onto a master disc for duplication. These input files are created every six months and a separate disc is created for each Regional Office, a separate disc for Texas, and a separate disc for Puerto Rico.</p> <p data-bbox="386 735 935 765">Final Disposition Temporary</p> <p data-bbox="386 786 868 817">Item Status Active</p> <p data-bbox="386 838 839 868">Is this item media neutral? Yes</p> <p data-bbox="386 890 839 1011">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="386 1032 839 1123">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="386 1157 687 1187">Disposition Instruction</p> <p data-bbox="386 1213 1229 1244">Retention Period Destroy when no longer needed.</p> <p data-bbox="386 1287 687 1317">Additional Information</p> <p data-bbox="386 1343 968 1373">GAO Approval Not Required</p>
2	<p data-bbox="386 1397 637 1431">MAF Update Files</p> <p data-bbox="386 1450 1166 1479">Disposition Authority Number DAA-0029-2014-0002-0002</p> <p data-bbox="386 1502 1513 1683">Every six months, the listing updates collected through the CAUS listing operation, ACS Time of Interview (TOI) updates, and updates collected through the Coverage Improvement Frame (CJF) operation are combined, unduplicated, and delivered to GEO in a MAF Update File (MAFUF). This delivery takes place in March and September every year</p> <p data-bbox="386 1705 935 1735">Final Disposition Temporary</p> <p data-bbox="386 1757 868 1787">Item Status Active</p> <p data-bbox="386 1808 839 1839">Is this item media neutral? Yes</p> <p data-bbox="386 1860 839 1914">Do any of the records covered by this item currently exist in</p>

3	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when no longer needed.
	Additional Information	
	GAO Approval	Not Required
	Sample Control Input Files	
	Disposition Authority Number	DAA-0029-2014-0002-0003
	Sample Control Input Files (SCIF) are created on a monthly basis and delivered to the Technologies Management Office (TMO). The SCIF contains a list of blocks that are in sample for the assignment period.	
	Final Disposition	Temporary
4	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	Output Files	
	Disposition Authority Number	DAA-0029-2014-0002-0004
TMO sends output files back to OSSO for review and creation of the MAFUF. These output files include information at the block level and detailed information at the unit level.		
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	

5

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

Yes

Do any of the records covered
by this item exist as structured
electronic data?

Yes

Disposition Instruction

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

System Documentation

Disposition Authority Number

DAA-0029-2014-0002-0005

Technical information such as narrative descriptions, codebooks, data dictionaries,
specifications, file layouts, and similar information that is needed to read or process
the records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

Yes

Do any of the records covered
by this item exist as structured
electronic data?

Yes

Disposition Instruction

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/21/2014	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
07/14/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/15/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist