

## Request for Records Disposition Authority

Records Schedule Number DAA-0029-2014-0005

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 Center for Administrative Records Research and Applications

Minor Subdivision Center for Economic Studies

Schedule Subject Records of the Center for Administrative Records Research and Applications.

The Census Bureau acquires and links federal, state, and local administrative records and commercial data from third party vendors to Census Bureau survey and geographic data. The Census Bureau uses this acquired data to improve planning, operations, and data products. Data may be used to: create a sampling base, improve Census Bureau survey coverage, provide a basis for improving survey program participation questions, and gain a greater understanding of data quality collected in Census Bureau surveys. Summary Files - Records that contain summarized or aggregated information created by combining data elements or individual observations from the derivative files described in part B are created by specific program areas and are included in the records schedules specific to the particular program and not under this schedule.

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0029-2014-0005

Sequence Number	
1	Data Records Program Disposition Authority Number: DAA-0029-2014-0005-0001
2	Original Files Disposition Authority Number: DAA-0029-2014-0005-0002
3	Derivative files. Disposition Authority Number: DAA-0029-2014-0005-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Data Records Program</b></p> <p>Disposition Authority Number      DAA-0029-2014-0005-0001</p> <p>The acquired data records program includes emails, specifications, computer programs, and memoranda.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p> <p>Retention Period      Destroy when 2 years old or when no longer required for programmatic purposes, whichever is longer.</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>
2	<p><b>Original Files</b></p> <p>Disposition Authority Number      DAA-0029-2014-0005-0002</p> <p>Original files from outside sources.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p>

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Retention Period Destroy when 2 years old or as contracts specify.

Additional Information

GAO Approval Not Required

Derivative files.

Disposition Authority Number DAA-0029-2014-0005-0003

Files linked to Census records with the identifying information from the original record stripped and the matched person record is assigned a unique and anonymous Census Bureau linkage key.

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 2 years old or when no longer required for programmatic purposes, whichever is longer.

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
07/31/2014	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
01/14/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist