

## Request for Records Disposition Authority

Records Schedule Number	DAA-0029-2015-0002
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	Research and Methodology Directorate
Minor Subdivision	Center for Statistical Research and Methodology
Schedule Subject	CSRM Research Report and the CSRM Annual Report
Internal agency concurrences will be provided	No

**Background Information**

The Center for Statistical Research and Methodology (CSRM) is a key catalyst, among others, for improvement in census taking and sample survey methodology through collaborative research with the program areas (decennial, demographic, and economic). Researchers in the center know state-of-the-art methodology in various statistical areas related to data collection, processing, analysis (estimation and modeling), and dissemination. They consult (mostly applying known methodology) on data collection problems of a short-term nature and devote the remainder of their time on longer-term collaborative research seeking to improve or introduce new methods motivated from their consulting. This collaborative (methods) research helps ensure a core set of methodological expertise for the Census Bureau in seven critical broad areas: (1) missing data methods, edit, and imputation; (2) record linkage; (3) small area estimation; (4) survey sampling – estimation and modeling; (5) statistical computing and software; (6) time series and seasonal adjustment; and (7) experimentation, simulation, and modeling. Output from these research activities are documented in CSRM Research Reports and the CSRM Annual Report.

At the beginning of FY 2011, most of the Statistical Research Division became known as the Center for Statistical Research and Methodology. In particular, with the establishment of the Research and Methodology Directorate, the Center for Survey Measurement and the Center for Disclosure Avoidance Research were separated from the Statistical Research Division, and the remaining unit's name became the Center for Statistical Research and Methodology.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0029-2015-0002

Sequence Number	
1	Center for Statistical Research and Methodology Research Report Series (Statistics and Computing) Disposition Authority Number: DAA-0029-2015-0002-0001
2	Center for Statistical Research and Methodology Clearance, Routing Review, and Internet Release Forms Disposition Authority Number: DAA-0029-2015-0002-0002
3	Center for Statistical Research and Methodology Annual Report Disposition Authority Number: DAA-0029-2015-0002-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="380 417 1377 487"><b>Center for Statistical Research and Methodology Research Report Series (Statistics and Computing)</b></p> <p data-bbox="380 506 1154 534">Disposition Authority Number      <b>DAA-0029-2015-0002-0001</b></p> <p data-bbox="380 559 1500 891">The Research Report Series (Statistics and Computing) includes research papers by current and former CSRM staff from two areas: statistics and computing. The online Research Report Series (Statistics) includes reports from 1980-present. We post approximately 5-10 reports each year. The online Research Report Series (Computing) began in 2002. We have not received a new report in the computing area since 2008. The Research Report Series is located online at the following URLs: Statistics (1980-2001): <a href="http://www.census.gov/srd/www/byrr.html">http://www.census.gov/srd/www/byrr.html</a> Statistics (2002-present): <a href="http://www.census.gov/srd/www/byrrs.html">http://www.census.gov/srd/www/byrrs.html</a> Computing: <a href="http://www.census.gov/srd/www/byrrc.html">http://www.census.gov/srd/www/byrrc.html</a></p> <p data-bbox="380 910 935 938">Final Disposition                      <b>Permanent</b></p> <p data-bbox="380 963 865 991">Item Status                              <b>Active</b></p> <p data-bbox="380 1017 821 1044">Is this item media neutral?          <b>No</b></p> <p data-bbox="380 1070 1347 1098">Explanation of limitation            <b>These records are in electronic form only.</b></p> <p data-bbox="380 1123 821 1242">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="380 1283 683 1310"><b>Disposition Instruction</b></p> <p data-bbox="380 1340 1503 1447">Transfer to the National Archives for Accessioning      <b>Transfer records every five years (starting with reports from 2015). Reports from 1980 to present will be transferred when this schedule is approved.</b></p> <p data-bbox="380 1487 680 1515"><b>Additional Information</b></p> <p data-bbox="380 1544 850 1572">First year of records accumulation      <b>1980</b></p> <p data-bbox="380 1598 1052 1683">What will be the date span of the initial transfer of records to the National Archives?      <b>From 1980 To 2015</b></p> <p data-bbox="380 1708 976 1793">How frequently will your agency transfer these records to the National Archives?      <b>Every 5 Years</b></p>

2

**Center for Statistical Research and Methodology Clearance, Routing Review, and Internet Release Forms**

Disposition Authority Number      **DAA-0029-2015-0002-0002**

Research paper authors submit the Clearance, Routing Review, and Internet Release forms when they want a research paper posted to the Research Report Series. Each research report should have an accompanying release form. Forms include the document title, author, abstract, reviewer comments, author's supervisor and area/center chief signatures. Forms also include the date of internet release and network location. The earliest form we have a record of is from December 2005.

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?      **No**

**Disposition Instruction**

Transfer to Inactive Storage      **Census Headquarters**

Retention Period      **Destroy when 5 years old or no longer needed.**

**Additional Information**

GAO Approval      **Not Required**

3

**Center for Statistical Research and Methodology Annual Report**

Disposition Authority Number      **DAA-0029-2015-0002-0003**

The Annual Report is produced every fiscal year and highlights the collaboration, research, publications, talks and presentations, seminar series, and personnel items of the Center during that fiscal year. The first Annual Report was released for FY 1997. We have a hard copy of each year from 1997-present and an online record of these reports at the following URL: <http://www.census.gov/srd/CSRM/annualreports.html>.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **There records are in electronic form only.**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?      **No**

**Disposition Instruction**

Transfer to the National Archives  
for Accessioning

Transfer records to National Archives every 5 years  
(starting with the FY 2015 report). The records with  
Annual Reports from FY 1997 to FY 2014 will be  
transferred when this schedule is approved.

**Additional Information**

What will be the date span of the  
initial transfer of records to the  
National Archives?

**From 1997 To 2014**

How frequently will your agency  
transfer these records to the  
National Archives?

**Every 5 Years**

## 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
05/19/2015	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/29/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/30/2015	Submit For Certification	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
06/30/2015	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/24/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/02/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist