

Request for Records Disposition Authority

Records Schedule Number DAA-0029-2016-0003

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 Office of the Director

Schedule Subject Office Records of the Director, Deputy Director, and Associate Directors or comparable positions resulting from organizational realignments.

Internal agency concurrences will be provided No

Background Information This document supersedes Job No. N1-29-99-2 which covers the Office Records of the Director, Deputy Director, and Principal Associate Directors.

The Director determines policies and directs the programs of the Census Bureau, taking into account applicable legislative requirements and the needs of users of statistical information. The Director ensures that the policies and programs of the Bureau meet the requirements of Congress, by working directly with the key Congressional staff and overseeing relationships between the Bureau's staff and Congressional staff. The Director is also responsible for the conduct of the activities of the Census Bureau and for coordinating its statistical programs and activities with those of other Federal statistical agencies with due recognition of the programs developed and regulations issued by the Office of Management and Budget.

The Deputy Director assists the Director in the direction of the Bureau and performs the functions of the Director in the latter's absence.

The Associate Directors report to the Director/Deputy Director and are responsible for the overall management activities of the Census Bureau and are responsible for the overall management of demographic programs, the decennial census programs, economic programs, and research and methodology.

The records listed on this schedule document the essential decisions, policies, procedures and program activities of the Bureau of the

Census. The purpose of this schedule is to place the permanent files of the official within the same job number. The Personal Papers of Executive Branch Officials : A Management Guide is used to assist the Government officials in making decisions about what are records that must be incorporated in agency files and what may be maintained and removed as personal collections of papers when the officials leave office.

The transfer of permanent records to inactive storage pertains only to paper records. Electronic records, and other special media records, should never be sent to inactive storage.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0029-2016-0003

Sequence Number	
1	Program Management Files Disposition Authority Number: DAA-0029-2016-0003-0001
2	Administrative Subject Files Disposition Authority Number: DAA-0029-2016-0003-0002
3	Reading (Chronological) Files Disposition Authority Number: DAA-0029-2016-0003-0003
4	Background and working paper, including drafts. Disposition Authority Number: DAA-0029-2016-0003-0004

Records Schedule Items

Sequence Number	
1	<p>Program Management Files</p> <p>Disposition Authority Number DAA-0029-2016-0003-0001</p> <p>Organized by official and thereunder by type of record. Includes one or more of the following: (a) event files, including minutes, notes, remarks, and correspondence related to attendance at committee meetings, conferences, news briefings, public gatherings, and similar events; (b) speeches and testimony, including official speeches and addresses, press conference transcripts, testimony, and presentations at official hearings, functions, or ceremonies; (c) subject files, including correspondence, reports, and other records documenting the origin, planning, content, procedures, results, and effects of the decennial census and to the overall operations, programs, and plans of the Census Bureau; and (d) scheduling calendars, including calendars, appointment books, and other records containing information related to official activities.</p> <p>Final Disposition Permanent</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? No</p> <p>GRS or Superseded Authority Citation N1-29-99-2/1a N1-29-99-2/2a N1-29-99-2/3a1 N1-29-99-2/4a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files at the end of each term of office.</p> <p>Transfer to Inactive Storage Transfer paper records to the Census temporary records storage room.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 years after closure.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p>

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

Administrative Subject Files

Disposition Authority Number **DAA-0029-2016-0003-0002**

Records relating to routine administrative functions including travel itinerary and vouchers, personal employment information, training forms, departure papers, personnel matters, printing, procurement, space and facilities planning, and employment request.

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**

GRS or Superseded Authority Citation **N1-29-99-2/6a**

Disposition Instruction

Cutoff Instruction **Close at the end of each term of office.**

Transfer to Inactive Storage **Transfer paper records to the Census temporary records storage room.**

Retention Period **Destroy 5 years after closure.**

Additional Information

GAO Approval **Not Required**

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Reading (Chronological) Files

Disposition Authority Number **DAA-0029-2016-0003-0003**

Duplicate copies of records arranged chronologically that pertain to various aspects of the Census Bureau's business and are maintained solely for reference purposes.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-29-99-2/7a

Disposition Instruction

Cutoff Instruction Close files at end of term of office. (Non-records materials)

Transfer to Inactive Storage Transfer paper records to the Census temporary storage room.

Retention Period Destroy 5 years after closure.

Additional Information

GAO Approval Not Required

Background and working paper, including drafts.

Disposition Authority Number DAA-0029-2016-0003-0004

Records relating to issues that document the origin, planning, content, procedures, processing, costs, results, and effects of the decennial census and to the overall operations, programs, and plans of the Census Bureau. Records include incoming and outgoing correspondence, memorandums, comments, reports, notes of meetings, directives, policies, procedures from public and from various groups and organizations.

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

GRS or Superseded Authority Citation N1-29-99-2/3b1

Disposition Instruction

Cutoff Instruction Close files at end of each term of office.

Transfer to Inactive Storage Transfer paper records to the Census temporary records storage room.

Retention Period Destroy 5 years after closure.

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
05/11/2016	Certify	Artina Venning	Section Chief	ACSD - Property and Records Management Branch
09/07/2016	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/09/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist