

Request for Records Disposition Authority

Records Schedule Number DAA-0029-2018-0001

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 Behavioral Science Methods

Schedule Subject Records for the Center for Behavioral Science Methods

Internal agency concurrences will be provided No

Background Information

The Center for Behavioral Science Methods (CBSM) 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 CBSM conduct research in various areas related to survey methodology including questionnaire design and evaluation, language and cross-culture studies, human factors and usability evaluation, and data collection and analysis methods. CBSM's other mission is to help the program areas address operational problems through research. The process and output from these research activities are documented in CBSM research report, CBSM project reports, and CBSM research materials.

CBSM was established on October 1, 2018. Prior to that date, the function of CBSM was part of the Center for Survey Measurement (CSM), and the Statistical Research Division (SRD). SRD was reorganized into three program areas: CSM, Center for Disclosure Avoidance Research (CDAR), and Center for Statistical Research and Methodology (CSRM). SRD did not have a record schedule. Some reports for CBSM under SRD can be found on the webpage <https://www.census.gov/srd/csmreports/byyear.html>.

CSRM record schedule can be found under DAA-0029-2015-0002.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0029-2018-0001

Sequence Number	
1	CBSM Research Reports Disposition Authority Number: DAA-0029-2018-0001-0001
2	CBSM Project Reports Disposition Authority Number: DAA-0029-2018-0001-0002
3	CBSM Research Materials Disposition Authority Number: DAA-0029-2018-0001-0003

Records Schedule Items

Sequence Number		
1	CBSM Research Reports Disposition Authority Number DAA-0029-2018-0001-0001 <p>The Research Report Series includes research papers authored by the Census Bureau researchers and external collaborators that report results from the conduct of systematic, critical, intensive investigation directed toward the development of new or more comprehensive scientific knowledge of statistics, computing, as well as statistical methodology and estimation. This item also includes research papers created under the predecessor offices CSM and SRD. CBSM currently publishes approximately 5-10 reports each year and have been digitizing older reports onto the website. https://www.census.gov/srd/csmreports/byyear.html</p> Final Disposition Permanent 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 re-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? No Disposition Instruction Cutoff Instruction Cut off at the end of the calendar year of the publication Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff Additional Information First year of records accumulation 1968 What will be the date span of the initial transfer of records to the National Archives? From 1968 To 2003 How frequently will your agency transfer these records to the National Archives? Every 1 Years	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital	10 GB	
Paper	8 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

CBSM Project Reports

Disposition Authority Number DAA-0029-2018-0001-0002

The Project Reports include internal project reports authored by Census Bureau researchers and external collaborators and delivered to the project sponsors upon the completion of the project. The reports were prepared as technical documents for internal operational use and may contain sensitive information (e.g., Title 13). CBSM is currently delivering approximately 10-20 reports each year to sponsors in electronic form.

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? No

Disposition Instruction

Cutoff Instruction Cut off at the close of project

Retention Period Destroy 20 year(s) after cut off

Additional Information

GAO Approval Not Required

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CBSM Research Materials

Disposition Authority Number DAA-0029-2018-0001-0003

During the lifecycle of a research project, a variety of artifacts are generated. Those artifacts can be classified into four categories: (1) Research design documents including but not limited to, study plan, study protocol, OMB letters,

testing materials, questionnaires, etc. (2) Data collected from research participants including but not limited to, audio recording, video recording, notes. (3) Analytical materials, e.g., computer programs of statistical analysis. (4) Results generated from analysis, e.g., output from statistical analysis. Research materials are needed for project review or secondary analysis during a limited period following the completion of the project.

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? No

Disposition Instruction

Cutoff Instruction Cut off at the close of project

Retention Period Destroy 10 year(s) after cut off

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
12/19/2017	Certify	Chante Sawyers	IT Specialist	ACSDe PRMO
01/02/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/10/2018	Submit For Certification	Trung Nguyen	Records Management Contractor	Administrative and Customer Services Division - Property and Records Management Office
01/10/2018	Certify	Chante Sawyers	IT Specialist	ACSDe PRMO
03/20/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/11/2018	Submit For Certification	Trung Nguyen	Records Management Contractor	Administrative and Customer Services Division - Property and Records Management Office
06/11/2018	Certify	Chante Sawyers	IT Specialist	ACSDe PRMO
07/03/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/13/2018	Submit For Certification	Trung Nguyen	Records Management Contractor	Administrative and Customer Services Division - Property and Records Management Office
09/18/2018	Certify	Chante Sawyers	IT Specialist	ACSDe PRMO
05/14/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration

				- Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist