

Request for Records Disposition Authority

Records Schedule Number	DAA-0029-2019-0004
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 Census Management Division
Schedule Subject	2020 Decennial Census Records Schedule
Internal agency concurrences will be provided	No

Background Information The purpose of the 2020 Census is to conduct a census of population and housing and disseminate the results to the President, the states, and the American people. The goal of the 2020 Census is to count everyone once, only once, and in the right place.

This schedule was based in part on the 2010 decennial schedule. While the schedule and records are generally similar, there are differences to how this census will be delivered and how the records will be addressed on this schedule. The biggest change to this census will be increased electronic filing. For self-response areas (the majority of the country), the Census Bureau estimates that around 65% of households will self-respond, with an estimated 44% of those responses being collected through the 2020 Census Internet Self-Response online questionnaire. An estimated 5% of households will self-respond by phone (an electronic filing), and 17% of households in self-response areas will respond via paper forms. The paper forms will be scanned using the iCADE system. All of the responses received will be processed into the Decennial Response Processing System and ultimately captured in the Individual Census Records File, item 0014 of this schedule. Upon approval of this schedule, the Census Bureau will dispose of the record copy scans of the paper questionnaires, according to the instructions outlined in item 0010 of this schedule. The other change is that the 2020 census records schedule is arranged in a functional style, based on the business workflow of the census. This is opposed to the 2010 schedule which was arranged by business process and specific record type. The record types and business processes do not differ much from the 2010 schedule, but the schedule is not as granular, as many records are grouped together with other like records

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Numbers of Withdrawn Disposition Items
27	17	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0029-2019-0004

Sequence Number	
1	PROGRAM MANAGEMENT RECORDS
1.1	Program Management (PM) Records Disposition Authority Number: DAA-0029-2019-0004-0001
2	CENSUS/SURVEY ENGINEERING RECORDS
2.1	Systems Engineering and Integration (SEI) Records Disposition Authority Number: DAA-0029-2019-0004-0002
2.2	Content and Forms Design (CFD) Records Disposition Authority Number: DAA-0029-2019-0004-0003
2.3	Language Services (LNG) Records Disposition Authority Number: DAA-0029-2019-0004-0004
3	INFRASTRUCTURE RECORDS
3.1	Information Technology Infrastructure (ITIN) Records Disposition Authority Number: DAA-0029-2019-0004-0005
3.2	Field Infrastructure (FLDI) Records Disposition Authority Number: DAA-0029-2019-0004-0006
4	FRAME RECORDS
4.1	Geographic Programs (GEOP) 2020 Census (Products) - Output Records Disposition Authority Number: DAA-0029-2019-0004-0007
4.2	Large Format Cartographic Map Records Disposition Authority Number: DAA-0029-2019-0004-0008
4.3	Small Format Cartographic Map Records Disposition Authority Number: DAA-0029-2019-0004-0009
5	RESPONSE DATA RECORDS
5.1	Paper Data Capture (PDC) – Image Records Disposition Authority Number: DAA-0029-2019-0004-0010
5.2	Integrated Partnership and Communications (IPC) Records Disposition Authority Number: DAA-0029-2019-0004-0011
5.3	Census Questionnaire Assistance (CQA) – Audio and Video Records Disposition Authority Number: DAA-0029-2019-0004-0012
5.4	Response Processing (RPO) –Intermediate Master Files Disposition Authority Number: DAA-0029-2019-0004-0013
5.5	Response Processing (RPO) – Individual Census Records File (Stateside and Is land Areas) Disposition Authority Number: DAA-0029-2019-0004-0014

6	TEST AND EVALUATION RECORDS
6.1	Coverage Measurement Design and Estimation (CMDE) Records Disposition Authority Number: DAA-0029-2019-0004-0015
6.2	Coverage Measurement Matching (CMM) Records Disposition Authority Number: DAA-0029-2019-0004-0016
6.3	Coverage Measurement Field Operations (CMFO) Records Disposition Authority Number: DAA-0029-2019-0004-0017
6.4	Evaluations and Experiments (EAE) Records Disposition Authority Number: DAA-0029-2019-0004-0018
7	PUBLISHED DATA RECORDS
7.1	Data Products and Dissemination (DPD) Records Disposition Authority Number: DAA-0029-2019-0004-0019
7.2	Count Question Resolution (CQR) Case Records Disposition Authority Number: DAA-0029-2019-0004-0020
7.3	Archiving (ARC) Records Disposition Authority Number: DAA-0029-2019-0004-0021
8	ADDITIONAL DECENNIAL RECORDS
8.1	Testing Prior to 2020 Census [2012 through 2018] Disposition Authority Number: DAA-0029-2019-0004-0022
8.2	Electronic Response Questionnaires Disposition Authority Number: DAA-0029-2019-0004-0023
9	PUBLIC OUTREACH RECORDS
9.1	Official History of the Census Disposition Authority Number: DAA-0029-2019-0004-0024
9.2	2020 Census Posters and Videos (Analog and Digital) Disposition Authority Number: DAA-0029-2019-0004-0025
9.3	2020 Census IPC Paid Advertising Disposition Authority Number: DAA-0029-2019-0004-0026
9.4	Decennial Correspondence and Suggestion Files Disposition Authority Number: DAA-0029-2019-0004-0027

Records Schedule Items

Sequence Number	
1	<p>PROGRAM MANAGEMENT RECORDS</p> <p>The Program Management (PM) Operation defines and implements program management policies, processes, and the control functions for planning and implementing the 2020 Census in order to ensure an efficient and well-managed program. Some records will be captured at a higher level than the Program Management Records item and can be found within the Department of Commerce Records Schedule (N1-040-03-002, item 1 - Office of the General Counsel).</p>
1.1	<p>Program Management (PM) Records</p> <p>Disposition Authority Number DAA-0029-2019-0004-0001</p> <p>This program is responsible for defining and implementing program management policies, processes, and the control functions for planning and implementing the 2020 Census in order to ensure an efficient and well-managed program. Records generated include: 1. Strategic and Governance planning documents 2. Operational Design documents 3. Program and Project Management documents 4. Summary Budget and Cost data</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff 2 years after the completion of the census.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after CY 2023</p> <p>Additional Information</p> <p>First year of records accumulation 2018</p> <p>End year of records accumulation 2023</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2018 To 2023</p>

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

Unknown
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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CENSUS/SURVEY ENGINEERING RECORDS

The support operations in this area provide the foundation for conducting the 2020 Census. This area consists of four operations: Systems Engineering and Integration (SEI); Security, Privacy, and Confidentiality (SPC); Content and Forms Design (CFD); and Language Services (LNG). Note: The Security, Privacy and Confidentiality (SPC) program ensures that all operations and systems used in the 2020 Census adhere to laws, policies, and regulations that ensure appropriate systems and data security, and protect respondent and employee privacy and confidentiality. No final records are generated from this program.

2.1

Systems Engineering and Integration (SEI) Records

Disposition Authority Number **DAA-0029-2019-0004-0002**

This program is responsible for managing the delivery of a System of Systems that meets the 2020 Census Program business and capability requirements. Records generated include: 1. Change Control Management Plan 2. Risk Management Plan 3. Continuity of Operations Plan

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 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 Cutoff 2 years after the completion of the census.
Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after CY 2023

Additional Information

First year of records accumulation 2018

End year of records accumulation 2023

What will be the date span of the initial transfer of records to the National Archives? From 2018 To 2023

How frequently will your agency transfer these records to the National Archives? Unknown
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.2

Content and Forms Design (CFD) Records

Disposition Authority Number DAA-0029-2019-0004-0003

This program is responsible for identifying and finalizing content and design of questionnaires and other associated nonquestionnaire materials, ensuring consistency across data collection modes and operations, and providing the optimal design and content of the questionnaires to encourage high response rates. Records generated include: 1. Blank Paper questionnaire design files (Stateside, Puerto Rico, Island Areas and Experimental [i.e. Census Test]) 2. Letters/postcards 3. Frequently Asked Question (FAQ) inserts 4. Field Materials (Notice of Visits, Confidentiality Notices, etc.)

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

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

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff in CY 2020.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2012**

End year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.3

Language Services (LNG) Records

Disposition Authority Number **DAA-0029-2019-0004-0004**

This program is responsible for assessing and supporting language needs of non-English speaking populations, determining the number of non-English languages and level of support for the 2020 Census, optimizing the non-English content of questionnaires and associated nonquestionnaire materials across data collection modes and operations, and ensuring cultural relevancy and meaningful translation of 2020 Census questionnaires and associated nonquestionnaire materials. Records generated include: 1. Language guides 2. Language glossaries 3. Language identification card 4. Language Assistant Sheets

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 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 **Cutoff in CY 2020.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3

INFRASTRUCTURE RECORDS

The Infrastructure of the 2020 Census is supported by the following operations:

- Decennial Service Center (DSC): Supports 2020 Census field operations for decennial staff.
- Field Infrastructure (FLDI): Provides the administrative infrastructure for data collection operations covering the 50 states, the District of

3.1

Columbia, and Puerto Rico; includes payroll and personnel materials. • Decennial Logistics Management (DLM): Coordinates space acquisition for and lease management of the regional census centers (RCCs), area census offices (ACOs), and the Puerto Rico Area Office (PRAO) and provides logistics support services. • IT Infrastructure (ITIN): Provide the ITIN to support the 2020 Census, including enterprise systems and applications, 2020 Census-specific applications, field ITIN, and mobile computing. Mobile Computing: The Census Bureau will leverage technology innovations such as decennial Device-as-a-Service (dDaaS), the Mobile Application Manager (MAM), and Mobile Device Management (MDM) programs and secure applications provided through Device-as-a-Service. This will result in a flexible and efficient acquisition strategy to procure mobile devices and services for fieldworkers. Cloud Computing: The Census Bureau will leverage cloud-computing capabilities to transition workloads onto FedRAMP-certified commercial cloud service providers. The Census Bureau will implement cloud computing with configuration-managed automated deployments, automated testing, and auto-scaling to meet demands with a cloud consumption model for cost and billing. Continuity of Operations Planning will also leverage the cloud.

Information Technology Infrastructure (ITIN) Records

Disposition Authority Number DAA-0029-2019-0004-0005

This program provides the IT-related Infrastructure support to the 2020 Census, including enterprise systems and applications, 2020 Census-specific applications, Field IT infrastructure, mobile computing, and cloud computing. Records generated include: 1. Release and Deployment Management Plan 2. Performance and Scalability Test Plan 3. Systems Engineering Management Plan 4. Systems Architecture 5. Requirements Engineering Management Plan

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 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 Cutoff 2 years after the completion of the census.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after CY 2023

Additional Information

First year of records accumulation **2018**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2023**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.2

Field Infrastructure (FLDI) Records

Disposition Authority Number **DAA-0029-2019-0004-0006**

This program provides administrative infrastructure for data collection operations covering the 50 states, the District of Columbia, and Puerto Rico. The 2020 Census will be the first of its kind, using an internet first approach. Training materials for office and field staff will provide instruction on how these staff will use our in-office and in-field systems and procedures to conduct the Census. Records generated include: 1. Field Training Materials

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 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 **Cutoff CY 2020.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown
One-time transfer of records of the 2020 Census**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4

FRAME RECORDS

The basic flow of information begins in the frame area with the Geographic Programs (GEOP) Operation, which maintains the Master Address File (MAF) and spatial and boundary data used to create the frame for the 2020 Census. Data from the United States Postal Service (USPS) and other administrative records and third-party data are used to maintain the MAF and spatial data. State and local governments provide address updates to GEOP during the Local Update of Census Addresses (LUCA) program. These governments also provide updates to GEOP on block boundaries and voting districts during the first two phases of the Redistricting Data Program (RDP). GEOP provides the most current address list to the Address Canvassing (ADC) Operation, where staff make updates to the list via in-office and in-field procedures. These updates are processed by GEOP on an ongoing basis throughout the decade. Once the frame updates are complete, GEOP provides the address and spatial data to the Response Processing Operation (RPO), which creates the initial universe of Basic Collection Units for listing operations and cases for self-response and enumeration operations.

4.1

Geographic Programs (GEOP) 2020 Census (Products) - Output Records

Disposition Authority Number **DAA-0029-2019-0004-0007**

This program provides the geographic foundation in support of the 2020 Census data collection and tabulation activities, within the Master Address File (MAF)/ Topologically Integrated Geographic Encoding and Referencing (TIGER) System. The MAF/TIGER System (software applications and databases) serves as the national repository for all of the spatial, geographic, and residential address data needed for census and survey data collection, data tabulation, data dissemination, geocoding services, and map production. Components of this operation include Geographic Delineations, Geographic Partnership Programs and Geographic Data Processing. The Local Update of Census Addresses program provides an opportunity for tribal, federal, state, and local governments to review and improve the address lists and maps used to conduct the 2020 Census as required by Public Law (P.L.) 103-430. The Census Bureau will verify the input during the Address Canvassing operation and provide feedback to LUCA participants. The Address Canvassing program delivers a complete and accurate address list and spatial database for enumeration and determining the type and address characteristics for each living quarter. The records produced from the LUCA, Address Canvassing and Field Enumeration (i.e Update Enumerate) programs provide input to the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database and Geographic Program operation. These records are covered by Title 13 ("Census Confidential"). Records generated include (Output): 1. Final 2020 Census TIGER/Line Shapefiles 2. Master Address File Extract (MAFx) 3. Geographic Reference Files - Codes (GRF-Cs) and Geographic Reference Files – Names (GRF-Ns)

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 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 **Cutoff 2 years after the completion of the census.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after CY 2023**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2023**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2023**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	.5 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.2

Large Format Cartographic Map Records

Disposition Authority Number **DAA-0029-2019-0004-0008**

Several large format map types are generated to support 2020 Census planning and field operations. The purpose of these maps is to provide high-level overview of geographic areas defined to support general Census preparation and operation-specific field activities. Based on the map type purpose and the geographic extent and complexity of the area mapped, the map content varies. In general, these maps provide geographic context for the census collection geographic areas, and as appropriate may include: states, counties, American Indian reservations, minor civil divisions (MCDs), places, and basic collection units (BCUs), as well as base features such as roads, railroads, hydrography, and areal landmarks. The large format maps can vary in size based on the map requirement. Typical page size dimensions include 36 x 42 inches and 36 x 32 inches for the census operation specific maps, and 48 x 36 inches for the U.S.-based overview maps. Large format maps are created to support several field operations including: Address Canvassing, Remote Alaska, Update Enumerate, Island Areas, Group Quarters Enumeration (GQE)/Service Based Enumeration (SBE)/Enumeration of Transitory Locations (ETL), and Non Response Follow-up (NRFU). Records generated include: 1. Type of Enumeration Areas U.S.-based Wall Map 2. Area Census Offices (ACO) U.S.-based Wall Map 3. ACO-based Reference Maps 4. Address Canvassing Map Series: ACO-based and Census Field Manager (CFM) based 5. Remote Alaska Map Series: ACO-based, CFM-based, Census Field Supervisor (CFS) based 6. Update Enumerate Map Series: ACO-based, CFM-based, CFS-based, and select American Indian reservations. 7. Island Areas

**Island Areas County-based Maps 8. GQE/SBE/ETL Map Workload Series 9. NRFU
Map Series: ACO-based and CFS-base**

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 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 **Cutoff 2 years after the completion of the census**

Transfer to the National Archives
for Accessioning **Transfer to the National Archives immediately after
CY 2023**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2023**

What will be the date span of the
initial transfer of records to the
National Archives? **From 2018 To 2023**

How frequently will your agency
transfer these records to the
National Archives? **Unknown
One-time transfer of records of the 2020 Census**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.3

Small Format Cartographic Map Records

Disposition Authority Number **DAA-0029-2019-0004-0009**

Two small format map types are created to support 2020 Census field data collection activities: the Basic Collection Unit (BCU) Locator Map and the BCU Map. Together, these maps are referred to as a map package. These black and white, 11 x 17 inch maps are created for each BCU in a given operation. The purpose of the BCU Locator map is to provide adequate geographic extent and feature detail so that the census taker can identify the location of the subject BCU. The primary purposes of the BCU map is to show and name the features that make up the boundaries of the subject BCU, to show and label the map spots within the BCU, and to provide adequate space for the census taker to make map annotations. This map also shows and labels geographic areas such as federal American Indian reservations, states, counties, MCDs, places, as well as base features such as roads, railroads, hydrography, and areal landmarks as space allows. A stand-alone map legend accompanies each BCU map package. These small format maps are created to support the following census operations: Remote Alaska, Update Enumerate, and Island Areas. Records generated include: 1. BCU Locator Map 2. BCU Map

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 Cutoff CY 2023

Retention Period Destroy these records in 2023 or when no longer needed for program evaluation and future planning purposes. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.

Additional Information

GAO Approval Not Required

RESPONSE DATA RECORDS

The Response Data area includes all operations associated with the collection of responses, management of the cases, and initial processing of the data. This area consists of 13 operations: 1. Forms Printing and Distribution 2. Paper Data Capture 3. Integrated Partnership and Communications 4. Internet Self-Response 5. Non-ID Processing 6. Update Enumerate 7. Group Quarters 8. Enumeration

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at Transitory Locations 9. Census Questionnaire Assistance 10. Nonresponse Followup 11. Response Processing 12. Federally Affiliated Count Overseas 13. Update Leave Most responses from Enumeration at Transitory Locations (ETL) , Update Enumerate (UE), Update Leave (UL), Group Quarters (GQ) and the Federally Affiliated Count Overseas (FACO) operations are collected on paper questionnaires, provided by the Forms Printing and Distribution (FPD) Operation. Responses for the military and some GQ and the count of federally affiliated persons overseas are provided in electronic files. Paper questionnaires are sent to the Paper Data Capture (PDC) Operation, where they are scanned and imaged before being sent electronically to the Response Processing (RPO) Operation. Address updates collected during these operations are sent to RPO, which sends the data back to Geographic Programs (GEOP). A key goal for the 2020 Census is to optimize self-response. The Integrated Partnership and Communications (IPC) Operation helps do this by creating awareness and educating the public about the importance of the 2020 Census. FPD serves as the primary mechanism for contacting households and mailing the materials (letters, postcards, and in some cases, paper questionnaires) needed for self-response. The Internet Self-Response (ISR) Operation collects respondent information through an online questionnaire. For those Internet respondents who do not provide a Census ID, the Census Bureau conducts real-time (during the interview) processing to identify the correct block for the respondent's address using methods in the Non-ID Processing (NID) Operation. Households that do not respond on the Internet are given the opportunity to respond with paper questionnaires, which are mailed to and processed by PDC. Some people will call with questions. The Census Questionnaire Assistance (CQA) Operation responds to these questions and, if appropriate, offers to collect the responses through a telephone interview. All Internet and electronically captured paper questionnaire responses are sent to the RPO, which manages the status of cases across the universe. HU addresses for which the Census Bureau did not receive a self-response are sent to the Nonresponse Followup (NRFU) Operation, which determines the most cost-effective way of enumerating those households (personal visit, use of administrative records and third-party data, or proxy responses). Any new addresses identified during NRFU are sent to RPO, which in turn sends them back to GEOP. Note: The Forms Printing and Distribution (FPD) program prints and distributes Internet invitation letters, reminder cards or letters or both, questionnaire mailing packages, and materials for other special operations, as required. Other materials required to support field operations are handled in the Decennial Logistics Management Operation. The Non-ID Processing (NID) program makes it easy for people to respond anytime, anywhere to increase self-response rates by providing response options that do not require a unique Census ID, maximizing real-time matching of non-ID respondent addresses to the census living quarters address inventory, and accurately assigning nonmatching addresses to census blocks. No final records are generated from this program.

5.1

Paper Data Capture (PDC) – Image Records

Disposition Authority Number DAA-0029-2019-0004-0010

This program captures and converts data from the 2020 Census paper questionnaires, including mail receipt, documents preparation, scanning, Optical Character Recognition, Optical Mark Recognition, Key from Images, data delivery, checkout, and form destruction. Papers delivered by the USPS are processed by the National Processing Center at one of two Paper Data Capture sites. For the 2020 Census, there will be a site in Jeffersonville, Indiana, and a site in Phoenix, Arizona. The questionnaires are delivered to scanning to begin the data capture process. All questionnaires are scanned by the Integrated Computer Assisted Data Entry (iCADE) system. Data are captured from the paper forms in the most efficient manner possible, and both data and images of the forms are maintained. The data are sent to the Response Processing Operation area for further work. The images are sent to the Archiving Operation. Records generated include (Output):
1. Images of completed paper questionnaires scanned through the Integrated Computer Assisted Data Entry (iCADE) system

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 Cutoff upon digitized capture.

Retention Period After confirmation of successful data capture and data transmission from PDCC to Census Headquarters at the completion of the 2020 Census, the image record of the questionnaires/forms will be destroyed. Census Headquarters will receive the data from the Integrated Computer Assisted Data Entry (iCADE) system and acknowledgement of data receipt is provided back to the iCADE. Images are used to assist data entry personnel during the validation and verification procedures prior to data transmission. A non-record copy of each image of paper questionnaires will be stored indefinitely in the Census Image Retrieval Application (CIRA) to conduct the Census Bureau's Age Search Service. The PDCCs will destroy image records of questionnaires/forms according to the disposal

5.2	procedures for Title 13 ("Census Confidential") records post production.	
	Additional Information	
	GAO Approval	Not Required
	Integrated Partnership and Communications (IPC) Records	
	Disposition Authority Number	DAA-0029-2019-0004-0011
	This program communicates the importance of participating in the 2020 Census to the entire population of the 50 states, the District of Columbia, and Puerto Rico to support field recruitment efforts, engage and motivate people to self-respond (preferably via the Internet), raise and keep awareness high throughout the entire 2020 Census to encourage response, and effectively support dissemination of Census data to stakeholders and the public. Records generated include: 1. 2020 Census Partnership plans, Integrated Partnership and Communication plan and Study plan 2. Materials from the Statistics in Schools Program (resources for teaching and learning with real life data) 3. Records such as press releases, fact sheets, frequently asked questions (FAQ), and social media posts 4. 2020 Census IPC Research and Testing Reports and findings	
	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 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	Cutoff 2 years after the completion of the census.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after CY 2023
	Additional Information	
	First year of records accumulation	2018
	End year of records accumulation	2023
	What will be the date span of the initial transfer of records to the National Archives?	From 2018 To 2023

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

Unknown
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

5.3

Census Questionnaire Assistance (CQA) – Audio and Video Records

Disposition Authority Number **DAA-0029-2019-0004-0012**

This program provides questionnaire assistance for respondents by answering questions about specific items on the census form or other frequently asked questions about the 2020 Census and provide an option for respondents to complete a census interview over the telephone. In addition, CQA will provide outbound calling in support of the Coverage Improvement operation. Records generated/utilized include (Input): 1. Video records of a sample of agent/caller interactions used for internal program use, specifically to evaluate agent performance and for audit purposes. 2. Audio records of agent/caller interactions.

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 **Cutoff in 2021.**

Retention Period **Audio and Video Recordings - Destroy these records in 2023 or when no longer needed for program evaluation and future planning purposes. Destroy**

5.4	according to the disposal procedures for Title 13 ("Census Confidential") records.	
	Additional Information	
	GAO Approval	Not Required
	Response Processing (RPO) –Intermediate Master Files	
	Disposition Authority Number	DAA-0029-2019-0004-0013
	<p>This program creates and distributes the initial 2020 Census enumeration universe, assign the specific enumeration strategy for each living quarter based on case status and associated paradata, create and distribute workload files required for enumeration operations, track case enumeration status, run postdata collection processing actions in preparation for producing the final 2020 Census results, and check for fraudulent returns. The system input files (Stateside/Island Areas DRF) contain the response data obtained from all response modes in electronic format and is the initial file upon which data processing steps are carried out. The response modes include data capture from Internet Self Response, Paper Enumeration (Update Enumerate, Update Leave, Remote Alaska, Group Quarters, Enumeration at Transitory Locations, Federally Affiliated Count Overseas and Island Areas Censuses), Census Questionnaire Assistance, and Non Response Follow-up. The intermediate output files, Census Edited Files (Stateside/Island Areas CEF), are created after the application of edits, imputations and assigning of tabulation geography to the Census Unedited File (CUF). Records generated/ utilized include: 1. Decennial Response File (Stateside and Island Areas) 2. Census Unedited File (Stateside and Island Areas) 3. Census Edited File (Stateside and Island Areas)</p>	
	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	Cutoff in CY 2021.
	Retention Period	Destroy at the end of CY 2023 or when no longer needed for evaluation purposes. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.

5.5

Additional Information

GAO Approval Not Required

Response Processing (RPO) – Individual Census Records File (Stateside and Island Areas)

Disposition Authority Number DAA-0029-2019-0004-0014

The Individual Census Records File (ICRF) is the product for NARA which contains response records [self-response as well as field data collection in both non-response and coverage improvement operations]. This output file for NARA is based on the Census Unedited File (CUF), received by Decennial staff post-production. These files do not include the application of edits or imputations introduced in later post-processing or the imputations introduced by the use of administrative records [occupied, vacant, delete, and other characteristics], and are covered under the Freedom of Information Action (B) (3) and Title 13 ("Census Confidential").

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 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 Cutoff 2 years after the completion of the census.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after September 30, 2023

Additional Information

First year of records accumulation 2020

End year of records accumulation 2023

What will be the date span of the initial transfer of records to the National Archives? From 2020 To 2023

How frequently will your agency transfer these records to the National Archives? Unknown
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

6

TEST AND EVALUATION RECORDS

The Test and Evaluation area performs two primary functions: evaluate the quality of the 2020 Census; and, prepare for the 2030 Census. This area includes four operations:

- Coverage Measurement Design and Estimation (CMDE) Operation designs the Post Enumeration Survey (PES), including sampling and estimation.
- Coverage Measurement Matching (CMM) Operation identifies matches and nonmatches between the 2020 Census and the PES for the enumerated housing units (HU) and people.
- Coverage Measurement Field Operations (CMFO) Operation collects person and HU information (independent from the 2020 Census operations) for the sample of HU in the Coverage Measurement Survey.
- Evaluations and Experiments (EAE) Operation measures the success of critical 2020 Census operations. It also formulates and executes an experimentation program to support early planning and informs the transition and designs of the 2030 Census.

6.1

Coverage Measurement Design and Estimation (CMDE) Records

Disposition Authority Number **DAA-0029-2019-0004-0015**

This program develops the survey design and sample for the Post-Enumeration Survey of the 2020 Census and produce estimates of census coverage based on the Post-Enumeration Survey. Records generated include: 1. Sample and Estimation files 2. Coverage Reports

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**

6.2	Disposition Instruction	
	Cutoff Instruction	Cutoff in CY 2022.
	Retention Period	Destroy records when ten years old or when no longer needed for evaluation or other program purposes. Destroy according to the disposal procedure for Title 13 ("Census Confidential") records.
	Additional Information	
	GAO Approval	Not Required
	Coverage Measurement Matching (CMM) Records	
	Disposition Authority Number	DAA-0029-2019-0004-0016
	This program identifies matches, nonmatches, and discrepancies between the 2020 Census and the Post-Enumeration Survey for both housing units and people in the same areas. Both computer and clerical components of matching are conducted. Records generated include: 1. Person Followup (PFU) operation forms and electronic data.	
	Final Disposition	Temporary
	Item Status	Active
6.3	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	Cutoff in CY 2022.
	Retention Period	Destroy records when ten years old or when no longer needed for evaluation or other program purposes. Destroy according to the disposal procedure for Title 13 ("Census Confidential") records.
	Additional Information	
	GAO Approval	Not Required
	Coverage Measurement Field Operations (CMFO) Records	

Disposition Authority Number DAA-0029-2019-0004-0017

This program collects person and housing unit information (independent from the 2020 Census operations) for the sample of housing units in the Post-Enumeration Survey to help understand census coverage and to detect erroneous enumerations. Records generated include: 1. Initial Housing Unit Followup (IHUFU) paper forms and associated map data 2. Final Housing Unit Followup (FHUFU) paper forms and associated map data. 3. Person Interview (PI) electronic data files. 4. Independent Listing (IL) electronic data files.

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 Cutoff in CY 2022.

Retention Period Destroy records when ten years old or when no longer needed for evaluation or other program purposes. Destroy according to the disposal procedure for Title 13 ("Census Confidential") records.

Additional Information

GAO Approval Not Required

Evaluations and Experiments (EAE) Records

Disposition Authority Number DAA-0029-2019-0004-0018

This program documents how well the 2020 Census was conducted, and analyzes, interprets, and synthesizes the effectiveness of census components and their impact on data quality or coverage or both. Measures the success of critical 2020 Census operations. Formulates and executes an experimentation program to support early planning and informs the transition and design of the 2030 Census and produces an independent assessment of population and housing unit coverage. Records generated include: 1. Evaluation, Assessment and Experiment Study Plans and Reports. 2. Dress-Rehearsal publications and reports.

Final Disposition Permanent

Item Status Active

6.4

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

Cutoff Instruction **Cutoff CY 2023**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2023**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2023**

How frequently will your agency transfer these records to the National Archives? **Unknown
One-time transfer of records of the 2020 Census**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

7

PUBLISHED DATA RECORDS

Once all of the data processing is complete, RPO delivers the processed data to the Data Products and Dissemination (DPD) Operation to prepare the final 2020 Census data products. This operation creates and delivers: (1) Apportionment counts to the President and statistical data to the public, (2) Redistricting data to the state legislatures (in coordination with the RDP) so state governments can define the geographic boundaries for Congressional and legislative districts, (3) Final counts to the Count Question Resolution (CQR) so challenges to 2020 Census counts can be resolved, and (4) Data products to the Archiving (ARC) Operation.

7.1

Data Products and Dissemination (DPD) Records

Disposition Authority Number **DAA-0029-2019-0004-0019**

This program prepares and delivers the 2020 Census population counts to the President of the United States for Congressional apportionment, tabulates and disseminates 2020 Census data products for use by the states for redistricting, and tabulates and disseminates 2020 Census data for use by the public. Examples include: 1. Microdata Detail File (Stateside and Island Areas) 2. Summary Data files (SF-1 and SF-2) 3. Public Use Microdata Sample (PUMS) 4. 2020 Census State Population Totals for Apportionment Purposes as Mandated by Title 13, United Statues Code, Section 141(b) 5. 2020 Census Redistricting Data to Fulfill Public Law (P.L) 94-171 6. Congressional District Data Summary Files 7. State Legislative District Summary File 8. American Indian and Alaska Native Summary 9. Island Area Data Products (Demographic Profiles; Summary File; Social, Economic and Housing characteristics report; and detailed cross-tabulations. Public Use Micro-data Sample (PUMS) Files (ten-percent sample) will only be produced for the U.S Virgin Islands and Guam.), and other final data products that are developed.

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 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 **Cutoff 2 years after the completion of the census.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after CY 2023**

Additional Information

First year of records accumulation **2020**

End year of records accumulation **2023**

What will be the date span of the initial transfer of records to the National Archives? **From 2020 To 2023**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

7.2

Count Question Resolution (CQR) Case Records

Disposition Authority Number **DAA-0029-2019-0004-0020**

This program provides a mechanism for governmental units to file a case or processing error for their official 2020 Census results. Records generated include:

1. Certified certificates of revised housing unit and group quarters population counts for affected government entities and maps with revised geographic and coverage information from successful challenges. 2. Summary report of the 2020 CQR case files

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 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 **Cutoff FY 2023**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2020**

End year of records accumulation **2023**

What will be the date span of the initial transfer of records to the National Archives? **From 2020 To 2023**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

7.3

Archiving (ARC) Records

Disposition Authority Number **DAA-0029-2019-0004-0021**

This program coordinates the storage of materials and data and provides 2020 Census Records deemed permanent, including files containing individual responses, to the National Archives and Records Administration and provides similar files to the National Processing Center to use as source materials to conduct the Age Search Service. Archiving also stores data to cover in-house needs for research. The records utilized in this program are stored internally at the Census Bureau for internal use and posterity. The official records are delivered to the National Archives and Records Administration where they are housed for 72 years prior to public release. Records utilized include: 1. Response data 2. Images of paper questionnaires 3. Data Products 4. Maps and Geographic Files 5. Planning, Management and Evaluation files/reports

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**

	<p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff in CY 2023.</p> <p>Retention Period Destroy these records when ten years old or no longer needed for evaluation, planning, or other program purposes. Questionnaire and form records are delivered to the Paper Data Capture Centers for data capture. See Item Title "Paper Data Capture (PDC) – Data and Questionnaire/Form Records – (2.)", for final disposition instructions. All Internet and electronically captured paper questionnaire responses are sent to the Response Processing Operation, which manages the status of cases across the universe. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
8	<p>ADDITIONAL DECENNIAL RECORDS</p> <p>Records in this area also include: • Testing Prior to 2020 Census • Electronic Response Questionnaires</p>
8.1	<p>Testing Prior to 2020 Census [2012 through 2018]</p> <p>Disposition Authority Number DAA-0029-2019-0004-0022</p> <p>The 2020 Census will be unlike any other in our nation's history. The Census Bureau must test every aspect of this complicated program which requires years of careful planning. Starting with small, individual tests then refining systems and procedures up through 2018 where a large-scale End-to-End Census Test of Census Operations and Systems is conducted. These are real-world tests designed to maintain quality while developing cost saving innovations like better address validation, better use of existing information, better response options and better field operations. There are multiple tests throughout the decade with the culmination of the 2019 Census Test that combines more than a decade of research and it is the last major milestone before the 2020 Census. Records generated relating to the operations conducted in these tests include (Note: not all records listed below were created for all pre-tests; refer to DAA-0029-2019-0004-0018 [Evaluations and Experiments records] for final publication and report disposition): 1. Address List Development Records 2. Data Collection, Data Capture, and Data Processing Records 3. Planning documents 4. Pre-Census Test Data Products</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

8.2	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	Cutoff in CY 2019.
	Retention Period	Destroy these records when ten years old or no longer needed for evaluation, planning, or other program purposes. See Item Title "Evaluations and Experiments (EAE) – Dress-Rehearsal publications and reports – (2.)", for final disposition instructions. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.
	Additional Information	
	GAO Approval	Not Required
	Electronic Response Questionnaires	
	Disposition Authority Number	DAA-0029-2019-0004-0023
	This record will provide an archived visual of the questionnaire forms as they are viewed in the Internet Self-Response instrument used by the public, the Non-Response Followup and Coverage Improvement instruments used by enumerators and the Census Questionnaire Assistance instrument used by the call center agents. Records Include: 1. Screen capture of the questionnaire form from the Internet Self-Response (ISR) instrument (and 12 non-english languages) 2. Screen capture of the questionnaire form from the Non-Response Followup (NRFU) instrument 3. Screen capture of the questionnaire form from the Coverage Improvement (CI) instrument 4. Screen capture of the questionnaire form from the Census Questionnaire Assistance (CQA) instrument	
	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 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

Cutoff CY 2020

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after Cutoff

Additional Information

First year of records accumulation 2018

End year of records accumulation 2020

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

From 2018 To 2020

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

Unknown

One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

9

PUBLIC OUTREACH RECORDS

Records in this area include: • Official History of the Census • 2020 Census Posters and Videos • 2020 Census IPC Paid Advertising (English and Non-English documents/videos) • Decennial Correspondence and Suggestion Files

9.1

Official History of the Census

Disposition Authority Number

DAA-0029-2019-0004-0024

The official history of the Census published by the Chief Historian of the United States Census Bureau.

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 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 **Cutoff upon completion of the Official History.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after CY 2035**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2035**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2035**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

9.2

2020 Census Posters and Videos (Analog and Digital)

Disposition Authority Number **DAA-0029-2019-0004-0025**

Records generated include: 1. Posters used to promote the 2020 Census 2. Flyers used to promote the 2020 Census 3. Videos used to promote the 2020 Census

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 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 **Cutoff CY 2020**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after Cutoff**

Additional Information

First year of records accumulation **2018**

End year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

9.3

2020 Census IPC Paid Advertising

Disposition Authority Number **DAA-0029-2019-0004-0026**

Records generated include: 1. 2020 Census IPC Paid Advertising (Documents) – English 2. 2020 Census IPC Paid Advertising (Documents) – Non-English 3. 2020 Census IPC Paid Advertising (Videos) – English 4. 2020 Census IPC Paid Advertising (Videos) – Non-English

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 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 Cutoff CY 2020

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after Cutoff

Additional Information

First year of records accumulation 2018

End year of records accumulation 2020

What will be the date span of the initial transfer of records to the National Archives? From 2018 To 2020

How frequently will your agency transfer these records to the National Archives? Unknown
One-time transfer of records of the 2020 Census

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

9.4

Decennial Correspondence and Suggestion Files

Disposition Authority Number DAA-0029-2019-0004-0027

This area provides unsolicited letters with accompanying attachments that propose questions to be included in the next decennial census or protest the proposed

inclusion of certain question in the decennial census, together with copies of replies thereto. Additionally, this area receives letters from decennial census respondents either requesting information as to how or why they were included or expression complaints about either their inclusion in the survey, the asking of "personal" questions, or other aspect of survey/census (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto. All significant correspondence requiring a signature from the Director of the Census Bureau or high ranking official are covered under the Directors Records Schedule (DAA-0029-2016-0003) with permanent retention. Records generated/utilized include: 1. Decennial Correspondence Files 2. Decennial Suggestion Files

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 Cutoff CY 2023

Retention Period Decennial Correspondence Files - Destroy 3 years after Census responds. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records. Decennial Suggestion Files -Destroy 1 year after the next census. Destroy according to the disposal procedures for Title 13 ("Census Confidential") records.

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
04/05/2019	Certify	Chante Sawyers	IT Specialist	ACSD - PRMO
05/30/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/23/2019	Submit For Certification	Marcus Barber	Management Analyst	ACSD - Property and Records Management Branch
07/30/2019	Certify	Chante Sawyers	IT Specialist	ACSD - PRMO
12/03/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/04/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/04/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/09/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist