

| REQUEST FOR RECORDS DISPOSITION AUTHORITY | |
|---|------------------------------|
| (See Instructions on reverse) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1 FROM (Agency or establishment) United States Department of Commerce | |
| 2 MAJOR SUBDIVISION Bureau of the Census | |
| 3 MINOR SUBDIVISION Geography Division | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Leo Bernard Dougherty | 5 TELEPHONE (301)763-9249 |

| LEAVE BLANK (NARA use only) | |
|---|---|
| JOB NUMBER 71-029-03-4 | |
| DATE RECEIVED 7-29-2003 | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| DATE 12-1-03 | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |

| | | |
|---|--|-------------------------------------|
| 6 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 on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, | | |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | |
| DATE 7/29/2003 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard J. Thompson</i> | TITLE Records Management Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|---|--|
| | Please See Attached | | |
| | <i>cc Agency, NIME, NWCS</i> | | |

Schedule for the U.S. Bureau of the Census, Geography Division, Cartographic Records.

This schedule is intended primarily to guide the disposition of Census 2000 maps and the maps produced in association with future decennial censuses, but where appropriate, it may be applied to cartographic records created for the 1990 and earlier censuses.

1. **Reference Maps:** Includes Census Block Maps, Census Tract Outline Maps, County Block Maps, Metropolitan Area Maps, Redistricting and other final reference maps related to decennial censuses. These maps show the boundaries and names of geographic areas for which the Census collects and offers statistical data. This is the final record set of decennial census mapping derived from TIGER Line (or predecessor or successor data systems). These maps were made available to the general public at the time of the census through the U.S. Bureau of the Census Internet website and/or other standard Government sources.
 - a. **Record set electronic copies.** PERMANENT. Transfer to the National Archives within 5 years of the decennial census in PDF (Portable Document Format) or other format then acceptable under NARA electronic data transfer standards, one copy of each reference map.
 - b. **Duplicate electronic, paper, or other copies** of maps transferred to the National Archives under 1a above. TEMPORARY. Destroy upon transfer and acceptance by NARA of the record set electronic copy or when no longer needed for agency purposes, whichever is later.
 - c. **Final product maps regardless of format that are not covered by 1a or 1b above.** SUBMIT SF 115 for disposition authority within 5 years of the decennial census. This includes paper maps that are/were not available in electronic format.
2. **Thematic Maps** portraying the data collected during each decennial census. These are the final, complete record sets of maps prepared to cartographically illustrate national population characteristics. Thematic maps include a variety of different map types such as shaded maps, dot maps, proportional symbol maps, and isarithmic maps. Such maps include Population Centers of the U.S. between 1790 and 2000, Population Distribution, and a variety of maps illustrating the distribution of population characteristics such as age, race, ethnicity, language, religion, etc. These maps were made available to the general public through the U.S. Bureau of the Census Internet website and/or other standard Government sources.
 - a. **Record set electronic copies.** PERMANENT. Transfer to the National Archives within 10 years of the decennial census in PDF (Portable Document Format) or other format then acceptable under NARA electronic data transfer standards, one copy of each thematic map available in this format.

- b. **Printed large sheet maps.** Maps larger than those usually bound into Census publications. PERMANENT. Transfer complete record set to the National Archives within 10 years of the decennial census.
 - c. **Printed maps included in Census bound publications.** Follow guidance for Census publications.
 - d. **Duplicate electronic, paper, or other copies** of maps transferred to the National Archives under 2a, 2b, or 2c above. TEMPORARY. Destroy upon transfer and acceptance by NARA of the record set or when no longer needed for agency purposes, whichever is later.
 - e. **Thematic maps regardless of format that are not covered by 2a, 2b, or 2c above.** SUBMIT SF 115 for disposition authority within 10 years of the decennial census.
3. **Cartographic records regardless of format that are preliminary in nature** and contain no significant information that is not essentially reproduced in the final copy (1a, 2a, 2b, or 2c above). TEMPORARY. Destroy/delete when no longer needed for reference or other census purposes, or when 10 years old, whichever is earlier.
4. **Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.