

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

*N1-029-10-1*

Date Received

*10/27/09*

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Jan 10*

Archivist of the United States

*[Signature]*

To National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)

**Department of Commerce**

2 Major Subdivision

**Bureau of the Census**

3 Minor Subdivision

**Company Statistics Division**

4 Name of Person with whom to confer

**Lee R. Wentela**

5 Telephone (include area code)

**301-763-7270**

### 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 \_\_\_\_\_ 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

is not required

is attached

has been requested

Signature of Agency Representative

*[Signature]*

Title

**Census Bureau Records Officer**

Date (mm/dd/yyyy)

*11/29/2010*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p><b>Records of the Survey of Business Owners and Self-Employed Persons program created in the Company Statistics Division at the U.S. Census Bureau.</b></p> <p><b>SEE ATTACHED PAGES (4).</b></p> <p><b>NOTE: Disposition of records created and maintained in other Census Bureau divisions (e.g. survey microdata, dissemination metadata, Internet database publications) is not covered by this schedule.</b></p> <p><b>NOTE: Supersedes NARA schedule N1-29-99-4 (March 11, 1999).</b></p>		

**U.S. Census Bureau**  
**Survey of Business Owners and Self-Employed Persons**  
**Revised: 10/5/2009**

The Survey of Business Owners and Self-Employed Persons (SBO) is conducted every five years as part of the Economic Census. The SBO provides the only comprehensive, regularly collected source of information on selected economic and demographic characteristics for businesses and business owners by gender, ethnicity, and race.

**1. COMPLETED SBO QUESTIONNAIRES**

~~Disposition~~

*NI-029-99.4/1*

~~A Hard Copy. Destroy 30 days after questionnaires have been captured electronically and validated~~

~~B Electronic Copy. Destroy when 7 years old~~

~~Note: SBO questionnaires are scanned to Tagged Image File Format (TIFF) in batches and placed in an electronic database. The SBO questionnaire is an 8 1/2 inch x 11 inch double-sided 4-page form. An image viewer is needed to view the images.~~

**2. CONGRESSIONAL CORRESPONDENCE**

Letters from members of Congress together with attached copy of constituent's letters and carbon copies of Census replies thereto. NOTE: This series does not include letters forwarding constituent request for information, publications, data tabulations, or constituent complaints at having to fill out forms or answer certain questions.

Disposition Destroy when 2 years old

**3. DATA PROCESSING RECORDS**

Documents describing each file run, matrix and table layouts, diary printouts, instructions to coders, processors, and clerical personnel, cost charges for data processing and computer use, and routine systems and applications software (as distinct from file documentation and file output).

Disposition Destroy when no longer needed

**4. FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FOR SURVEY OF BUSINESS OWNERS INFORMATION**

Files created in response to FOIA requests from individuals to gain access to records or other information pertaining to the Census Bureau's SBO program. Official FOIA records are maintained in the Program Policy and Development Office (PPDO).

~~Disposition Destroy duplicate and nonrecord copies of FOIA records maintained in SBO offices when no longer needed for current agency business~~

*Non-record*

**5. FILE DOCUMENTATION FOR ELECTRONIC FILES**

Records layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, and any background information that would be useful or necessary to a researcher using the file

A Documentation for all electronic Master Files designated as Permanent

Disposition Permanent Transfer to the Center for Economic Studies

B Documentation for all other electronic files

GRS 20/11a(.)

~~Disposition Retain while the electronic files are retained, dispose of with the related file~~

**6. INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES**

Incoming letters requesting either information, specific data tabulation, or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto

Disposition

A Hard copy of incoming request Destroy 2 years after transmittal, reply, or completion of request

B Electronic records of replies Destroy when 2 years old if maintained only in electronic format, or when no longer needed for agency business if reply is printed out and maintained in "A" above

**7. OPERATIONS FILES**

Procedures, specifications, and instructions, progress and production reports, cost and time estimates, work schedule, edit and review records, work chart, computer utilization reports, periodic summaries of computer costs charges, and other records of a facilitative nature not described elsewhere

Disposition Destroy when 10 years old and no longer needed for agency business

**8. PERIODIC ACTIVITY REPORTS**

Monthly reports summarizing in narrative and statistical form the accomplishments and activities of the SBO staff

Disposition Destroy when 5 year old or sooner if no longer needed for current agency business

9. **PROPOSED PROJECT FILES**

Files relating to proposed projects These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda

Disposition

- A Rejected Projects Destroy 5 years after rejection of project
- B ~~Approved Projects Incorporate into appropriate project planning files~~

*File Instruction*

10. **REFERENCE OR CONVENIENCE COPY FILES**

Paper or electronic copies of documents received from other organizational units and retained for reference purpose by unit personnel either to facilitate the conduct of business, to serve reference purposes, or to keep informed on the activities and projects of other units What distinguishes these files from other series of records is the following

- 1) the records are not created nor primarily addressed to the office of retention, 2) the records are generally part of a wide paper copy or email distribution, 3) the documents are received for informational purposes only and do not result in any official action, and 4) the documents are not integrated into the project or activity files of the receiving office

~~Disposition Non-record material Destroy when no longer needed~~

*Non-record*

11 **RESPONDENT CORRESPONDENCE**

Incoming letters either requesting information, seeking clarification on certain questions, discussing reporting problems, or expressing complaints (including Congressional letter forwarding such correspondence) together with copies of Bureau replies thereto

~~Disposition Destroy 3 months after transmittal or reply~~

*NI-029-80-5/20  
(625 14/1)*

12. **SBO PUBLICATIONS**

Books, reports, studies, tabulations, and monographs published by the Census Bureau from SBO data Similar items published outside the Census Bureau/Department of Commerce and nonrecord material

Disposition

- A One record copy of all official printed SBO publications Permanent Transfer to NARA one year after completion of survey cycle Also maintain a copy with other Division publications and records
- B Duplicate copies in SBO offices ~~Destroy when no longer needed~~
- C Publications produced outside the Census Bureau and used by SBO for reference purposes ~~Destroy when no longer needed~~
- D ~~Official publications disseminated electronically (e.g., on the internet) Permanent The Economic Planning and Coordination Division of the Census Bureau is responsible for permanently archiving publication data and metadata for all Economic Census and related programs (including SBO)~~

*Non-record*

*Non-record*

*File Instruction*

**13. SPECIAL TABULATIONS**

Special tabulations such as time series tabulations and non-routine tabulations created for special reports or external customers. This includes customer requests, payment details, and statements of work.

Disposition

A Hard Copy Records Destroy when 5 years old or sooner if no longer needed

B Electronic files Destroy when 5 years old or sooner if no longer needed

**14. WORKING PAPERS**

Background and sources materials used in preparing reports and conducting data analyses such as printout tabulations, reference material, non-record copies of file documents and publications, library materials, handwritten notes, and rough drafts together with related reviews and critiques.

Disposition Destroy 6 months after either publication or completion of official action, or 5 years after completion of the report if there was no publication or official action.