

Request for Records Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)

Department of Commerce

2 Major Subdivision

US Census Bureau

3 Minor Subdivision

Associate Director for Economic Programs

4 Name of Person with whom to confer

Venita G. Powell

5 Telephone (include area code)

301-763-7064

Leave Blank (NARA Use Only)

Job Number

N1-029-10-2

Date Received

11/12/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

June 11

Archivist of the United States

[Signature]

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 3 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

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is attached

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has been requested

Signature of Agency Representative

[Signature]

Title

Records Officer

Date (mm/dd/yyyy)

10/30/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached		

Title: BUSINESS REGISTER (BR)

1 System and Program Files - Files containing all the program and system code

Disposition: TEMPORARY- Destroy files when system is replaced and no longer needed for processing

2 Data Input Files - Files produced from keyed input, Front End processing, mail out/check-in, feeder system databases and automated batch processes

Disposition: TEMPORARY - Purge all records with date time stamps older than 3 years Destroy the file itself when the system is replaced and no longer needed for processing

3 Parameter Files - Files containing system operation parameters including scripts, edits and supporting data files

Disposition: TEMPORARY - Destroy old versions of files at rollover after files have been updated for the current period

4 Audit Trail Files - Files containing records of changes made to the processing and data files

Disposition: TEMPORARY- Destroy files 6 years after closeout of the current processing cycle

5 System Test, Research and Query Files - Files created for analytical, research, or similar purposes to evaluate, investigate or summarize the data in the underlying master files

Disposition: TEMPORARY- Destroy files when no longer needed

6 Special Tabulations - Files containing printed outputs based on the underlying data This includes system log files created during processing

Disposition: TEMPORARY - Destroy files when no longer needed

7 System Backup Files - Backups of all system and data files copied to tape on a recurring basis for security and recovery purposes

Disposition: TEMPORARY - Destroy files on tape when the original file on the tape with the longest retention period is destroyed or transferred to CES Archive

8 Final Data Files – Final Business Register Extracts Files and versions of the master BR control and data files

Disposition: PERMANENT – Create or capture after closeout period Transfer copies of file contents to CES after the final versions of the extracts have been created for the annual Business Register processing cycle

Economic Census Data Capture Staging Table - Files containing all data captured by keying or direct respondent input

Disposition: PERMANENT - Transfer a copy of the file contents to CES after keying closeout for the Economic Census

The preservation of these records is governed by a February 28, 2008, Memorandum of Understanding (MOU) establishing an affiliated relationship between the Census Bureau and NARA Once NARA has legal authority to maintain the records, the agencies will update the MOU and establish arrangements for the transfer of the records to NARA for preservation

9 Data Documentation - This includes a codebook for all data files containing variable descriptions and allowed values, forms (where appropriate) linked to file variables, as well as processing specifications covering edits, imputations, and other modifications of reported data values.

Disposition: PERMANENT - Create or capture after survey closeout Transfer to CES Archive

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