

28 APR 82

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NCI-29-82-1  |
| DATE RECEIVED   | April 28, 1982   |
| NOTIFICATION TO AGENCY  |  |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 10-21-82<br>Date  | <i>Robert W. Rawlins</i><br>Archivist of the United States |

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
Bureau of the Census

3. MINOR SUBDIVISION  
Industry Division

|  |                        |
|--|------------------------|
| 4. NAME OF PERSON WITH WHOM TO CONFERENCE<br><i>Robert W. Rawlins</i><br>Robert W. Rawlins | 5. TEL EXT<br>763-5415 |
|--|------------------------|

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 52 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

|                    |   |  |
|--------------------|---|--|
| C. DATE<br>4-13-82 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jerry V. Parr</i> | E. TITLE<br>Departmental Records Officer |
|--------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
|            | <p><u>RECORDS SCHEDULE--INDUSTRY DIVISION</u></p> <p>This records schedule covers records created by the Industry Division and replaces Schedule NN-172-77.</p> <p><i>all changes per W.R. of Census &amp; M.G. of NARS 9/29/82 M.G.</i></p> <p><b>MASS DATA CHANGE sheet Attached</b></p> |                     |                  |

131 items

115-107  
Closed out: 10/25/82: cm  
Copies to NCWA Agency  
NMF, NNS, NNB

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN   |
|---------------|--|---------------------------|---|
| 1.            | <p style="text-align: center;"><b>Industry Division</b></p> <p>This division has the function of collecting, processing, and disseminating statistical data and information on the manufacturing and mineral industries. This involves the following: planning and conducting the Quinquennial Census of Manufacturers, the Quinquennial Census of Minerals, and the various sample surveys, processing the resulting data; and preparing reports and publications on the manufacturing and mineral industries. The division consists of fifteen branches which report to one of five assistant division chiefs (each assistant division chief supervises three to five branches) which in turn report to the division chief. Records are maintained by the Central Files Unit, the Division Chief, the Assistant Division Chiefs, and the branches with most of the records maintained in the Central Files Unit.</p> <p><u>Records Common to the Central Files and All or Most Other Organizational Units</u></p> <p><b>CENSUS BUREAU PUBLICATIONS</b></p> <p>Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar items published outside the Census Bureau/Department of Commerce are non-record material and should be destroyed when no longer needed.</p> <p>Disposition--Copies maintained in Economic Field Area Units for reference or other use.</p> <p>Destroy or transfer to a publications storage area when no longer needed. Non-record material.</p> |                           | <p style="text-align: right; font-size: 2em;"><i>withdawn</i></p> |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 2.            | <p>CENSUS/SURVEY PROCEDURES MEMORANDUMS</p> <p>Volume 13 cubic feet. 1947 and thereafter.<br/>Annual accumulation--<math>\frac{1}{2}</math> cubic foot.</p> <p>Numbered series of memorandums describing the activities and procedures to be followed in the conduct of the various Economic Censuses and Surveys. These memorandums are distributed by the division of origin to all divisions, branches, and units involved in the census or survey. There is a separate series for each survey or census.</p> <p>Arranged numerically by survey number or Census year and thereafter by chapter, subchapter, and document number.</p> <p>Disposition:</p> <p>a. Record copy retained by office of origin. Volume--13 cubic feet. Annual Accumulation--<math>\frac{1}{2}</math> cubic foot.</p> <p>Permanent. Offer to the National Archives <del>along with related Census/Survey Planning and Management Records</del> <i>in 10 year blocks when the latest records are 20 years old.</i></p> <p>b. Other copies.</p> <p>Non-record material. Destroy when no longer needed.</p> |                           |                     |
| 3.            | <p>CHRON FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or electrostatic copies of outgoing letters, memorandums, and other documents that are filed chronologically and without any related incoming documents.</p> <p>Disposition--Break file at end of either the fiscal or calendar year. Keep 2 years, then destroy.</p>   |                           |                     |

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| 4.             | <p><b>COMPLETED QUESTIONNAIRES</b></p> <p><b>A. Completed Economic Census Questionnaires.</b></p> <p>(1) Hard copy.</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 20 years old, or sooner, if no longer needed (NN 172-77, Item 8a).</p> <p>(2) Microform. 1958 and thereafter.</p> <p>a. Original camera negative copy.<br/><i>Destroy when 30 years old or sooner if no longer needed.</i><br/><del>Permanent Title 12 material</del><br/><del>Offer to NARS when 30 years old under authority of 44 U.S.C. Sec 21019.</del></p> <p>b. Other Copies.</p> <p>Destroy when 20 years old.</p> <p><b>B. Completed Sample Survey Questionnaires.</b></p> <p>(1) Annual Survey of Manufacturers.</p> <p>a. Hard copy.</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 3 years old, or sooner if no longer needed.</p> <p>b. Microform.</p> <p>Destroy when 20 years old.</p> <p>(2) Other Annual Surveys.</p> <p>a. Hard copy.</p> <p>Destroy after the questionnaires have been microfilmed and validated. <del>If the questionnaires are</del></p> |                           |                     |

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|               | <p>not microfilmed, destroy when 3 years old, or sooner if no longer needed.</p> <p>b. Microform.</p> <p>Destroy when 5 years old.</p> <p>(3) All Quarterly Surveys.</p> <p>Destroy when 5 years old, or sooner if no longer needed.</p> <p>(4) All Monthly Surveys.</p> <p>Destroy when 5 years old, or sooner if no longer needed.</p> <p>(5) All Special and One-Time Surveys.</p> <p>Destroy when 3 years old, or sooner if no longer needed.</p> <p>(6) Omits, out of scopes, questionnaires received too late to be included in the statistics, and other questionnaires not described above.</p> <p><u>a.</u> Economic Census.</p> <p>Destroy when 6 years old, or sooner, if no longer needed (NN172-77, Item 9a).</p> <p><u>b.</u> Annual Survey of Manufacturers.</p> <p>Destroy when 18 months old, or sooner if no longer needed.</p> <p><u>c.</u> All Other Annual, Special, or One-Time Surveys.</p> <p>Destroy when 1 year old, or sooner if no longer needed.</p> |                           |                     |

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|               | <p>d. All Quarterly and Monthly Surveys.</p> <p>Destroy when 6 months old, or sooner if no longer needed.</p>   |                           |                     |
| 5.            | <p>CONGRESSIONAL CORRESPONDENCE</p> <p>Letters from Members of Congress together with attached copies of constituent letters and carbon copies of Census replies thereto, with the exception of those letters forwarding constituent requests for information/publications/data tabulations or constituent complaints at having to fill out census/survey forms or answer certain questions.</p> <p>Disposition--Destroy when 10 years old.</p>           |                           |                     |
| 6.            | <p>DATA PROCESSING PAPERWORK RECORDS</p> <p>Documents describing each file run; routine edit and tabulation specifications; matrix and table layouts; diary printouts; routine 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).</p> <p>Disposition--Destroy when no longer needed.</p> |                           |                     |
| 7.            | <p>DATA TABULATIONS AND LISTINGS</p> <p>Unpublished aggregated data tabulations and listings. Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, comparisons of data from different sources or surveys, and printouts of machine readable file data.</p>   |                           |                     |

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| 8.            | <p>Disposition:</p> <p>a. Textual.</p> <p><u>1.</u> Intermediate and Preliminary.</p> <p>Destroy after final data is determined to be acceptable (NN172-77, Item 11a).</p> <p><u>2.</u> Final.</p> <p>(a) Quinquennial Economic Census.</p> <p>Destroy when 6 years old, or after the tabulations have been microfilmed,</p> <p>(b) <i>whichever is sooner.</i> Annual Survey of Manufacturers.</p> <p>Destroy when 5 years old, or sooner if no longer needed.</p> <p>(c) All Other Surveys.</p> <p>Destroy when 4 years old, or sooner if no longer needed.</p> <p>b. Microform.</p> <p><u>1.</u> Quinquennial Economic Census</p> <p>Destroy when 15 years old (NN172-77, Item 11b(1)).</p> <p><u>2.</u> Annual Survey of Manufacturers.</p> <p>Destroy when 10 years old (NN172-77, Item 11b(2)).</p> <p><u>3.</u> All Other Surveys.</p> <p>Destroy when 5 years old (NN172-77, Item 11b(3)).</p> <p>FILE DOCUMENTATION FOR MACHINE READABLE FILES</p> <p>Record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the</p> |                           |                     |

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|               | <p>editing procedures, technical description of the file (Census Form BC-248 or NARS Form 7091 or informational equivalent), File User Manuals, and any background information that would be useful or necessary to researchers using the file.</p> <p>Disposition:</p> <p>a. For All Machine Readable Files Designated PERMANENT.</p> <p>Permanent. Offer to the National Archives along with the related tape file.</p> <p>b. For All Other Machine Readable Files.</p> <p>Temporary. Retain as long as the tape file is retained. Dispose along with the related tape file.</p> |                            |                     |
| 9.            | <p><b>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</b></p> <p>Incoming letters requesting either information, specific data tabulations, or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto.</p> <p>Disposition--Destroy 3 months after transmittal or reply (GRS No. 14, Item 3 and 4)</p>  |                            |                     |
| 10.           | <p><b>OMB/FORMS DEVELOPMENT/CLEARANCE FILES</b></p> <p>Background material relating to the development of each public use form. The file consists of correspondence with industry associations concerning form content, copies of OMB clearance requests, internal Bureau memorandums, draft copies of forms, and instructions.</p> <p>Disposition--Non-record material. Destroy when no longer needed.</p>  |                            |                     |

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| 11.           | <p>Record copy of these files are retained by the Forms Branch of the Administrative Services Division.</p> <p><b>OPERATIONS FILE</b></p> <p>Duplicate copies of procedures and instructions; progress and production reports; cost and time estimates; work schedules; edit and review records; work charts; computer utilization reports; periodic summaries of computer costs charges; and other records of a facilitative nature not described elsewhere.</p> <p>Disposition--Destroy 3 years after the completion of the census, survey, or project to which they relate.</p>   |                           |                     |
| 12.           | <p><b>PERIODIC ACTIVITY REPORTS</b></p> <p>1975 and thereafter. Volume--5 cubic feet. Annual accumulation--<math>\frac{1}{2}</math> cubic foot.</p> <p>Monthly, quarterly, semi-annual, or annual reports summarizing in narrative and statistical form the accomplishments and activities of the division and its branches. Arranged chronologically.</p> <p>Prepared at division level:</p> <p>Disposition:</p> <p>a. Central Files Copy.<br/> <i>Destroy when 10 years old or sooner</i><br/> <del>Permanent. Break files at end of the calendar or fiscal year. Offer to the National Archives 5 years later.</del><br/> <i>if no longer needed.</i></p> <p>b. Other Copies and Feeder Reports.</p> <p>Destroy when 3 years old or when no longer needed.</p> <p>Prepared and retained below the division level:</p> <p>Disposition--Destroy when 3 years old or when <del>no longer needed.</del></p> |                           |                     |

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| 13.           | <p>PROPOSED SURVEY/PROJECT FILES</p> <p>Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memorandums.</p> <p>Disposition--Destroy when 5 years old (GRS No. 19, Item 12b)</p> <p>a. Rejected Surveys/Projects.</p> <p>Destroy when 5 years old (GRS No. 19, Item 12b)</p> <p>b. Approved Surveys/Projects.</p> <p>Incorporate into appropriate Survey Planning and Management Files or Project Planning Files.</p>  |                           |                     |
| 14.           | <p>QUINQUENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>1963 and thereafter. Volume--<sup>35</sup> cubic feet.<br/>Annual accumulation--1½ cubic feet.</p> <p>Records which document the origin, planning, content, procedures, processing, costs, results, and effects of the Quinquennial Economic Census. Such records include the following: post-mortems on the proceeding census, reports on census pretests, record copy of all forms, instructions, manuals, and questionnaires, minutes and notes of meetings relating to the census; manuals, issuances, and directives relating to the policies and procedures; correspondence, memorandums, reports, and other records relating to questionnaire content, sampling framework, enumeration problems, data output, publications and findings, summary budget and cost data; and post-census evaluations and reports.</p> <p>Arranged chronologically by Quinquennial Census year and thereafter, alphabetically by subject.</p> |                           |                     |

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| 15.           | <p>Disposition--Permanent. Consolidate the files from the various units on a division level, eliminate duplicate material, and offer to the National Archives when 10 years old. Offer to files to FRC <del>Archives</del> when latest received are 20 years old.</p> <p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Carbon copies of documents received from other organizational units and retained for reference purposes 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 carbon or electrostatic copy 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.</p> <p>Disposition--Non-record material. Destroy when no longer needed.</p> |                           | Transfer consolidated |
| 16.           | <p><del>RESEARCH PROJECT PLANNING FILES</del></p> <p>1970 and thereafter. Volume--2 cubic feet. Annual accumulation--<math>\frac{1}{4}</math> cubic foot.</p> <p>Records which document the origin, purpose, scope, costs, and results of various research projects such as advising various economic indicators, creating measures of industrial plant capacity, measuring the productivity of capital and labor inputs, and defining the economic impact of pollution control expenditures. Such records include feasibility studies, reports, background papers, summary cost data, memorandums, correspondence, and final reports.</p> <p>Arranged alphabetically by project and thereafter alphabetically by subject.</p>  |                           | withdrawn             |

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| 17.           | <p><del>Disposition--Permanent. Consolidate the files from the various branches and staffs on a division level. Offer to the National Archives when 10 years old.</del></p> <p>RESPONDENT CORRESPONDENCE</p> <p>Incoming letters from survey or Quinquennial Census respondents either requesting information as to how or why they were included, seeking clarification on certain questions, discussing reporting problems, or expressing complaints about either their inclusion in the survey or the asking of particular questions (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto.</p> <p>Disposition--Destroy when the next survey or census is conducted or sooner if no longer needed, but no sooner than 3 months after transmittal or reply (NN172-77, Item 5 and GRS No. 14, Item 7) <i>and no later than 5 years old.</i></p>             |                           | <i>withdrawn</i>    |
| 18.           | <p>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES</p> <p>Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business. These files include the following: time and attendance reports; prop sheets and prop reports; travel orders, vouchers, requests for permission to travel, and resulting reports; budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests; personnel records such as position descriptions, notification of personnel action, applications for employment, employee record cards, performance ratings, leave analyses, personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood-savings bond-UGF drives, staffing patterns, grade levels, etc.; copies of</p> |                           |                     |

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| 19.           | <p>issuances and announcements on routine administrative and personnel matters from division chiefs and above; purchase and requisition orders for furniture, supplies, equipment, and services; inventories and lists of machines and equipment with related material on the use and repair of same; Monthly Expense Statements from the Finance Division; contract records such as contracts, contract authorizations, contract proposals, billings, vouchers, and related correspondence; copies of records disposition and transmittal requests; daily progress reports made for the purpose of indicating degree of completion and identifying bottlenecks, and related records.</p> <p>Disposition--See Census Administrative Manual Chapter K 3, "Records Management" (Appendix A) for disposition instructions for each of the above series of records.</p> <p>STANDARD STATISTICAL ESTABLISHMENT LIST (SSEL) RECORDS</p> <p>Printout or microfilm copies of the five million record extract of the computerized SSEL. This list covers all business establishments with employees subject to Social Security taxes that have been in business within the last 2 years except that Government agencies, farms, agricultural firms, financial institutions, communications enterprises, utilities, and ICC regulated transportation concerns are omitted. The data in this list comes from IRS Form SS-4, "Application for Employee Identification Number," SSA Form OOA-100, "Employee Informational Schedule," and the Census Bureau's Company Organization Survey's Form NC-X1A, "List of Subsidiary Establishments." The data consists of the name, address, ID number, total payroll, total employment, SIC code, and current status of the establishment along with the same data for each of its subsidiaries. The printout version of this file exists in two formats: 1) SSEL extract arranged in alphabetic sequence, and, 2) SSEL extract arranged in alphabetic sequence.</p> |                           |                     |

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| 20.           | <p>Disposition--Destroy when superseded by a new version of the file. Non-record material. The SSEL system is maintained by the Economic Surveys Division.</p> <p>SURVEY PLANNING AND MANAGEMENT FILES (Often referred to as SURVEY PROJECT FILES)</p> <p>Volume--<sup>12-15</sup> cubic feet. Annual accumulation--<sup>1-2</sup> cubic feet. 1973 and thereafter.</p> <p>Records describing the origin, purpose, scope, content, sampling methodology, survey procedures, costs, and results of sample surveys. Such records include: minutes and notes of meetings to plan the survey; record copy of questionnaires, manuals, and forms, directives and issuances relating to policies and procedures; correspondence, memorandums, reports, and other records relating to sample selection, questionnaire content, enumeration problems, data output, and findings; summary budget and cost data; description of data supplied to sponsor; correspondence between the Census Bureau and the sponsor (if another agency), and copies of related contracts; and post-survey studies relating to data validity, data reliability, survey procedures, specific questions, and sampling methodology.</p> <p>Arranged alphabetically by survey, then chronologically by survey date (if a recurring survey), and then alphabetically by subject.</p> <p>Disposition--Permanent. Consolidate the files from the various units on a division level for each specific survey. <del>Offer to the National Archives</del> <i>Transfer consolidated files to FRC Archives when 10 years old. Offer to NARS in 10 year blocks when latest records are 20 years old.</i></p> |                           |                     |
| 21.           | <p>WORKING PAPERS</p> <p>Volume--5 cubic feet. Annual Accumulation--1/5 cubic foot. 1947 and thereafter.</p> <p>Background and source materials used in preparing reports and conducting data analyses,</p>   |                           |                     |

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|               | <p>such as printout tabulations, reference material, non-records copies of file documents and publications, library material, handwritten notes, and rough drafts together with related reviews and critiques.</p> <p>Arranged alphabetically by paper.</p> <p>Disposition--Destroy 6 months after either publication or completion of official action, or 3 years after completion of the report or analysis if there was no publication or official action (GRS No. 16, Item 10).</p> <p><u>Central Files</u></p>   |                           |                     |
| 22.           | <p>ALPHA MASTER FILES</p> <p>Carbon or electrostatic copies of outgoing letters, memorandums, and other documents that are arranged alphabetically by name of recipient and are filed without any related incoming documents.</p> <p>Disposition--Break file at the end of each fiscal or calendar year. Keep the file for 2 years and then destroy.</p>  |                           |                     |
| 23.           | <p>CENSUS/SURVEY NUMBERED MEMORANDUMS</p> <p>Volume--24 cubic feet. 1947 and thereafter.<br/>Annual Accumulation--1½ cubic feet.</p> <p>Numbered series of memorandums describing the activities and procedures to be followed in the Census of Manufacturers, Census of Minerals, and the Annual Survey of Manufacturers (ASM). Some of these memorandums have attachments.</p> <p>Arranged numerically by subject code and thereafter chronologically.</p> <p>Disposition--Permanent. <i>Transfer to FRC</i><br/><del>Office to the National Archives</del> when 10 years old. <i>Offer to NARS in 10 year blocks when the latest records are 20 years old.</i></p> |                           |                     |

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| 24.           | <p>COMPANY/FIELD TRIP FILE</p> <p>1967 and thereafter. 1½ cubic feet. Annual accumulation--Negligible.</p> <p>Trip reports by division personnel describing trips to companies and trade associations, and reports on visits of company/industry officials to the Bureau.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition--Permanent. Break file at the end of each year. Offer to the National Archives <del>when</del>.</p> |                           |                     |
| 25.           | <p><i>in 10 year blocks when the latest records are 20 years old.</i></p> <p>COMPANY REPORTS FILE</p> <p>80 cubic feet.</p> <p>Stockholders and annual reports of companies.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition--Destroy when superseded or obsolete.</p>  |                           |                     |
| 26.           | <p>CORRESPONDENCE CONTROL SLIPS</p> <p>Correspondence control slips used for the control of incoming correspondence that is described in entries 22, 27, 28, 29, 30, 32, 33, and 34. These slips contain the name of the sender, the date of the incoming letters, the date of the reply, and a capsule summary of the content.</p> <p>Disposition--Destroy along with related correspondence.</p>  |                           |                     |
| 27.           | <p>DIRECTORS MEMORANDUMS FILE</p> <p>1951 and thereafter. Volume--2 cubic feet. Annual accumulation--negligible.</p>  |                           |                     |

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|               | <p>Carbon and electrostatic copies of memorandums to the Director, the Deputy Director, the Associate Directors, and other Division Chiefs. Also included are copies of other division's Monthly Activity Reports, memorandums from other divisions, and reports on field trips by division personnel.</p> <p>Arranged alphabetically by the name of either the recipient or the author of the memorandums.</p> <p>Disposition--Segregate material into: <b>A)</b> memorandums to the Director, Deputy Director, Associate Directors, and other Division Chiefs, and <b>B)</b> all other material.</p> <p><b>A)</b> Permanent. Offer to the National Archives <del>in</del> 10 year <del>blocks</del> when the latest records are 20 years old.</p> <p><b>B)</b> Temporary. Destroy when 5 years old or sooner if no longer needed.</p> |                           |                     |
| 28.           | <p><b>LEGAL FILES</b></p> <p>Letters from outside the Bureau requesting information that is restricted under Title 13 together with carbon copies of replies thereto; copies of laws, Executive Orders, federal regulations; internal Bureau memorandums relating to the prosecution of firms refusing to fill out questionnaires; drafts of proposed Federal Register notices; Freedom of Information Act requests and replies thereto; internal Bureau memorandums relating to the disclosure of data, and correspondence relating to disclosure of data.</p> <p>Arranged numerically by subject code.</p> <p>Disposition--Destroy when 5 years old (GRS No. 14, Item 16a(3)).</p>  |                           |                     |
| 29.           | <p><b>MEMORANDUMS TO DIVISION PERSONNEL</b></p> <p>Green carbon copies of memorandums to various division personnel.</p>  |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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|               | <p>Arranged alphabetically by name of recipient.</p> <p>Disposition--Destroy when 2 years old.</p>   |                           |                     |
| 30.           | <p>MEMORANDUMS TO FIELD OFFICES</p> <p>Green carbon copies of Industry Division memorandums and directives to Regional Offices concerning operating procedures, program procedures, and clerical processing problems.</p> <p>Arranged chronologically.</p> <p>Disposition--Destroy when 10 years old.</p>  |                           |                     |
| 31.           | <p>MEMORANDUMS TO FILES</p> <p>1951 and thereafter. Volume--4 cubic feet.<br/>Annual accumulation--1/5 cubic foot.</p> <p>Green carbon copies of memorandums relating to various subjects and topics such as committees, phone conversations, reporting burdens, census statistics, and related matters that were written to be incorporated into the division files.</p> <p>Arranged chronologically.</p> <p>Disposition--<del>Permanent. Offer to the National Archives when 10 years old.</del><br/><i>Destroy when 10 years old.</i></p> |                           |                     |
| 32.           | <p>MEMORANDUMS TO OTHER AGENCIES</p> <p>Carbon copies of memorandums to other agencies, mostly to OMB and the Commerce Department.</p> <p>Arranged alphabetically by name of agency and thereafter chronologically.</p> <p>Disposition--Destroy when 10 years old.</p>   |                           |                     |

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| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
| 33.  | <p>MEMORANDUMS TO OTHER DIVISIONS</p> <p>1956 and thereafter. Volume--2 cubic feet.</p> <p>Green carbon copies of memorandums to other divisions</p> <p>Arranged alphabetically by name of division and thence chronologically.</p> <p>Disposition--Destroy when 10 years old.</p>   |                           |                     |
| 34.  | <p>MEMORANDUMS TO STAFF</p> <p>Green carbon copies of internal division memorandums and directives, most of which relate to operating and program procedures.</p> <p>Arranged chronologically.</p> <p>Disposition--Destroy when 10 years old.</p>  |                           |                     |
| 35.  | <p><del>MISCELLANEOUS SUBJECT FILES NOT ELSEWHERE DESCRIBED</del></p> <p><del>Date scope undetermined. Volume--2 cubic feet. Annual accumulation--negligible.</del></p> <p><del>Correspondence, memorandums, reports, directives, issuances, agenda and minutes of meetings, budget estimates, cost estimates, working papers, and other documents that are organized by subject and relate to program planning, project management, personnel, and routine house-keeping matters, i.e., files that contain both permanent and temporary records.</del></p> <p><del>Disposition--Segregate material into (1) records which describe the origin, structure, and functions of the unit and its various components and describes the origin-planning nature-results of major programs and projects, and (2) all other material.</del></p> |                           |                     |

*withdrawn*

## Request for Records Disposition Authority -- Continuation

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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|               | <p><del>a. Permanent. Offer to the National Archives when 20 years old.</del></p> <p><del>b. Temporary. Destroy when 9 years old.</del></p>   |                           | <i>withdawn</i>     |
| 36.           | <p>ORGANIZATION AND MANAGEMENT FILES</p> <p>Administrative issuances and directives, inter-office notices and regulations, and directives and memorandums relating to work measurement, work improvement, paper work, overtime, the 1974 Trade Act, and SIC codes and coding.</p> <p>Disposition--Destroy when 5 years old or sooner if superseded or obsolete.</p>   |                           |                     |
| 37.           | <p>PERSONNEL TRIP REPORTS</p> <p>Trip reports by division personnel. Unlike the Company/Field Trip File, these reports are arranged alphabetically by name of employee.</p> <p>Disposition--Destroy when 5 years old.</p>   |                           |                     |
| 38.           | <p>PUBLIC RELATIONS FILES</p> <p>Correspondence, memorandums, and notes relating to publicity for the Economic Census and other Bureau programs, to Census Bureau participation in various conferences and presentations at various professional/trade conferences, and to meetings of Census Bureau personnel and industry representatives.</p> <p>Arranged numerically by subject code.</p> <p>Disposition--Destroy when 5 years old.</p> |                           |                     |
| 39.           | <p>STATISTICAL PROGRAM FILES</p> <p>1974 and thereafter. Volume--1½ cubic feet. Annual accumulation--1/5 cubic foot.</p> <p>Memorandums to other divisions relating to general statistical programs and procedures such as sample selection, research working groups, entrex, seasonality calculations with copies of</p>   |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN     |
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|               | <p>replies thereto, internal memorandums relating to variance calculation, cell edits, form formats, matrix tabulations, and verification tabulations with copies of replies thereto.</p> <p>Arranged numerically by subject code and thereafter chronologically.</p> <p>Disposition--Permanent. Break file at the end of each year. Offer to the National Archives <del>with</del> 10 years <del>in</del> blocks when the latest records are 20 years old.</p> <p><u>Records of the Division Chief</u></p>   |                           |                         |
| 40.           | <p><del>SENSUS ADVISORY COMMITTEE RECORDS</del></p> <p>Volume--None at present. Annual Accumulation--.</p> <p>Census Advisory Committee are public advisory committees established by charter of the Secretary of Commerce for the purpose of providing channels of communication between the Census Bureau on the one hand and professional societies and minority group organizations on the other. These committees, during the planning of the Decennial and Economic Censuses, provide advice on such matters as coverage improvement, undercount reduction, subject content, data tabulations, data dissemination policies and procedures, enumeration procedures, and proposed research areas. Records consist of agenda, minutes, and reports of meetings; papers and reports presented at meetings; reports, memorandums, proposals, and papers produced by the Committee or its subcommittees and their members; original and revised/amended charters; published notices of establishment and termination; Annual Committee Reports; and Monthly Significant Change Reports (but excluding records relating to routine administrative matters, such as time and data of meetings, expense claims and vouchers, distribution of meeting materials, travel, office supplies, and printing).</p> <p>Arranged alphabetically by name of committee,</p> |                           | <p><i>withdrawn</i></p> |

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 41.            | <p>thence chronologically by date of meeting, and thereafter alphabetically by subject.</p> <p>Disposition:</p> <p>a. Files Retained by the Committee Coordinator or His/Her Organizational Unit.</p> <p>Permanent. Purge files of routine administrative records. Offer to the National Archives 1 year after the next Decennial Census.</p> <p>b. Files Retained Elsewhere.</p> <p>Destroy after the next Economic Census or sooner if no longer needed. Non-record material.</p> <p>Note: At present, there are 9 Census Advisory Committees. They are the Census Advisory Committees of or on:</p> <ol style="list-style-type: none"> <li>1) the American Economic Association;</li> <li>2) American Marketing Association;</li> <li>3) American Statistical Association;</li> <li>4) Agricultural Statistics; 5) Asian and Pacific American Population for the 1980 Census; 6) Black Population for the 1980 Census;</li> <li>7) Housing for the 1980 Census;</li> <li>8) Population Statistics; and</li> <li>9) Spanish Origin Population for the 1980 Census.</li> </ol> <p>COMMITTEE, MEETING AND CONFERENCE FILES (OTHER THAN SENSUS ADVISORY COMMITTEE FILES)</p> <p>Volume--5 cubic feet. Annual accumulation--1/10 cubic feet. 1960 and thereafter.</p> <p>Files relating to Interagency Committees, Census Committees, Census Task Forces, Conferences, and Professional Associations. These files contain copies of correspondence, memorandums, agenda, reports, papers presented at the meeting or to the committee, formal recommendations, and notes and minutes of meetings.</p> | withdrown                 | withdrown           |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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|               | <p>Arranged alphabetically by name of committee or conference.</p> <p>Disposition:</p> <p>a. Record copy of the file maintained by the official(s) participating or by their organizational unit.</p> <p>Permanent. Offer to the National Archives when 10 years old.</p> <p>b. Duplicate copies maintained elsewhere.</p> <p>Destroy when 5 years old.</p>  |                           | withdrawn           |
| 42.           | <p>OECD FILES (<i>Organization for Economic Cooperation and Development</i>)</p> <p>Correspondence, internal Bureau memorandums, notes and summaries of meetings, and OECD publications.</p> <p>Arranged chronologically by year and thereafter by meeting date.</p> <p>Disposition--Destroy when 10 years old or sooner if no longer needed.</p> <p>Other records of the Division Chief are described in Item No. 1 (Census Bureau Publications), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), and Item No. 21 (Working Papers).</p> <p><u>Records of the Assistant Division Chiefs</u></p> |                           |                     |
| 43.           | <p>BUDGET FILES</p> <p>Copies of internal Bureau and division memorandums, budget charts, "Project Operating Plans-Operating Production Costs" forms (BC514A), time schedules, and "Resource Estimates" forms (BC13).</p>  |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 44.           | <p>Disposition--Destroy when 2 years old or sooner if no longer needed.</p> <p>Other records of the Assistant Division Chiefs are described in Item No. 1 (Census Bureau Publications), Item No. 6 (Data Processing Paper work Records), Item No. 11 (Operations Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), and Item No. 21 (Working Papers).</p> <p><u>Annual Survey of Manufacturers Branch</u></p> <p>This branch has the function of planning and conducting the Annual Survey of Manufacturers (ASM). This involves devising the data processing and data tabulation specifications, defining the data content, and writing and publishing reports.</p> <p><u>ECONOMIC SURVEY/SUGGESTION FILES</u></p> <p>Unsolicited letters with accompanying attachments that propose questions to be included in the next Annual Survey of Manufacturers suggest that certain printed or public use summary data tape tabulations be made, challenge the accuracy or validity of certain enumeration category concepts, or protest the proposed inclusion of certain questions in the survey, together with copies of replies thereto.</p> <p>Disposition--Destroy 1 year after the next Economic Census (GRS No. 19, Item 12b) <i>or when 5 years old, whichever is sooner.</i></p> <p>Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 8 (File Documentation for Machine Readable Records), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 12 (Periodic Activity Report), Item No. 15 (Reference or Convenience Copy File), Item No. 17</p> |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 45.           | <p>(Respondent Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>ASM Programming Branch</u></p> <p>This branch produces and tests programs for the computers processing and editing of Annual Survey of Manufacturers (ASM) data.</p> <p>The records of this branch are described in Item No. 2 (Census/Survey Procedures Memorandums), Item No. 6 (Data Processing Paperwork Records), Item No. 8 (File Documentation for Machine Readable Files), Item No. 11 (Operations Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Census/ASM Durables Branch</u></p> <p>This branch gathers and disseminates statistical information relating to durable goods that was derived from the Quinquennial Census of Manufacturers. This involves developing product and product class definitions, devising data tabulation specifications, performing liaison activities with industry/trade associations/Government agencies to determine data needs, and writing and publishing reports.</p> <p>COMPANY CONCENTRATION COMPARISON WORKSHEETS</p> <p>Worksheets (Form BC735) listing company ID number, company name, rank in sales within the industry, percent of sales within the industry, and number of plants.</p> <p>Arranged numerically by SIC code.</p> |                           |                     |

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 46.            | <p>Disposition--Destroy when 10 years old or sooner if no longer needed.</p> <p>Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 10 (Forms Clearance Files), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Census/ASM Non-Durables Branch</u></p> <p>This branch gathers and disseminates statistical information relating to non-durable commodities that was derived from the Census of Manufacturers and the Annual Survey of Manufacturers. This involves developing product class definitions, devising data tabulation specifications, performing liaison activities with industry/trade associations/Government agencies to determine information needs, and writing and publishing reports.</p> <p>Form memorandums of phone calls between Company/ Industry officials and Census Bureau personnel together with attached inventory lists containing the name (address) employee ID number of the company.</p> <p>Disposition--Destroy when 5 years old or sooner if no longer needed.</p> |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 47.           | <p><b>PRODUCT REFERENCE FILE</b></p> <p>Product reference file used for industry and commodity classification purposes. The file consists of industry and company produced brochures and publications, internal Bureau and division memorandums, correspondence with Industry Trade Associations, notes of meetings between Bureau personnel and company officials, and published and unpublished papers.</p> <p>Disposition--Destroy when superseded or obsolete.</p> <p>Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative Or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Census Programming Branch</u></p> <p>This branch produces and tests programs for the computer processing and editing of Quinquennial Census of Manufacturers and Quinquennial Census of Mineral Industries data.</p> |                           |                     |
| 48.           | <p><b>GENERAL ALPHABETICAL FILE</b></p> <p>Copies of memorandums, correspondence, and reports relating to current programs; processing reports; computer run schedules, computer processing specifications, record layouts; copies of monthly activity reports.</p> <p>Disposition--Destroy when 5 years old or sooner if no longer needed except for record layouts which should be incorporated into File Documentation,</p> <p><i>Item 4.</i></p>  |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 49.           | <p>TABULATION PROJECT FILES</p> <p>Records relating to various special tabulations that are performed for outside data users and other Federal agencies. These records include correspondence, proposals, cost estimates, memorandums, summary cost data, programs, and reports.</p> <p>Disposition-Temporary. Destroy 5 years after completion of the project <i>OR SOONER if no longer needed.</i></p> <p>Other records of this branch are described in Item No. 2 (Census/Survey Procedures Memorandums), Item No. 6 (Data Processing Paperwork Records), Item No. 8 (File Documentation for Machine Readable Files), Item No. 11 (Operations Files), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping Files), and Item No. 21 (Working Papers).</p> <p><u>Census Special Reports Branch</u></p> <p>This branch unites and publishes special reports using data from the Quinquennial Census of Manufacturers and the Annual Survey of Manufacturers. Included in these reports are area reports, industrial concentration studies, and production indices. As part of its functions, the branch also makes recommendations on the content of the Quinquennial Census and performs liaison activities with industry and other Government agencies to determine their information needs.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 6 (Data Processing Paperwork Records), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 13 (Proposed Survey/Project Files), Item No. 14 (Quinquennial Census Planning</p> |                           |                     |

## Request for Records Disposition Authority - Continuation

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|---------------|--|----------------------------|---------------------|
|               | <p>and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administration or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment (SSEL) Records), and Item No. 21 (Working Papers).</p> <p><u>Company Reports Branch</u></p> <p>This branch has the function of devising reporting procedures that facilitate the acquisition of data consistent with monthly surveys and ease reporting burdens on large complex companies, revising M3 survey methodology and industry definitions, and compiling universe estimates for benchmarking purposes.</p> <p>50. COMPANY FOLDERS FILE</p> <p>Folders containing annual reports and other company publications.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition--Destroy each file folder when superseded or obsolete.</p> <p>51. COMPANY ID FOLDERS</p> <p>Folders containing company publications and annual reports, forms containing summary company data, mailing labels, printout data tables, and memorandums and notes of interviews with company officials.</p> <p>Arranged numerically by company ID number.</p> <p>Disposition--Destroy each file folder when superseded.</p> <p>Other records of this branch are described in Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 7 (Data Tabulations and Listings), Item No. 14 (Quinquennial Census</p> |                            |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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|               | <p>Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative Or "Housekeeping" Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Current Durables Branch</u></p> <p>This branch gathers and disseminates statistical information relating to durable goods that was derived from monthly, quarterly, and annual surveys. This involves developing product and product class definitions, devising data tabulation specifications, performing liaison activities with industry/trade associations/ Government agencies to determine data needs, and writing and publishing reports.</p> |                           |                     |
| 52.           | <p><b>PUBLICATION MANUSCRIPT FILES</b></p> <p>Annotated publication drafts, handwritten tables, table drafts, and printout tabulations for each publication <del>on proposed publications</del> produced by the division.</p> <p>Disposition--Destroy 6 months after publication or 3 years after completion of the publication draft if not published (GRS No. 16, Item 10).</p>  |                           |                     |
| 53.           | <p><b>TRADE ASSOCIATION FILES</b></p> <p>Reference files on trade and industry association. The file includes publications, industry tables/graphs/charts, correspondence, and memorandums.</p> <p>Disposition--Destroy when superseded or obsolete.</p> <p>Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires),</p>   |                           |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 54.           | <p>Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Puablication/Data Tabulation Request Files), Item No. 10 (Forms Clearance Files), Item No. 12 (Periodic Activity Reports), Item No. 16 (Research Project Planning Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "House-keeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Current Non-Durables Branch</u></p> <p>This branch gathers and disseminates information relating to non-durable goods that was derived from monthly, quarterly, and annual surveys. This involves developing product and product class definitions, devising data tabulation specifications, performing liaison activities with industry/trade associations/Government agencies to determine data needs, and writing and publishing reports.</p> <p>PRODUCT REFERENCE FILE</p> <p>Volume 2 cubic feet.</p> <p>Product reference file used for industry and commodity classification purposes. The file consists of industry and company produced brochures and publications, internal Bureau and division memorandums, correspondence with Industry Trade Associations, notes of meetings between Bureau personnel and company officials, and published and unpublished papers.</p> <p>Disposition--Destroy when superseded or obsolete.</p> <p>Other records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Else-</p> |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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|               | <p>where), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 10 (Forms Development Files), Item No. 13 (Proposed Survey/Project Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Current Programs Systems Development and Coordination Branch</u></p> <p>This branch has the function of acting as liaison between the subject matter specialists in the other commodity and special program area branches, the programmers in the Operations Area branches, and the clerical processing operation at Jeffersonville. In addition, the branch also updates the samples used in the Current Industrial Report Survey and in the various Special Surveys, and reconciles the results of data gathered in the Current Industrial Report Surveys and the Special Surveys with the results of data gathered in the Quinquennial Census of Manufacturers and the Annual Survey of Manufacturers.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 6 (Data Processing Paperwork Records), Item No. 7 (Data Tabulations and Listings), Item No. 10 (Forms Clearance Files), Item No. 11 (Operations Files), Item No. 13 (Proposed Survey/Project Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records),</p> |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
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| 55.           | <p>Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Current Projects Programming Branch</u></p> <p>This branch produces and tests programs for the computer processing and editing of the Current Industrial Report, M-3, and other Sample Survey data.</p> <p>The records of this branch are described in Item No. 2 (Census/Survey Procedures Memorandums), Item No. 6 (Data Processing Paperwork Records), Item No. 8 (File Documentation for Machine Readable Files), Item No. 11 (Operations Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Manufacturer's Shipments, Inventories, and Orders (M-3) Branch</u></p> <p>This branch has the function of gathering and disseminating information that originated from the monthly, quarterly, and annual Manufacturers' Shipments, Inventories, and Orders Surveys (M-3 Surveys). This involves planning and conducting the M-3 Surveys, devising data tabulation specifications, and writing and publishing reports.</p> <p>COMPANY CHART FILE</p> <p>2 cubic feet.</p> <p>Annual company reports, work charts (with SIC/ASM codes and summary data), summary data tables, and printouts.</p> <p>Arranged numerically by company ID code.</p> <p>Disposition--Destroy when superseded or obsolete.</p> |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 56.           | <p><b>BENCHMARK WORKSHEETS</b></p> <p>1962 and thereafter. Volume--170 cubic feet.<br/>Annual Accumulation--10 cubic feet.</p> <p>Annual worksheets used to benchmark M-3 survey data to Annual Survey of Manufactures data.</p> <p>Arranged by industry code.</p> <p>Disposition-- <del>Retain until 1990</del> <i>Destroy when 30 years old or sooner if no longer needed.</i></p> <p>Other records of this branch are described in Item No. 1 (Census Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings, Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 12 (Periodic Activity Reports), Item No. 15 (Reference or Convenience Copy Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "House-keeping" Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Minerals Branch</u></p> <p>This branch has the function of gathering and disseminating information relating to both mineral extractive industries and to energy consumption by the manufacturing sector of the economy. This involves planning and conducting the Census of Mineral Industries and the Annual Survey of Oil and Gas, devising data and tabulation specifications, and writing and publishing reports.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 12 (Periodic Activity</p> |                           |                     |

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|               | <p>Reports), Item No. 14 (Quinquennial Census Planning and Management Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Processing Coordination</u></p> <p>This unit performs production work on the computers and keeps copies of all production run material until the processing operations are completed.</p> <p>The records of this unit are described in Item No. 6 (Data Processing Paperwork Records), and Item No. 8 (File Documentation for Machine Readable Records).</p> <p><u>Research Branch</u></p> <p>This branch was created with the functions of conducting research on improving the Manufacturers' Shipments, Inventories, and Orders Survey (M-3 Survey). Included in this research are applying seasonal adjustments to survey data, devising techniques for measuring data in constant dollars, defining the impact of changed accounting standards and tax regulations on survey data, and performing studies on the improvement of the current M-3 framework and methodology. At present, this branch has neither a chief or a permanent staff and, as of now, has no accumulated files. This branch, however, is expected to create or receive records that are described elsewhere in the Industry Division Schedule. The branch is also expected to create new series of records that are presently not described. At such times as these records come into existence, this Schedule will be revised to incorporate them.</p> <p><u>Special Projects Branch</u></p> <p>This branch has the function of planning and conducting special surveys such as the Pollution Abatement Survey, the Survey of Industrial Re-</p> |                           |                     |

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|               | <p>search and Development, the Survey of the Origin of Manufacturing Exports, and the Survey of Shipments of Defense Oriented Industries. In addition, the branch has the function of writing and publishing statistical reports on these surveys, conducting special projects such as creating a file company data adjusted to compensate for mergers and disassociations, studying the productivity of capital, and devising capacity rates for various industries.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memorandums), Item No. 3 (Chron Files Not Described Elsewhere), Item No. 4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 10 (OMB/Forms Development/Clearance Files), Item No. 12 (periodic Activity Reports), Item No. 13 (Proposed Survey/Project Files), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "Housekeeping" Files), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers).</p> <p><u>Textiles and Apparel Branch</u></p> <p>This branch gathers and disseminates information relating to textiles, wearing apparel, and other non-durable goods that was derived from monthly, quarterly, and annual surveys. This involves devising product and product code classifications, developing data tabulation specifications, performing liaison activities with industry/trade associations/Government agencies to determine data needs, and writing and publishing reports. In addition, the branch manages and provides input data for the Textile Information Management System (TIMS) data base of the Office of Textiles and Apparel, International Trade Administration.</p> <p>The records of this branch are described in Item No. 1 (Census Bureau Publications), Item No. 2 (Census/Survey Procedures Memoranda), Item No. 3 (Chron Files Not Described Elsewhere), Item No.</p> |                           |                     |

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| 57.           | <p>4 (Completed Questionnaires), Item No. 7 (Data Tabulations and Listings), Item No. 9 (Information/Publication/Data Tabulation Request Files), Item No. 10 (Forms Development Files), Item No. 11 (Operations Files), Item No. 12 (Periodic Activity Reports), Item No. 15 (Reference or Convenience Copy Files), Item No. 16 (Research Project Planning Files), Item No. 17 (Respondent Correspondence), Item No. 18 (Routine Administrative or "Housekeeping Files), Item No. 19 (Standard Statistical Establishment List (SSEL) Records), Item No. 20 (Survey Planning and Management Files), and Item No. 21 (Working Papers)</p> <p style="text-align: center;"><u>Machine Readable Files</u></p> <p>The Records Schedule for Industry Division machine readable records is broken into two parts:</p> <p>Part I describes machine readable records that are created during phases of the data processing operation. The retention status of these records does not depend on their content but on their status as intermediate steps toward the creation of a final product.</p> <p>Part II describes machine readable records that represent a final product whose retention status depends on their content. Most of the records described herein are final edited microdata or detail files, but some final edited aggregated files are described also.</p> <p style="text-align: center;">Part I</p> <p><b>PROGRAM TAPES</b></p> <p>Tapes containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a data tape.</p> <p>Disposition--Destroy either after review of output or when the program is discontinued.</p> |                           |                     |

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| 58.           | <p>PUNCH CARDS</p> <p>Punch cards used for input of either data or program instruction into the computer.</p> <p>Disposition--Destroy after review of output.</p>  |                           |                     |
| 59.           | <p>"RAW" UNEDITED MICRODATA TAPES/DISC PACKS</p> <p>Machine readable media containing microdata from FOSDIC microfilm, punch cards, or other machine readable files and entered into the system for the first time.</p> <p>Disposition--Dispose after either the third update cycle or the creation of a final edited data file (GRS No. 20, Part II, Items 3 and 4).</p>  |                           |                     |
| 60.           | <p>MICRODATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing output in which raw or previously run or previously edited data has been edited, manipulated, sorted, etc.</p> <p>Disposition--Dispose after subsequent edited or final edited microdata files have been created (GRS No. 20, Part II, Items 12 and 13).</p>   |                           |                     |
| 61.           | <p>DIARY TAPES</p> <p>Machine readable media showing data anomalies, record additions, record deletions, record changes, editing updates, and steps in the processing operation for a file or the records within. These files are often retained to indicate the editing changes that a given file has undergone and to check the accuracy of the computer.</p> <p>Disposition--Destroy 2 years after the creation of the final edited microdata/detail or sooner if no longer needed.</p> |                           |                     |

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| 62.           | <p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>See Part II.</p>   |                           |                     |
| 63.           | <p>"RAW" AGGREGATED DATA FILES</p> <p>Machine readable media containing tabulations and aggregations of data, derived from either computer counts of microdata or punch card tabulations, that have not gone through an editing routine.</p> <p>Disposition--Destroy after the subsequent edited aggregated data file has been created and proven satisfactory (GRS No. 20, Part II, Items 3 and 4).</p>   |                           |                     |
| 64.           | <p>AGGREGATED DATA IN FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from either computer counts of records in final edited microdata files or from other data sources, and subsequently from previously run or previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected to statistical calculation, etc.</p> <p>Disposition--Destroy after subsequent edited or final edited aggregated data files have been created (GRS No. 20, Part II, Items 12 and 13).</p> |                           |                     |
| 65.           | <p>FINAL AGGREGATED DATA FILES</p> <p>See Part II.</p>   |                           |                     |
| 66.           | <p>SECURITY BACKUP TAPE FILES</p> <p>Duplicate copies of an original file that is retained as a security backup in case the original file is damaged or inadvertently destroyed.</p>   |                           |                     |

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| 67.           | <p>Disposition:</p> <p>a. For all Original Files Designated PERMANENT.</p> <p>Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives along with the original.</p> <p>b. All Other Non-Permanent Original Files</p> <p>Retain as long as the original tape file is retained. Destroy along with the original file.</p> <p>PRINT/PUBLICATION FILES</p> <p>Machine readable media containing aggregated data that is either reproduced and disseminated as a publication, used for producing a printed publication, or used for producing required reports.</p> <p>Disposition--<del>Submit an SF 115 to the National Archives for each file (GRS No. 20, Part II, items 20 and 21).</del> <i>Destroy when 5 years old or sooner if no longer needed.</i><br/>Part II</p> <p>All files described herein are final edited microdata or detail files unless otherwise noted. To assist the National Archives in the evaluation of these files, the survey file descriptions contain the present approximate totals of the sample therein. Over a period of time, however, the size of the sample may change. In such cases, the original disposition instructions will remain the same as before. In addition, this Records Schedule also includes files of one-time surveys. Sometimes, surveys originally planned as a one-time event are converted into recurring surveys. In such cases, the disposition instructions for the one-time survey will cover the files resulting from any repeats of the original survey.</p> |                           |                     |

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| 68.           | <p>Many tape files are protected by Title 13 U.S. Code because they contain data that permits either direct or deductive disclosure of information on individually identifiable persons, establishments, or companies. Such files are denoted by an asterisk. Permanent Title 13 records will be transferred to the National Archives when 30 years old, under authority of 44 U.S. Code 2103(2).</p> <p>The disposition instructions of the files listed below are also the disposition instructions for all file documentation. File users should place in Data Storage a copy of the file documentation for all files that either are designated Permanent or contain a "Submit SF--115 to NARS" instruction. The file documentation should include each of the following: record layout, coding sheets/code book, a copy of the blank input questionnaire or form, a technical description of the file (Census Form BC-248 or NARS Form 7091 or the informational equivalent), File User Manuals, a statement of the editing procedures, and any other information that would be useful or necessary for a user to have in order to use the file (e.g., background data on the survey procedures, problems with the data, reports resulting from the file, etc.).</p> <p><b>ANNUAL SURVEY OF MANUFACTURERS (ASM) FILES</b></p> <p>1964 and thereafter. Volume--136 reels. Annual Accumulation--2 tapes (8C9) per year.</p> <p>Annual survey of 65,000 manufacturing establishments designed to gather current statistics on manufacturing activity during those years when a Census of Manufacturers is not being conducted. The file includes data on the number of employees, the annual payroll, fringe benefit costs, inventory value, gross value of depreciable assets, capital expenditures, current operating costs, the amount of electricity used/generated/sold, value by product class of goods shipped, quantity and cost of fuels used, method of inventory evaluation, and the name/address employer ID number of parent and/or subsidiary company.</p> |                           |                     |

*Permanent. Offer to NARS when 30 years old.*

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| 69.            | <p>ANNUAL SURVEY OF OIL AND GAS.</p> <p>1974 and thereafter. Volume--8 tapes (8C9).<br/>Annual accumulation--2 tapes per year.</p> <p>Annual survey of approximately 500-600 gas and oil producing companies. The file data includes sales volume of natural gas and crude petroleum by geographic area, lease classification, and operator class; lease revenues for natural gas and petroleum by geographic area and lease classification; total expenditures by category according to geographic area, lease classification, and operator class; value of fixed assets by category and geographic area; number and total footage drilled of dry holes, oil wells, and gas wells by geographic area; and expenditures for drilling platforms and production platforms by geographic area.</p> <p>Disposition--Permanent, <i>Offer to NARS when 30 years old.</i></p> |                           |                     |
| 70.            | <p>ASM FUELS AND ELECTRIC ENERGY FILE</p> <p>1975 and thereafter.</p> <p>Extract file of data in questions 5c, 5d, 6 and 12 of the Annual Survey of Manufacturers (ASM) File. The file data includes employer ID number, SIC code, location, cost of fuels consumed, cost of purchased electricity, inventory value of finished products/work in process/material, and quantity and cost of fuels used by kind of fuel.</p> <p>Disposition-- Destroy when 5 years old. Data in this file is contained in the Annual Survey of Manufacturers.</p>   |                           |                     |
| 71.            | <p>CENSUS OF COMMERCIAL FISHING</p> <p>1967. Volume--2 tapes (8C9)</p> <p>One-time census of 12,218 commercial fishing vessels. The file data includes the operator ID number, home port, number of employees by</p>   |                           |                     |

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| 72.           | <p>month, gross receipts by category of fish caught, payments to employees by category, vessel operating costs by category, most important fish landed, description of the vessel, type of gear on the vessel, value of catch sold by area and port, and which proportion of time the vessel was used in fishing.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> <p>CENSUS OF MANUFACTURERS</p> <p>1929, 1958, 1963, 1967, 1972, 1977, and thereafter. Volume approximately 100 tapes. Quinquennial accumulation--approximately 15-20 tapes (8C9).</p> <p>Quinquennial Census of Manufacturing establishment and companies. The file includes the employer ID number, location, organizational status, the number of employees, the total payroll, cost of raw materials/resales/fuel/electricity/contract work, inventory value of finished products/work-in-process/materials, capital expenditures for new structures/new machinery and equipment/used buildings and equipment, quantity and cost of materials by category, quantity and value of output by category, and name of parent or subsidiary establishments.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> |                           |                     |
| 73.           | <p>CENSUS OF MINERAL INDUSTRIES</p> <p>1958 and thereafter. Volume--45 tapes. Annual Accumulation--6-8 tapes (8C9).</p> <p>Quinquennial Census of mineral, oil, coal, and natural gas producing companies and establishments. The file includes the employer ID number, location, organizational status, the number of employees, the total payroll, cost of</p>   |                           |                     |

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| 74.           | <p>employee fringe benefits, cost of materials/re-sales/fuels/electricity/contract work, value of inventory, capital expenditures for new structures/new machinery/old structures, name of parent and subsidiary companies, quantity and cost of supplies/materials, by category, and quantity and value of output by category.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> <p>CURRENT INDUSTRIAL REPORT FILES</p> <p>A. Monthly microdata file containing the value of products shipped (and in some industries the value of current inventory and/or the quantity of goods produced) for each manufacturing establishment.</p> <p>Disposition--Destroy when the Annual CIR File for the year to which the monthly data relates has been created.</p> <p>B. Monthly aggregated data file containing summary data on the value of products shipped (and in some industries the value of current inventory and/or the quantity of goods produced) for each product, product category, and industry.'</p> <p>Disposition--Destroy when the Annual CIR Aggregated Data File for the year to which the monthly data relates has been created.</p> <p>C. Quarterly microdata file containing the value of products shipped (and in some industries the value of current inventory and/or the quantity of goods produced) for each manufacturing establishment.</p> <p>Disposition--Destroy when the Annual CIR File for the year to which the quarterly data relates has been created.</p> <p>D. Quarterly aggregated data file containing the value of products shipped (and in some</p> |                           |                     |

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| 75.           | <p>industries the value of current inventory and/or the quantity of goods produced) for each product, general product category and industry.</p> <p>Disposition--Destroy when the Annual CIR File for the year to which the quarterly data relates has been created.</p> <p>E. Annual microdata file containing the value of products shipped (and in some industries the value of current inventory and/or the quantity of goods produced) for each manufacturing establishment.</p> <p>Disposition--Destroy when 2 years old. Information in this file is duplicated in the Annual Survey of Manufacturers (ASM).</p> <p>F. Annual aggregated data file containing the value of products shipped (and in some industries the value of current inventory and/or the quantity of goods produced) for each product, general product category, and industry.</p> <p>Disposition--Destroy when 2 years old. Information in this file is duplicated in the Annual Survey of Manufacturers (ASM).</p> <p>EXPORT OF MANUFACTURED PROD<sup>U</sup>CT<sup>S</sup></p> <p>1969-1975. Volume--10 tapes (8C9). After 1975, this file is part of the Annual Survey of Manufacturers (ASM) file.</p> <p>Annual survey of manufacturing establishments to gather data on the value of products exported. The file data includes plant ID code, location, industry code, total value of products shipped for current and preceding year, total value of products exported, number of employees, ratio of exports to total shipments, and ratio</p> |                           |                     |

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|               | <p>materials, and output data that is neither: (1) not aggregated down to the industry (4 digit SIC code) level, (2) not aggregated at the state level or below, or (3) aggregated on other than a geographic area basis.</p> <p>Disposition--Destroy when 10 years old.</p> <p>(3) Historical Time Series Aggregated Data Files</p> <p>Time Series data files containing summary employment, payroll, cost, inventory, capital expenditure, raw material, and output data by industry (4 digit SIC code)/product class (5 digit SIC code)/product (7 digit SIC code) and/or by area (state/SMSA/county/minor civil division).</p> <p>Disposition--Permanent, <i>offer to NARS when 30 years old.</i></p> <p>B. Annual Survey of Manufacturers Data</p> <p>(1) Historical Time Series Aggregated Data Files. Volume--10 tapes (8 9) Annual Accumulation--1 tape (8C9).</p> <p>Time series data files containing summary employment, payroll, cost, expenditure, output, and assets data by industry (4 digit SIC code), product class (5 digit SIC code), and/or by area (state/S SA/county/minor civil division).</p> <p>Disposition--Permanent, <i>offer to NARS when 30 years old.</i></p> <p>(2) All Other Aggregated Data Files</p> <p>Disposition--Destroy 1 year after the next Economic Census.</p> <p>C. All Other Survey Data</p> <p>Disposition--Destroy when 2 years old.</p> |                           |                     |

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| 76.           | <p>of current year exports to preceding year exports.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> <p>EXTRACT FILES NOT DESCRIBED ELSEWHERE</p> <p>Extract files not listed elsewhere (such as all manufacturing establishments in a particular area or industry) that are derived from a census or survey.</p> <p>Disposition--Destroy when 10 years old or sooner if no longer needed.</p>   |                           |                     |
| 77.           | <p>FINAL AGGREGATED DATA FILES NOT DESCRIBED ELSEWHERE</p> <p>Routine aggregated data tabulations and listings. Included are summary counts, "weighted" counts, data derived from the performance of various statistical/mathematical calculations, data tables, data projections, and historical time series summary data. (Textual and microform copies of these tabulations and listings are described in Item No. 7).</p> <p>A. Economic Census Data</p> <p>(1) Files Containing Data Aggregated at the County/SMSA/State Level</p> <p>Summary employment, payroll, cost, inventory, capital expenditure, raw material, and output data by industry (4 digit SIC code)/product class (5 digit SIC code)/product (7 digit SIC code) down to the state/SMSA/county level and below.</p> <p><del>Disposition--Destroy when 30 years old.</del> <i>see revision P. 45A</i></p> <p>(2) Files Containing Other Data Aggregations</p> <p>Summary employment, payroll, cost, inventory, capital expenditure, raw</p> |                           |                     |

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| 77.           | A.<br><br>(1)<br><br>(a) Public use files containing aggregated data.<br><br>Permanent. Offer to NARS when 30 years old.<br><br>(b) Other aggregations to county level and below.<br><br>Destroy when 20 years old. |                           |                     |

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| 78.           | <p>GEOGRAPHIC CODING FILES</p> <p>Geographic Coding Files that are used in the creation of statistical area summary data. The files contain geographic area code (state, county, SMSA, minor civil division, place, and census tract), geographical coordinates (latitude and longitude), and summary demographic and/or economic data.</p> <p>Disposition--Destroy when no longer needed.</p>   |                           |                     |
| 79.           | <p>INDUSTRIAL TIME SERIES</p> <p>1954 and thereafter. Volume--76 tapes (8C9).</p> <p>Extract time series microdata files containing employment, payroll, cost, production/sales, inventory, and capital expenditure data for large manufacturing establishments that are derived from yearly Annual Survey of Manufacturing (ASM) Files to facilitate comparison of M-3 and ASM yearly data. The file data includes the plant ID number, location, total salaries of production workers/office workers/all workers, number of production workers/all other workers, cost of raw materials and energy by category, capital expenditures by category, and quantity/value of production by product class. Each time series file links 3 to 10 years of data.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 years old.</i></p> |                           |                     |
| 80.           | <p>INVENTORY AND SALES EXPECTATION SURVEY</p> <p>Quarterly survey of approximately 1,200 firms designed to gather data on total inventory values and net sales. The file data includes actual net sales and total value of inventory for the preceding two quarters and expected net sales and total inventory value for the next three quarters.</p> <p>Disposition--Destroy when 2 years old.</p>  |                           |                     |

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| 81.           | <p>LINK DATA FILES RELATING TO THE STUDY OF PLANT CAPACITY</p> <p>1978 and thereafter. Volume--None. Annual Accumulation--1-3 tapes.</p> <p>Link data files of data from the Annual Survey of Manufacturers and the Survey of Research and Development that were created to match capacity and productivity data so that capacity rates for different industries could be calculated.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> |                           |                     |
| 82.           | <p>MANUFACTURER'S SHIPMENTS, INVENTORIES, AND ORDERS (M-3) FILE</p> <p>Monthly sample of approximately 4,000 companies designed to gather data on net sales/shipments, new orders, unfilled orders, and inventories. the file includes both the total value of shipments/net sales/new orders/unfilled orders and the total value of materials and supplies/goods in process/finished goods in inventory.</p> <p>Disposition--Destroy when 24 months old.</p>    |                           |                     |
| 83.           | <p>MASTER ADDRESS FILES</p> <p>Final address lists derived from the Standard Statistical Establishment List (SSEL), the Company Organization Survey, and the various Business Classification Surveys.</p> <p>Disposition--Destroy when superseded or obsolete.</p>   |                           |                     |
| 84.           | <p>MONTHLY EXPORT SALES AND ORDERS REPORT (M4A)</p> <p>Monthly Survey of Manufacturers engaged in exports. The file data includes the company ID number, the net export sales for current and preceding two months, net export orders received, and total unfilled export orders.</p> <p>Disposition--Temporary. Destroy when 18 months old.</p>   |                           |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 85.           | <p>NC-K4M FILE</p> <p>1967 and every 10 years thereafter. Volume--4 tapes (8C9). Annual Accumulation--2 tapes (8C9)</p> <p>File containing Census of Manufacturing data on sales by customer class. The file includes the employer ID number, location, value of shipments by product code by class of customer category, and percent of total shipments directed to state and local governments/construction companies/ other institutions.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> |                           |                     |
| 86.           | <p>R &amp; D TIME SERIES PRODUCTIVITY STUDY FILE</p> <p>1970 and thereafter. Volume--None. Annual Accumulation--2-3 tapes.</p> <p>Time series file of consistent company data (summary company data to correct for corporate mergers and disassociations) relating to Research and Development productivity. This file is used to study trends in the productivity of R &amp; D expenditures over periods of time.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p>                           |                           |                     |
| 87.           | <p>SPECIAL TABULATION FILES</p> <p>Aggregated data tabulations produced at the request of users for either research or report purposes that consist of special non-routine aggregations of data.</p> <p>Disposition--Destroy when 5 years old.</p>  |                           |                     |
| 88.           | <p>SUPPLEMENTARY SURVEYS NOT DESCRIBED ELSEWHERE</p> <p>One-time, limited time period, or periodic recurring sample surveys that are conducted as supplementary questionnaires or questions to an on-going recurring sample survey. An example of such a supplementary survey is the Annual Inven-</p>  |                           |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
|               | <p>tory Supplement to the Current Industrial Reports Survey (CIR).</p> <p>Disposition:</p> <p>a. If the recurring survey is Permanent:<br/>Permanent. <i>offer to NARS when 30 years old.</i></p> <p>b. If the recurring survey is Not Permanent:<br/>Destroy when the survey file is destroyed.</p>   |                           |                     |
| 89.           | <p>SURVEY OF FEDERAL GOVERNMENT AGENCY CONTRACTORS AND SUPPLIERS (MA175)</p> <p>1973 and thereafter. Volume--3 tapes (8C9). Annual Accumulation--1-2 tapes.</p> <p>Annual survey of approximately 7,000 manufacturing establishments conducted as a supplement to the Current Industrial Reports Survey (CIR) to gather information on the economic impact of Federal government contracts. The file data includes establishment ID number, location, average total employment, total cost of materials, total value of shipments/receipts, total value of shipments to/receipts from Federal government agencies/contractors/sub-contractors/suppliers with value broken down by prime contractor/subcontractor/supplier/other shipment and by Federal agency involved.</p> <p>Disposition-- <del>Permanent</del> <i>Destroy when 10 years old or sooner if no longer needed.</i></p> |                           |                     |
| 90.           | <p>SURVEY OF PLANT CAPACITY</p> <p>1973 and thereafter. Volume--7 tapes (8C9). Annual accumulation--1 tape per year (8C9).</p> <p>Annual survey of 9,000 manufacturing plants to gather data on plant utilization and capacity. The file data includes the plant ID number, location, the number of shifts per day/days per week of operation/hours per day of operation, the number of production workers for actual operations/practical capacity, reason operations</p>   |                           |                     |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 91.           | <p>fell short of practical capacity, and length of time required to reach practical capacity.</p> <p>Disposition--<del>Permanent</del> <i>Destroy when 10 years old or sooner if no longer needed.</i></p> <p>SURVEY OF POLLUTION ABATEMENT COSTS AND EXPENDITURES</p> <p>1973 and thereafter. Volume--6 tapes (8C9). Annual Accumulation--3 tapes.</p> <p>Annual survey of 20,000 manufacturing plants designed to gather data on the costs of, and capital expenditures for, pollution abatement. The file data includes the plant ID number, the location, capital expenditures for air pollution abatement by category, capital expenditures for solid waste disposal, value of energy/materials reclaimed or revised as a result of pollution abatement activities, annual costs of pollution abatement by category, and tons of solid waste and air pollutants by category abated in the last calendar year.</p> <p>Disposition--Permanent. <i>offer to NARS when 30 years old.</i></p> |                           |                     |
| 92.           | <p>SURVEY OF RESEARCH AND DEVELOPMENT</p> <p>1976 and thereafter. Volume--3 tapes. Annual Accumulation--1 tape (8C9).</p> <p>National Science Foundation sponsored annual survey of approximately 1,500 companies to gather information on the extent of company research and development activities. The file data includes the company ID number, location, net sales, total U.S. employment, number of R &amp; D scientists/engineers, and costs/receipts for basic research/applied research/development performed within the company with data broken down into federal and non-federal funds, total federal funds by source agency, cost/receipts of R &amp; D research by type of expense, costs/receipts of basic R &amp; D research by field of basic research, costs/receipts of applied R &amp; D</p>  |                           |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 93.           | <p>by product group, cost/receipts of R &amp; D by state, cost/receipts of energy R &amp; D/pollution abatement R &amp; D by functional category (type of energy source, pollution type), and total funds for R &amp; D outside the company and total funds of R &amp; D performed by foreign affiliates.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> <p>SURVEY OF WATER USE IN MANUFACTURING</p> <p>1968, 1973 and every 5 years thereafter.<br/>Volume--6 tapes (4 8 9 and 2 8C). Quinquennial accumulation--2 tapes every 5 years.</p> <p>Survey of approximately 11,000 manufacturing plants conducted as a follow-up survey to the Quinquennial Census of Manufacturers. The file data includes the name of the plant, location, total employment, water intake of salt, fresh, and blackish water in millions of gallons, water intake in millions of gallons by use of water and water type, water discharge of treated and untreated water in millions of gallons by point of discharge, water discharge of treated and untreated water in millions of gallons by last use, quantity of treated intake/recirculated/discharge water in millions of gallons by type of treatment, total capital expenditures and annual costs for water treatment, and quantity characteristics of intake and discharge water.</p> <p>Disposition--Permanent. <i>Offer to NARS when 30 years old.</i></p> |                           |                     |
| 94.           | <p>TREASURY ASSETS AND DEPRECIATION FILE</p> <p>Volume--30 tapes (8C9).</p> <p>Treasury Department sponsored special tabulations of assets and expenditures data at the 3 digit SIC code level for use in a Treasury Department model relating to the life expectancy of capital equipment.</p> <p>Disposition--Destroy when 10 years old.</p>  |                           |                     |