

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-29-84-3

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

DATE RECEIVED

Revised 02/11/85

1. FROM (Agency or establishment)

Department of Commerce

2. MAJOR SUBDIVISION

Bureau of the Census

3. MINOR SUBDIVISION

Agriculture Division

4. NAME OF PERSON WITH WHOM TO CONFER

Allan W. Hopkins, Records Mgmt. Officer

5. TELEPHONE EXT.

763-1680

DATE

7-17-86

ARCHIVIST OF THE UNITED STATES

Francis A. Bunde

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 38 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature] *4/21/86*

D. TITLE

Allan W. Hopkins
Agency Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

AGRICULTURE DIVISION RECORDS SCHEDULE

This Records Schedule covers records created by the Agriculture Division and replaces Schedule NN172-97.

This division has the responsibility for planning and conducting the Census of Agriculture Program and the Cotton Statistics Program. The division consists of 12 branches which report to one of the four assistant division chiefs (each assistant division chief supervises one to three branches) which in turn report to the division chief. Records are maintained by the division chief, the assistant division chiefs, the Planning Staff, the General Files Office and the Branches.

All changes to this proposed schedule have been approved by:

Richard E Wood
NARA Appraiser

4/11/86
Date

A. Hopkins
Agency representative

4/11/86
Date

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Copies sent to Agency. NCF, UNF, UNS, & UNS, 7-22-86, emk

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>RECORDS COMMON TO ALL OR MOST ORGANIZATION UNITS</u></p> <p>Census Advisory Committee on Agriculture Statistics is a public advisory committee established by charter of the Secretary of Commerce for the purpose of providing channels of communication between the Census Bureau, farmer organizations and other census data users. This committee provides continuing advice on the agriculture programs on such matters as coverage improvement, subject content, data tabulation, data dissemination policies and practices, enumeration procedures and proposed research areas.</p> <p>Records consist of agenda, minutes and report of meetings; papers and reports presented at meetings; reports, memoranda, proposals and papers produced by the committee; correspondence; original and revised/amended charters, published notes of establishment and termination; recommendations, (excluding records relating to routine administrative matters, such as time and date of meetings, expense claims, vouchers, distribution of meeting materials, travel, office supplies and printing).</p> <p>Arranged chronologically by date of meeting, and thereafter by subject.</p> <p><u>Disposition:</u></p> <p>A. Files retained by the Committee Coordinator or the organizational unit.</p> <p>Note: The Program Manager of the Planning Staff is the Committee Coordinator of the Census Advisory Committee on Agriculture Statistics.</p> <p>Volume: 4 cubic feet, 1967 and thereafter.</p> <p>Annual Accumulation: Negligible</p> <p>Permanent. Purge files of routine administrative records. Offer to the National Archives 20 years after the Agriculture Census to which they relate.</p> <p>B. Files Retained Elsewhere:</p> <p>Destroy after the Agriculture Census or sooner if no longer needed.</p>		

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2.	<p>CENSUS BUREAU PUBLICATIONS</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. Record copies of publications are maintained by the Administrative Disposition: Services Division.</p> <p>A. Non-record material: Destroy when no longer needed.</p> <p>B. Similar items published outside the Census Bureau and used for references purposes; Destroy when no longer needed.</p>		
3.	<p>CENSUS PLANNING AND MANAGEMENT FILES</p> <p>1960 and thereafter. Volume--36 cubic feet.</p> <p>Annual Accumulation - Undetermined.</p> <p>Records which document the origin, planning, content, procedures, processing, costs, and results of the various Agricultural Censuses. Such records include the following: evaluations on the preceding census; reports on census tests; copy of all forms, instructions, manuals, and report forms; minutes and notes of meetings relating to the census; manuals, issuances, and directives relating to policies and procedures; correspondence, memoranda, reports, and other records relating to questionnaire content, sample design specifications, data output, publications, and findings; summary budget and cost data; and census evaluations and reports.</p> <p>Arranged chronologically by census year and thereafter, alphabetically by subject.</p> <p><u>Disposition:</u></p> <p>Permanent. Consolidate the files from the various units on a division level, eliminate duplicate material, and offer to NARA in 10 year blocks when the latest records are 20 years old.</p>		
4.	<p>CENSUS/SURVEY PROCEDURES MANUAL</p> <p>Volume--6 cubic feet. 1974 and thereafter.</p> <p>Numbered series of memoranda describing the activities and procedures to be followed in the conduct of the Agriculture Census and Surveys.</p>		

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	<p>These memoranda 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 chapter, subchapter, and document number.</p> <p><u>Disposition:</u></p> <p>A. Record Copy Retained by Office of Origin:</p> <p>Permanent. Offer to the National Archives along with related Census/Survey Planning and Management Records in 10 year blocks when the latest records are 20 years old.</p> <p>B. Other Copies:</p> <p>Non-record Material. Destroy when no longer needed.</p> <p>5. CENSUS/SURVEY SUGGESTION FILES</p> <p>Unsolicited letters with accompanying attachments that propose questions to be included in the next Agricultural Census or Survey, 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 census or survey, together with copies of replies thereto.</p> <p><u>Disposition:</u></p> <p>Destroy 1 year after the census/survey following the one survey to which the suggestion relates.</p> <p>6. CHRON FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or xerographic copies of outgoing letters, memoranda, and other documents that are filed chronologically and without any related incoming documents.</p> <p><u>Disposition:</u></p> <p>Break file at end of either fiscal or calendar year. Keep 2 years, then destroy.</p>		

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7.	<p>COMMITTEE, MEETING, AND CONFERENCE FILES (OTHER THAN CENSUS ADVISORY COMMITTEE FILES)</p> <p>Files relating to Interagency Committees, Census Committees, Census Task Forces, Conferences, and Professional Associations. These files contain copies of correspondence, memoranda, agenda, reports, papers presented at the meeting or to the committee, formal recommendations, and notes and minutes of meetings.</p> <p>Arranged alphabetically by name or conference.</p> <p><u>Disposition:</u></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 in 10 year blocks when the latest records are 20 years old.</p> <p>B. Duplicate copies maintained elsewhere:</p> <p>Destroy when 5 years old.</p>		
8.	<p>COMPLETED QUESTIONNAIRES</p> <p>A. Completed Census of Agriculture</p> <p>1. Hard Copy</p> <p>a. Specified Farms (e.g., certainty farms, or a sample of farms).</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 11 years old. (NN172-97, Item 9a(3) (a).</p> <p>b. All Other Forms</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 6 years old. (NN172-97, Item 9a(3)(b)</p> <p>2. Microform</p> <p>a. Specified Farms (e.g. certainty farms, or a sample of farms):</p>		

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	<p>b. All Other Farms:</p> <p>Destroy when 20 years old.</p> <p>B. COMPLETED DECENNIAL CENSUS</p> <p>1. Hard Copy</p> <p>a. Census of Irrigation</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 21 years old.</p> <p>b. Other Decennial Censuses</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 11 years old. (NN172-97. Item 9a(4)(b))</p> <p>2. Microform</p> <p>a. All Decennial Censuses</p> <p>Destroy when 30 years old.</p> <p>C. COMPLETED SAMPLE SURVEY AND SPECIAL CENSUSES</p> <p>1. Hard Copy</p> <p>a. Non-recurring Surveys and Special Censuses</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 5 years old. (NN172-97, Item 9a(1))</p> <p>b. Recurring Surveys</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy 1 year after the next survey or census. (NN172-97, Item 9a(2))</p>		

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	<p>2. Microform</p> <p>a. Non-recurring Surveys and Special Censuses Destroy when 10 years old.</p> <p>b. Recurring Surveys Destroy when 10 years old.</p> <p>D. COMPLETED QUESTIONNAIRE FORMS FROM OTHER AGENCIES</p> <p>Completed questionnaire forms from surveys conducted by agencies other than the Census Bureau such as the Agriculture Stabilization and Conservation Service Apiary Reports.</p> <p><u>Disposition:</u></p> <p>Destroy when 10 years old or sooner if no longer needed.</p> <p>9. CONGRESSIONAL CORRESPONDENCE</p> <p>Correspondence between the Bureau and members/committees of Congress (including enclosed letters from constituents) that propose questions to be included in the next survey or census, suggest that certain printed reports or data tape tabulations be made, challenge the necessity of certain enumeration for sampling concepts or procedures, protest the inclusion of certain questions, request information as to how or why they or certain farms/agriculture related enterprises were included in the censuses or express some complaint about the conduct of the survey or census (as distinct from simple requests for information, publications, or tabulations of data).</p> <p><u>Disposition:</u></p> <p>Incorporate those documents which relate to the planning, content, procedures, and results of a census/survey into the appropriate Survey/Census Planning and Management Files.</p> <p>Cut off the remainder of the file at the end of the calendar year and destroy 10 year later. (NN172-97, Item 3)</p>		

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10.	<p>CONTROL CARDS</p> <p>Control cards containing data on large farm operations, irrigation operations, and special category farms. Data may include name and address, geographic codes, number of acres, total production, crops, inventory of livestock/volume of water, and related data.</p> <p><u>Disposition:</u></p> <p>Destroy when no longer needed.</p>		
11.	<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 changes for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).</p> <p><u>Disposition:</u></p> <p>Destroy when no longer needed.</p>		
12.	<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 derived from different sources or surveys, and lists of farms/organizations/establishments included in a given sampling or possessing certain data characteristics.</p> <p><u>Disposition</u></p> <p>1. Textual Records</p> <p>A. Decennial, Quinquennial, and Special Censuses</p> <p>(1) Intermediate and Preliminary</p> <p>Destroy after final data is determined to be acceptable. (NN172-97, Item 10b)</p>		

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	<p>(2) Final</p> <p>Destroy when 5 years old. (NN172-97, Item 11b) If microfilmed, destroy upon verification of the microfilm.</p> <p>B. Surveys</p> <p>(1) Surveys Conducted In A Census Year</p> <p>Destroy after reconciliation with the Census.</p> <p>(2) All Other Years</p> <p>Destroy when 2 years old.</p> <p>2. Microform Records</p> <p>A. Decennial, Quinquennial, and Special Censuses</p> <p>Destroy when 20 years old.</p> <p>B. Surveys</p> <p>Destroy when 10 years old.</p>		
13.	<p>DIRECTORIES AND MAILING LISTS</p> <p>Printouts, microfilm, or card files of directories, mailing lists, and address labels that are used in the conduct of a survey or census and which are compiled from the Master Mailing List Files (Item No. 69). Included are printout or microfilm copies of address mailing lists received from the Internal Revenue Service, Department of Agriculture, and other agencies.</p> <p><u>Disposition:</u></p> <p>Destroy when 10 years old or sooner if no longer needed. (NN172-97, Item 13), (GRS #13, Item 5)</p>		
14.	<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</p>		

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	<p>file data came, a technical description of the file (Census Form BC-248 or NARS Form 7091 or informational equivalent), File Users Manuals, a statement of the editing procedures, and any background information that would be useful or necessary to a researcher using the file.</p> <p><u>Disposition:</u></p> <p>A. For 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>		
15.	<p>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</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><u>Disposition:</u></p> <p>Destroy 3 months after transmittal or reply. (GRS 14, Items 3 and 4)</p>		
16.	<p>MAPS, OVERLAYS, AND GRAPHICS</p> <p>A. Maps used in the data collection phase of Censuses and Surveys:</p> <ol style="list-style-type: none"> 1. Enumeration maps of the fifty states and territorial possessions of the U.S. annotated to show enumeration districts and/or locations of farms, agricultural service establishments, irrigation and drainage districts and other farm production facilities. 2. Maps of political jurisdictions, statistical and geographic areas. <p><u>Disposition:</u> Permanent. Offer one copy of each map when 10 years old.</p>		

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	<p>B. Maps used in sample segmentation and selection.</p> <p>Maps of political jurisdictions, statistical and geographic areas that are annotated to show sampling locations of farms, agricultural service establishments and farm production facilities within the sample.</p> <p><u>Disposition:</u> Destroy when 10 years old or no longer needed</p> <p>C. Maps used in special agricultural censuses:</p> <p>Maps of political jurisdictions, statistical and geographic areas that were produced for special regions or large geographic areas.</p> <p><u>Disposition:</u> Permanent. Offer one copy of each map when 10 years old or when no longer needed.</p>		
17.	<p>OMB CLEARANCE/FORMS DEVELOPMENT FILES</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 forms, and instructions.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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18.	<p><u>Disposition:</u></p> <p>Non-record material. Destroy when no longer needed.</p> <p>Records copy of these files are retained by the Forms Branch of the Administrative Services Division.</p> <p>OPERATIONS FILES</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 an administrative nature not described elsewhere.</p> <p><u>Disposition:</u></p> <p>Destroy 3 years after the completion of the census, survey, or project to which they relate. (NN172-97, Item 6a).</p>		
19.	<p>PERIODIC ACTIVITY REPORTS</p> <p>1958 and thereafter. Volume--1 cubic feet</p> <p>Annual Accumulation - Negligible</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.</p> <p>(1) Prepared at Division Level</p> <p><u>Disposition:</u></p> <p>1. Agriculture Files Office Copy: Destroy when 10 years old or when no longer needed.</p> <p>2. Other Copies and Feeder Reports: Destroy when 3 years old or when no longer needed.</p> <p>(2) Prepared and Retained Below Division Level:</p> <p><u>Disposition:</u> Destroy when 3 years old or sooner if no longer needed.</p>		

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20.	<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 memoranda.</p> <p><u>Disposition:</u></p> <p>A. Rejected Surveys/Projects Destroy when 5 years old. (GRS #14, Item 12b)</p> <p>B. Approved Surveys/Projects Incorporate into appropriate Survey Planning and Management Files or Research Project Planning Files.</p>		
21.	<p>RESEARCH PROJECT PLANNING FILES</p> <p>Records which document the origin, purpose, scope, costs, and results of various research projects such as devising various economic indicators, defining farming trends, and creating price indices. Such records include feasibility studies, reports, background papers, summary cost data, memoranda, correspondence, and final reports.</p> <p><u>Disposition:</u></p> <p>Permanent. Consolidate the files from the various branches and staffs on a division level. Offer to the National Archives when 10 years old.</p>	<p>WITHDRAWN DISAPPROVE</p>	
22.	<p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Xerographic or 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 distribution, carbon or xerox copy, 3) the documents are received for informational purchases 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>		

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23.	<p><u>Disposition</u></p> <p>Non-Record Material. Destroy when no longer needed.</p> <p>RESPONDENT CORRESPONDENCE</p> <p>Correspondence between the Bureau and respondents that relate directly to reporting problems.</p> <p><u>Disposition:</u></p> <p>A. Census Reporting</p> <p style="padding-left: 40px;">Destroy when 3 years old. (NN172-97, Item 5)</p> <p>B. Survey Reporting</p> <p style="padding-left: 40px;">Destroy when 2 years old. (NN172-97, Item 5)</p>		
24.	<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, request for permission to travel, and resulting reports, budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and authorization requests, personnel records such as position descriptions, notifications of personnel actions, applications for employment, employee record cards, performance ratings, 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 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 machine 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 authorization, contract proposals, billing, 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>		

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	<p><u>Disposition:</u></p> <p>See Census Administrative Manual Chapter K 3, "Records Management" for disposition instruction for each of the above series of records.</p>		
25.	<p>SOURCE PUBLICATION FILES</p> <p>Printed and processed materials and xerographic/microform copies thereof collected from libraries, government agencies, private organizations, and other sources of use as source data for input into a computer, or background information for preparing reports and analytical studies.</p> <p><u>Disposition:</u></p> <p>Dispose of individual items when no longer needed.</p>		
26.	<p>SURVEY PLANNING AND MANAGEMENT FILES (often referred to as Survey Project Files)</p> <p>Volume--10 cubic feet, Annual Accumulation - 1973 and thereafter Undetermined</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, memoranda, 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 any agency), and copies of related contracts; and post-survey studies relating to response variance, data validity, 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><u>Disposition:</u></p> <p>Permanent. Consolidate the files from the various units</p>		

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27.	<p>on a division level for each specific survey. Offer to the National Archives 20 years after completion of the Agricultural Census to which they relate.</p> <p>WORKING PAPERS</p> <p>Background and source materials used in preparing reports and conducting data analyses, such as printout tabulations, reference material, non-record copies of file documents and publications, library material, handwritten notes, and rough drafts together with related reviews and critiques.</p> <p><u>Disposition:</u></p> <p>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 #16, Item 10)</p> <p><u>DIVISION CHIEF</u></p> <p>The other records of this office are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 9 (Congressional Correspondence), 14 (Information/Publication/Data Tabulation Request Files), 20 (Periodic Activity Reports), 23 (Reference or Convenience Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), and 28 (Working Papers).</p> <p><u>ASSISTANT DIVISION CHIEFS</u></p> <p>The records of these chiefs are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 11 (Data Processing Paper Work Records), 20 (Periodic Activity Reports), 23 (Reference or Convenience Copy Files), 26 (Source Publication Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>ADMINISTRATIVE OFFICE</u></p> <p>The records of this office are described in Item No. 25 (Routine Administrative or "Housekeeping" Files)</p>		

115-203

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	<p><u>AGRICULTURAL FILES OFFICE</u></p> <p>The records of this office are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports), 23 (Routine Administrative or "Housekeeping" Files), 26 (Source Publications Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>EDITORIAL</u></p> <p>28. PUBLICATION MANUSCRIPTS/NEGATIVES</p> <p>Publication manuscripts and photographic negative of publications manuscripts.</p> <p><u>Disposition:</u></p> <p>Destroy 1 year after release of the publication. (NN172-97, Item 12)</p> <p>29. STATE MAP NEGATIVES AND PRINTS</p> <p>Photographic negatives and enlargement prints of State maps used during the publication process.</p> <p><u>Disposition:</u></p> <p>Destroy 1 year after publication of either the map or the report containing the map.</p> <p>Other records are described in Item No. 2 (Census Bureau Publications), 13 (Directories and Mailing Lists), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 19 (Operations Files) 20 (Periodic Activity Reports) 23 (Reference or Convenience Copy Files), and 25 (Routine Administrative or "Housekeeping" Files).</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>AGRICULTURE CENSUS PROGRAMMING BRANCH</u></p> <p>This branch plans, directs, and coordinates the development, preparation, and testing of programs for the processing of data from the Census of Agriculture.</p> <p>The records of this office are described in Item No. 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 14 (File Documentation for Machine Readable Files), 19 (Operations Files) 20 (Periodic Activity Reports) 23 (Reference or Convenience Copy Files), 25 Administrative or "House-keeping" Files), and 28 (Working Papers).</p>		
30.	<p><u>BALE WEIGHT REPORTS</u></p> <p>Completed forms (such as CAg-4B) from Cotton ginners containing the number of bales of cotton ginned, either the total weight of the bales reported or the weight of a sample of bales, and the location of the gin.</p> <p><u>Disposition:</u></p> <p>Destroy at the end of the next cotton season.</p>		
31.	<p><u>COMPLETED COTTON GINNERS' REPORTS</u></p> <p>Completed forms (such as CAg-1 and CAg-3) from cotton ginners containing the number of bales of cotton ginned and the location of the gin.</p> <p><u>Disposition:</u></p> <p>Destroy at the end of the next cotton season.</p>		
32.	<p><u>COTTON GIN PRECANVASS REPORTS</u></p> <p>Completed forms (such as CAg-5 and CAg-5a) from cotton ginners containing the names of the gin owner and operator, the employer ID number, the location of the gin, and the data that ginning is expected to start. Some forms contained waivers signed by the gin owner/operator which authorize the Census Bureau to provide Title 13 protected information from COMPLETED COTTON GINNERS' REPORTS (Item No. 31) and BALE WEIGHT REPORTS (Item No. 30) to the Department of Agriculture.</p>		

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	<p><u>Disposition:</u></p> <p>A. Report Without Signed Waivers (CAg-5): Destroy when 1 year old.</p> <p>B. Reports With or Without Signed Waivers (CAg-5a): Volume: ½ cubic foot. Annual Accumulation: Negligible</p> <p>Permanent. Retention of these records is necessary to prove that cotton ginners authorized transfer of Title 13 data to the Department of Agriculture and to defend the Bureau should any cotton ginner subsequently allege that he/she authorized no such transfer of this data. Since these records are not archival, but are needed for administrative purposes, the records should be retained on site or transferred to the Federal Records Center. Waiver cards for cotton gins that go out of business may be destroyed when no longer needed.</p>		
33.	<p>PRINTOUT LISTS OF COTTON GINS</p> <p>Printouts lists containing the names and address of cotton ginners. There are three separate lists: 1) arranged alphabetically by State, thence, by county, and thereafter by name of the cotton ginner; 2) arranged numerically by employer ID number; and 3) arranged by Regional Officer, and thence alphabetically by state/county/name of cotton ginner as in #1.</p> <p><u>Disposition:</u></p> <p>Destroy when superceded or obsolete.</p>		
34.	<p>SUMMARY COTTON GINNING DATA CARDS</p> <p>A. Summary cards (such as CAg-30 and CAg-33) containing county data on the number of bales of cotton ginned and the number of gins reporting as of specific reporting dates in a given season. On some cards, the number of bales ginned is cross-referenced by the county in which the cotton is grown and vice versa.</p>		

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35.	<p>B. Summary cards (such as CAg-31 and CAg-33) containing county data on the number of bales of cotton ginned over the last several years.</p> <p><u>Disposition:</u></p> <p>Destroy each card when the data is transcribed to a new card or obsolete.</p> <p>TELECOMMUNICATIONS</p> <p>Data received from the regional office via CPT communications device containing ginning data.</p> <p><u>Disposition:</u></p> <p>Destroy 1 month after the end of the cotton ginning season.</p> <p>The other records of this office are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports) 21 (Proposed Survey/Project Files), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), 26 (Source Publications Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>CENSUS PLANNING STAFF</u></p> <p>This staff coordinates the development of plans, budget, and the time schedules for the upcoming CENSUS OF AGRICULTURE, and maintains liaison with Census users with respect to data needs and dissemination programs for the Census of Agriculture; coordinates subject matter and processing areas to ensure implementation of the plans.</p>		

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36.	<p>CENSUS CONTENT CORRESPONDENCE FILES</p> <p>1977 and thereafter</p> <p>Volume--Less than 1 cubic foot. Accumulation: Negligible.</p> <p>Correspondence between the Census Bureau and data user groups, Federal and State agencies, farm organizations, and professional societies relating to the content of the Census of Agriculture together with notes and minutes of meetings and phone conversations, and summary sheets summarizing user requests.</p> <p>Arranged alphabetically by name of corresponding organization.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives 1 year after the Agriculture Census to which the file relates is completed.</p>	WITHDRAWN	
37.	<p>LEGISLATIVE FILES</p> <p>Files relating to proposed congressional legislation that affects the Census of Agriculture. The files consists of copies of bills, copies of Department of Commerce correspondence with OMB relating to the bills, texts of speeches by the division chief, statements before congressional committees, hearings notebooks (collections of documents for reference use before the committee), and Bureau correspondence with congressional committees.</p> <p>Arranged numerically by bill number.</p> <p><u>Disposition</u></p> <p>Destroy when 10 years old or sooner if no longer needed.</p> <p>The record copy of the above files are located in the Program and Policy Development Office.</p> <p>The records of this office are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting,</p>		

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	<p>and Conference Files), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 13 (Directories and Mailing Lists), 15 (Information/Publication/Data Tabulation Request Files), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files), 20 (Periodic Activity Reports), 21 (Proposed Survey/Project Copy Files), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 25 (Routine Administrative or "Housekeeping" Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>CROP STATISTICS BRANCH</u></p> <p>This branch plans and develops the agricultural program for collecting and compiling data relating to crops, horticultural, nursery, and greenhouse products. This involves planning and conducting the CENSUS OF HORTICULTURE, defining the data processing and data tabulation procedures, writing and publishing reports, and formulating questions relating to farm crop production and sales. Plans and develops the program for seasonal collection of statistics for cotton ginnings. Participates in the over-all division policies and programs.</p> <p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports), 21 (Proposed Survey/Project Files), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), 26 (Source Publications Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p>		

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	<p><u>FARM ECONOMICS BRANCH</u></p> <p>This branch plans and develops the agricultural program for farm economics, including farm acreage, land use and value, farm operator characteristics, farm debt, expenditures, and other financial characteristics of farms and farm operators. Conducts special studies and reports; participates in planning and conducting the CENSUS OF AGRICULTURE and related follow-up surveys, defining the data processing and data tabulating procedures, and writing and publishing reports.</p> <p><u>Disposition</u></p> <p>Destroy when 10 years old or sooner if no longer needed.</p> <p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports) 21 (Proposed Survey/Project Files), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), 26 (Source Publications Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>IRRIGATION AND DRAINAGE BRANCH</u></p> <p>This branch plans and develops the program for collection, compilation and analysis of data from irrigation and drainage establishments and conducts the CENSUS OF IRRIGATION, also gathers statistical data relating to farm drainage, defining data processing and data tabulation specifications, and writing and publishing reports.</p>		

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	<p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports), 21 (Proposed Survey/Project Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), 26 (Source Publication Files), 27 (Survey Planning and Management Files), and, 28 (Working Papers).</p> <p><u>LIVESTOCK STATISTICS BRANCH</u></p> <p>This branch plans and develops the program for poultry and livestock, including inventory and sales. This involves formulating questions relating to livestock and poultry for the Census of Agriculture and sample surveys, conducting special studies relating to farm animals, and writing text for published reports. The other records of this branch are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 Information/Publication/ Data Tabulation Request Files), 16 (Maps, Over-lays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports), 21 (Proposed Survey/Project Copy Files), 24 (Respondent Correspondence), 25 (Routine Administrative or "Housekeeping" Files), 26 (Source Publications Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p>		

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	<p><u>OUTLYING AREAS STATISTICS BRANCH</u></p> <p>This branch plans and develops the agriculture program for the collection, compilation and analysis of agriculture data, i.e., farm acreage, land use, crop/livestock/poultry production and sales, farm buildings/equipment/facilities, irrigation, expenses, farm income, and farm operator characteristics for Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions. This involves planning and conducting the Census of Agriculture in these areas, defining the data processing and data tabulation procedures, and writing and publishing reports.</p> <p>The records of this branch are described in Item No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files) 20 (Periodic Activity Reports), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 24 (Respondent Correspondence), 25(Routine Administrative or "Housekeeping" Files), and 28 (Working Papers).</p> <p><u>PROCEDURES BRANCH</u></p> <p>This branch develops detailed clerical procedures and computer oriented quality control plans relating to the processing of censuses and surveys. In addition, this branch also devises the Procedures Manuals for the processing of the Census of Agriculture.</p> <p>The records of this branch are described in Item No. 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 11 (Data Processing Paperwork Records), 19 (Operations Files), 20 (Periodic Activity Reports), 23 (Reference or Convenience Copy Files), 25 (Routine Administrative or "Housekeeping" Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p>		

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38.	<p><u>PROGRAM RESEARCH AND DEVELOPMENT BRANCH</u></p> <p>This branch conducts post-census evaluation studies. This involves independent sampling of farms for matching with census data to study undercoverage and data variance. In addition, the branch devises non-response imputation values for use in imputing data for non-respondents. Finally, the branch also helps develop mailing lists for the Agriculture Censuses.</p>		
39.	<p><u>RESERVED</u></p> <p><u>COVERAGE EVALUATION SHEETS</u></p> <p>Control sheets (such as Form 78A207) for matching Census of Agriculture data with Demographic/Economic Census or sample data.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old or sooner if no longer needed.</p> <p>The records of this branch are described in Item No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 8 (Completed Questionnaires), 10 (Control Cards), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 16 (Maps, Overlays, and Graphics), 18 (OMB Clearance/Forms Development Files), 19 (Operations Files), 20 (Periodic Activity Reports), 21 (Proposed Survey/Project Files), 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 25 (Routine Administrative or "Housekeeping" Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>RESEARCH AND METHODS BRANCH</u></p> <p>This branch conducts research into alternative designs for conducting censuses and surveys, and, as a consequence, devises standards and procedures for the various censuses and surveys. In addition, the branch formulates the sample designs for special surveys, conducts under-coverage estimation research, and performs post-census evaluation studies.</p>		

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	<p>The records of this branch are described in Item No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 8 (Completed Questionnaires), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 19 (Operations Files) 20 (Periodic Activity Reports) 22 (Research Project Planning Files), 23 (Reference or Convenience Copy Files), 27 (Survey Planning and Management Files), and 28 (Working Papers).</p> <p><u>SPECIAL CENSUS/SURVEY PROGRAMMING BRANCH</u></p> <p>This branch plans, directs, and coordinates the development, preparation, and testing of programs for the processing of data from Censuses and surveys other than the CENSUS OF AGRICULTURE. The branch also develops the programs used to generate and unduplicate Census and Survey mailing lists.</p> <p>The records of this branch are described in Item No. 4 (Census/Survey Procedures Memoranda), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 11 (Data Processing Paperwork Records), 14 (File Documentation for Machine Readable Files), 19 (Operations Files), 20 (Periodic Activity Reports), 23 (Reference or Convenience Copy Files), 25 (Routine Administrative or "Housekeeping" Files), and 28 (Working Papers).</p> <p style="text-align: center;">Machine Readable Files</p> <p>The Records Schedule for Agriculture Division machine readable records is broken down 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 aggregated files are described also.</p>		

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41.	<p>Part I</p> <p>PROGRAM TAPES</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><u>Disposition</u></p> <p>A. Destroy when the program is discontinued.</p> <p>B. Other Program Tapes:</p> <p>(1) Non-disposable program tapes must be retained until:</p> <p>a. A hardware/software independent copy is made</p> <p>b. The data tape is declared disposable.</p>		
42.	<p>PUNCH CARDS</p> <p>Punch cards used for input of either data or program instructions into the computer.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed.</p>		
43.	<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><u>Disposition</u></p> <p>Dispose after either the third update cycle or the creation of a final edited data file (GRS #20, Part II, Item 3 & 4).</p>		
44.	<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>		

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	<p><u>Disposition</u></p> <p>Dispose after subsequent edited or final edited microdata files have been created (GRS #20, Part II, Item 11).</p>		
45.	<p>EDIT/REFERENCE FILES</p> <p>Machine readable media containing such data as data parameter limits, impute data, geographic/industry/other codes, "weighting" factors, or historical data from past surveys or censuses that during the processing editing operation, are merged with "raw" or intermediate edited file data to produce a subsequent or final output.</p>		
46.	<p><u>Disposition</u></p> <p>Destroy when 20 years old or sooner if no longer needed.</p> <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 processing.</p>		
47.	<p><u>Disposition</u></p> <p>Destroy 2 years after the creation of the final edited microdata/detail file or sooner if no longer needed.</p> <p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>SEE PART II</p>		
48.	<p>"RAW" AGGREGATED DATA Files</p> <p>Machine readable media containing tabulations and aggregations of data, derived from either computer counts of microdata records or punch cards, tabulations, that have not gone through an editing routine.</p> <p><u>Disposition</u></p> <p>Destroy after the sequent edited "raw" aggregated data file has been created and proven satisfactory (GRS #20, Part II, Items 3 & 4).</p>		

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49.	<p>AGGREGATED DATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from computer counts of records in final edited micro-data files or from other data sources, and subsequently from previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected to statistical calculation, etc.</p> <p><u>Disposition:</u></p> <p>Destroy after subsequent edited or final aggregated data files that have been created (GRS #20, Part II, Item 11).</p>		
50.	<p>FINAL AGGREGATED DATA FILES</p> <p>SEE PART II</p>		
51.	<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> <p><u>Disposition:</u></p> <p>A. For All Original Files Designated PERMANENT:</p> <p>Retain until the original file is transferred to the National Archives; then 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.</p> <p>Destroy along with the original file.</p>		
52.	<p>PRINT/PUBLICATIONS FILES</p> <p>Machine readable media containing aggregated data that are published, used for producing a printed publication, or used for producing required reports.</p>		

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	<p><u>Disposition:</u></p> <p>Destroy 1 year after release of the related publication (NN172-97, Item 12).</p> <p>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. If the size of the sample changes, 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 file will cover the files resulting from any repeats of the original survey.</p> <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. Files containing Title 13 protected data that are designated permanent will be transferred to the National Archives when 30 years old under authority 44 U.S. Code 2103(2).</p> <p>The disposition instructions for 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: records 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 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 data, etc.) See Item 14 under Records Common to All or Most Organizational Units.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*53.	<p>CENSUS OF AGRICULTURE</p> <p>1964, 1969, 1974, 1978, 1982, and every 5 years thereafter.</p> <p>Volume--Approximately 200 tapes. Accumulation: 50 tapes per census.</p> <p>Census of individual farms and ranches. The file is divided into (1) the 100 percent File which covers all defined farms and includes data on farm location, acreage, land usage, extent of irrigation, crops and farm animals harvested, and characteristics of the farm operator, and (2) the 20 percent File which contains the above information plus data on fertilizer/insecticide/herbicide use, farm equipment, energy consumption, and production expenses.</p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p>		
*54.	<p>CENSUS OF AGRICULTURE - PUERTO RICO AND OTHER U.S. POSSESSIONS</p> <p>1964 and thereafter. Volume--10 tapes. Accumulation: 1-2 tapes per census.</p> <p>Census of individual farms and ranches. The files contain data on farm location, acreage, land usage, extent of irrigation, crops and farm animals harvested, crop/animals consumed on the farm, building/facilities, machinery/equipment, lime/insecticide/herbicide use, operating expenses, farm and non-farm income, and farm operator characteristics. There is a separate file for each U.S. possession.</p> <p><u>Disposition:</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p>		
*55.	<p>MASTER MATRIX FILES</p> <p>1978 and thereafter. Volume--64 tapes</p> <p>Accumulation: 64 tapes per census</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*56.	<p>Aggregated data files (county level and above) derived from the Census of Agriculture that are arranged in 8 arrays of 12,000 cells each with current and historical data on all farms and farms which sold more than \$2500 of products. There are separate aggregations at the county, State, division, region, and national levels.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to National Archives when 30 years old.</p> <p>CENSUS OF AGRICULTURAL SERVICES FILES</p> <p>1969, 1974, and 1978. Volume--2 tapes</p> <p>Annual Accumulation--1 tape per census</p> <p>Census of establishments engaged in providing agricultural services (such as veterinary care, planting, plowing, harvesting, insecticide spraying, landscaping, and farm labor services). The file data includes the establishment ID number, location, type of business activity, type of business organization, dollar volume of business, total payroll, total fringe benefits cost, gross receipts by category of business, number of employees by category of business and by season, total capital expenditures, and costs of electricity/gasoline/diesel fuel/other fuel.</p> <p><u>Disposition</u></p> <p>Permanent (NC1-29-77-6, Item 1). Offer to the National Archives when 30 years old.</p>		
57.	<p>CENSUS OF HORTICULTURE</p> <p>1969, 1979, and every 10 years thereafter. Volume--2 tapes (8c9). Accumulation: 1 tape per census.</p> <p>Census of greenhouses, nurseries, potted plant/flower/sod/mushroom growers, and garden centers. The file data includes the establishment ID number, the type of horticultural establishment, number sold by plant/vegetable type, sales in dollars by plant/vegetable type, number of employees by category, and operating expenses by category.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to National Archives when 30 years old.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*58.	<p>CENSUS OF IRRIGATION</p> <p>1969, 1978, and every 10 years thereafter. Volume--2 tapes (8c9)</p> <p>Accumulation: 1 tape per census</p> <p>Census of the approximately 12,000 irrigation districts and organizations that supply water to farmers. The file includes data on the type of organization, location, the sources of water used, the number and type of users, the number of acres irrigated and acre/feet of water supplied, reservoir/pump/conveyance facility characteristics, revenues, operating expenses, and fuel/energy expenses.</p> <p><u>Disposition</u></p> <p>Permanent. (NC1-29-77-6, Item 3) Offer to the National Archives when 30 years old.</p>		
59.	<p>FARM ENERGY SURVEY FILES</p> <p>1979 and thereafter. Volume--None. Expected Accumulation: 1-2 reels per survey.</p> <p>Projected sample survey of approximately 35,000 farms to be sponsored by the Department of Energy and the Department of Agriculture to collect data on the types and quantity of energy consumed on the farm.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p>		
*60.	<p>FARM ENTERPRISE SURVEY</p> <p>1971 and possibly thereafter. Volume--39 tapes (8c9)</p> <p>A collection of sample surveys of farms having \$10,000 in sales or 50 percent of their income from one of the following categories: (1) cash grains and soybeans, (2) tobacco, (3) cotton, (4) sugar and potatoes, (5) vegetables, (6) fruits, nuts, and berries, (7) poultry, (8) dairy products, or (9) livestock. The files contain data on acreage, output, use of agricultural services, use of fertilizer/insecticide/herbicide, sales, operating expenses, farm employment, and quantity and type of farm equipment/machinery/facilities/livestock present.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*61.	<p>Disposition:</p> <p>Permanent. Offer to the National Archives when 30 years old.</p> <p>FARM FINANCE SURVEY</p> <p>1970 and 1977. Volume--2-3 tapes.</p> <p>Accumulation: 2-3 tapes per survey.</p> <p>Two-part follow up surveys to the Census of Agriculture to gather data on the economics of farm operations. These surveys consist of (1) a nationwide survey of approximately 60,000 farm operators, and (2) a nationwide survey of approximately 50,000 landlords. The Farm Operator Survey File contains data on farm acreage, farm value, location, land purchases, capital expenditures, debts, operating expenses, farm and non-farm income, property taxes, and farm assets. The Landlord Survey File contains the above data plus information on the landlord's personal characteristics and rental income.</p> <p><u>Disposition</u></p> <p>Permenent. Offer to the National Archives when 30 years old.</p>		
*62.	<p>SURVEY OF CORPORATE FARMING OPERATIONS</p> <p>1974 and possibly thereafter. Volume--1 tape</p> <p>Accumulation: 1 tape per survey</p> <p>Survey of approximately 28,000 farms reported as corporations in the 1974 Census of Agriculture. The file includes data on the corporation type, the amount and sources of corporate income, and the name/address/ employer ID number of parent and subsidiary corporations.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*63.	<p>SURVEY OF FARM OR RANCH PARTNERSHIPS</p> <p>1974 and possibly thereafter. Volume--1 tape</p> <p>Accumulation: 1 tape per survey</p> <p>Survey of approximately 12,000 farms reported as partnerships in the 1974 Census of Agriculture. The file data includes data on the characteristics of partners, the farm assets owned by the partnership, the non-farming activities of the partners and the partnership, and the origins/duration of the partnership. While initially planned as a one time survey, it is possible that the survey may be made recurring.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p>		
64.	<p>OTHER SURVEYS NOT DESCRIBED ELSEWHERE</p> <p>One time sample surveys that are not listed elsewhere on this schedule.</p> <p><u>Disposition</u></p> <p>Submit a SF-115 on each file to the National Archives.</p>		
65.	<p>EXTRACT FILES</p> <p>Extract files (such as all farms in a given area or all farms reported having land that was artificially drained) created from census of survey files.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old or sooner if no longer needed.</p>		
66.	<p>FINAL AGGREGATED DATA FILES NOT LISTED ELSEWHERE</p> <p>Routine aggregated data tabulation 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.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition</u></p> <p>A. Agricultural Censuses</p> <p>(1) Files containing data aggregated at the county level or below:</p> <p>Destroy when 20 years old.</p> <p>(2) Files containing other data aggregations:</p> <p>Destroy when 10 years old.</p> <p>(3) Historical Time Series Aggregated Data Files:</p> <p>Time series data files containing summary acreage, land usage, irrigation, crop/farm annual output, capital expenditure, production expenditure, energy consumption, and fertilizer/insecticide/herbicide use data at the county level and above.</p> <p>Submit SF-115 to the National Archives for each file.</p>		
67.	<p>FILES RECEIVED FROM ANOTHER AGENCY</p> <p>Machine readable files received from other Federal and non-Federal agencies and organizations (but which may be reformatted and/or have census geographic codes added) which were not the result of a request by the Agriculture Division for a special tabulation extract or master file designed to meet the divisions needs. Most of these files are Department of Agriculture Files or samples that are linked to Bureau address/census/survey files for purposes of evaluating the coverage of a census/area sample/mailling list.</p> <p><u>Disposition</u></p> <p>Destroy when 10 years old.</p>		
68.	<p>LINKED FILES CONTAINING AGRICULTURE CENSUS/SURVEY DATA</p> <p>Linked files containing Agriculture Census/Survey data on the one hand and data derived from either a Demographic</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Census/Survey, Economic Census/Survey, a file created by another agency, or administrative records.</p> <p><u>Disposition</u></p> <p>Submit a SF-115 to the National Archives for each file.</p>		
69.	<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 codes (State, county, minor civil division, place, census tract, and enumeration district), geographical coordinates (latitude and longitude), and summary demographic and/or economic data.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed.</p>		
70.	<p>ADDRESS INPUT FILES</p> <p>Address lists consisting of commercial mailing lists, address lists from a previous census, address lists received from other Federal agencies such as the Department of Agriculture and the Internal Revenue Service, and address lists derived from administrative records such as land records that were used to produce the MASTER ADDRESS FILES.</p> <p><u>Disposition</u></p> <p>Destroy when 15 years old or sooner if no longer needed. (GRS #20, Part II, Item 4)</p>		
71.	<p>FARM AND RANCH ID SURVEY FILES</p> <p>Screening surveys used to weed out landowners not engaged in agricultural operations that are conducted as part of the final mailing list preparation for the Census of Agriculture. The file data includes the name and address of the landowner, the total acreage owned/rented from others/rented to others, type of agricultural activities conducted, and total value of products sold.</p> <p><u>Disposition</u></p> <p>Destroy when 5 years old or sooner if no longer needed.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*72.	<p>MASTER MAILING LIST FILES</p> <p>Final address lists created after the Address Input Files have undergone unduplication, geographic coding, and editing. Each address has the name, mailing address, of the operator/owner plus the Census of Agriculture serial number and the relevant geographic codes.</p> <p><u>Disposition</u></p> <p>Permanent. Offer to the National Archives when 30 years old.</p> <p>All changes in this schedule (Item 2; 21; and 38) were discussed with and approved by Leonard Thompson, Census Bureau records officer both in person and by phone 1/27/86 and 1/30/86</p> <p style="text-align: right;"><i>Richard E. Wood</i> 2/3/86</p>		