



*Attachment to SF 115, Request for Records Disposition Authority  
Records of the Census Monitoring Board, Congressional, 1998 – 2001  
NARA Job No. N1-220-01-5*

**1. Census Monitoring Board (CMB) Member Files**

- a. *Meeting and Testimony Files:* These files include minutes, agendas, transcripts of recordings for field hearings, site visits, and Board member-only meetings transcribed by transcriptions companies. Also included are transcripts of testimonies before Congressional committees. (4 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- b. *Biographies and Photographs of Board members:* Biographical sketches and photographs of members of the Census Monitoring Board. (.5 cf)

1. Biographies, official photographic portraits, publicity photographs, and photographic documentation of significant events. Includes captioned prints and corresponding negatives. No copyright restrictions have been placed on these photographs.

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

2. Photographs of routine award ceremonies, social events, and related activities on uncaptioned 3x5 inch snapshots of public events.

Disposition: TEMPORARY. Destroy upon termination of the Board.

- c. *Board Member Briefing Books:* Records include briefing materials, invitations, speeches, and related records for public speaking engagements of individual Board members. (1 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- d. *Correspondence Files:* These files include original correspondence to and from Board members regarding official business. There are letters from Board members to the Bureau of the Census documenting issues related to the Board's duties and activities, and responses from the Bureau of the Census, including attachments related to the 2000 Census. (2 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- e. *Video and Audio Recordings*: These files contain recordings of field hearings, site visits, board member only meetings recorded on a nonarchival medium such as VHS and microcassettes. Some are copyrighted material from the C-Span archives.

Disposition: TEMPORARY. Destroy upon termination of the Board.

## **2. Legal Affairs files**

- a. *Legal Opinions and Decision Memoranda*: These are legal opinions and memorandums of decision regarding legal actions and the authority of the Board. Included are legal opinions, memoranda, and decisions made by the Board regarding their official duties. (1 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- b. *Working Papers and Research Materials*: These include working papers of the legal opinions of the Board's counsel, legal research materials, and background information regarding support and justification for written opinions.

Disposition: TEMPORARY. Destroy upon termination of the Board.

## **3. CMB Policy Files**

- a. *Correspondence Files*: These files include interoffice memoranda, mail to and from Congress, incoming mail to CMB, outgoing responses, correspondence directed to the Presidential unit in support of statistical sampling, and general correspondence on census operations, and the debate between the Presidential unit and Congressional unit on the worthiness and unworthiness of the statistical sampling method for conducting the 2000 census. (2 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- b. *Strategy Files*: These files are created by CMB and include outreach documents, talking points statements, op-ed clippings supporting statistical sampling, and contact lists of organizations supporting statistical sampling. Also included is correspondence from minority communities endorsing the method of statistical sampling for conducting the 2000 census. (2 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- c. *Bureau of the Census Advertising and Promotion Files:* These include copies of Bureau of the Census presentations, advertising campaign documents, correspondence, contracts and service orders, marketing and research information, and copies of partnership agreements with government, media, and local entities for advertising Census 2000. There are also copies of orientation and workbooks for establishing partnerships. (Originals are kept at the Bureau of the Census).

Disposition: TEMPORARY. Destroy upon the termination of the Board.

#### **4. Reports and Research Materials Files**

- a. *Official Reports:* These are the final and official set of all reports created by the Board. They contain data reports compiled by contractors on the implications for minority voters should statistical sampling be used for Census 2000, undercount information and implications for social service providers over the next ten years. (4 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

- b. *Working Papers and Research Information Files:* These include copies of reports from the Bureau of the Census regarding the 1990 count. The original documents are kept at the Bureau of the Census and are scheduled as permanent. This is informational material requested from Board members by interested parties and includes copies of operational plans, census forms, and fact sheets. Also, copies of slide presentations and final briefing papers made to the Board, drafts, administrative records of the Bureau of the Census, research proposals, articles and reports, and testimony from past Census directors. In addition, regional office files such as census track plans, site visit write-ups, methodology files, and regional dress rehearsal documents are included. There is Accuracy and Coverage Evaluation (ACE) information from the Bureau of Census, quality assurance, interview, supervisor, and training manuals, supervisor and clerical workbooks, and 5 volumes of ACE Methodology for Census 2000.

Disposition: TEMPORARY. Destroy upon termination of the Board.

#### **5. Communications Files**

- a. *Press Files:*

1. *Press Releases:* These include official press releases and newsletters created by CMB for public distribution. (1 cf)

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

2. *Working Papers*: These include the working papers and all other copies of press related materials such as write-ups faxed to news organizations and photocopies of newspaper articles by and about the CMB. These copies do not appear to be a complete set.

Disposition: TEMPORARY. Destroy upon termination of the Board.

- 5.b. *Consultants Files*: These consist of proposals, informational brochures of meeting agendas, and location and fee lists of organizations supporting statistical sampling gathered by News Services. Also included are brochures from organizations advertising their expertise and specialties. These brochures are not related to either the Board or the Bureau of the Census.

Disposition: TEMPORARY. Destroy upon termination of the Board.

- 5.c. *Public Comments and Constituent Mail Files*: These files include public comments and constituent mail received via electronic and surface mail. An undetermined number was received by both electronic and surface mail but the information is summarized in other reports.

Disposition: TEMPORARY. Destroy upon termination of the Board.

- 5.d. *Video Recordings*: These files contain recordings distributed to the public to promote participation in the 2000 Census. These are recorded on a non-archival medium (VHS and CD).

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon termination of the Board.

## **6. Electronic Mail and Word Processing System Copies**

Information contains electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records previously covered in this schedule.

Disposition: TEMPORARY. Delete after the recordkeeping copy has been produced.

## 7. Web Page Records

- a. *Web site snapshot.* Electronic snapshot of the committee's web pages, including associated documentation.

Disposition: PERMANENT. Transfer immediately to the National Archives and Records Administration a web snapshot of web pages created and maintained up to January 19, 2001, in accordance with NWM 05.2001.

- b. *Web site.* Contains information about the activities of the Board and its members. Included are web site policy and planning files, records created during the implementation of the web site, electronic copies as inputs to the site, web site page content files and code, electronic images that the end user of the site sees (outputs), web site use and control reports, web site screen printouts (archives), system documentation, web design records, web site change control records, web site migration records, and system configuration software.

Disposition: TEMPORARY. Delete one year after termination of the Board. Contractor will maintain the site for one year for informational purposes only.