

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) Department of Commerce	
2. MAJOR SUBDIVISION Bureau of the Census	
3. MINOR SUBDIVISION Office of the Director	
4. NAME OF PERSON WITH WHOM TO CONFER Diane M. Braun	5. TELEPHONE (301) 457-2282

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-29-99-2	
DATE RECEIVED 1-8-99	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 6-29-99	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 1/5/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard J. Thompson</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE RECORDS OF THE DIRECTOR, DEPUTY DIRECTOR, AND PRINCIPAL ASSOCIATE DIRECTORS</p> <p>The <u>Director</u> determines policies and directs the programs of the Census Bureau, taking into account applicable legislative requirements and the needs of users of statistical information. The Director ensures that the policies and programs of the Bureau meet the requirements of Congress, by working directly with key Congresspersons and overseeing relationships between the Bureau's staff and Congressional staff. The Director is also responsible for the conduct of the activities of the Bureau and for coordinating its statistical programs and activities with those of other Federal statistical agencies with due recognition of the programs developed and regulations issued by the Office of Management and Budget.</p> <p>The <u>Deputy Director</u> assists the Director in the direction of the Bureau and performs the functions of the Director in the latter's absence.</p> <p>The <u>Principal Associate Directors</u> report to the Director/Deputy Director and are responsible for the overall management activities of the Census Bureau and are responsible for the overall management of demographic programs, the decennial census,</p>		

U.S. Department of Commerce
Bureau of the Census
Revised 3/23/99

OFFICE RECORDS OF THE DIRECTOR, DEPUTY DIRECTOR, AND PRINCIPAL
ASSOCIATE DIRECTORS

The Director determines policies and directs the programs of the Census Bureau, taking into account applicable legislative requirements and the needs of users of statistical information. The Director ensures that the policies and programs of the Bureau meet the requirements of Congress, by working directly with key Congresspersons and overseeing relationships between the Bureau's staff and Congressional staff. The Director is also responsible for the conduct of the activities of the Bureau and for coordinating its statistical programs and activities with those of other Federal statistical agencies with due recognition of the programs developed and regulations issued by the Office of Management and Budget.

The Deputy Director assists the Director in the direction of the Bureau and performs the functions of the Director in the latter's absence.

The Principal Associate Directors report to the Director/Deputy Director and are responsible for the overall management activities of the Census Bureau and are responsible for the overall management of demographic programs, the decennial census, economic programs, and statistical methodology and standards.

The records listed on this schedule document the essential decisions, policies, procedures and program activities of the Bureau of the Census. The purpose of this schedule is to place the permanent files of the official within the same job number. The Personal Papers of Executive Branch Officials: A Management Guide is used to assist the Government officials in making decisions about what are records that must be incorporated in agency files and what may be maintained and removed as personal collections of papers when the officials leave office.

1. Committee, Meeting, Trip, and Conference records. Minutes, notes, remarks, correspondence, and memoranda related to the attendance of the Director, Deputy Director, or Associate Directors at committee meetings, conferences, news briefings, public gatherings, and other similar events. Usually arranged chronologically.
 - a. Recordkeeping copy (paper): **Permanent**. Close files at end of each term of office and transfer to the Census Records Center. Transfer to the National Archives 5 years after closure. {Supersedes NC1-29-84-1, Item 3}
 - b. Electronic copies created on e-mail and word processing systems: Delete after recordkeeping copy has been produced.

2. Official Speeches and Addresses, Press Conference Transcripts, Testimony, and Presentations of the Director and senior Census officials at official hearings, functions, or ceremonies.

- a. Recordkeeping copy (paper): **Permanent**. Close files at end of each term of office and transfer to the Census Records Center. Transfer to the National Archives 5 years after closure. {NC1-29-84-1, Item 100}

- b. Electronic copies created on e-mail and word processing systems: Delete after recordkeeping copy has been produced.

3. Director's, Deputy Director's, and Associate Director's Program Subject Files. Records relating to issues that document the origin, planning, content, procedures, processing, costs, results, and effects of the decennial census and to the overall operations, programs, and plans of the Census Bureau. Records include incoming and outgoing correspondence, memorandums, comments, reports, notes of meetings, directives, policies, procedures from public and from various groups and organizations.

- a. Final document filed alphabetically by subject.

- (1). Recordkeeping copy (paper): **Permanent**. Close files at end of each term of office and transfer to the Census Records Center. Transfer to the National Archives 5 years after closure. {New Item}

- (2). Comments submitted electronically: Delete after recordkeeping copy has been produced. {New Item}

- b. Background and working papers, including drafts.

- (1). Recordkeeping copy (paper): **Temporary**. Close files at end of each term of office and transfer to the Census Records Center. Destroy 5 years after closure, when the permanent records are transferred to the National Archives. {New Item}

- (2). Electronic copies created on e-mail and word processing systems: Delete after recordkeeping copy has been produced. {New Item}

4. Appointment and Scheduling Records: Calendars, appointment books, logs, diaries, and other records containing information relating to official activities.

- a. Recordkeeping copy (paper): **Permanent**. Close files at end of each term of office and transfer to the Census Records Center. Transfer to the National Archives 5 years after closure. {New Item}

- b. Electronic copies created on e-mail and word processing systems: Delete after recordkeeping copy has been produced. {New Item}
5. Biographical Sketches and Photographs: File of the Census Bureau Director.
- a. Recordkeeping copy (paper and print): **Permanent**. Close files at end of each term of office and transfer to the Census Records Center. Transfer to the National Archives 5 years after closure. {New Item}
 - b. Electronic copies created on e-mail and word processing systems: Delete after the recordkeeping copy has been produced. {New Item}
6. Administrative Subject Files. Records relating to routine administrative functions including travel itinerary and vouchers, personal employment information, training forms, departure papers, personnel matters, printing, procurement, space and facilities planning, and employment requests.
- a. Recordkeeping copy (paper): **Temporary**. Close files at end of each term of office and transfer to the Census Records Center. Destroy 5 years after closure, when the permanent records are transferred to the National Archives. {NC1-29-84-1, Item 1}
 - b. Electronic copies created on e-mail and word processing systems: Delete after the recordkeeping copy has been produced. {New Item}
7. Reading (Chronological) Files. Duplicate copies of records arranged chronologically that pertain to various aspects of the Census Bureau's business and are maintained solely for reference purposes.
- a. Recordkeeping copy (paper): **Temporary**. Close files at end of each term of office and transfer to the Census Records Center. Destroy 5 years after closure, when the permanent records are transferred to the National Archives. {Nonrecord materials}
 - b. Electronic copies created on e-mail and word processing systems: Delete after the recordkeeping copy has been produced. {New Item}

The records accessions from 1990 and thereafter that are eligible and have been transferred to the FRC or Census Records Center may be submitted on the SF-258, "Agreement to Transfer Records to the National Archives of the United States," and transferred to the National Archives immediately upon approval of this schedule.