

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 Decennial Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER M. Catherine Miller	5. TELEPHONE (301) 457-3961

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-29-00-1	
DATE RECEIVED 12-7-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-6-00	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 1 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 12/7/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard F. Thompson</i> Leonard F. Thompson	TITLE Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Bureau of the Census Census 2000 Records System Disposition (see attached document)		

Census 2000 Records System Disposition (Partial Schedule)

Item No.	Description of Records	Proposed Disposition
1.	<p><u>Completed Census 2000 Questionnaires/Forms</u></p> <p>The Data Capture Centers will receive the completed questionnaires/forms, and the forms will be captured as images by the Data Capture System (DCS) 2000 and converted to computer-readable format through Optical Mark Recognition and Intelligent Character Recognition processes. Data from questionnaires/forms that are not scanned will be keyed into computers. The resulting data files are sent on a flow basis to Census Bureau headquarters for processing.</p>	<p>Supercedes Job Citation, NC1 29-80-10, Item 1a.</p> <p><i>Disposition: After confirmation of successful data capture and data transmission to headquarters, the questionnaire/forms will be destroyed. This will occur approximately fifteen days after confirmation of data transmission. Destroy according to the disposal procedures for Title 13 ("census confidential") records.</i></p>
2.	<p><u>Images of the Scanned Questionnaires</u></p> <p>WITHDRAWN. Images (and the associated system software) of the questionnaires that are scanned through DCS 2000.</p> <p>See Job No. N1-29-00-02 for this item.</p>	<p>WITHDRAWN. Disposition: These are unprocessed source files (and the associated system software) containing images of the completed questionnaires. These files will be destroyed when fifteen years old or when no longer needed for evaluation purposes. Destroy according to the disposal procedures for Title 13 ("census confidential") records.</p>
3.	<p><u>Individual Census Record File</u></p> <p>The Census Unedited File and the Census Unedited File-Sample, with any auxiliary write-in files merged in, will be used to produce an unduplicated set of census records from every housing unit and group quarters facility. The Census Bureau will transfer this ASCII data file (referenced in the August 18, 1999 letter to the National Archives and Records Administration (NARA) from the Assistant Director for Decennial Census) to NARA for permanent retention to meet the requirement to provide for future access to individual census records from Census 2000. The file will combine all of the characteristic data relating to a particular census return and the name and address information in one record.</p>	<p><i>Disposition: Permanent. Transfer to NARA three years after completion of the census (same schedule as used for the 1980 and 1990 censuses). This file will be transferred in accordance with 36 CFR 1228.188.</i></p>