

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

Donna M. Ward

5. TELEPHONE

(301) 457-2282

LEAVE BLANK (NARA use only)

JOB NUMBER

ML-29-99-7

DATE RECEIVED

9/22/1999

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3-29-00

ARCHIVIST OF THE UNITED STATES

J. W. Paul

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 2 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

9/1/99

SIGNATURE OF AGENCY REPRESENTATIVE

Leonard J. Thompson

TITLE

Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

DECENNIAL CENSUS PLANNING AND MANAGEMENT FILES

These records document the origin, planning content, procedures, processing, costs, results, and effects of the decennial census. Such records include the following post-morters on the preceding census; reports on census pretest; record copy of all forms, instructions, manuals, and questionnaires; minutes and notes of meeting relating to the census; issuances and directives relating to policies and procedures; correspondence, memorandums, reports, and other records relating to questionnaire content, enumeration problems, data output, publications, and findings; manuals and other documents relating to the training of enumerators, coders, and tabulators; summary budget and cost data; and post-census evaluations and reports.

Volume: Approximately 13 cubic feet. Arranged chronologically by decennial census year and thereafter alphabetically by subject.

Disposition

1. 1970 and Preceding Decennial Censuses

- a. Record copy of files maintained by all organizational units charged with the responsibility of planning, managing, and conducting the decennial census.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

2 OF 2

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

Permanent. Consolidate on a division basis the files from the various staffs and branches, and then ~~offer~~ to the National Archives when the files are 20 years old. *transfer*

b. Duplicate files retained by all other organizational units.

Destroy 1970 Decennial Census records as soon as possible.
Destroy all preceding census records immediately.

Note: Due to the dates of the records, there are no electronic source documents (word processing or email files) that require approved disposition authorities.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No: N1-029-99-7
Item Count: 2

SUMMARY

The Bureau of the Census, a unit of the Department of Commerce, requests disposition authority for two (2) new items generated by the Decennial Management Division (DMD). The proposed schedule covers the 1970 *Decennial Census Planning and Management Files* which were initially included on Job No. NC1-029-79-7 but were later withdrawn when the records could not be located. Because the records were created prior to 1974, there are no electronic source documents created in either electronic mail or word processing applications that require disposition authority. In addition, NARA stakeholder units have reviewed the schedule and support approval.

The *Decennial Census Planning and Management Files* document the development and implementation of the census process as well as evaluations of the uses of the collected data. This process is defined by several distinct stages including planning the census, gathering and processing the data, and creating final products. The items included on the proposed schedule consist of one permanent item for the record copy of decennial census planning and management files for the 1970 and preceding censuses, and one temporary item for duplicate copies of these records which are maintained in the regional offices for ready reference. The temporary item also authorizes disposal of duplicate copies of all decennial census records pre-dating 1970.

Within the record series *Decennial Census Planning and Management Files*, there are major groups of records which are primarily associated with the initial stage of the census process. These records include needs assessments, periodic activity reports, minutes of advisory committees, directives and procedures, preliminary evaluation results, and reports on the uses of census bureau statistics. These records not only document major decisions on the form of the 1970 census, but also how these decisions were implemented to achieve the census objectives.

Based on an examination of the 1970 files, I believe the records listed on the proposed schedule contain sufficient evidential and informational value to warrant permanent retention. Internal comments have been included in the dossier. Michael Tankersley requested the schedule but provided no comments. I recommend approval.

RECOMMENDATION

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified: Item 1a.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required. Required — Publication Date: December 29, 1999
Copies Requested: 1
Comments Received: 0

SIGNATURES	TITLE	SIGNATURE	DATE
	Appraiser	<i>Lawrence V. Brewer</i>	3/21/00
<i>JD 3/23/00</i>	NWML	<i>Maria Ball</i>	3/23/00
CONCURRENCES	NWM	<i>Michael Tankersley</i>	3/24/00
	NW	<i>Michael Tankersley</i>	3-24-2000