

AGENCY COPY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-29-81-14
DATE RECEIVED	September 16, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	9/29/81
Archivist of the United States	Robert W. Rawlins

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Bureau of the Census

3. MINOR SUBDIVISION
Demographic Fields Area

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Rawlins
Robert W. Rawlins

5. TEL. EXT.
763-5415

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9-9-81	<i>Jerry V. Bost</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This Records Schedule covers records from a variety of divisions and offices that are received or created during the processing of the Decennial Census and Demographic Area sample Surveys.</p> <p>This Schedule includes series that are described in NC1-29-79-7 and NC1-29-80-10. While the descriptions remain the same, the retention periods have been modified to permit earlier destruction when such records are no longer needed.</p> <p>QUALITY CONTROL RECORDS</p> <p>Documents related to the following: the quality of clerical edit and coding checks; the quantity and characteristics of enumerating, matching clerical editing, and coding errors; field and office quality check or control forms; supervisor reports on enumerator, codes, and clerical work output and error levels; and reports on quality control failures.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Destroy these records when 3 years old or sooner if no longer needed (NC1-29-80-10 #5).</p> <p>PROGRESS AND WORK PRODUCTION REPORTS</p> <p>Reports, forms, and other documents relating to organizational unit/work unit/employee work assignments, work output, production levels, and work completion (as distinct from monthly activity reports, <u>summary reports directed to Program division or higher level offices</u>, and any material placed in official personnel folders).</p> <p>Destroy these records when 3 years old or sooner if no longer needed (NC1-29-80-10 #8).</p>		
3.	<p>PROCESSING REFERENCE MATERIALS</p> <p>Documents or printouts containing such data as parameter limits, input data, demographic/industry/occupation/geographic or other codes, "weighting" factors, or historical data from past surveys or censuses that are used in the computer and clerical processing and editing of Decennial Census forms and data (exclusive of materials incorporated into machine readable file documentation).</p> <p>Destroy when 3 years old or sooner if no longer needed (These materials are described in NC1-29-79-7 under Items No. 6, 8, 20, 30, and 34).</p>		
4.	<p>DIARY PRINTOUTS</p> <p>Printouts from 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.</p> <p>Destroy when 2 years old or sooner if no longer needed (printout version of NC1-29-79-7 #30).</p>		
5.	<p>WORK FLOW CONTROL RECORDS</p> <p>Staging and transmittal records which serve to control the flow of work from one operation to another together with related logs, and searching/tracking information request documents.</p> <p>Destroy when 1 year old or sooner if no longer needed.</p>		