

6 Aug 81 MH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-29-81-10
DATE RECEIVED	August 7, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	3-30-82 <i>Robert W. Rawlins</i> Archivist of the United States

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
Construction Statistics Division

4. NAME OF PERSON TO WHOM TO CONFIR
Robert W. Rawlins *WR*

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 32 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
7-31-81	<i>Lucy V. Parr</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
	<p><u>RECORDS SCHEDULE--CONSTRUCTION STATISTICS DIVISION</u></p> <p>This records schedule covers records created by the Construction Statistics Division and replaces Schedule NN173-199.</p> <p><i>all changes agreed to per M.G. of NARS & B.R. of Census 3/18/82</i></p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards in 41 CFR 101-11.506.</p> <p>MASS DATA CHANGE SHEET Attached</p>		<i>84 items</i>

Closed Out: 4-13-82: *K.P.D.*
Copy to NCW, NWR & NWF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This division has the function of collecting, processing, and disseminating statistical data and information on construction activity and the construction industry. This involves planning and conducting the Quinquennial Census of Construction and the various sample surveys, processing the resulting data, and preparing reports and publications on current construction activities and on the construction industry. The division consists of 7 branches which report to one of three assistant division chiefs (Each assistant division chief supervises 2 or 3 branches who in turn report to the division chief. Records are maintained by the division secretary, the administrative liaison, the assistant division chiefs, and the branches.</p> <p><u>RECORDS COMMON TO ALL OR MOST ORGANIZATIONAL UNITS</u></p> <p>CENSUS/SURVEY PROCEDURES MEMORANDA</p> <p>Volume - 2 cubic feet 1967 and thereafter. Annual Accumulation - Negligible.</p> <p>Numbered series of memoranda describing the activities and procedures to be followed in the conduct of the various Economic Censuses and Surveys. These memoranda are distributed by the division of origin to all divisions, branches, and units involved in the census or surveys. There is a separate series for each survey or census, arranged numerically by chapter, subchapter, and document number.</p> <p>Disposition - A. Record copy retained by office of origin:</p> <p style="padding-left: 40px;">Permanent. Offer to the National Archives along with related Census/Survey Planning and Management Records.</p> <p style="padding-left: 40px;">B. Other copies:</p> <p style="padding-left: 80px;">Non-Record Material. Destroy when no longer needed.</p>		

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2.	<p>CHRON FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or xerox copies of outgoing letters, memoranda, and other documents that are filed chronologically and without any related incoming documents.</p> <p>Disposition - Break file at end of either the fiscal or calendar year. Keep 2 years, then destroy.</p>		
3.	<p>COMPLETED QUESTIONNAIRES</p> <p>A. Completed Economic Census Questionnaires:</p> <p>1. Hard Copy:</p> <p>Destroy after the completed questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 6 years old (NN173-199, Item 8a).</p> <p>2. Microform:</p> <p>a. Original Camera Negative Copy:</p> <p>Destroy when 10 years old.</p> <p>b. Other Copies:</p> <p>Destroy when 6 years old.</p> <p>B. Completed Sample Survey Questionnaires:</p> <p>1. Building Permits Survey:</p> <p>a. Hard Copy:</p> <p>Destroy after the questionnaires have been microfilmed, if the questionnaires are not microfilmed, destroy when 10 years old (NN173-199, Item 8b).</p> <p>b. Microform:</p> <p>Destroy when 15 years old.</p>		

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	<p>2. All Other Surveys:</p> <p>a. Hard Copy:</p> <p>Destroy after the questionnaires have been microfilmed and validated. If the questionnaires are not microfilmed, destroy when 5 years old (NN173-199, Item 8c and 8d).</p> <p>b. Microform:</p> <p>Destroy when 5 years old.</p>		
4.	<p>CONGRESSIONAL CORRESPONDENCE</p> <p>Letters from members of Congress together with attached copy of constituent letters and carbon copies of Census replies thereto with the exception of those letters forwarding constituent requests for information/publications/data tabulations or constituent complaints at having to fill out census/survey forms or answer certain questions.</p> <p>Disposition - Destroy when 10 years old.</p>		
5.	<p>DATA PROCESSING PAPERWORK RECORDS</p> <p>Documents describing each file run; routine edit and tabulation specifications; matrix and table layouts; diary printouts; routine instructions to coders; processors; and clerical personnel; cost chargers for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).</p> <p>Disposition - Destroy when 3 years old or sooner if no longer needed.</p>		
6.	<p>DATA TABULATIONS AND LISTINGS</p> <p>Unpublished aggregated data tabulations and listings. Included are data tables, data derived from the performance of various sta-</p>		

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7.	<p>tistical/mathematical calculations, data projections, data estimates, time series data, and comparisons of data from different sources or surveys, and printouts of machine readable file data.</p> <p>Disposition - A Textual:</p> <p>(1) Preliminary or Intermediate:</p> <p>Destroy after final data is determined to be acceptable (NN173-199, Item No. 11a).</p> <p>(2) Final:</p> <p>a. Quinquennial Economic Census:</p> <p>Destroy when 6 years old (NN173-199, Item No. 11b), or after the tabulations have been microfilmed.</p> <p>b. All Surveys:</p> <p>Destroy when 4 years old or sooner if no longer needed.</p> <p>B Microform:</p> <p>(1) Quinquennial Economic Census:</p> <p>Destroy when 15 years old.</p> <p>(2) All Surveys:</p> <p>Destroy when 10 years old.</p> <p>FILE DOCUMENTATION FOR MACHINE READABLE FILES</p> <p>Record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the</p>		

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	<p>editing procedures, a technical description of the file (Census Form BC-248 or NARS Form 7091 or informational equivalent), File User Manuals, and any background information that would be useful or necessary to a researcher using the file.</p> <p>Disposition - A. For all Machine Readable Files Designated PERMANENT:</p> <p>Permanent. Offer to the National Archives along with related tape file.</p> <p>B. For all other Machine Readable Files:</p> <p>Temporary. Retain as long as the related tape file is retained. Dispose along with the related tape file.</p>		
8.	<p>FORMS CLEARANCE FILES</p> <p>Background material relating to the development of each public use form. The file consists of correspondence with industry associations concerning form content, copies of OMB clearances requests, internal Bureau memoranda, draft copies of forms, and instructions.</p> <p>Disposition - Non Record Material. Destroy when no longer needed. Record copy of these files are retained by the Forms Branch of the Administrative Services Division.</p>		
9.	<p>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</p> <p>Incoming letters requesting either information, specific data tabulations, or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto.</p> <p>Disposition - Destroy 3 months after transmittal or reply (GRS #14, Item 3 & 4).</p>		

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10.	<p>OPERATIONS FILES</p> <p>Duplicate copies of procedures and instructions; progress and production reports; cost and time estimates; work schedules; edit and review records; work charts; computer utilization reports; periodic summaries of computer cost chargers; and other records of a facilitative nature not described elsewhere.</p> <p>Disposition - Destroy 3 years, after the completion of the census, survey, project to which they relate.</p>		
11.	<p>PERIODIC ACTIVITY REPORTS</p> <p>1977 and thereafter. Volume - 1/3 cubic feet. Annual Accumulation - Negligible.</p> <p>Monthly, quarterly, semi-annual, or annual reports summarizing in narrative and statistical form the accomplishments and activities of the division and its branches.</p> <p>A. Prepared at Division Level:</p> <p>Disposition - 1. Originating Unit Copy: Permanent. Place files at end of the calendar or fiscal year. Offer to the National Archives 5 years later. <i>Destroy when 5 years old.</i></p> <p>2. Other Copies and Feeder Reports:</p> <p>Destroy when 3 years old or no longer needed.</p> <p>B. Prepared and Retained Below the Division Level:</p> <p>Disposition - Destroy when 3 years old or when no longer needed.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 7
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p>PROJECT PLANNING FILES</p> <p>1972 and thereafter. Volume - 2 cubic feet. Annual Accumulation - Negligible.</p> <p>Records which document the origin, purpose, scope, costs, and results of various research projects such as devising economic indicators and price indices. Such records include feasibility studies, reports, background papers, summary cost data, memoranda, correspondence, and final reports.</p> <p>Disposition - Permanent. Consolidate the files from the various branches and staffs on a division level. Offer to the National Archives when 10 years old.</p>		
13.	<p>PROPOSED SURVEY/PROJECT FILES</p> <p>Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies and related memoranda.</p> <p>Disposition - A. Rejected Surveys/Projects</p> <p style="padding-left: 40px;">Destroy when 5 years old (GRS # 19, Item 12b).</p> <p style="padding-left: 40px;">B. Approved Surveys/Projects</p> <p style="padding-left: 40px;">Incorporate into appropriate Survey Planning and Management or Project Planning Files.</p>		
14.	<p>QUINQUENNIAL CENSUS PLANNING AND MANAGEMENT FILES</p> <p>1967 and thereafter. Volume - 15 cubic feet. Annual Accumulation - Undetermined.</p> <p>Records which document the origina, planning, content, procedures, processing, costs, results, and effects of the Quinquennial Economic Censuses. Such records include the following: post-mortems on the preceding census; reports on census pretests, record copy of all forms,</p>		

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15.	<p>instructions, manuals, and questionnaires; minutes and notes of meetings relating to the census; manuals, issuances, and directives relating to policies and procedures; correspondence, memoranda, reports, and other records relating to questionnaire content, sampling framework enumeration problems, data output, publications, and findings; summary budget and cost data; and post-census evaluations and reports.</p> <p>Disposition - Permanent. Consolidate the files from the various units on a division level, eliminate duplicate material, and offer to National Archives when 10 years old.</p> <p>Arranged chronologically by Quinquennial Census year and thereafter alphabetically by subject.</p> <p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Electrostatic or carbon copies of documents received from other organizational units and retained for reference purposes by unit personnel either to facilitate the conduct of business, to serve reference purposes, or to keep informed on the activities and projects of other units. What distinguishes these files from other series of records is the following: 1) the records are not created by nor primarily addressed to the office of retention, 2) the records are generally part of a wide carbon or electrostatic copy distribution, 3) the documents are received for informational purposes only and do not result in any official action, and 4) the documents are not integrated into the project or activity files of the receiving office.</p> <p>Disposition - Non-record material. Destroy when no longer needed.</p>		
16.	<p>RESPONDENT CORRESPONDENCE</p> <p>Incoming letters from survey or Quinquennial Census respondents either requesting information as to how or why they were included, seeking</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
9

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17.	<p>clarification on certain questions, discussing reporting problems, or expressing complaints about either their inclusion in the survey or the asking of particular questions (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto.</p> <p>Disposition - Destroy when the next survey or census is conducted or sooner if no longer needed, but no sooner than 3 months after transmittal or reply (NN173-199, Item 5a & 5b and GRS #14, Item 7).</p> <p>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES</p> <p>Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business. These files include the following: time and attendance reports; prop sheets and prop reports; travel orders, vouchers, requests for permission to travel, and resulting reports; budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests; personnel records such as position descriptions, notifications of personnel action, applications for employment, employee record cards, performance ratings, and leave analyses; personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood-savings Bond-UGF drives, staffing patterns, grade levels, etc. copies of issuances and announcements on routine administrative and personnel matters from division chiefs and above; purchase and requisition orders for furniture, supplies, equipment and services; inventories and lists of machines and equipment with related material on the use and repair of same; Monthly Expense Statements from the Finance Division; contract records such as contracts, contract authorizations, contract proposals, billings, vouchers, and related correspondence; copies of records disposition and transmittal requests; daily progress reports made for the purpose of indicating degree of</p>		

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18.	<p>completion and identifying bottlenecks; and related records.</p> <p>Disposition - See Census Administrative Manual Chapter K 3, "Records Management" (Appendix A) for disposition instructions for each of the above series of records.</p> <p>SURVEY PLANNING AND MANAGEMENT FILES (Often referred to as SURVEY PROJECT FILES)</p> <p>Volume - 10 Cubic feet. Annual Accumulation - 1 cubic foot. 1970 and thereafter.</p> <p>Records describing the origin, purpose, scope, content, sampling methodology, survey procedures, costs, and results of sample surveys. Such records include: minutes and notes of meetings to plan the survey; record copy of questionnaires, manuals, and forms; directives and issuances relating to policies and procedures; correspondence, memoranda, reports, and other records relating to sample selection, questionnaire content, enumeration problems, data output, and findings; summary budget and cost data; descriptions of data supplied to sponsor, correspondence between the Census Bureau and the sponsor (if another agency), and copies of related contracts; summaries of interviews with enumerators on their problems and experiences; and post-survey studies relating to response variance, data validity, data reliability, survey procedures, specific questions, and sampling methodology.</p> <p>Arranged alphabetically by survey, then chronologically by survey date (if a recurring survey), and thence alphabetically by subject.</p> <p>Disposition - Permanent. Consolidate the files from the various units on a division level for each specific survey. Offer to the National Archives when 10 years old.</p>		

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19.	<p>WORKING PAPERS</p> <p>Background and source materials used in preparing and conducting data analyses, such as printout tabulations, reference material, non-record copies of file documents and publications; library materials; outlines; handwritten notes; and rough drafts together with related reviews and critiques.</p> <p>Disposition - Destroy 6 months after either publication or completion of official action, or 3 years after completion of the report or analysis if there was no publication or official action (GRS #16, Item 10).</p> <p><u>Division Secretary</u></p>		
20.	<p>BUDGET FILES</p> <p>Memoranda, correspondence, tables, and charts relating to the Division Budget.</p> <p>Disposition - Destroy when 5 years old.</p>		
21.	<p>SENSUS ADVISORY COMMITTEE RECORDS</p> <p>Census Advisory Committees are public advisory committees established by charter of the Secretary of Commerce for the purpose of providing channels of communication between the Census Bureau on the one hand and professional societies and minority group organizations on the other. These committees during the planning of the Decennial and Economic Censuses, provide advice on such matters as coverage improvement, undercount reduction, subject content, data tabulations, data dissemination policies and procedures, enumeration procedures, and proposed research areas. Records consist of agenda, minutes, and reports of meetings; papers and reports presented at meetings; reports, memoranda, proposals, and papers produced by the Committee or its subcommittees, correspondence; biographical sketches of Committee members; lists of subcommittees and their members; or</p>		withdawn

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22.	<p>Original and revised/amended charters; published notices of establishment and termination; Annual Committee Reports; and Monthly Significant Change Reports (but excluding records relating to routine administrative matters, such as time and date of meetings, expense claims and vouchers, distribution of meeting materials, travel, office supplies, and printing).</p> <p>Arranged alphabetically by name of committee, thence chronologically by date of meeting, and thereafter alphabetically by subject.</p> <p>Disposition - A. Files Retained by the Committee Coordinator or his Organizational Unit:</p> <p>Permanent. Purge files of routine administrative records. Cut off file when Committee is terminated. Offer to NARS 5 years thereafter.</p> <p>B. Files Retained Elsewhere:</p> <p>Destroy after the next Economic Census or sooner if no longer needed. Non-records material.</p> <p>Note: At present there are 9 Census Advisory Committees. They are: the Census Advisory Committees of or on 1) the American Economic Association, 2) American Marketing Association, 3) American Statistical Association, 4) Agricultural Statistics, 5) Asian and Pacific American Population for the 1980 Census, 6) Black Population for the 1980 Census, 7) Housing for the 1980 Census, 8) Population Statistics, and 9) Spanish Origin Population for the 1980 Census.</p> <p>COMMITTEE, MEETING, & CONFERENCE FILES (OTHER THAN CENSUS ADVISORY COMMITTEE FILES)</p> <p>Files relating to Interagency Committees, Census Task Forces, Conferences, and Professional Associations. These files contain copies of</p>		<p><i>withdrawn</i></p> <p><i>withdrawn</i></p>

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23.	<p>Correspondence, memoranda, agenda, reports, papers presented at the meeting or to the committee, formal recommendations, and notes and minutes of meetings.</p> <p>Arranged alphabetically by name of committee or conference.</p> <p>Disposition - A. Record copy of the file maintained by the official(s) participating or by their organizational unit:</p> <p>Permanent. Cut off files when Committee or conference is terminated. Offer to NARS 5 years thereafter.</p> <p>B. Duplicate copies maintained elsewhere:</p> <p>Destroy when 5 years old.</p> <p>CORRESPONDENCE FILES</p> <p>Incoming letters together with copies of replies thereto. Most of these letters are routine requests for information, tabulations, or publications.</p> <p>Arranged alphabetically by name of correspondent.</p> <p>Disposition - Segregate into Respondent Correspondence, Congressional Correspondence, and Information/Publication/Data Tabulation Request Files. See Item No. 5 (Congressional Correspondence Files), 10 (Information/Publication/Data Tabulation Request Files), and 17 (Respondent Correspondence Files) of the <u>Records Common To All or Most Organizational Units</u> for instructions on disposition.</p> <p>Other records of the Division Secretary are described in Item No. 3 (Chron Files), 9 (Forms</p>	withdrawn	

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	<p>Clearance Files), 12 (Periodic Activity Reports), 15 Quinquennial Census Planning and Management Files), and 16 (Reference or Convenience Copy Files).</p> <p><u>Administrative Liaison</u></p> <p>The records of the Administrative Liaison are described in Item Number 18 (Routine Administrative or "Housekeeping" Files) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Assistant Division Chiefs</u></p> <p>The records of the Assistant Division Chiefs are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 11 (Operations Files), 12 (Periodic Activity Reports), 13 (Project Planning Files), 14 (Proposed Survey/Project Files), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Building Permits Branch</u></p> <p>This branch gathers and disseminates information relating to new private residential and non-residential buildings for which building permits were issued, residential demolitions for which demolition permits were issued, and new public housing for which contracts are awarded. This involves planning and conducting the Monthly and Annual Building Permits Survey, devising data tabulation specifications, and writing and publishing reports.</p>		
24.	<p>COMPUTER TAPE/TABULATION ORDER FILE</p> <p>Official Cost Estimates (BC-505) forms, computer tape shipment forms, notes, tabulations, and related correspondence.</p> <p>Arranged alphabetically by name of requester.</p>		

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25.	<p>Disposition - Destroy 6 months after shipment of order (Chapter K 3, Item 25b).</p> <p>GEOGRAPHIC REFERENCE FILE ON BUILDING PERMIT DATA</p> <p>Memoranda, correspondence, papers, reports, and interviewer intercoms relating to the reporting of Building Permit data.</p> <p>Disposition - Destroy when 5 years old.</p>		
26.	<p>PUBLICATION NEGATIVES</p> <p>Photographic negatives used for publication purposes.</p> <p>Disposition - Destroy after printing of the publication in which the photograph or the item photographed appears.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 4 (Completed Questionnaires), 7 (Data Tabulations and Listings), 10 (Information/Publication/Data Tabulation Request Files), 11 (Operations (Files), 12 (Periodic Activity Reports), 16 (Reference or Convenience Copy Files), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Census Programming and Procedures Branch</u></p> <p>This branch produces and tests programs for the computer processing and editing of Census of Construction data.</p> <p>The records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 6 (Data Processing Paperwork Records), 7 (Data Tabulations and Listings), 8 (File Documentation For Machine Readable Files), 11 (Operations Files), 12 (Periodic Activity</p>		

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27.	<p>Reports), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Current Surveys Programming and Procedures Branch</u></p> <p>This branch produces and tests programs for the computer processing and editing of Sample Survey data.</p> <p>CURRENT SURVEYS MEMORANDUM</p> <p>Copies of memorandums from Construction Statistics Division branches on subjects relating to current surveys. These memoranda relate to such topics as disclosure analysis, survey methodology, computer processing, tabulation specifications, monthly changeable hours, and software routines.</p> <p>Arranged alphabetically by subject.</p> <p>Disposition - Destroy when 3 years old.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 6 (Data Processing Paperwork Records), 7 (Data Tabulations and Listings), 8 (File Documentation For Machine Readable Files), 11 (Operations Files), 12 (Periodic Activity Reports), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files, 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p>18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p>		

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28.	<p><u>Construction Progress Branch</u></p> <p>This branch gathers and disseminates information relating to the value of construction put in place for the following categories of construction: residential and non-residential, residential alterations, additions, and repairs, public and private; building and non-building, and Federal contracts. This involves planning and conducting the Private Non-Residential Building Survey, the State and Local Government Building Constructing Survey, the Multi-Family Residential Construction Survey, and the Survey of Residential Alterations and Repairs, devising data tabulation specifications, and writing and publishing reports. In addition, the branch collects data on Federal Construction Contract awards from agency administrative record data.</p> <p><u>DODGE SLIPS</u></p> <p>Cards and copies of cards containing information abstracted from the F.W. Dodge Company reports.</p> <p>Disposition - Destroy when 2 years old or sooner if no longer needed.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 4 (Completed Questionnaires), 6 (Data Processing Paperwork Records), 7 (Data Tabulations and Listings), 9 (Forms Clearance Files), 10 (Information/Publication/Data Tabulation Request Files), 11 (Operations Files), 12 (Periodic Activity Reports), 13 (Project Planning Files), 16 (Reference or Convenience Copy Files), 17 (Respondent Correspondence), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Construction Starts Branch</u></p> <p>This branch gathers and disseminates information relating to housing starts/sales/completions and to mobile home placements. This involves <u>planning and conducting the SURVEY OF</u></p>		

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29.	<p>CONSTRUCTION (SOC) and the SURVEY OF NEW MOBILE HOME PLACEMENTS, devising data tabulation specifications, and writing and publishing reports.</p> <p>SOC REGIONAL OFFICE CONTROL CARDS</p> <p>Control cards used to record SURVEY OF CONSTRUCTION (SOC) data. The data on the cards consists of the permit number, the construction start date, the expected completion date, and the actual completion date.</p> <p>Disposition - Destroy individual cards when no longer needed.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 4 (Completed Questionnaires), 6 (Data Processing Paperwork Records), 7 (Data Tabulations and Listings), 10 (Information/Publication/Data Tabulation Request Files), 11 (Operations Files), 12 (Periodic Activity Reports), 16 (Reference or Convenience Copy Files), 17 (Respondent Correspondence), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>General Contractor - Builder Branch</u></p> <p>This branch has the function of gathering and disseminating information relating to the general building contractor/highway and street contractor/heavy construction contractor/operative builder/land developer industries. This involves planning and conducting sample surveys, devising data tabulation specifications, and writing and publishing reports. In addition, this branch, along with the SPECIAL TRADES CONTRACTOR BRANCHES, plans, conducts, and processes the QUINQUENNIAL CENSUS OF CONSTRUCTION.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 19

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p>COMPANY REPORTS FILE</p> <p>Stockholders and annual reports of companies.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition - Destroy when superseded or obsolete or when no longer needed.</p>		
31.	<p>MAIL OUT CARD FILE</p> <p>Card file of business establishments to which Census or Survey forms were mailed. The card contains the name of the establishment, the address, SIC code, Employer ID number, and weight.</p> <p>Disposition - Destroy when no longer needed.</p>		
32.	<p>PREPUBLICATION FILES</p> <p>Printed or printout tables with related table specifications, edit plans, correspondence, memoranda, and transmittals.</p> <p>Arranged generally by table number.</p> <p>Disposition - Destroy 6 months after the publication is issued. In effect, these records are Working Papers.</p>		
33.	<p>TRADES ASSOCIATION FILES</p> <p>Information files on construction industry associations. The files contain reports, publications, and monographs with some related memoranda and tables.</p> <p>Disposition - Destroy individual documents when obsolete, superseded, or no longer needed.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 2 (Census/Survey Procedures Memoranda), 3 (Chron Files Not Listed Elsewhere), 4 (Completed Questionnaires), 6 (Data Processing Paperwork</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
34.	<p>Records), 7 (Data Tabulations and Listings), 10 (Information/Publication/Data Tabulation Request Files), 11 (Operations Files), 12 (Periodic Activity Reports), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files), 17 (Respondent Correspondence), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Programming and Procedures Branch</u></p> <p>This branch produces and tests programs for the computer processing and editing of Census of Construction and Sample Survey data.</p> <p>CURRENT SURVEYS MEMORANDUMS</p> <p>Copies of memorandums from Construction Statistics Division branches on subjects relating to current surveys. These memoranda relate to such topics as disclosure analysis, survey methodology, computer processing, tabulation specifications, monthly changeable hours, and software routines.</p> <p>Arranged alphabetically by subject.</p> <p>Disposition - Destroy when 3 years old.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 3 (Chron Files Not Listed Elsewhere), 6 (Data Processing Paperwork Records), 7 (Data Tabulations and Listings), 8 (File Documentation For Machine Readable Files), 11 (Operations Files), 12 (Periodic Activity Reports), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files, 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Special Trades Contractor Branch</u></p> <p>This branch gathers and disseminates information</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>relating to the construction special trade industries (e.g., plumbing, painting, carpentry, electrical work, heating and air-conditioning, wrecking and demolition, etc.) This involves planning and conducting sample surveys, devising data tabulation specifications, and writing and publishing reports. In addition, this branch, along with the General Contractor-Builder Branch, plans, conducts, and processes the Quinquennial Census of Construction,</p>		
35.	<p>COMPANY REPORTS FILE</p> <p>Stockholders and annual reports of companies.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition - Destroy when superseded or obsolete or when no longer needed.</p>		
36.	<p>MAIL OUT CARD FILE</p> <p>Card file of business establishments to which census or survey forms were mailed. The card contains the name of the establishment, the address, SIC code, Employer ID number, and weight.</p> <p>Disposition - Destroy when no longer needed.</p>		
37.	<p>PREPUBLICATION FILES</p> <p>Printed or printout tables with related table specifications, edit plans, correspondence, memoranda, and transmittals.</p> <p>Arranged generally by table number.</p> <p>Disposition - Destroy 6 months after the publication is issued. In effect, these records are Working Papers.</p>		
38.	<p>TRADE ASSOCIATION FILES</p> <p>Information files on construction industry trade associations. The files contain reports, publi-</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	<p>cations, and monographs with some related memoranda and tables.</p> <p>Disposition - Destroy individual documents when obsolete, superseded, or no longer needed.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 2 (Census/Survey Procedures Memoranda), 3 (Chron Files Not Listed Elsewhere), 4 (Completed Questionnaires), 6 (Data Processing Paperwork Records), 7 (Data Tabulation Request Files), 11 (Operations Files), 12 (Periodic Activity Reports), 15 (Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files), 17 (Respondent Correspondence), 18 (Routine Administrative or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of <u>Records Common to All or Most Organizational Units.</u></p> <p><u>Research and Methods Branch</u></p> <p>This branch develops sample designs, estimation techniques, quality control procedures, and evaluation criteria for construction surveys. In addition, the branch devises procedures for computing sampling variances and conducts research on improving construction survey designs and procedures.</p> <p>MOBILE HOME DEALER SHEETS</p> <p>Copies of sheets listing dealers to whom mobile homes were sent by manufacturers. These sheets contain the name and address of the dealer, the model of mobile home, size, date shipped, and serial numbers. These are used for contacting dealers to obtain information on the ultimate destination of mobile home shipments.</p> <p>Disposition - Destroy when 5 years old or when superseded or obsolete.</p> <p>Other records of this branch are described in Item Nos. 1 (Census Bureau Publications), 2 (Census/Survey Procedures Memoranda), 3 (Chron Files Not Listed Elsewhere), 4 (Com-</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
39.	<p>pleted Questionnaires), 6 (Data Processing Paperwork Records), 8 (File Documentation for Machine Readable Files), 11 (Operations Files), 12 (Periodic Activity Reports), 13 (Project Planning Records), 14 (Proposed Survey/Project Files), 15 Quinquennial Census Planning and Management Files), 16 (Reference or Convenience Copy Files), 18 (Routine Administrative Or "Housekeeping" Files), 19 (Survey Planning and Management Files), and 20 (Working Papers) of Records Common to All or Most Organizational Units.</p> <p style="text-align: center;"><u>Machine Readable Files</u></p> <p>The Records Schedule for Construction Statistics Division machine readable records is broken into two parts:</p> <p>Part I describes machine readable records that are created during phases of the data processing operation. The retention status of these records does not depend on their content but on their status as intermediate steps toward the creation of a final product.</p> <p>Part II describes machine readable records that represent a final product whose retention status depends on their content. Most of the records described herein are final edited microdata or detail files, but some final edited aggregated files are described also.</p> <p><u>PART I</u></p> <p>PROGRAM TAPES</p> <p>Tapes containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a data tape.</p> <p>Disposition - Destroy when the program is discontinued.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40.	<p>PUNCH CARDS</p> <p>Punch cards used for input of either data or program instruction into the computer.</p> <p>Disposition - Destroy after input.</p>		
41.	<p>"RAW" UNEDITED MICRODATA TAPES/DISC PACKS</p> <p>Machine readable media containing microdata from FOSDIC microfilm, punch cards, or other machine machine readable files and entered into the system for the first time.</p> <p>Disposition - Dispose after either the third update cycle or the creation of a final edited data file (GRS #20, Part II, Items 3 & 4).</p>		
42.	<p>MICRODATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing output in which raw or previously run or previously edited data has been edited, manipulated, sorted, etc.</p> <p>Disposition - Dispose after subsequent edited or final edited microdata files have been created (GRS #20, Part II, Items 12 & 13).</p>		
43.	<p>DIARY TAPES</p> <p>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. These files are often retained to indicate the editing changes that a given file has undergone and to check the accuracy of the computer processing.</p> <p>Disposition--Destroy 2 years after the creation of the final edited microdata/detail file or sooner if no longer needed.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
44.	<p>EDIT/REFERENCE TAPES</p> <p>Machine readable media containing such data as data parameter limits, impute data, geographic/industry/other codes, "weighting" factors, or historical data from past surveys or censuses that, during the processing and editing operation, are merged with "raw" or intermediate edited file data to produce a subsequent or final update.</p> <p>Disposition - Destroy when 20 years old or sooner if no longer needed.</p>		
45.	<p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>SEE PART II</p>		
46.	<p>"RAW" AGGREGATED DATA FILES</p> <p>Machine readable media containing tabulations and aggregations of data, derived from either computer counts of microdata records or punch card tabulations, that have not gone through an editing routine.</p> <p>Disposition--Destroy after the subsequent edited "raw" aggregated data file has been created and proven satisfactory (GRS #20, Part II, Items 3 & 4).</p>		
47.	<p>AGGREGATED DATA FILES IN INTER^MEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from either computer counts of records in final edited microdata files or from other data sources, and subsequently from previously run or previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subjected to statistical calculation, etc.</p> <p>Disposition--Destroy after subsequent edited or final edited aggregated data files have been created (GRS #20, Part II, Items 12 & 13).</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
49.	FINAL AGGREGATED DATA FILES SEE PART II		
50.	SECURITY BACKUP TAPE FILES Duplicate copies of an original file that is retained as a security backup in case the original file is damaged or inadvertently destroyed. Disposition--A. For all Original Files Designated PERMANENT: Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives along with the original. B. All other Non-Permanent Original Files: Retain as long as the original tape file is retained. Destroy along with the original file.		
51.	PRINT/PUBLICATION FILES Machine readable media containing aggregated data that is either reproduced and disseminated as a publication, used for producing a printed publication, or used for producing required reports. Disposition--Destroy when 5 years old or sooner if no longer needed. PART II All files described herein are final edited microdata or detail files unless otherwise noted. To assist the National Archives in the evaluation of these files, the survey file		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF 27

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52.	<p>descriptions contain the present approximate totals of the sample therein. Over a period of time, however, the size of the sample may change. In such cases, the original disposition instructions will remain the same as before. In addition, this Records Schedule also includes files of one-time surveys. Sometimes, surveys originally planned as a one-time event are converted into recurring surveys. In such cases, the disposition instructions for the one-time survey file will cover the files resulting from any repeats of the original survey.</p> <p>Many tape files are protected by Title 13 U.S. Code because they contain data that permits either direct or deductive disclosure of information on individually identifiable persons, establishments, or companies. Such files are denoted by an asterisk. Permanent Title 13 records will be transferred to the National Archives, when 30 years old under authority of 44 U.S. Code 2103 (2).</p> <p>The disposition instructions for the files listed below are also the disposition instructions for all file documentation. File users should place in Data Storage a copy of the file documentation for all files that either are designated Permanent or contain a "Submit SF-115 to NARS" instruction. The file documentation should include each of the following: record layout, coding sheets/code book, a copy of the blank input questionnaire or form, a technical description of the file (Census Form BC-248 or NARS Form 7091 or the information equivalent), File User Manuals, a statement of the editing procedures, and any other information that would be useful for a user to have in order to use the file (e.g., background data on the survey procedures, problems with the data, reports resulting from the file, etc.).</p> <p>BUILDING PERMITS SURVEY</p> <p>Monthly and annual survey of municipalities to gather data on building permits issued and on local public construction. The file data con-</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
	<p>Files: Time Series data files containing summary employment, payroll, cost, inventory, capital expenditure, raw material, and output data by industry/ kind of business/type of construction down to the state/SMSA/county level or below. Volume - None at present.</p> <p>Disposition - Permanent.</p>	<i>withdawn</i>		
56.	<p>B. Sample Survey Data Aggregations</p> <p>Disposition - Destroy when 2 years old.</p> <p><i>C. - see p 30A</i></p> <p>GEOGRAPHIC CODING FILES</p> <p>Geographic Coding Files that are used in the creation of statistical area summary data. The files contain geographic area code (state, county, SMSA, Minor Civil Division, plate, and census tract), geographical coordinates (latitude and longitude), - and summary demographic or economic data.</p> <p>Disposition - Destroy when no longer needed.</p>			
57.	<p>MULTI-FAMILY RESIDENTIAL CONSTRUCTION PROJECT SURVEY</p> <p>Monthly survey of approximately 2,500 construction projects that involve the building of multi-family residential dwellings. The file data includes the number of buildings and housing units, location, whether private or government owned, construction starting date, construction cost, architectural/engineering/miscellaneous, and monthly value of construction put in place.</p> <p>Disposition - Destroy when 2 years old.</p>			
58.	<p>PRIVATE NON-RESIDENTIAL BUILDING SURVEY</p> <p>Monthly survey of approximately 10,000 private non-residential construction projects such as office buildings, hospitals, shopping centers, hotels, schools, theaters, warehouses, etc. he</p>			

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

30A

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
55.	<p>C. Historical Time Series Aggregated Data Files: Time series data files containing summary employment, payroll, cost, inventory, capital expenditure, raw material, and output data by industry/kind of business/type of construction down to the state/SMSA/county level or below.</p> <p>When operational submit SF 115 to NARS.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>file includes the location, starting date, construction cost, architectural/engineering/miscellaneous cost, number of persons the facility will accommodate, type of heating/air conditioning, and monthly value of construction put in place.</p> <p>Disposition - Destroy when 2 years old.</p>		
59.	<p>STATE AND LOCAL GOVERNMENT BUILDING SURVEY</p> <p>Monthly survey of approximately 10,000 construction projects conducted by state and local governments. These projects include office buildings, schools, dormitories, sewer systems, roads, hospitals, libraries, jails, etc. The file includes the type of project, location, government involved, starting date, construction cost, architectural/engineering/miscellaneous cost, number of persons the facility will accommodate, type of heating/air conditioning, and monthly value of construction put in place.</p> <p>Disposition - Destroy when 2 years old.</p>		
60.	<p>SURVEY OF CONSTRUCTION (SOC)/SURVEY OF HOUSING STARTS, SALES, AND COMPLETIONS</p> <p>Monthly sample of approximately 4,500 owners or builders who were issued building permits in the preceding month plus a sampling of owners or builders who are constructing dwelling units in areas not requiring building permits. The file is divided into two subfiles: 1) Single Unit Buildings which contains data on the type of dwelling, sales price, amount of down payment and mortgage, type of financing, square feet of floor space, square feet or acres of lot area, number of bedrooms/bathrooms/fireplaces, whether garage/carport/basement/central air conditioning, type of fuel used for heating and air conditioning, and type of exterior wall, and, 2) Multi Unit Buildings which contain data on the type of multi unit dwelling, number of units by number of bedrooms and bathrooms, type of fuel used for heating and air conditioning, and number of unit available for occupancy.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p><i>Permanent. Offer to NARS when 30 years old.</i> Disposition - Destroy when 5 years old.</p> <p>SURVEY OF NEW MOBILE HOME PLACEMENTS</p> <p>Monthly and annual sample surveys of approximately 500 mobile home dealers to gather data on mobile home sales.</p> <p>A. Monthly file contains the following data on each mobile home unit received by the dealer: name of dealer, name of manufacturer of unit, serial number, type of unit, length and width of unit, current status (sold, leased, on lot, returned to manufacturer, or shipped to another sales location), sales price if sold, address of placement, and whether placement site is a mobile home park.</p> <p>Disposition - Destroy 6 months after the creation of the Annual File for the year in which the monthly survey was conducted.</p> <p>B. Annual file contains the following data for each dealer: number of mobile homes placed/sold/leased, the number placed in mobile home parks, the number placed by state and county of placement, the number delivered for non-residential use, and the physical location of the dealership.</p> <p>Disposition - Destroy when 2 years old.</p>		
62.	<p>SURVEY OF RESIDENTIAL ALTERATIONS AND REPAIRS</p> <p>Quarterly survey of approximately 5,500 households that is conducted as part of the Quarterly Housing Survey (QHS) and which collects data on the cost and nature of any residential or property repairs, alterations or improvements.</p> <p>Disposition - Destroy when 2 years old</p>		