

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on Reverse)

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| JOB NO. NCI-29-84-1 | |
| DATE RECEIVED 1-4-84 | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 1337, the disposal request, including attachments, is approved except for items that may be stamped "disposal not approved" or "withheld" in column 10. | |
| Date 6-12-84 | Signature <i>Michael Wane</i> Deputy of the General Services Administration |

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
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONTACT
Allan W. Hopkins
Allan W. Hopkins

5. TEL. EXT.
763-1680

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 _____ 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 12/15/83 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i> | E. TITLE Departmental Records Officer |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. |
| | <p>BUREAU OF THE CENSUS ADMINISTRATIVE RECORDS SCHEDULE 1</p> <p>ADMINISTRATION AND MANAGEMENT</p> <p>These records relate to general management and administrative functions not specifically covered in other schedules.</p> <p><i>all changes per L. T. of Census and M.G. of IARS</i></p> <p><i>3-14, 4-4, 4-10 & 5-21-84.</i></p> | 10. ACTION TAKEN |

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| 1 | <p>[1] Correspondence files relating to the administrative and management programs.</p> <p>Destroy after 2 years. Bring pertinent material forward into the current file if frequent reference exists.</p> | GRS 23/1 | |
| 2 | <p>[2] Record set of organizational charts, reports, studies, and other documents that reflect the organization of Bureau staffing, and changes thereto. Volume: 60 cubic feet. 1955 and thereafter.</p> <p>Annual accumulation: 2½ cubic feet.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives in 10 year blocks when the latest records are 20 years old.</p> <p>1. Superseded Material:</p> <p>This chapter supersedes Census Administrative Manual, Chapter K 3, "Census Administrative Records Schedules," formerly "Records Management" dated November 4, 1977, and any other instructions which are inconsistent with its provisions.</p> <p>2. Purpose:</p> <p>The purpose of the Chapter is to provide disposition instructions for all Census Administrative Records with the following objectives in mind:</p> <p>a. Identify the records of continuing value as distinct from those that are disposable.</p> <p>b. Keep records moving out of high cost office space and filing equipment as rapidly as desirable.</p> | GRS 16/13A | |

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| 3 | <p>3. Records Disposition Schedules:</p> <p>Authorizations:</p> <p>The following standards govern the retention and disposal of administrative records.</p> <p>a. General Records Schedules:</p> <p>General records schedules are documents published by the General Services Administration (GSA) and cover the type of administrative records common to all Government agencies. The retentions contained in the Census administrative records schedules are in accordance with the general records schedules. Copies are available for reference in the Records and Facilities Branch, ASD.</p> <p>b. Census Administrative Records Schedules:</p> <p>The retention periods for all administrative records common to each Census Bureau division are contained in Schedules 1-10.</p> | | |
| 3 | <p>[3.] Record copy of minutes of committees, meetings, and conferences maintained by the office of primary interest. Volume: 30 cubic feet. 1950 and thereafter. Annual accumulation: 1 cubic foot.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives in 10 year blocks when the latest records are 20 years old.</p> | <p><i>Superseded by NI-29-99-2 12</i></p> | |
| 4 | <p>[4.] Forms file consisting of copies of printed forms, and data showing inception and scope of form, the purposes served by the forms, and related procedures.</p> <p>a. Public Use Forms (i.e., Questionnaire Forms used to gather information from the public).</p> <p>(1) Historical record copy maintained by the Forms Branch. Volume: 75 cubic feet. 1951 and thereafter. Annual accumulation: 1½ cubic feet.</p> | | |

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| | <p>Destroy 5 years after related form is discontinued, superseded or cancelled.</p> <p>(2) All other copies.</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p>b. Internal Use Forms.</p> <p>(1) Record copy of forms relating to the Decennial Census. Volume: 90 cubic feet. 1951 and thereafter. Annual accumulation: 2 cubic feet.</p> <p>Destroy 5 years after related form is discontinued, superseded or cancelled.</p> <p>(2) Record copy of forms relating to the Economic Census. Volume: 48 cubic feet. 1951 and thereafter. Annual accumulation: 1 cubic foot.</p> <p>Destroy 5 years after related form is discontinued, superseded or cancelled.</p> <p>(3) Record copy of all other forms.</p> <p>Destroy 3 years after obsolescence.</p> <p>(4) All other copies of (1), (2), and (3).</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> | <p>GRS 16/ 4A</p> <p>GRS 16/ 4A</p> <p>GRS 16/ 4A</p> | |

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| 5 | <p>[5.] Office of Management and Budget report clearance files consisting of SF-83, "Request for and Notice of Bureau of the Budget Clearance Action," supporting statement, and copies of proposed report forms.</p> <p>Destroy when 15 years old or sooner if no longer needed for current business. (GRS #16, Item 5)</p> | | |
| 6 | <p>[6.] Management reports.</p> <p>a. Published reports and studies, including the last manuscript report if not published, with supporting papers documenting project initiation, scope, procedure, and accomplishments. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot.</p> <p>Permanent. Offer to the National Archives when 10 years old in 10 year blocks when the most recent records are 10 years old (e.g., 1960-70 block in 1980).</p> <p>b. Working papers, including background materials, studies, analyses, notes, rough drafts, interim reports, and related papers.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS #16, Item 10)</p> <p>c. Project control records for management or organization studies showing assignments, progress, and completion of projects.</p> <p>Destroy 1 year after project is completed or abandoned. (GRS #16, Item 7)</p> <p>d. Originating office copy of status and data summary reports submitted to the Department of Commerce, and related analysis and feeder reports. These reports correspond to those</p> | | |

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| 7 | <p>described in General Records Schedule No. 16, Item 5 except that they are directed to the Department of Commerce rather than OMB. Volume: 2 cubic feet. 1964 and thereafter. Annual accumulation: Negligible.</p> <p>Destroy when 5 years old.</p> <p>e. Periodic activity reports summarizing in narrative and statistical form the accomplishments of an organization. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot per year.</p> <p>(1) Originating unit copies prepared at division, office, or higher level.</p> <p>Destroy when 5 years old.</p> <p>(2) Originating unit copies prepared and retained below division level.</p> <p>Destroy when 1 year old. (GRS #19, Items 11a and 11b)</p> <p>[7.] Congressional authorizations and descriptive lists of records authorized for disposal.</p> <p>a. Records and Facilities Branch copy.</p> <p>Destroy when related records are destroyed or when no longer needed for administrative or reference purposes. (GRS #16, Item 3a)</p> <p>b. Other copies.</p> <p>Destroy when no longer needed for reference purposes. (GRS # 16, Item 3b)</p> | | |

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| 8. | <p>[8.] Age Search Application index file showing name, address, and case number of applicant. Filed alphabetically by name of applicant and used as a locator while search is in progress, and as index to age search application file.</p> <p>Destroy when 3 years old.</p> | | |
| 9. | <p>[9.] Communications records.</p> <p>a. Mail control records of receipt of routing.</p> <p style="padding-left: 20px;">Destroy when 1 year old. (GRS #12, Item 6a)</p> <p>b. Fund receipt file consisting of memorandum copies of records, such as Form 10-200, "Statements of Receipt," used to transmit funds received in the mailroom to Finance Staff.</p> <p style="padding-left: 20px;">Close file June 30 and December 31 and destroy 1 year later. (For originals see Item 32 [Census Records Schedule 2, Item 17].) (GRS #12, Item 6e)</p> <p>c. Post Office forms and supporting papers including records of received and dispatched registered mail pouches; receipts for and records of incoming registered, certified, insured, and special delivery mail; reports prepared from them; and similar records.</p> <p style="padding-left: 20px;">Destroy when 1 year old. (GRS #12, Item 5a)</p> <p>d. Estimated mail payment report and all related papers.</p> <p style="padding-left: 20px;">(1) Mail Management Unit copy.</p> <p style="padding-left: 40px;">Destroy when 6 years old. (GRS #12, Item 7)</p> <p style="padding-left: 20px;">(2) Division copies.</p> <p style="padding-left: 40px;">Destroy after 2 years.</p> | | |

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| | <p>e. Production reports, including records of mail handled, work performed, and reports compiled. Destroy when 1 year old. (GRS #12, Item 6d)</p> <p>f. Messenger service records, including daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related and similar records. Destroy when 2 months old. (GRS #12, Item 1)</p> <p>g. Teletype file consisting of duplicate copies of messages received and transmitted via Public Building Service Western Union. Destroy when 6 months old. (GRS #12, Item 3a)</p> | | |
| 10 | <p>10.] Directories, such as building, room, or telephone lists or cards; and lists, forms, reports, working papers, and correspondence used in compiling them.</p> <p>a. Destroy the directories when superseded or obsolete.</p> <p>b. Destroy other records 2 months after the directories are issued. (GRS #11, Item 3)</p> | | |
| 11 | <p>11.] Cards listing items of equipment for each telephone line assigned to Census. Used for reference and for writing orders for equipment changes.</p> <p>Destroy old cards when they become filled up and new cards are prepared.</p> | | |
| 12 | <p>12.] Memorandum copies of orders for telephone service and the requesting documents. Used for reference and for updating the telephone equipment cards.</p> <p>a. Accomplished copy.</p> <p>Destroy when 3 years old. (GRS #12, Item 2b)</p> | | |

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b. Suspense copy.
 Destroy when accomplished copy is filed.

13 [13.] Memorandum copies of telephone toll tickets. (For originals see Item 27 [Census Administrative Records Schedule 2, Item 12].)
 Destroy when 1 fiscal year old. (GRS #12, Item 2d(1)).

14 [14.] Index and control records.
 Dispose along with related files.

15 [15.] Transitory materials which involve no administrative action on the part of the receiver, or routine requests for material and information involving no special compilations or research.
 Destroy 3 months after transmittal or reply. (GRS #14, Item 3)