

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>CENSUS ADMINISTRATIVE RECORDS SCHEDULE 8</b></p> <p><b>RESEARCH</b></p> <p>This schedule provides for the disposition of records created in the Bureau by the divisions engaged in statistical research and development programs. The records document the development of new concepts, techniques, equipment and materials, or the improvement of those already in existence.</p>		
117	<p><b>[1.]</b> Work papers, reference materials, basic raw data, notes and similar materials relating to research and development projects.</p> <p>Destroy when the project to which they relate has been completed or cancelled. (GRS #19, Item 5)</p>		
118	<p><b>[2.]</b> Correspondence and other records of a general administrative or housekeeping nature maintained by the offices responsible for the research and development, and sampling functions of the Bureau.</p> <p>Destroy when 2 years old. Bring forward into current file material of continuing reference value when file is closed. (GRS #19, Item 9)</p>		
119	<p><b>[3.]</b> Certain materials which have served their purpose as statistical documents or program records (e.g., production records, questionnaires, recurring reports) are often selected for use as raw material in research and planning. Having been so selected, they shed whatever retention value they have had before selection and assume values which are determined according to the secondary use to which they are put.</p>		