

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-29-92-1	DATE RECEIVED 12-2-91
1. FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of the Census		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. <i>Acting</i>	
3. MINOR SUBDIVISION Business Division			
4. NAME OF PERSON WITH WHOM TO CONFER Leonard Thompson	5. TELEPHONE (301) 763-1476	DATE 2/26/93	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Stanley</i>

**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 \_\_\_\_\_ 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 11/26/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>Russell S. Price</i> Russell S. Price	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>BUSINESS DIVISION RECORDS SCHEDULE</b></p> <p>This records schedule covers records created by Business Division and replaces Schedule NN170-143.</p> <p>This Division has the responsibility for collecting, processing, and disseminating statistical data on the retail trade, wholesale trade, transportation and service industries. This involves the following: planning and conducting the quinquennial Censuses of Retail Trade, Wholesale Trade, Service Industries, and Transportation, and various monthly and annual sample surveys; processing the resulting data; and preparing reports and publications on the retail trade/wholesale trade/service/transportation industries.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Jerry Baume</i> 1/21/93 NARA appraiser                      date</p> <p><i>Leonard F. Thompson</i> 1/14/93 Agency representative                      date</p>		

December 30, 1992

**U.S. Department of Commerce  
Bureau of the Census  
Business Division Comprehensive Records Schedule**

This records schedule covers records created by the Business Division and replaces Schedule NN170-143 dated June 30, 1970.

This Division has the responsibility for collecting, processing, and disseminating statistical data on the retail trade, wholesale trade, transportation and service industries. This involves the following: planning and conducting the quinquennial Censuses of Retail Trade, Wholesale Trade, Service Industries, and Transportation, and various monthly and annual sample surveys; processing the resulting data; and preparing reports and publications on the retail trade, wholesale trade, service, and transportation industries. The division consists of 15 branches which report to one of four assistant division chiefs (each assistant division chief supervises two to six branches) who in turn reports to the division chief. In addition, two staffs and the Administrative Office report directly to the division chief. Records are maintained by the division chief, the assistant division chiefs, the Administrative Office, the branches, and the support staffs.

**RECORDS COMMON TO ALL OR MOST ORGANIZATION UNITS**

**1. CENSUS ADVISORY COMMITTEE RECORDS**

Census Advisory Committees consist of representatives from the American Statistical Association (ASA), American Marketing Association (AMA), and American Economic Association (AEA). These are public advisory committees established by charter of the Secretary of Commerce for the purpose of providing channels of communication between the Census Bureau and professional societies, minority group organizations, and other census data users. These committees, during the planning of the Quinquennial Censuses and current program initiatives, provide continuing advice on such matters as coverage improvement, subject content, data tabulation, data dissemination policies and practices, 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; original and revised/amended charters, published notes of establishment and termination; and recommendations (excluding records relating to routine administrative

matters, such as time and date of meetings, expense claims, vouchers, distribution of meeting materials, travel, office supplies, and printing).

**NOTE:** The official record copy of all Census Advisory Committee meetings is maintained in the Office of the Director or in a division that is officially designated as the Bureau's secretariat or official recordkeeper for the Advisory Committees. All official records of Census Advisory Committees are scheduled as permanently valuable in Census Administrative Manual K-3, Appendix A, Item 3 (N1-29-84-1).

Census Advisory Committees meet twice a year with the Data Users Services Division's Census History Staff serving as the Bureau's secretariat. Currently, Pam Powell-Hill is the Committee Coordinator of the Census Advisory Committee of the American Marketing Association.

Arranged chronologically by date of meeting and thereafter by subject. Estimated annual accumulation .5 cubic feet.

Disposition:

Copies of Official Files Retained in Business Division:

Destroy when 2 years old or when no longer needed.

2. CENSUS BUREAU PUBLICATIONS

Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar items published outside the Census Bureau/Department of Commerce are non-record material. Record copies of publications are maintained by the Library of Data User Services Division.

Disposition:

A. Duplicate copies of Census Bureau publications:

Destroy when no longer needed.

B. Publications produced outside the Census Bureau and used for reference purposes:

Destroy when no longer needed.

### 3. CENSUS PLANNING AND MANAGEMENT FILES

Records which document the origin, planning, content, procedures, processing, costs, and results of the various Economic Censuses. Such records include the following: evaluations on the preceding census; reports on census tests; copy of all forms, instructions, manuals, and report forms; 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, sample design specifications, data output, publications, and findings; summary budget and cost data; and census evaluations and reports.

Arranged chronologically by census year and thereafter, alphabetically by subject. Estimated annual accum., 2 cu. ft.

#### Disposition:

Permanent. Consolidate the files from the various units on a division level, eliminate duplicate material. Cut off at completion of the latest economic census and transfer to FRC. Transfer to the National Archives in 5 years blocks, 10 years after cut off.

### 4. CENSUS/SURVEY PROCEDURES MEMORANDA AND TRAINING MATERIALS

Numbered series of memoranda and classroom training materials describing the activities and procedures followed in the conduct of the various economic censuses and surveys. These memoranda and training materials are distributed by the division of origin to all divisions, branches, and units involved in the census or survey. There is a separate series for each survey or census arranged numerically by chapter, subchapter, and document number.

#### Disposition:

##### A. Record Copy Retained by Office of Origin:

Permanent. Cut off upon completion of the latest economic census and transfer to FRC 1 year after cut off. Transfer to the National Archives when the records are 10 years old.

##### B. Other Copies Non-Record Material:

Destroy when no longer needed.

5. CENSUS/SURVEY SUGGESTION FILES

Unsolicited letters with accompanying attachments that propose questions to include in the next economic census or survey, suggest that certain printed or public use summary data tape tabulations be made, challenge the accuracy or validity of certain enumeration category concepts, or protest the proposed inclusion of certain questions in the census or survey, together with copies of replies thereto.

Also included are employees SMART suggestions (Form CD-36) with accompanying attachments. These suggestions, through the Official Suggestion Evaluation Incentive Awards Program, describe the present procedures or conditions, the employee's suggestion for improvement and the benefits to the government, including monetary savings where possible, together with copies of replies thereto.

Disposition:

Cut off at the completion of Census or Survey and transfer to FRC 1 year after cut off. Destroy when 5 years old.

6. CHRON FILES NOT DESCRIBED ELSEWHERE

Carbon or photocopies of outgoing letters, memoranda, and other documents that are filed chronologically and without any related incoming documents.

Disposition:

Cut off annually. Destroy 2 years after cut off or when no longer needed for current agency business, whichever is sooner.

7. COMMITTEE, MEETING, AND CONFERENCE FILES (OTHER THAN CENSUS ADVISORY COMMITTEE FILES REFERENCED IN 1.)

Files relating to interagency committees, census committees, census task forces, conferences, and professional associations. These files contain copies of correspondence, memoranda, agenda, reports, papers presented at the meeting or to the committee, formal recommendations, and notes and minutes of meetings.

Arranged alphabetically by name or conference and thereafter by date of meeting.

Disposition:

## A. Record Copy of the File Maintained by the Division Chief participating or by the Organizational Unit:

Permanent. Cut off annually and transfer to FRC 1 year after cut off. Transfer to the National Archives when the records are 10 years old.

## B. Duplicate Copies Maintained Elsewhere:

Cut off annually and destroy when no longer needed for current agency business, or when the records are 5 years old, whichever is sooner.

## 8. COMPLETED QUESTIONNAIRES

## A. Quinquennial Census

## 1. Hard Copy

Destroy after validated questionnaires are microfilmed, and the microfilm has been inspected and verified. If the questionnaires are not microfilmed, destroy when 5 years old.

## 2. Microform

Destroy when 30 years old, or sooner if no longer needed.

## B. Annual Surveys

## 1. Hard Copy (retained in Business Division):

## a. Annual Surveys conducted in a Census Year:

Destroy after reconciliation with the Census.

## b. Annual Surveys conducted in a Non-Census Year:

Destroy after the validated questionnaires have been microfilmed and the microfilm is inspected and verified. If the questionnaires are not microfilmed, destroy when 2 years old.

## 2. Microform

Destroy when 5 years old or sooner if no longer

needed.

C. Monthly Surveys

Forms retained in Jeffersonville for 2 years, then destroyed.

D. Quarterly Birth Program

Forms retained in Jeffersonville for 30 months, then destroyed.

E. One-Time Surveys

Retention of questionnaires and microform will be determined by funding and input from one-time survey(s) into the Census or any of the on-going surveys.

9. CONGRESSIONAL CORRESPONDENCE

Correspondence between the Bureau and members/committees of Congress (including enclosed letters from constituents) that propose questions to include in the next survey or census, suggest that certain printed reports or data tape tabulations be made, challenge the necessity of certain enumeration or sampling concepts or procedures, protest the inclusion of certain questions, request information as to how or why they or certain firms were included in the census or survey, express some complaint about the conduct of the survey or census (as distinct from simple requests for information, publications, or tabulations of data).

Disposition:

Incorporate those documents which relate to the planning, content, procedures, and results of a census/survey into the appropriate Survey/Census Planning and Management files (Item 3).

Cut off the remainder of the file annually and transfer to FRC 1 year after cut off. Destroy when 10 years old.

10. RECORD CARDS

Record cards containing data on selected businesses for the annual surveys. Data may include company ID, name and address, sales/inventories, name of contact, telephone number and related data. (Record cards are used for data collection purposes; they are maintained in Jeffersonville, Ind.)

Disposition:

Destroy when no longer needed.

11. DATA PROCESSING PAPERWORK RECORDS

Documents describing each computer run, routine edit and tabulation specifications, matrix and table layouts; diary printouts; routine instructions to coders, processors, and clerical personnel; cost charges for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).

Disposition:

Destroy when no longer needed.

12. DATA EDIT AND TABULATION LISTINGS

Unpublished detail and aggregated data tabulation listings and edit failures. Included are data tables, data derived from the performance of various statistical/mathematical calculations, data projections, data estimates, time series data, comparisons of data derived from different sources or surveys, and lists of firms/companies/establishments included in a given survey or possessing certain data characteristics.

Disposition:

A. Economic Censuses

1. Hard Copy Records

- a. Intermediate and preliminary: Destroy after final data are determined to be acceptable.
- b. Final: Destroy when 5 years old. If microfilmed, destroy upon verification of the microfilm.

2. Microform Records: Destroy when 15 years old.

B. Annual Surveys

1. Hard Copy Records

- a. Surveys conducted in a Census Year: Destroy after reconciliation with the Census. If

microfilmed, destroy reconciled surveys after inspection and verification of microfilm.

b. All Other Years: Destroy when 2 years old, or sooner if no longer needed. If microfilmed, destroy after microfilm has been inspected and verified.

2. Microform Records: Destroy when 5 years old, or sooner if no longer needed.

C. Monthly Surveys and Quarterly Births

1. Hard Copy Records: Destroy when 2 years old, or sooner if no longer needed. If microfilmed, destroy after microfilm has been inspected and verified.

2. Microform Records: Destroy when 5 years old, or sooner if no longer needed.

13. DIRECTORIES AND MAILING LISTS

Printouts and microfilm of mailing lists and address labels used in the conduct of a survey or census. Included are printout or microfilm copies of address mailing lists received from the Internal Revenue Service, Social Security Administration, and other agencies.

Disposition:

Destroy when superseded or obsolete.

14. FILE DOCUMENTATION FOR MACHINE READABLE FILES

Record layouts, coding sheets/code books, copies of blank input questionnaires or forms from which the file data came, technical descriptions of each file (Census Form BC-248 or NARA Form 7091 or informational equivalent), File Users Manuals, statements of the editing procedures, and any background information that would be useful or necessary to a researcher using the file.

Disposition:

A. For Machine Readable Files Designated Permanent:

Transfer to the National Archives along with the related tape file.

B. For All Other Machine Readable Files:

Retain as long as the tape file is retained. Destroy along with the related tape file.

15. INFORMATION, PUBLICATION, AND DATA TABULATION REQUEST FILES

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.

Disposition:

Destroy 5 years after transmittal or reply, or when no longer needed for current agency business, whichever is sooner.

16. AREA SAMPLE SEGMENT MAPS

Maps derived from Primary Sampling Unit maps or other Census Bureau maps which are used to determine the boundaries of current list and survey area segments for Business Division monthly, annual or special censuses and surveys.

Disposition:

A. Current Sample Segment Maps

Current set of sample segment maps used for ongoing surveys and censuses.

Break files when superseded by new segment maps and transfer to WNRC. Destroy 10 after supersession.

B. Superseded Segment Maps

Obsolete or superseded Sample Segment Maps used in previous list and sample survey.

Destroy when 10 years old.

C. Maps, records, workpapers used to resegment Primary Sampling Units to determine new sample segments.

Destroy when 10 years old.

## 17. OMB CLEARANCE/FORMS DEVELOPMENT FILES

Background material relating to the development of each public use form. The file consists of correspondence with industry associations and a sample of respondents concerning form content and reporting instructions.

Disposition:

- A. Record copy: Maintained by the Management Services Branch of Management Security Systems Division.

Destroy 5 years after the related form is discontinued, superseded, or obsolete.

- B. All other copies: Destroy when no longer needed for current agency business.

## 18. OPERATIONS FILES

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 charges; and other records of an administrative nature not described elsewhere.

Disposition:

Destroy 5 years after the completion of the census, survey, or project to which they relate.

## 19. PERIODIC ACTIVITY REPORTS

Monthly and other periodic reports summarizing in narrative and statistical form the accomplishments and activities of the division, branches, and staffs. This includes the Secretary's Weekly Report and the Division's "45-Day Report."

- A. Prepared and Retained at Division Level

Disposition:

1. Central Files Copy: Destroy when 10 years old or sooner if no longer needed for current agency business.
2. Other Copies: Destroy when 3 years old or sooner if no longer needed for current agency business.

B. Prepared and Retained Below Division Level

Destroy when 3 years old or sooner if no longer needed.

20. PROPOSED SURVEY/PROJECT FILES

Files relating to proposed surveys or projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda.

Disposition:

A. Rejected Surveys/Projects:

Destroy 5 years after rejection of project.

B. Approved Surveys/Projects:

Incorporate into appropriate survey planning and management files (Item 3) or research project planning files (Item 21).

21. RESEARCH PROJECT PLANNING FILES

Records which document the origin, purpose, scope, costs, and results of various research projects such as devising various economic indicators, defining service and merchandising trends, and creating price indices. Such records include feasibility studies, background papers, summary cost data, memoranda, correspondence, and final reports.

Disposition:

Permanent. Consolidate the files from the various branches and staffs on a division level after the close of each project, census, or survey and transfer to WNRC. Transfer to the National Archives when 20 years old.

22. REFERENCE OR CONVENIENCE COPY FILES

Xerographic 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 nor primarily addressed to the office of retention, 2) the records are generally part

of a Bureau-wide or Economic Division-wide 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.

Disposition:

Non-record material. Destroy when no longer needed.

23. RESPONDENT CORRESPONDENCE

Correspondence between the Bureau and census/survey respondents that relate directly to reporting problems.

Disposition:

A. Economic Census:

Destroy when 2 years old, or sooner if no longer needed.

B. Annual Survey:

Destroy when 3 years old, or sooner if no longer needed.

C. Monthly Surveys or Quarterly Births:

Destroy when 2 years old, or sooner if no longer needed.

24. ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES

Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business. These files include: time and attendance reports; travel orders, vouchers, requests for permission to travel, and resulting trip reports; budget records and cost estimates for proposed and approved projects together with related correspondence; work sheets and authorization requests; personnel records such as position descriptions, notifications of personnel actions, applications for employment, employee record cards; general work force performance plans and merit pay and SES ratings; personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood-Savings Bond-CFC 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 authorization, contract proposals, billing, vouchers and related correspondence; copies of records disposition and transmittal requests; telephone directories; and related records.

Disposition:

See Census Administrative Manual Chapter K 3, "Records Management" (Appendix A) for disposition instructions for each of the above series of records.

25. SOURCE PUBLICATION FILES

Nonrecord printed and processed materials and xerographic/microform copies thereof collected from libraries, government agencies, private organizations, and other sources for use as source data for input into a computer or background information for preparing reports and analytical studies.

Disposition:

Destroy when no longer needed for current agency business.

26. SURVEY PLANNING AND MANAGEMENT PROJECT FILES

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, data collection problems, data output, and findings; summary budget and cost data; description of data supplied to sponsor; correspondence between the Census Bureau and the sponsor and copies of related contracts; and post-survey studies relating to response rates, data validity, survey procedures, specific questions, and sampling methodology.

Arranged alphabetically by survey, then chronologically by survey date (if a recurring survey), and then alphabetically by subject.

Disposition:

Permanent. Cut off after completion of survey, consolidate the files from the various units on a division level for each specific survey. Eliminate duplicate material and transfer to FRC. Transfer to the National Archives in 5 years blocks when 20 years old.

## 27. WORKING PAPERS

Background and source materials used in preparing reports and conducting data analyses, such as printout tabulations, reference material, non-record copies of file documents and publications, library material, handwritten notes and rough drafts together with related reviews and critiques.

Disposition:

- A. If official action is taken: Destroy 6 months after publication or completion of official action.
- B. If no official action is taken: Destroy 5 years after completion of the report or analysis if there was no publication or official action.

## 28. INDUSTRY BACKGROUND INFORMATION FILE

Background information file on the various industries under the domain of this branch. Consists of memoranda, 10K SEC reports, industry and trade association publications, company annual reports, press releases, and xerox copies of articles. This material is arranged numerically by SIC code.

Disposition

Periodically purge file of obsolete or superseded material. Destroy when no longer needed.

## 29. BUSINESS MASTER FILE (BMF) NAME DIRECTORY MICROFILM

The master and all duplicate copies of the microfilm file of all BMF active EI numbers on the Business Master File received from the IRS. For each EI number the following fields are maintained: ZIP code, name, second name, house number and street, place (city), state, name control indicator code, filing requirement code, employment code, BMF PIA, and BMF cycle number. The records are sorted in 3-digit ZIP code by alphabetical name sequence. The complete

file is microfilmed annually with quarterly cumulative updates. Five copies of the microfilm are produced. Two sets are used in Business Division for area sample processing, one set is forwarded to Economic Surveys Division, with the balance forwarded to Data Preparation Division's Directory Processing Unit.

Disposition:

Destroy previous complete annual file and succeeding quarterly supplements once the current annual file is received and passes quality control inspection.

30. BSR EI UNIVERSE MICROFICHE FILE

This file, sorted in EI number sequence, consists of every EI number subjected to current survey sampling including EI numbers associated with certainty companies and certainty successor EI's. The sampling history for each EI number is detailed on this file. The "basic" microfiche contains the selected and nonselected EI's from initial BSR sampling. Following each quarter's update, the cumulative changes to the universe since the previous "basic" file are put on microfiche. The master and one copy of the microfiche is produced.

Disposition:

- A. Basic: Destroy when 5 years old or when new list samples are approved.
- B. Quarterly Updates: Destroy when cumulative update is received and passes quality control review.

31. MASTER SAMPLE CARD FILE

Card file consisting of a 1-in-100 sample drawn from all EI and alpha numbers selected for the monthly business surveys. This file is separately maintained for each survey and is used for quality control to verify completeness of the monthly mail and unbiased tabulations.

Disposition:

Destroy when superseded, obsolete, or no longer needed.

32. SAMPLING PRINTOUTS

Records produced from the initial BSR sampling, birth

backlog, and quarterly first and second stage birth sampling. Includes records of each selected EI and company, sampling rates, birth "lag" tables, and EI numbers identified as quarterly "remails".

Disposition:

Destroy at five year intervals after the new list samples are selected and approved.

RECORDS CREATED BY BUSINESS DIVISION ORGANIZATIONAL UNITS

DIVISION CHIEF

The records of this office are described in Items No. 1 (Census Advisory Committee Records), 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 9 (Congressional Correspondence), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), and 27 (Working Papers).

ADMINISTRATIVE OFFICE

The records of this office are described in Item No. 24 (Routine Administrative or "Housekeeping" Files).

SURVEY IMPROVEMENTS STAFF

This staff reports to the Office of the Division Chief and is responsible for ongoing survey improvements designed to enhance efficiency of data collection, edit, tabulation and publication. Coordinates major sample revisions requiring the reselection of new panels for the current surveys of the retail trade, wholesale trade, and service industries. Serves as the central depository for BSR-92 (and earlier sample revision) "action" memoranda.

The records of this staff are described in Items No. 4 (Census/Survey Procedures Memoranda and Training Materials),

5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 11 (Data Processing Paperwork Records), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), and 27 (Working Papers).

#### AUTOMATION STAFF

This staff plans and develops computer systems for processing current area surveys on micro/mini based systems. Determines, establishes and executes policies and practices to be used in the administration of the division's hardware and software for its local area networks in Washington and Jeffersonville. Develops software to promote division efforts in the area of office automation and administrative tasks. Enhances survey processing via electronic reporting, telephone/pc monitoring capabilities, desktop publishing, automated survey analysis, enhanced graphics, etc.

The records of this branch are described in Items No. 4 (Census/Survey Procedures Memoranda and Training Materials), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 11 (Data Processing Paperwork Records), 14 (File Documentation For Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), and 27 (Working Papers).

#### ASSISTANT DIVISION CHIEFS

The records of these chiefs correspond with those noted above for the Office of the Division Chief.

#### CROSS INDUSTRIES BRANCH

This branch coordinates development and implementation of the census automated processing system used to modernize data review and analysis. Responsible for planning and conducting the 1982 Capital Expenditures and 1987 Assets and Expenditures Surveys (AES) which collects, compiles, and publishes information on operating expenses, capital expenditures, depreciable assets, and other data items used to measure GNP.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires [AES microfilm]), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 Directories and Mailing Lists), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulations Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), and 27 (Working Papers).

#### RETAIL CENSUS BRANCH

This branch plans and conducts the Quinquennial Census of Retail Trade. This includes defining data content; designing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### SERVICE CENSUS BRANCH

This branch plans and conducts the Quinquennial Census of Service Industries excluding finance, insurance, and real estate (covered by the Financial Census Branch) and

transportation, communications, electric, gas, and sanitary services (under the domain of the Utilities Census Branch). This includes defining data content; designing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), and 27 (Working Papers), and 28 (Industry Background Information File).

#### WHOLESALE CENSUS BRANCH

This branch plans and conducts the Quinquennial Census of Wholesale Trade. This includes defining data content; designing questionnaires; devising data collection, edit, tabulation and publication specifications; analyzing data; and writing and publishing reports.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27

(Working Papers), and 28 (Industry Background Information File).

#### FINANCIAL CENSUS BRANCH

This branch plans, develops, implements, and provides technical direction for the Censuses of Finance, Insurance, and Real Estate. Responsible for continuing liaison with respondents, trade associations, data users, and other agencies. Oversees analysis of data provided for these programs and development of publication programs.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### UTILITIES CENSUS BRANCH

This branch plans, develops, implements, and provides technical direction for the Censuses of Transportation, Communication, Electric, Gas, and Sanitary Services and for the Assets and Expenditures Survey. Responsible for continuing liaison with respondents, trade associations, data users, and other agencies. Oversees analysis of data provided for the program and development of publication programs.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File

Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### CURRENT RETAIL INVENTORY AND SALES BRANCH

This branch plans and conducts the Monthly Advance Retail Sales Survey (MARTS), the Monthly Retail Inventory Survey (RIS), and the Annual Retail Trade Survey (ARTS). This involves defining data content; developing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports relating to these surveys.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires for ARTS), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### CURRENT WHOLESALE BRANCH

This branch plans and conducts the Monthly Wholesale Trade and Annual Wholesale Trade Surveys. This includes defining data content; developing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports for these surveys.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey

Suggestion File), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires for the Annual Wholesale Trade Survey), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### MONTHLY RETAIL SURVEYS BRANCH

This branch plans and conducts the Monthly Retail Trade Survey and processes the area sample component which represents nonemployer and recent employer birth firms in the retail sales, retail inventory, and service surveys. Activities relating to the Monthly Retail Trade Survey include defining data content; designing questionnaires; devising data collection, edit, data tabulation, and publication specifications; analyzing data; and writing and publishing reports. The area sample processing involves performing systematic checks to determine which area sample establishments are not represented in the list sample.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires [for company reporting units]), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), 27 (Working Papers), and 28 (Industry Background Information File), and 29 (BMF Name Directory Microfilm File).

### SURVEY CONTROL BRANCH

This branch schedules, coordinates, monitors, and evaluates all operations relating to the monthly, quarterly, and annual business programs. Manages computer production operations and provides a continuing liaison with support divisions on matters pertaining to data collection and processing for current business surveys. Serves as the central depository for clerical survey processing procedures.

The records of this staff are described in Items No. 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 11 (Data Processing Paperwork Records), 14 (File Documentation for Machine Readable Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 22 (Reference or Convenience Copy Files), 24 (Routine Administrative or Housekeeping" Files), 27 (Working Papers), and 31 (Master Sample Card File).

### CURRENT SERVICES BRANCH

This branch plans and conducts surveys relating to the service industries including the Service Annual Survey (SAS) and the Motor Freight Transportation and Warehousing Survey (WATS). Plans also call for annual surveys of charter, rural, and intercity bus industries, communication services, water transportation, transportation services, and one-time surveys of emerging industries, and a monthly selected services survey. Activities of the branch include defining data content; designing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project

Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 26 (Survey Planning and Management Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### TRANSPORTATION CHARACTERISTICS SURVEYS BRANCH

This branch gathers and disseminates information relating to the transportation industry. Plans and conducts the Quinquennial Census of Transportation which includes the Truck Activity and Use Survey (TIUS) and the Nationwide Truck Activity and Commodity Survey (NTACS). This involves defining data content; designing questionnaires; devising data collection, edit, tabulation, and publication specifications; analyzing data; and writing and publishing reports.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### COMMODITY FLOW SURVEY BRANCH

This branch plans, develops, implements, and provides technical direction for the quinquennial Commodity Flow Survey. Responsible for continuing liaison with the Department of Transportation, other agencies, trade groups, respondents, and data users. Oversees resulting data, including publication programs. Provides special tabulations of the data base to various users on a cost reimbursable basis.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and

Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 5 (Census/Survey Suggestion Files), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 8 (Completed Questionnaires on microfilm), 9 (Congressional Correspondence), 11 (Data Processing Paperwork Records), 12 (Data Tabulations and Listings), 13 (Directories and Mailing Lists), 14 (File Documentation and Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 17 (OMB Clearance/Forms Development Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 23 (Respondent Correspondence), 24 (Routine Administrative or "Housekeeping" Files), 25 (Source Publication Files), 27 (Working Papers), and 28 (Industry Background Information File).

#### PROGRAM RESEARCH AND DEVELOPMENT BRANCH

This branch designs samples and determines sampling parameters used to select the samples established for the division's surveys and censuses. Researches and develops statistical methodologies for seasonal adjustments, sample selections, and benchmarking current survey estimates to corresponding annual survey and economic census results.

The records of this branch are described in Items No. 2 (Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Survey Procedures Memoranda and Training Materials), 6 (Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 12 (Data Tabulations and Listings), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 24 (Routine Administrative or "Housekeeping" Files), 26 (Survey Planning and Management Files), and 27 (Working Papers).

#### STATISTICAL METHODS BRANCH

This branch develops the statistical procedures for conducting current survey and census operations. This includes devising birth sampling specifications, monitoring survey operations using statistical quality control techniques, conducting census evaluation studies, and reselecting sampling units for the current survey's area sample.

The records of this branch are described in Items No. 2

(Census Bureau Publications), 3 (Census Planning and Management Files), 4 (Census/Surveys Procedures Memoranda and Training Materials), 6 Chron Files Not Described Elsewhere), 7 (Committee, Meeting, and Conference Files), 12 (Data Tabulations and Listings), 14 (File Documentation for Machine Readable Files), 15 (Information/Publication/Data Tabulation Request Files), 16 (Maps, Overlays, and Graphics), 18 (Operations Files), 19 (Periodic Activity Reports), 20 (Proposed Survey/Project Files), 21 (Research Project Planning Files), 22 (Reference or Convenience Copy Files), 24 (Routine Administrative or "Housekeeping" Files), 26 (Survey Planning and Management Files), 30 (BSR EI Universe Microfiche File, and 32 (Sampling Printouts).

## MACHINE READABLE FILES

These files may exist on a variety of media including magnetic tapes, floppy disks, disk storage, etc. depending upon the survey or processing methodology used (e.g., interactive or batch processing, sequential or random access retrieval, etc.). Note that some files may not exist as described.

Only selected annual business survey files will be retained for the National Archives. Quarterly, monthly, and one-time survey files are not required by the National Archives. This list will be updated as surveys are added or deleted. The records schedule concludes with the agreed upon the National Archives retention requirements. This item will also be updated as surveys are added or discontinued.

Once the National Archives requirements are met, a separate retention and disposition schedule covering all files will be developed for each survey to meet division needs. A single procedure may suffice for the annual surveys but it is expected to differ for the monthly, one time, and quarterly surveys.

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 waiting for the National Archives disposition instructions.

The file documentation should include each of the following: records 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 SF-277 "Computer Magnetic Tape File Properties" or informational equivalent), file users 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.

### 33. PROGRAM FILES

Files containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a machine readable file either interactively or batch mode using sequential or random access technology.

#### Disposition:

Destroy when the computer program is discontinued.

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## 34. "RAW" UNEDITED MICRODATA FILES

Machine readable files containing microdata from questionnaires, correction documents, or other source files entered into the system for the first time.

Disposition:

Destroy after either the third update cycle or the creation of a final edited data file.

## 35. MICRODATA FILES IN INTERMEDIATE EDIT PHASES

Machine readable files containing output in which raw or previously run or previously edited data has been edited, adjusted, sorted, etc.

Disposition:

Destroy when no longer needed.

## 36. EDIT/REFERENCE FILES

Machine readable files containing such data as data edit parameter limits, acceptable ranges for imputation ratios, geographic and SIC codes, "weighting" factors, or historical data from past surveys or censuses or other sources that, during the tabulation and editing, are used with "raw" or intermediate edited file data to produce a subsequent or final output.

Disposition:

Destroy when 5 years old, or sooner if no longer needed.

## 37. DIARY FILES

Machine readable files 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 track the editing changes to a file and to check the accuracy of the computer processing.

Disposition:

Destroy when no longer needed.

~~38. FINAL EDITED DETAIL/MICRODATA FILES~~

WITHDRAWN

Machine readable files containing data which reflects the final editing cycle and has been reviewed and corrected by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as previous year inputs to the following year register creation.

Disposition:

Permanent. Transfer these files for immediately to the National Archives when Title 13 USC access restrictions permit.

## 39. "RAW" AGGREGATED DATA FILES

Machine readable files containing tabulations and aggregations of data, derived from microdata records that have not gone through editing or disclosure routines.

Disposition:

Destroy after the sequent edited "raw" aggregated data file has been created and proven satisfactory.

## 40. AGGREGATED DATA FILES IN INTERMEDIATE "EDIT" PHASES

Machine readable files containing tabulations and aggregations of data, derived originally from computer counts of records in final edit microdata files or from other data sources, and subsequently from previously edited aggregations that have been edited, weighted, adjusted, sorted, cross-tabulated, subjected to statistical calculation, disclosure analysis, etc. Once the data has been aggregated it is put into print file format.

Disposition:

Destroy after verification and delivery of printing.

~~41. FINAL AGGREGATED DATA FILES~~~~WITHDRAWN~~~~Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.~~~~Disposition:~~~~Permanent. Transfer to the National Archives as soon as possible after their creation.~~

## 42. VARIANCE AND SAMPLING ERROR FILES

Machine readable files used in preparing variance and sampling error tables.

Disposition:

Destroy when 5 years old, or sooner if no longer needed.

## 43. PRINT/PUBLICATIONS FILES

Machine readable media containing aggregated data that are used for producing a printed publication or unpublished reports.

Disposition:

Destroy 2 years after the publication.

## 44. 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 transfer 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 with the original file.

BUSINESS DIVISION: MONTHLY/QUARTERLY SURVEY FILES

## 45. MONTHLY ADVANCE RETAIL TRADE SURVEY (MARTS)

This survey produces publishable "early" monthly sales estimates at the national level for the retail trade (SIC's 52-59). The MARTS utilizes a fixed reporting panel representing a subset of the reporting units tabulated in the Monthly Retail Sales Survey. The MARTS sample size is approximately 3250 reporting units of which around 2700 firms are canvassed for monthly sales data.

## A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 3 months old.

## B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 3 months old.

## 46. RETAIL INVENTORY SURVEY (RIS)

This survey produces publishable estimates at the national level of end-of-month inventories for the retail trade (SIC's 52-59). The RIS sample consists of approximately 11,100 reporting units selected from the Monthly Retail Sales sample. About 3200 firms are canvassed monthly on a fixed and one of three rotating panels.

## A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## 47. MONTHLY RETAIL SALES SURVEY (RET)

This survey produces publishable monthly sales estimates at the national, regional, divisional, state, metropolitan ~~area, and city levels for the retail trade (SIC's 52-59).~~ The RET sample consists of approximately 28,300 reporting units and 293,000 associated establishments. About 10,200 reporting units with approximately 60,000 establishments are canvassed monthly on a fixed and one of three rotating panels.

## A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## 48. MONTHLY WHOLESALE TRADE SURVEY (WHL)

This survey produces publishable national monthly estimates of sales and end-of-month inventories for the merchant wholesale trade (SIC's 50-51). The sample size consist of approximately 6200 reporting units of which about 3100 firms are canvassed monthly on a fixed and one of three rotating panels.

## A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

## 49. QUARTERLY BIRTH PROGRAM

This program provides representation for employer "births" in our samples of retail and wholesale trade and service industries. The quarterly birth program involves a two phase sampling operation. In the initial phase, a first stage sample of retail, wholesale, service, and unclassified firms is selected from the universe of employer births. About 10,000 firms are selected in this quarterly operation and canvassed by mail and/or telephone for more complete and accurate kind of business classification, measure of size, and company affiliation information. Firms determined to be retail, wholesale, or service and not affiliated with an existing company in any one of the current business surveys are subjected to second stage sampling. Sampling units selected in this operation (about 1600 per quarter) are added to a list sample panel and canvassed in the corresponding monthly and annual surveys. (Business Division plans to conduct birth processing monthly rather than quarterly starting in fiscal year 1993).

A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

50. AREA SAMPLE PROGRAM

This program provides representation for employer births (not yet covered by the quarterly birth program noted above) and non employers in the retail trade and service industries. This program includes a door-to-door canvass of establishments by field division representatives in selected land segments to identify businesses not represented in the current samples. Canvassing materials are prepared from an area sample register containing about 60,000 records. Results of this program are used to supplement the publishable estimates in the retail trade and service industries. (Business Division plans to discontinue the area sample program in fiscal year 1994).

A. FINAL EDITED DETAIL/MICRODATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

B. FINAL AGGREGATED DATA FILES

Disposition: Destroy when 2 years old or sooner if no longer needed.

BUSINESS DIVISION: ANNUAL/QUINQUENNIAL SURVEY AND CENSUS FILES

The Economic Programming Division, Business Census and Utilities & Financial Census Branches plan, direct, and coordinate the development, preparation, and testing of programs for the processing of Business Division's quinquennial censuses while the Business Annual Surveys Programming Branch is responsible for the annual business survey. Business Division will inform Economic Programming Division to prepare files for transfer to the National Archives.

51. ANNUAL RETAIL TRADE SURVEY (ARTS)

This survey produces publishable national estimates of annual sales, year-end inventories, purchases, gross margins, and accounts receivables by kind of business for the retail trade (SIC's 52-59). The 1991 ARTS sample size is approximately 25,400 reporting units of which around 22,000 are canvassed for annual data.

A. FINAL EDITED DETAIL/MICRODATA FILES

- ✓ 1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as previous year inputs to the following year register creation.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit.

2. Files which are retained for the future based on need in later processing, research projects or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover a complete sample revision. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

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B. FINAL AGGREGATED DATA FILES

✓ Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer these files to the National Archives as soon as possible after their creation.

1. If a public use copy of the ARTS is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
2. All other files: Destroy upon verification and delivery of printing.

52. ANNUAL WHOLESALE TRADE SURVEY (ATS)

This survey produces publishable national estimates of annual sales, year-end inventories, purchases and gross margins by kind of business for the merchant wholesale trade (SIC's 50-51). The 1991 ATS sample size is approximately 5500 reporting units of which about 4600 are canvassed for annual data.

A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as previous year inputs to the following year register creation.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit.

2. Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

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Disposition: Retain for a period of 6 years in order to cover a complete sample revision. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the ATS is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
2. All other files: Destroy upon verification and delivery of printing.

53. SERVICE ANNUAL SURVEYS (SAS)

This survey produces publishable national estimates on operating receipts (by source), payroll, and operating expenses for selected kinds of services. Unlike the ARTS and the ATS where the sample size and data content remain relatively constant each year, coverage for the Service Annual Survey is expected to increase with increased funding authorizations. For the 1991 survey year, the SAS covered the following SIC's: arrangement for passenger transportation (SIC 4722); real estate agents and managers (SIC 653); lodging, personal, business, automotive, miscellaneous repair, motion picture, amusement, health, and legal services (SIC 70-81); correspondence and vocational schools (SIC 824); job training and vocational rehabilitation services (SIC 833); child day care services (SIC 835); residential care (SIC 836); engineering, architectural, and surveying services (SIC 891); noncommercial educational, scientific, and research organizations (SIC 892); and accounting, auditing, and bookkeeping services (SIC 893). The 1991 SAS sample size is approximately 28,700 reporting units of which around 22,000 firms were canvassed for annual data.

A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as previous year inputs to the following year register creation.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit.

2. Files which are retained for the future based on need in later processing, research projects, or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover a complete sample revision. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the SAS is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
  2. All other files: Destroy upon verification and delivery of printing.
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## 54. MOTOR FREIGHT TRANSPORTATION AND WAREHOUSING SURVEY (WATS)

This survey produces publishable national estimates on operating revenues, payroll, operating expenses, and inventories of revenue generating freight equipment for employer firms providing commercial freight, transportation, and warehousing services (SIC's 421, 422, and 423). The 1991 WATS sample size is approximately 2200 reporting units of which around 1400 are canvassed for annual data.

## A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as previous year inputs to the following year register creation.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit.

2. Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover a complete sample revision. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

## B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. ~~If a public use copy of the WATS is sent to DUSD for Distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.~~

2. All other Files: Destroy upon verification and delivery of printing.

55. ANNUAL SURVEY OF COMMUNICATION SERVICES (ASCS)

This survey produces publishable national estimates of revenue, payroll and other operating expenses for employer firms providing telephone, radio and television broasting, cable television, and other communication services (SIC 48). The 1991 ASCS sample size is approximately 2800 reporting units, of which about 2000 are canvassed for annual data.

A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final files which will be used as inputs to the next census processing cycle.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit.

2. Files which are retained for the future based on need in later processing, research projects or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover a the prior census. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

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Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the ASCS is sent to DUSD for Distribution, Economic

Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.

2. All other Files: Destroy upon verification and delivery of printing.

## 56. CENSUS OF RETAIL TRADE

1967 and every 5 years thereafter

Census of companies and business establishments engaged in retail trade. The file data include employer ID number, location, organizational status, total sales/receipts, sales by specific merchandise lines, leased department sales, and non-merchandise receipts (e.g., labor charges, repair work, delivery, equipment rentals, etc.).

### A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final files which will be used as inputs to the next census processing cycle.

Disposition: Permanent. These files should be transferred immediately to the National Archives when title 13 USC access restrictions permit. (NC1-29-78-18, Item 6).

2. Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

Disposition Retain for a period of 6 years in order to cover the prior census. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the Census of Retail Trade is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
2. All other files: Destroy upon verification and delivery of printing.

57. CENSUS of SERVICE INDUSTRIES

1963 and thereafter

Census of companies, business establishments, health care facilities, educational institutions, and other entities engaged in providing services to the public. The file data includes employer ID number, location, organizational status, receipts/revenues, kind of business, total payroll, number of employees, amount of receipts by category, and number of personnel and payroll total by occupational category, and total operating expenses.

A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final files which will be used as inputs to the next census processing cycle.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit. ( NC1-29-78-18, Item 7 ).

2. Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover the prior census. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the Census of Service Industries is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
2. All other files: Destroy upon verification and delivery of printing.

58. CENSUS of WHOLESALE TRADE

1972 and every 5 years thereafter.

Census of merchant wholesalers; manufactures' sales offices/branches; importers; exporters; brokers; and other firms engaged in wholesale trade. The file data includes employer ID number; location; kind of business; type of operation; organizational status; total payroll; total sales; sales by merchandise line, and sales by class of customer; number of employee by activity; inventory storage space; total operating expenses; and value of inventory by method of inventory valuation.

A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final files which will be used as inputs to the next census processing cycle.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit. (NC1-29-78-18, Item 3).

2. Files which are retained for the future based on need in later processing, research projects, or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover the prior census. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the Census of Wholesale Trade is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.

~~2. All other files: Destroy upon verification and delivery of printing.~~

## 59. ASSETS and EXPENDITURES SURVEY (AES)

1967, 1972, and every 5 years thereafter

This survey produces publishable national estimates of annual payroll, capital expenditures, changes in depreciable assets accounts, capital and operating leases, capitalized interest, employer cost of fringe benefits, depreciation and amortization charges, lease and rental payments, and other business costs by kind of business for the retail and wholesale trades and service industries. The 1992 AES sample size is approximately 52,000 reporting units.

## A. FINAL EDITED DETAIL/MICRODATA FILES

1. Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final files which will be used as inputs to the next AES processing cycle.

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit. (NC1-29-78-18, Item 3).

2. Files which are retained for the future based on need in later processing, research projects, or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover the prior AES. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

## B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the Assets Expenditure Survey is sent to DUSD for

distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.

2. All other files: Destroy upon verification and delivery of printing.

60. Truck Inventory and Use Survey (TIUS)

1963, 1967, 1972, 1977, and every 5 years thereafter.

Sample survey of 118,000 registered truck vehicles for the purpose of collecting data on the use and characteristics of the nation's trucks. There are separate samples for each state in order to produce valid state totals on the use and characteristics of their vehicles. Data includes: make, year, weight of vehicle, how vehicle was acquired, class of operator, annual and lifetime mileage, physical characteristics of the truck--gross weight, type, size and horse power of engine, type and size of body, cab type and axle arrangement of trailer units.

A. FINAL EDITED DETAIL/MICRODATA FILES

Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used as inputs to the next TIUS processing cycle.

✓ Disposition: Temporary. Destroy when 10 years old or sooner if no longer needed. ( NC1-29-80-15, Item 69a).

Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover the prior TIUS. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

## B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the TIUS is sent to DUSD for Distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
2. All other files: Destroy upon verification and delivery of printing.

## 61. COMMODITY FLOW SURVEY (CFS)

(Prior to 1992 Commodity Transportation Survey)

1963, 1967, 1972, 1977, and every 5 years thereafter.

Sample survey of 1,500,000 shipping documents from 20,000 manufacturing establishments designed to measure the traffic flow and destination. The two stage sampling process involves selection of the first, 20,000 manufacturing establishments and secondly, of 25-200 bills of lading or sales invoices from each establishment depending on size. The manufactures are stratified according to size so that the larger being sampled. Data includes location of shipper, access to different modes of transport, weight and value of each commodity shipped, destination, and type of transport. Part of the Census of Transportation.

## A. FINAL EDITED DETAIL/MICRODATA FILES

Machine readable files containing data which reflects the final editing cycle after review and correction by analytical staff. ~~The corrected, readjusted, and resorted detail/microdata files are available at this point for aggregation to summary levels. These are final registers which will be used previous year inputs to the following year register creation.~~

Disposition: Permanent. Transfer these files immediately to the National Archives when title 13 USC access restrictions permit. (NC1-29-80-15, Item 51).

Files which are retained for the future based on need in later processing, research project or security are copied from magnetic disc onto computer tapes.

Disposition: Retain for a period of 6 years in order to cover the prior CFS cycle. The magnetic disc can be blanked after designated files are transferred to the National Archives and verified.

#### B. FINAL AGGREGATED DATA FILES

Data compiled at summary levels which reflects the final editing cycle and corrections submitted by the analytical staff.

Disposition: Permanent. Transfer to the National Archives as soon as possible after their creation.

1. If a public use copy of the CFS is sent to DUSD for distribution, Economic Programming Division will transfer a copy of the public use tape(s) and documentation to the National Archives when the data is made available to the public.
  2. All other files: Destroy upon verification and delivery of printing.
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