

**SELF-ASSESSMENT CHECKLIST FOR THE CONFIDENTIALITY
AND SECURITY GUIDELINES
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
2010 Decennial Census**

Instructions

Please review the *Confidentiality and Security Guidelines* then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, **sign and return** this form together with your completed 2010 Decennial Census LUCA Registration form, Participation Option/Product Preference form, and signed Confidentiality Agreement form in the enclosed, postage-paid envelope.

Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code (U.S.C.). This includes any list or file that shows individual Census Bureau addresses and any map that shows structure points (*Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program*) for dwellings. The liaison must restrict access to the Census Bureau's address information to only those individuals who have signed the Confidentiality Agreement. **All individuals directly involved in reviewing the materials for the 2010 Decennial Census LUCA Program and anyone with access to Title 13 materials must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information.**

Protecting Census Bureau Address Information and Maps

Keep all Census Bureau address information and maps showing structure location points (*structure points provided for Feedback phase only*) in a locked-room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Additionally, do not leave Census Bureau address information and maps unattended at your desk.

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons, reviewers and anyone with access to Title 13 materials. The automated data processing (ADP) system must restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow access only to LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.

	<i>Mark (X) the appropriate response.</i>
1. Will you store Title 13 materials including the paper address list, CD-ROM/DVD containing the address list, and/or paper or digital maps containing structure points (structure points provided for Feedback phase only) in a secure location?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
2. If staff members, other than those who signed the Confidentiality Agreement, have access to the offices, cabinets, etc. where the Census Bureau's address list and/or maps with structure points (structure points provided for Feedback phase only) are stored, will you secure the Title 13 materials (both paper and electronic) to prevent unauthorized staff from accessing these materials?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
3. If Census Bureau Title 13 address information is placed on a shared computer system, will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement access to the Census Bureau's address information?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
4. Will you ensure that your ADP system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 address list file only to those who signed the Confidentiality Agreement?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
5. Will you assign an encrypted, unique user-ID and password for each LUCA Program liaison, reviewer, and anyone with access to Title 13 materials?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
6. Will you keep Title 13 data separate from your other data? (Title 13 data cannot be backed-up, mixed with, or stored with other data.)	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No

On-site visits

To ensure that participating governments or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title 13 materials?

Mark (X) the appropriate response.

- 1 Yes
- 2 No

Environmental or Natural Disasters

Do you have a plan to keep Title 13 materials secure in the event of an actual environmental or natural disaster (fire, tornado)?

- 1 Yes
- 2 No

Return or Destruction of Confidential Census Materials

Once the LUCA Program is over (at the conclusion of the appeals process), the LUCA liaison must return or destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for returning or destroying confidential material. The Census Bureau requires that the liaison verify that the participating government has returned or destroyed all Title 13 Census Bureau address information by signing and returning the "Return or Destruction of Title 13, U.S.C. Materials" form to the Census Bureau.

Mark (X) the appropriate response.

1. Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau Title 13 address information before reuse?

- 1 Yes
- 2 No

2. Will you destroy all paper and electronic Census Bureau Title 13 address lists and maps containing structure location points (Feedback phase only) through approved destruction methods as outlined in the Confidentiality and Security Guidelines or return these Title 13 materials to your Census Bureau Regional Office?

- 1 Yes
- 2 No

LUCA LIAISON INFORMATION

If your government can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.

Name of LUCA Liaison – *Please print*

Signature of LUCA Liaison

Date

Month Day Year

Title

Telephone

Area code Number