CHAPTER 1
INTRODUCTION TO THE 2010 DECENNIAL CENSUS LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM

The 2010 Decennial Census Local Update of Census Addresses (LUCA) Program

The Local Update of Census Addresses (LUCA) Program is an integral part of the decennial census activities. It uses the expertise of tribal, state, and local governments to improve the accuracy and completeness of the address list used to take the census.

The Census Bureau invited the highest elected official of your jurisdiction to participate in this program. Your jurisdiction selected Option 1, Title 13 Full Address List Review in computer-readable format. This option allows you to:

- Review the Census Bureau's Address List for your jurisdiction.

- Comment on any **city-style**[1] address on the Address List using action codes such as: "add," "delete," "correction," "not in jurisdiction," or "nonresidential."

- Identify **group quarter**[2] addresses.

- Challenge the count of addresses in a census block. If a census block contains only **noncity-style**[3] addresses, you may challenge only the address count.

   NOTE: *For census blocks with a mix of city-style and noncity-style addresses, you may update individual city-style addresses **or** challenge the count of addresses for the census block, but you cannot do both. In general, city-style updates are more useful than block count challenges.*

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[1] A **city-style** address consists of a house number and street name; for example, 201 Main Street. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

[2] A **group quarter** is a place of residence that is normally owned or managed by an entity or an organization providing housing and/or services for the residents. *See Chapter 2 for a complete definition.*

[3] A **noncity-style address** does not contain a house number and street name. Examples include rural route and box number addresses; highway contract route addresses; post office boxes and drawers; and general delivery.

- Identify any additions, deletions, or corrections to roads or other physical features on the Census Bureau paper maps or submit an updated version of the digital map file (shapefile) provided by the Census Bureau.

Background

The Census Address List Improvement Act

The Census Address List Improvement Act of 1994 (Public Law 103-430) strengthened the Census Bureau's partnership capabilities with tribal, state, and local governments by expanding the methods the Census Bureau could use to exchange address information. Designed to improve the accuracy of the Census Bureau's address list, the Act authorized the Census Bureau to provide individual addresses to officials of tribal, state, and local governments who agreed to conditions of confidentiality. Census 2000 marked the first decennial census for which the Census Bureau could provide its address list for review to governments that signed the required confidentiality agreement. *(See Appendix A for the terms of the LUCA Program Confidentiality and Security Guidelines.)*

The Census Bureau's Master Address File (MAF)

In preparation for Census 2000, the Census Bureau created the Master Address File (MAF) by merging the 1990 Address Control File[4] with the latest version of the U.S. Postal Service's (USPS) Delivery Sequence File[5] (DSF). The MAF is a nationwide database of all addresses used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, an address record in the MAF also contains geographic information about the location of addresses. In areas where there are noncity-style addresses (e.g., rural route or post office box number), the address record may contain additional information such as a location description.

The Topologically Integrated Geographic Encoding and Referencing (TIGER®) Database

Address records in the MAF are linked to feature segments in the Topologically Integrated Geographic Encoding and Referencing (TIGER®) database. The TIGER® database includes the geographic coordinates and names of all streets, water features, and other linear features, and boundaries for all jurisdictions and statistical areas (census tracts[6], census blocks[7], etc.)

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[4] The 1990 residential address list used to label questionnaires, control the mail response check-in operation, and determine the nonresponse follow-up workload.

[5] A computerized file containing all delivery point addresses serviced by the U.S. Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

[6] A **census tract** is a small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data.

[7] A **census block** is a geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. Census blocks are the smallest area for which the Census Bureau collects and tabulates statistical information.

used to tabulate decennial census data. The TIGER® database also includes address ranges[8] along streets that have city-style addresses and the hierarchy of census geographic area codes from the state level down to individual census blocks (http://www.census.gov/geo/www/geodiagram.html). By linking address records in the MAF to the TIGER® database, the Census Bureau is able to identify street segments along which an individual address exists and determine the geographic code that applies to that address.

The Census Bureau's Geography Division regularly updates the MAF/TIGER database from various sources. In addition to the USPS DSF, other sources of updates include current household surveys, special censuses, and local sources.

Census Bureau LUCA Responsibilities

The Census Bureau's LUCA responsibilities include:

- Provide training to LUCA Program participants.

- Provide the necessary materials to participants.

- Provide technical assistance.

- Process updates submitted by LUCA participants.

- Conduct a 100% Address Canvassing (field check) operation. The Census Bureau will visit each census block within your jurisdiction during this operation to update our address list and validate your LUCA submissions.

- Provide feedback materials for your review.

- Provide assistance to participants to resolve any address discrepancies.

- Provide for a formal appeal of disputed addresses by an independent Federal agency outside of the Census Bureau and the Department of Commerce.

LUCA Participant Responsibilities

Your responsibilities include:

- Select staff to perform the LUCA Program review. *(The Census Bureau suggests that individuals in your jurisdiction involved in zoning enforcement not work on this program since this may create a conflict of interest.)*

- Sign and return the Registration Form.

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[8] **Address ranges** are the first and last address numbers that could exist along a given section of a street. Usually one side of the street has even address numbers and the other side has odd address numbers.

- All liaisons, reviewers, and anyone with access to Title 13 materials must read, understand, and agree to abide by the Census Bureau's Confidentiality and Security Guidelines *(See Appendix A for the terms of the LUCA Program Confidentiality Agreement and Security Guidelines).*

- All liaisons, reviewers, and anyone with access to Title 13 materials must sign and return to the Census Bureau the Confidentiality Agreement Form.

- Complete and return the Self-Assessment Form.

- Complete and return the Participation Option/Product Preference form.

- Ensure that everyone working on the LUCA program understands the procedures for participating in the program and Census Bureau terminology and concepts.

- Keep Census Bureau addresses, and maps showing structure points[9], (housing units and group quarters locations) confidential and ensure their use only for census purposes. (*Although structure points are not displayed on the LUCA materials during the LUCA review phase, they will be provided for the Feedback phase of the program.*)

- Ensure the receipt of all required materials for the LUCA program review.

- Prepare a strategy to conduct the review of LUCA materials.

- Within 120 calendar days of receiving your LUCA materials, complete your address list review and return your updated materials to the Census Bureau.

- Review the Census Bureau's detailed feedback materials.

- Appeal address discrepancies to the LUCA Appeals Office.

- After the appeals process is complete, return to the Census Bureau or destroy all Title 13 materials.

- The LUCA liaison must verify the return or destruction of Title 13 materials by signing and returning to the Census Bureau the Return or Destruction of Title 13, U.S.C. Materials form.

- All LUCA program reviewers must sign and date the Return or Destruction of Title 13, U.S.C. Materials form.

Training and Technical Support

Training workshops conducted by Census Bureau staff will provide you with hands-on experience in using the 2010 Decennial Census LUCA Program materials. If you

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[9] A **structure point** is a coordinate location that represents the location of one or more housing units and/or group quarters. Structure points are protected by Title 13. *See Appendix A, Confidentiality and Security Guidelines.*

need additional information or assistance, please contact your Census Bureau Regional Office listed on the back cover.

Schedule

January – February 2007	LUCA advance notification letters and information materials were mailed to highest elected officials and other contacts in eligible, active, functioning governments.
March – June 2007	LUCA Promotional Workshops were conducted.
August 2007	LUCA invitation letters and registration materials were mailed to the highest elected officials and as a cc to other contacts in eligible, active, functioning governments.
. August 2007- January 2008	Invited governments register for LUCA and the Census Bureau ships LUCA review materials to each participating government.
August 2007	LUCA Training Workshops begin.
September 2007 – March 2008	LUCA participants review and update the address list and return their comments to their Census Bureau's Regional Office within 120 calendar days from the receipt of materials.
October 2007 – October 2008	Census Bureau reviews participant's LUCA submissions and updates the Master Address File/TIGER® system.
November 2008 – June 2009	Census Bureau prepares for and conducts an Address Canvassing Operation using GPS equipped hand held computers.
August 2009 – October 2009	Census Bureau provides feedback materials to participants showing how we processed each participant's LUCA submissions.
September 2009 – December 2009	Participants review feedback materials and have the opportunity to appeal the results to the LUCA Appeals Office.
September 2009 – January 2010	LUCA Appeals Office reviews and adjudicates appeals.

CHAPTER 2
BEFORE YOU BEGIN YOUR REVIEW

Introduction

Chapter 2 explains some of the terms and concepts used by the Census Bureau and recommended strategies for your LUCA review. Refer to the *Glossary* or visit the Census Bureau's Web site at http://www.census.gov for additional terms and definitions.

What is a Housing Unit?

A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

The following types of housing units are acceptable and should be included on the Address List:

- Houses, including townhouses, condominiums, and apartments.
- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Any units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

What is a Group Quarter?

A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or

services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.

The following types of group quarters are acceptable and should be included on the Address List:

- Correctional facilities.
- Juvenile facilities.
- Nursing homes.
- Hospitals with long-term care facilities.
- College or university dormitories, fraternities, sororities.
- Dormitories for workers.
- Religious group quarters.
- Shelters.
- Group homes.
- Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

Note: Housing units and group quarters can exist within the same structure.

Unacceptable Types of Housing Units and Group Quarters

Exclude the following unacceptable types of housing units and group quarters addresses from your address list:

- Condemned or scheduled for demolition.
- Being converted or remodeled for nonresidential purposes.
- Used solely for nonresidential storage.
- Used solely as offices or businesses in which no one is living.
- Used solely for ceremonial purposes.
- Any units under construction that will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

Census Bureau Addresses

Residential and Non-residential Addresses

The Census Bureau divides all addresses into two *use types*, residential and nonresidential. Residential addresses are addresses of housing units and group quarters. Nonresidential addresses are addresses of a structure or unit within a

structure that do not serve as a residence, such as commercial establishments, schools, government offices, and churches.

Some structures can contain both residential and nonresidential units, even though they have a single address.

Address Formats

City-style Address Format

The Census Bureau refers to housing units and group quarters addresses that have a house number and street name address, for example, 212 Elm Street or 137 Clark Ct., Apt. 316, as city-style addresses. In some instances, the house number may also include an alpha character such as 35A or W9254 or include a designator such as "garage" or "rear". These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911 addresses).

City-style addresses for housing units in multi-unit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D (*See Appendix D, Unit Designation Abbreviations*). The Census Bureau and the U.S. Postal Service treat these designators as part of the housing unit address, and they are included in each affected census address record.

Noncity-Style Address Format

The Census Bureau classifies addresses that do not include a house number and street name as noncity-style addresses. The majority of noncity-style addresses are located in the more sparsely settled areas of the United States; however, they may exist in small or medium sized towns as well. Frequently used noncity-style mailing addresses include:

- General delivery.
- Rural route and box number.
- Highway contract route and box number.
- Post Office box only delivery.

Noncity-style addresses often do not follow any numeric sequence, and may not be associated with the name of the street or highway on which they are located. For this reason, the Census Bureau uses different methods to compile the list of addresses for inclusion into the Address List, such as location descriptions (BRICK HSE w/ATTACHED GARAGE ON RIGHT), structure points (geographic coordinates), and census geographic codes (**state code, county code, census tract number, census block number**).

Census Tract

Census tracts are small, relatively permanent statistical subdivisions of a county or statistically equivalent entity, delineated for presenting Census Bureau statistical data.

The proposed criteria for Census tracts for the 2010 Census is that they contain a minimum of 1,200 people with an optimal population of 4,000.

Census tract boundaries are delineated with the intention of being stable over many decades, so they generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other non-visible features in some instances. Census tract boundaries never cross state or county (or statistically equivalent entity) boundaries.

Each census tract is uniquely numbered within a county and contains numerous census blocks. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros are not shown on Census Bureau maps.

Census Block

A Census block is an area bounded by visible features such as streets, roads, streams, and railroad tracks and non-visible features such as the boundaries of governmental units and other legal entities. A block is the smallest geographic area for which the Census Bureau collects and tabulates statistical data.

Census blocks may look like a city block or may be large and irregularly shaped, depending upon features. The boundary of a state or a county is always a block boundary.

Census blocks are numbered within census tracts and are unique to the census tract to which they belong. Census block numbers contain a 4-digit number plus a 1-digit alpha character, if applicable, e.g. 3001A. Suffixes, such as 2011A and 2011B, reflect boundary changes as well as added features.

Note: The 2010 Decennial Census LUCA Program addresses are coded to **current** census block/geography

What is Geocoding?

In order to process your address submissions, the Census Bureau **requires** the inclusion of **census geographic code information**. This link to census geography is referred to as geocoding. Geocoding places an individual address in its correct geographic location, which includes the correct **state, county, census tract, and census block** codes.

Because the Census Bureau counts people where they live, census geographic code information or geocodes support the systematic collection of data that allows Census enumerators to locate an address. They are also important in allocating data from questionnaire responses to the correct location. You **must include census geographic code information** for the Census Bureau to process your address submissions. The Census Bureau will not accept addresses without census geographic codes (geocodes) including the **state, county, census tract, and census block** codes.

You can find these census geographic codes on your LUCA materials.

Strategies for Reviewing the Census Bureau's Address List

You must decide how to conduct the LUCA Program review. Consider your available time, the information you have readily available, and your existing staff and computer resources. If your resources are limited, the Census Bureau recommends focusing on areas where addresses are more likely to be missed or incorrect. For example:

- Areas of new construction.
- E-911 address conversion areas.
- Areas that have changed from single-family homes to multi-family homes and vice versa.
- Warehouses converted to residential lofts.
- New mobile home parks or new scattered mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Recently added territory.
- Addresses near jurisdictional boundaries.

Local Address Sources

There are many possible sources of local feature and address information. Some of these sources may not match the Census Bureau's address list exactly, but they are a good indication of where change is taking place and they can help you identify addresses that need to be added to the Address List. The following list provides suggestions for source materials to find local address:

- New housing construction or building permits (include units that are under construction only if final roof, doors, and windows will be in place on Census Day, April 1, 2010).
- E-911 addresses.
- Housing occupancy permits.
- Planning or zoning records.
- Local utility records.
- Drivers' license files.
- Annexation records.
- Assessment or taxation files.
- Voter registration files.

Introduction

The Census Bureau's Address List (AL) and the Address Count List (ACL) for your jurisdiction are included on your Data CD-ROM. You must ensure the protection of the Census Bureau's Title 13 address information, which includes the computer-readable Address List files, all paper copies of the address lists, and any maps (including copies) containing structure points. The Address List (AL) and the maps will display structure points, where applicable, during the Feedback Phase of the LUCA Program. The Address Count List is not covered by Title 13.

Access to the Census Bureau addresses must be restricted to the LUCA Program liaison and to the reviewers. All individuals who may have any kind of access to Title 13 materials must sign the Confidentiality Agreement *(for detailed information, see Appendix A for the terms of the Confidentiality and Security Guidelines).*

Protecting Electronic Census Bureau Address Information

The most efficient method to store and protect the Address List (AL) and the Address Count List (ACL) is to make copies onto a computer hard drive or folder that is password protected, or onto a secure network server.

Any operating systems, programs, applications, and data related to the LUCA Review must be accessible only to liaisons and reviewers as outlined above.

The automated data processing (ADP) system used to process this data must restrict the read, write, delete, and execute functions applicable to any of the Census Bureau's files. The ADP system must use log-on routines that require a user-ID and password that conform to the following guidelines:

- Assign a unique user-ID and password for each LUCA Program liaison and reviewer.

- Passwords **must consist** of at least eight (8) characters:

    o Use at least one (1) alphabet character.
    o Use either one number or one special character ($,*, &).
    o No more than six (6) identical, consecutive characters (AAAAAA) may appear in the password, and then only once.

- **Reject** passwords that are the same as the user-ID or used within the last 6 months.

- **Encrypt** passwords.

- **Disable** passwords after three unsuccessful attempts to log in.

- **Do not display** passwords on terminals or printers.

- **Change** passwords every 90 days (more frequent change is optional) or immediately, if compromised.

- On new accounts, **change the assigned** password to a unique password the first time a user logs on.

The ADP system **must display** a warning log-on feature. Computer screens must display a warning that states:

WARNING*WARNING*WARNING
YOU HAVE ACCESSED A COMPUTER SYSTEM CONTAINING UNITED STATES GOVERNMENT INFORMATION. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED BY FINE OR IMPRISONMENT (Public Law 99-474). ALL USE MAY BE INTERCEPTED, MONITORED, RECORDED, COPIED, AUDITED, INSPECTED AND DISCLOSED TO AUTHORIZED LAW ENFORCEMENT OFFICIALS. REPORT SUSPECTED VIOLATIONS TO YOUR AGENCY SECURITY OFFICER. USE OF THIS SYSTEM INDICATES YOU CONSENT TO THIS WARNING. LOG OFF IMMEDIATELY IF YOU DO NOT AGREE TO THE CONDITIONS OF THIS WARNING.
WARNING*WARNING*WARNING

- If you place Census Bureau address information on a shared computer system, **build electronic security profiles** to allow access to the Census Bureau's address information only to the LUCA liaison and reviewers. **Test your security** to ensure that only the LUCA liaison and reviewers are permitted access to the Census Bureau's address information.

- **Lock all rooms** containing computers and all associated media during non-work hours.

- **Do not leave** computers with Census Bureau address information unattended during working hours. **Log-off** the computer or **lock** the room whenever you leave.

- **Label** any computer diskettes, CD-ROMs, DVDs, tapes, cartridges or other computer storage media containing Census Bureau address information with the following text:

     "The information contained in this document is intended only for official use by the Bureau of the Census. The release of this information is prohibited by Title 13 U.S.C."

- If backup is necessary, **do not send** the tapes, cartridges, or disks to an off-site location. **Store** them in a secured area. **Do not store, back-up, or mix LUCA data with other data.**

- **Clear** magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reusing it. To clear magnetic media, overwrite all Title 13 data at least three times using a commercial disk utility program or degauss it using a commercial degausser.

- **Program** any software you develop to label each affected page of a printout containing Census Bureau address information with the following text:

  "The information contained in this document is intended only for official use by the Bureau of the Census. The release of this information is prohibited by Title 13 U.S.C."

CHAPTER 4
CENSUS SUPPLIED MATERIALS

Introduction

You will receive the following materials:

1) **One (1) MTPS CD**:
   a) MTPS Software
   b) MTPS CBT

2) **(One) 1 or more data CDs**:
   a) Address List
   b) Address Count List
   c) Shapefiles
   d) Setup File
   e) Readme.txt File
   f) MTPS LUCA User Guide
   g) Zip Software
   h) Adobe PDF Reader Software
   i) Adobe Flash Software

The number of data disks depends on the size of your jurisdiction.

MTPS software 2.1

MTPS is user friendly GIS software, written specifically for Census geographic program participants, that is ready to load with the Address List, Address Count List, and shapefiles for your jurisdiction. Note the licensing agreement that limits use of the MTPS to Census Bureau programs; it will appear on the screen when you open the software. Do not distribute the software beyond your LUCA staff.

MTPS Computer Based Training (CBT)

The **MTPS CBT** is a step-by-step guide on CD-ROM that helps you learn how to use MTPS for your LUCA review.

Address List file

The Address List (AL) file contains all the addresses for your jurisdiction that are currently recorded by the Census Bureau.

Address Count List files

The Address Count List (ACL) file contains the number of addresses for each census block within your jurisdiction.

Shapefiles

Shapefiles contain the location and attributes of physical features. They are created using the Census Bureau's Topographically Integrated Geographic Encoding and Referencing System (TIGER®) and allow participants to submit digital updates to map features. Shapefiles require the use of a GIS application such as MTPS.

Other Files and Software

Setup File

The setup file contains the geographic information that the MTPS requires in order to load the data disks.

Readme.txt File

The readme.txt file contains descriptive information about the software and the files and provides instructions on how to use them.

MTPS LUCA User Guide

This is a step by step guide to learn how to use the MTPS for your LUCA review.

Zip Software

Zip software allows a user to compress (zip), uncompress (unzip), encrypt, and password-protect files.

Adobe PDF Reader Software

Adobe PDF Reader Software allows a user to view Adobe Portable Document Format (PDF) files. The LUCA User's Guide and the MAF/TIGER Partnership Software User's Guide are in Adobe PDF format.

Adobe Flash Software

Adobe Flash Player is software that lets you view web content created by Flash. This content may be interactive such as menus that slide, or it may consist of complex applications, games, or animations. Many web browsers (Internet Explorer, for example) install Flash Player automatically. The MAF/TIGER Partnership Software Computer Based Training (CBT) is in Flash format. If the CBT does not run on your web browser, you may need to install the Adobe Flash player.

CHAPTER 5
SETTING UP THE MAF/TIGER PARTNERSHIP SOFTWARE (MTPS) FOR LUCA REVIEW

Introduction

The MTPS is a user-friendly application designed to read LUCA data disks and to record map and address updates in a format ready to be submitted to the Census Bureau.

Installing the MTPS

To install the MTPS please follow these instructions:

1) **Start Windows**.

2) Insert the **Program CD** in your CD-ROM drive.

3) Select the **Run** command from the **Start** menu. Type the location of your CD-ROM drive and the word "setup" (for example, type d:\setup)

    OR:

4) Select the **Run** command from the **Start** menu. Use the **Browse** icon to locate the setup file.

5) Click **OK**. The installation program will appear on your screen.

6) On the Welcome screen, click **Next**.

7) Click **Yes** to accept the Software License Agreement.

8) On the Select Installation Type window, accept the default option, "Install MAF/TIGER Partnership Software and Data for a Single Use." Click **Next.**

The setup program guides you through the installation process. Accept the default settings.

9) Once the program has been installed, insert the first **Data CD** into your CD-ROM drive. Click **OK** when prompted.

10) Click **Finish.**

11) On the next window, select "Yes, I want to restart my computer now." Click **Finish** to complete the setup.

Starting the MTPS

1) Select **Programs** from the **Start** menu

2) Select MAF - TIGER Partnership Software > MAF - TIGER Partnership Software 2.1

3) Enter a **User Name** and **Password** (the Census Bureau will provide you this information under separate cover)

4) Click **OK** when prompted to install the data files

5) Fill out the LUCA participant's information

6) Select one of two options:

- To complete the training on CD-ROM, select MTPS **Computer Based Training** — (Please refer to the "MTPS Computer Based Training" section below)

        OR

- To launch the application, select **MAF/TIGER Partnership Software 2.1** — (Please refer to the "Beginning LUCA Review with MTPS" section below)

Completing the MTPS Computer Based Training

The MTPS Computer Based Training is a self-paced tutorial that provides instructions to use the MTPS application in several Census Bureau Programs.

The opening screen shows a total of eight (8) tutorials:

- Three (3) General Skills tutorials:

    1. **Basic Skills**
    2. **Additional Skills**
    3. **Editing Linear Features, Area Features, and Landmarks**

- Five (5) tutorials specific to Census Geographic Programs:

    1. **LUCA** (Local Update of Census Addresses)
    2. **BAS** (Boundary and Annexation Survey)
    3. **PSAP** (Participant Statistical Area Programs)
    4. **VTD/BBSP** (Voting Districts/Block Boundary Suggestion Program)
    5. **SDRP** (School District Review Program)

NOTES:

- This user guide will only provide instructions for the LUCA module of the MTPS. If you wish to participate in any of the other programs (BAS, PSAP, VDT/BBSP, or SDRP), the Census Bureau will send you separate user guides and data CDs.

- All the examples shown on this user guide were created with test data not applicable to your jurisdiction.

Beginning LUCA Review with MTPS

1) Open the MTPS application. The **Please Log In** dialog box will open.

2) Enter a **User Name** and **Password** (the Census Bureau will provide you this information under separate cover).

3) Select **LUCA** from the main menu.

4) Select **Open**. This will display the **LUCA toolbox** and three windows:

   a) **LUCA Map**
   b) **LUCA Address List** (only for participants who selected Option 1 or Option 2)
   c) **LUCA Address Count List**.
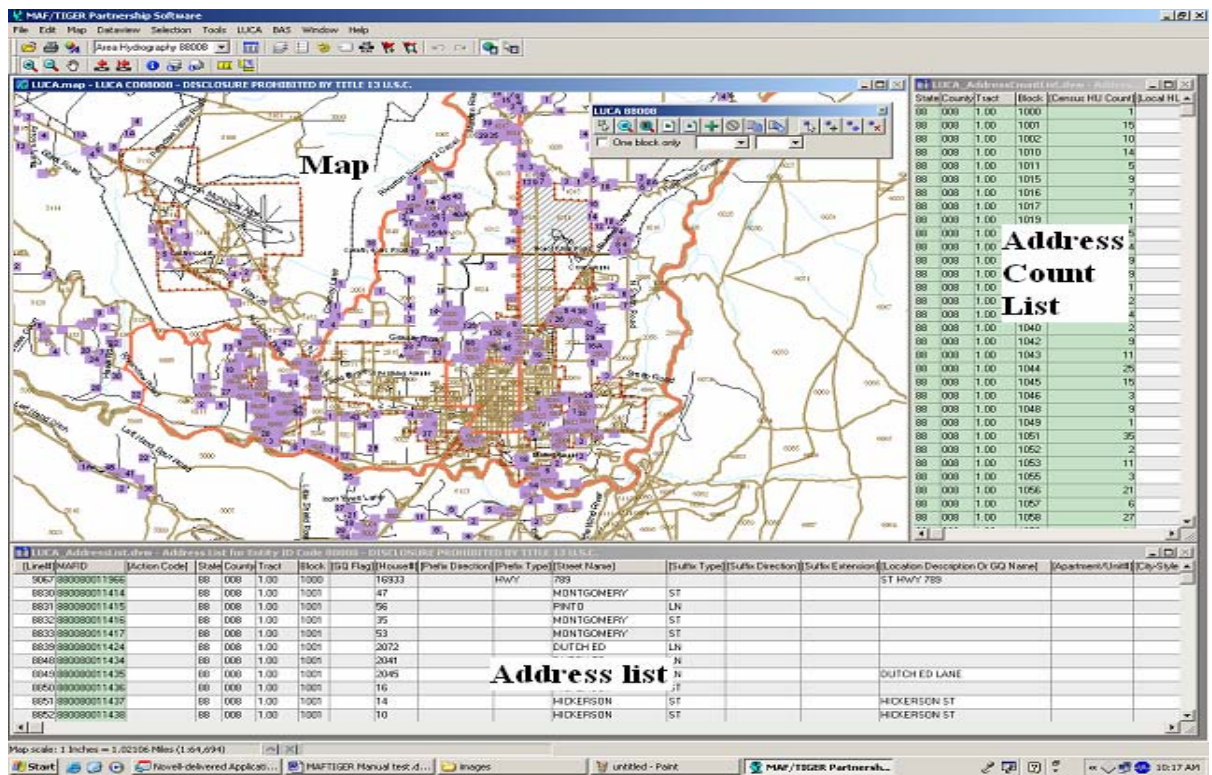
The map shows an overview of county and places.
The address lists shows the address records.

MTPS allows the user to combine the review of the maps, the Address List, and the Address
Count List for any given geographic area. The map and the two lists are linked. If you are
working from the map, selecting a line or block on the map automatically selects and displays the
corresponding records on the Address List and Address Count List.

The Address List is sorted by tract/block, then by street name/house number. The Address Count
List is sorted by tract/block. For other sorting options, see the MTPS Help menu.

Overview of Toolboxes and Buttons

MTPS has several toolboxes that contain many buttons. This section is an overview of their
functions. Keep in mind that you will not need to use all of them. Chapters 6, 7, and 8 describe
in more detail how to use the toolboxes and buttons required to complete your LUCA review.
For more information on any of these toolboxes and buttons, refer to the MTPS Help section.

Main Menu—Dropdown titles across the top of the page. This toolbox is loaded by default
when you open MTPS and it cannot be closed:

1) **From Map on the Main Menu, you can go to:**
   - **Layers:** to add, hide, drop, or move map layers
   - **Scale:** to modify the map scale displayed on the computer screen
   - **Previous Scale** or **Initial Scale:** to go back to previous map extents
   - **Locator:** to create a magnifier window that zooms in on a closer view of the map
     area
   - **Bookmarks:** to create and manage bookmarks

2) **From Selection on the Main Menu, you can go to:**
   - **Settings:** to change the status and labels of map layers
   - **Select:** to build queries by Condition, List, Value, or Location

3) **From Tools on the Main Menu, you can go to:**
   - **Imagery:** to load aerial images, topographic maps, or urban color images from TerraServer USA Toolbox
   - **Export:** to convert features to different geographic formats

4) **From LUCA on the Main Menu, you can go to:**
   - **LUCA Toolbox:** to turn the LUCA Toolbox on and off
   - **Editing Toolboxes:** to edit lines, areas, and points
   - **Default Display:** to restore the computer screen to the original layout when MTPS is opened
   - **Verify:** to validate your edits
   - **Report Changes:** to create a ZIP file of your edits
   - **Update Address Data:** to import an address list
   - **Update User Information:** to make changes on the participant's information window

   NOTE: This User Guide does not include information on the BAS module of MTPS.

The Standard Toolbox is used to perform general tasks. This toolbox is loaded by default when you open MTPS and it cannot be closed. It is located directly below the Main Menu, and can be docked and undocked:

   - **Target Layer:** to set the layer that is going to be edited

   - **Dataview:** to see a list of records selected

   - **Map Layers:** to add, hide, drop, or move map layers

   - **Legend:** to show or hide the map legend

   - **Layer Style:** to change layer symbols

   - **Automatic Labels:** to create label styles

   - **Set the Map Scale:** to set the scale of the map on the computer screen

The Tools Toolbox is used to navigate the map and to work with the address lists. This toolbox is loaded by default when you open MTPS (if you close the Tools toolbox accidentally, you can load it again by clicking on **Tools** on the main menu then clicking on Toolbox).
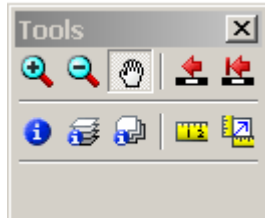
o The **Pan** and **Zoom** buttons are used to navigate around the map:

 Zoom In and **Zoom Out** buttons

 Pan button

NOTE: There is no "Back" option on the Pan and Zoom functions to bring the map display to the previous geographic extent. Every time you open MTPS the map will display the geographic extent you viewed before closing the application.

o The **Scale** buttons are used to go back to the **Previous Scale** or the **Initial Scale** .

o The **Information** button is used to display the fields of the address records. Click on a line to display information about it.

o The **Measuring** buttons are used to **Measure Distance** or **Measure Size** .

The LUCA Toolbox is used for editing the Address List and Address Count List. It is loaded by default when you open MTPS (if you close the LUCA toolbox accidentally, you can load it again by clicking LUCA on the main menu then clicking on LUCA toolbox).

Click on the **Pick Block** icon. Place a checkmark on the One Block Only box

 then click the cursor inside one census block on the map. The related census   block records on the Address List and the Address Count List are displayed.

- Note the code information shown in the S (state), C (County), T (Tract), and B (Block) boxes. The dropdown menus for these boxes can also be used to select a particular block.

o Click on the **Zoom to Block** icon to zoom in and center the map on the selected block; click on the **Zoom to the Entire Map** **icon** to show the entire geographic extent of the map.

o Click on the **Add a New Address** icon to add a new address record. Fill out the information on the highlighted line.

Other LUCA Toolbox icons:

o **Create a Block Layout** and **Create a Multiple Block Layout**

o **Delete an Added Address Record**

o **Copy the Current Record** and **Multiple Copies of the Current Record**

o **Structure Point** icons will not be used for this phase of LUCA Review.

The Line Editing Toolbox is used to edit road features. This toolbox is not loaded by default when you open MTPS. To load it, click on **Line Editing Toolbox** under LUCA on the main menu.

o Click on the **Add Line** icon to Add a line. Click on the start of a new line, drag the mouse to the end of the line and double-click. (Click at intermediate points on the line when necessary to make it smooth).

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o   Click on **Delete Line** ⊘ then click on a line segment to delete it.

o   Click on the **Split Line** ↔ to split a line then click where you want to split the line.

o   Click on **Cancel Edits** 🚦 and **Save Edits** 🚦, respectively, to cancel or to save your work.

Other Line Editing Toolbox icons:

o   **Copy and Delete Line** and **Replace Copied Line** .

o   **Edit Line Attributes**, **Display Alternate Names**, and **Display Alternate Addresses** .

o   **Show Right/Left Direction Arrows** are toggle icons that alternatively show or hide the arrows (click again to **Hide Right/Left Direction Arrows**).

Additional Resources

The MTPS Computer-Based Training (CBT)

You may have the MTPS and the CBT open at the same time while you are completing your training or for reference purposes.

The MTPS Help Menu

The MTPS Help Menu provides a variety of options for finding information on a particular topic.

1) Select **Help** from the main menu and then select **Contents**. The screen on the left shows a
    list of topics. At the bottom of the right screen you can select either the link to **MTPS**
    Basic Skills Help or the link to **MTPS Census Program Help**:
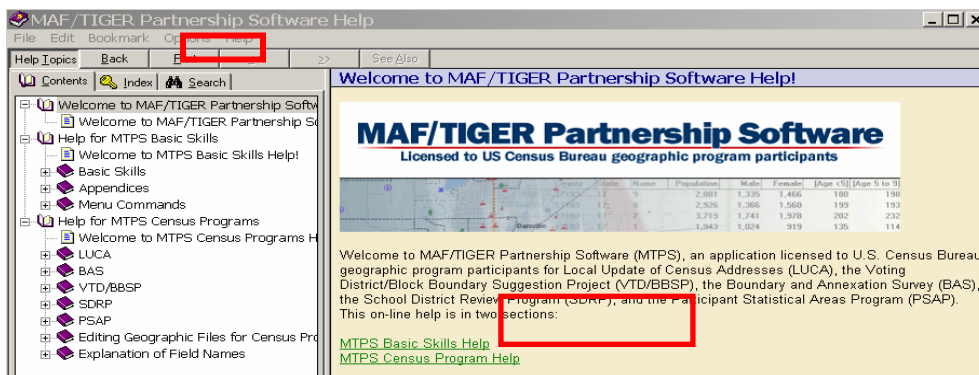
2) Select the **Index** tab on the left side and the following screen will display:
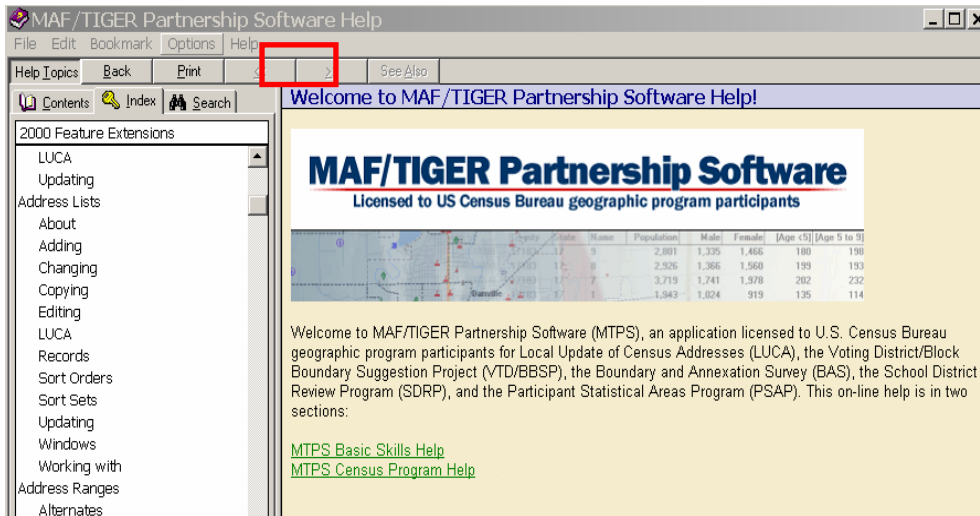
3) Select the **Search** tab on the left screen and the following screen will display:
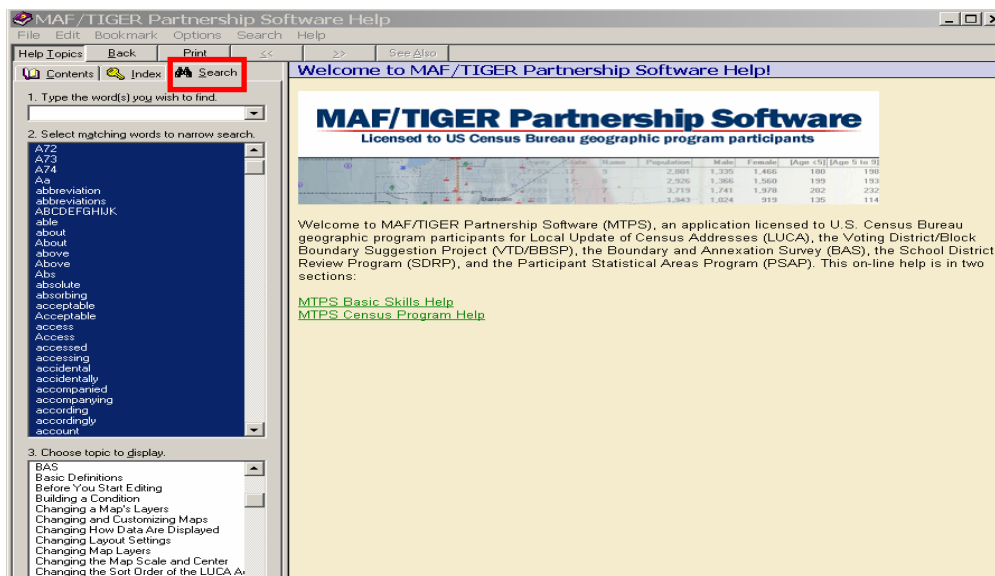
Select a word from one of the lists in the left column, or type a word into the search box.

LUCA Program Help Desk

If you need LUCA **program assistance,** please call the Regional Office at:
1-866-511-LUCA (5822)

LUCA Technical Help Desk

If you need LUCA **technical assistance,** please call the LUCA Help Desk at:
1-866-919-5822.

CHAPTER 6
UPDATING CENSUS BUREAU SHAPEFILES

Introduction

The Census Bureau provides you with a digital shapefile to review in conjunction with the Address List and Address Count List. You may use the shapefile to submit any needed updates or corrections to your jurisdiction's features.

The map updates you provide will allow the Census Bureau to update the TIGER$^®$ database so that all subsequent map and address list products reflect these changes.

Reading a Census Map

The Census Bureau map shows some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the Census Bureau map displays this information using symbols unique to the Census Bureau. The maps display the following information:

- Boundaries
- Streets and roads and their names
- Water features and their names, if any
- Other features and their names, if applicable
- Jurisdiction codes and jurisdiction names and adjacent areas
- Census block boundaries and numbers
- Census tract boundaries and numbers
- Click on the **Show or Hide the Legend** icon on the Standard menu to display the map legend showing the symbols used on the maps (*See Appendix G)*

Examples of Map Updates

- Adding a new street
- Correcting a street name
- Moving a street
- Deleting a street

NOTES:

- Adding a record to the Address List cannot be undone. If you add a record to the table accidentally, mark it as "C" (Changed). The Census Bureau will correct the mistake.
- Edits to the Address List and the Address Count List are automatically saved.
- Edits to features on the map must be saved manually. See the Cancel Edits and Save Edits buttons described below.

Examples

Map Example 1: Adding a New Street and Associated Addresses

During your review, you may find streets that are partially or entirely missing from the maps.

For example, Heekin Ave is a new street with newly constructed housing units in census tract **9704** and census block **1304**. The addresses are missing from the Address List and the street is missing from the map.

Select the **Add Line** button on the **Line Editing Toolbox.** Click on the starting point for Heekin Avenue, and drag the mouse to the end of the avenue, adding points as needed to define the shape. Double click to end the line.
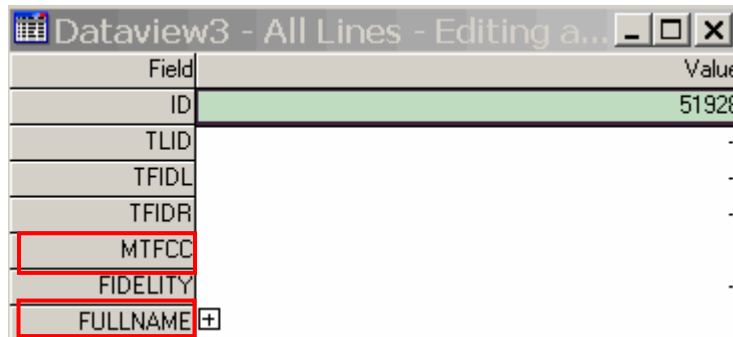
A table will pop up for inserting the following information:

1) MAF/TIGER Feature Class Code-- Click to the right of the *MTFCC* title and a pop-up table to select from will appear.

NOTE: See Appendix G for a complete list of MTFCC codes.

2) Full Feature Name—Enter the feature name, including any qualifiers such as prefixes or suffixes and street types. Click on the + sign to automatically enter "Unnamed".

NOTE: The MTPS software numbers each dataview you open sequentially; the first is Dataview1, the second is Dataview2, and so on. The numbers themselves are just labels and have no meaning.

Select **Save Edits** and the feature name will appear on the map.

NOTE: Added features will not show up on the Address List until you have added the individual addresses to the Address List. See Chapter 7.

Map Example 2: Correcting a Street Name

The map shows **H**OWARD AVE instead of the correct name, **BR**OWARD AVE

- From the **Line Editing Toolbox**, select the **Edit Line Attributes** 🔧 icon,   then click on the line you want to correct. A box with the attributes for that line will pop up on your screen:

Field	Value
ID	3722
TLID	148472801
TFIDL	13348
TFIDR	13338
MTFCC	S1400 - Local Neighborhood Road, Rural Road, City Str
FIDELITY	0
FULLNAME	Howard Street

- Enter the correct name in the box:

Field	Value
ID	3722
TLID	148472801
TFIDL	13348
TFIDR	13338
MTFCC	S1400 - Local Neighborhood Road, Rural Road, City Str
FIDELITY	0
FULLNAME	Broward Street

- Click the **Save Edits** 🚦 button on the **Line Editing Toolbox**. The name will be corrected on the map.

- Repeat for each line to be corrected (in this example, from Oak to California, as well as from California to Idaho)

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▪ Check the Address List, and make any corrections as needed, so that the maps match the Address List. Each address with the incorrect name needs to be corrected on the Address List. (For more information see Chapter 7).

Map Example 3: Moving a Street

The Census Bureau map shows **Caitlin Ct** located in census block **1006**. Actually, **Caitlin Ct** is located in census block **1007**.

- Select the **Copy and Delete** button on the **Line Editing Toolbox**. Click on **Caitlin Ct** to select the line. The line will turn red:

- Select the **Replace Copied Line** button on the **Line Editing Toolbox**. Click at the beginning of the replacement line, drag it to the end and double click.
- Click the **Save Edits** button on the **Line Editing Toolbox**. The original street will show as a red dashed line. The new line will carry all the attributes of the original line.

NOTE: The street name may not show up on the new line on the map, but if you check **Edit Line Attributes** on the **Line Editing Toolbox**, you will see that the name and other attributes have been transferred.

Map Example 4: Deleting a Street

All of the housing units along a portion of **McKim Street** in census block **1007** have been demolished and this section of the street no longer exists.

- Select the **Delete Line** button on the **Line Editing Toolbox**. Click on the line to be deleted. The line will turn red:
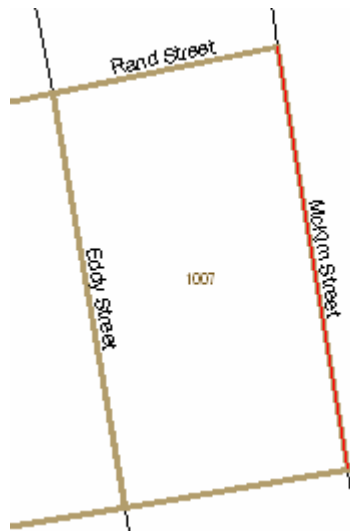
- Click the **Save Edits** button on the **Line Editing Toolbox**. The deleted line will show as a red dashed line:
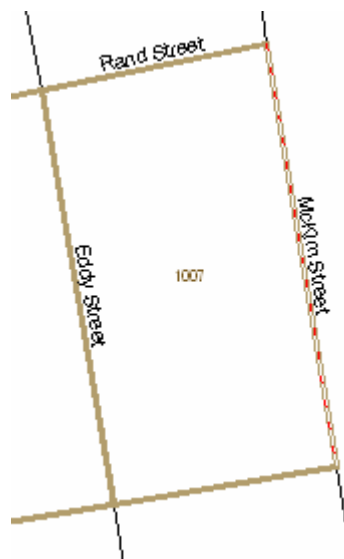
- Delete all affected addresses on the Address List so that the maps match the list. (For more information see Chapter 7).

Introduction

The Address List is the primary review tool for LUCA. It includes all of the addresses in your jurisdiction known to the Census Bureau. Compare the addresses on the Address List to the addresses on your local address sources, and make any updates as necessary following the instructions below. Also, make the necessary updates on the map in order to keep it consistent with all the changes made to the Address List. If your resources are limited, focus your review on areas with new addresses or address changes.

You can add or edit only **city-style** addresses. This chapter provides instructions on making updates to the Address List. Please refer to Chapter 6 for instructions for updating the corresponding maps.

Action Codes for Updating the Address List

There are five action codes you can use to make updates to the Address List:

    A – Add
    C – Correction
    D – Delete
    J – Not in Jurisdiction
    N – Nonresidential

A – Adding Addresses

1) Select the block on the map on which you are going to insert an address: from the **LUCA Toolbox,** click on **Pick block** then click on the icon to **Add a New Address Record**

        OR

2) Select the tract and block (T and B) from the **LUCA Toolbox** pull down lists:

o A new address record is displayed on the Address List, containing all the correct geocodes (state, county, tract, block codes) and an "A" in the **Action Code field.**

[Line#]	MAFID	[Action Code]	State	County	Tract	Block	[GQ Flag]	[House#]	[Prefix Qualifier]	[Prefix Direction]	[Prefix Type]	[Street Name]	[Suffix Type]	[S
5883	880080007		88	008	0001.00	1112		941				WASHINGTON	ST	
5885	880080007		88	008	0001.00	1112		925				WASHINGTON	ST	
5933	880080007		88	008	0001.00	1112		708				MARKET	ST	
5934	880080007		88	008	0001.00	1112		718				MARKET	ST	
5935	880080007		88	008	0001.00	1112		756				MARKET	ST	
5936	880080007		88	008	0001.00	1112		766				MARKET	ST	
113636		A-Added	88	008	1.00	1112								
8246	880080010		88	008	0001.00	2000		19686		N	HWY	287		

NOTE: Geocodes are automatically generated when you select a block. Verify that you have selected the correct block.

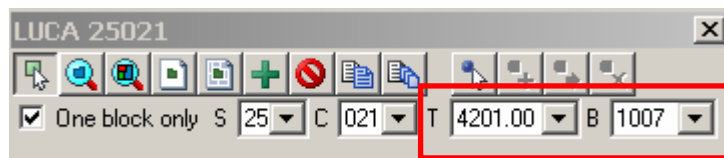| [Line#]	MAFID	[Action Code]	State	County	Tract	Block	[GQ Flag]	[House#]	[Prefix Qualifier]	[Prefix Direction]	[Prefix Type]	[Street Name]	[Suffix T
5883	880080007		88	008	0001.00	1112		941				WASHINGTON	ST
5885	880080007		88	008	0001.00	1112		925				WASHINGTON	ST
5933	880080007		88	008	0001.00	1112		708				MARKET	ST
5934	880080007		88	008	0001.00	1112		718				MARKET	ST
5935	880080007		88	008	0001.00	1112		756				MARKET	ST
5936	880080007		88	008	0001.00	1112		766				MARKET	ST
113636		A-Added	88	008	1.00	1112		772				MARKET	ST
8246	880080010		88	008	0001.00	2000		19686		N	HWY	287	

3) Enter the required address information in the appropriate fields for each new address:

- House number.

- Street or road name, including qualifiers.

- Apartment/unit number, if applicable.

  NOTE: To add mobile home or trailer lots, whether occupied or vacant, use the same procedure applied to apartments.

- City-style mailing ZIP Code

  NOTE: The ZIP Code field is at the far right of the Address List record on the screen.

- Group quarters flag, if applicable:

  ♦ Enter a "Y" in the **Group Quarters Flag** field for a group quarters address.

  ♦ Add the name of the group quarters in the **Location Description or GQ Name** field.

If applicable, add new streets or other map features on the Census Bureau digital map(s). For more information see Chapter 6.

C – Correcting Addresses

Replace all incorrect geographic codes (i.e., state code, county code, census tract number, and census block number) and/or address information with the correct information. A "**C**" will automatically appear in the **Action Code** field. There may be incorrect information in:

- state code

- county code

- census tract number

- census block number

- group quarters designation

- house number

- street name, including directional and type information

- group quarters name

- apartment/unit number

- ZIP Code

Converting a Single Housing Unit to a Multi-Unit Structure (multiple units in one address)

o Create one record for each individual unit and add each individual unit designator, if known.

o If an address record already exists, add the first unit designator in the **Apartment/Unit Number** field. A "C" will appear in the **Action Code** field.

o If no address record exists, add one using the procedures for adding a single address.

o Create additional records for the same address: from the LUCA toolbox click on **Copy the current record** to create one additional record, or **Multiple copies of the current record** which will prompt you to input the number of copies needed.

o Enter the unit designator in the **Apartment/Unit Number** field for each new record.

If the apartment/unit designators are unknown but you know the unit count in the multi-unit structure, enter the characters *# in the **Apartment/Unit Number** field for each unit added. *The *# characters will alert the Census Bureau that the actual unit identifiers are unknown and that we need to obtain further information during the Address Canvassing Operation.*

Adding a Multi-unit Structure

For example, the new multi-unit structure located at the basic street address 1500 Cascade Street, contains ten units.

✴ Add one record with the correct census geography (i.e., state code, county code, census tract number, census block number) and the basic street address, 1500 Cascade Street.

✴ Copy that record 9 times, using the **Multiple Copies of the Current Record** [icon] button on the **LUCA Toolbox**.

✴ For each unit added at 1500 Cascade St., enter the appropriate "#" in the **Apartment/Unit Number** field. For example, for the first unit added at 1500 Cascade Street, enter "1" in the **Apartment/Unit Number** field; for the second unit record added, enter "2" in the **Apartment/Unit Number** field, and so on, until you get to the tenth unit record, where you enter "10" in the **Apartment/Unit Number** field.
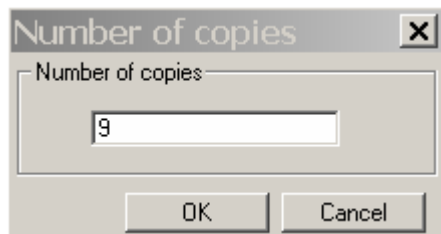
.ine#]	MAFID	[Action Cod	[House#]	e][Street Name]	[Suffi	[Apartment/U
3625	880080018		328	SHEEP CAMP	RD	
3627	880080018		328	SHEEP CAMP	RD	
3631	880080018		591	MUDDY	RD	
3635	880080018		744	BUCKHORN FLATS	RD	
3636		A-Added	772	MARKET	ST	
3637		A-Added	1500	CASCADE	ST	1
3638		A-Added	1500	CASCADE	ST	2
3639		A-Added	1500	CASCADE	ST	3
3640		A-Added	1500	CASCADE	ST	4
3641		A-Added	1500	CASCADE	ST	5
3642		A-Added	1500	CASCADE	ST	6
3643		A-Added	1500	CASCADE	ST	7
3644		A-Added	1500	CASCADE	ST	8
3645		A-Added	1500	CASCADE	ST	9
3646		A-Added	1500	CASCADE	ST	10

- **Conversion of a multi-unit structure to a housing unit:**

    o   Enter a "C" in the Action Code field for the first unit address record.

    o   Remove the unit designation in the Apartment/Unit Number field.

    o   For the remaining units, enter a "D" in the Action Code field.

- **Conversion of a group quarter to a housing unit:**

    o   Enter a "C" in the Action Code field.

    o   Remove the "Y" in the Group Quarters Flag field.

    o   Remove the name of the group quarters in the Location Description or GQ Name field.

- **Conversion of a housing unit to a group quarter:**

    o   Enter a "Y" in the Group Quarters Flag field for a group quarters address. A "C" will automatically appear in the Action Code field.

    o   Add the name of the group quarters in the Location Description or GQ Name field.

    Make corrections to the shapefiles as needed so that the maps match the new information on the Address List.

D – Deleting Addresses

- Select "**D**" from the Action Code drop down list.

    NOTES: Exercise caution when using this action code so that you do not inadvertently delete valid records. Verify that the housing unit or group quarter does not exist or that it is a duplicate address (duplicate addresses are those that are incorrectly listed multiple times on the Census Address List). The address record will remain visible on the Address List and will be verified by the Census Bureau during the Address Canvassing operation.

    Do not use the "D" action code for existing commercial or institutional addresses; instead, use The "**N**" nonresidential action code.

- Make the corresponding deletions on the map(s), as explained in Chapter 6, so that the maps are consistent with the Address List.

J – Not in Jurisdiction Addresses

- Enter a "**J**" in the Action Code field for addresses that are not in your jurisdiction. The address record will remain visible on the Address List, and will be verified by the Census Bureau during the Address Canvassing Operation.

N – Nonresidential Addresses

- Enter an "**N**" in the Action Code field for addresses that are used for any purpose other than residential. Examples of nonresidential addresses are businesses, schools, churches, schools, and government offices. **Verify that the address does not contain a living quarter.** The address record will remain visible on the Address List, and will be verified by the Census Bureau during the Address Canvassing Operation.
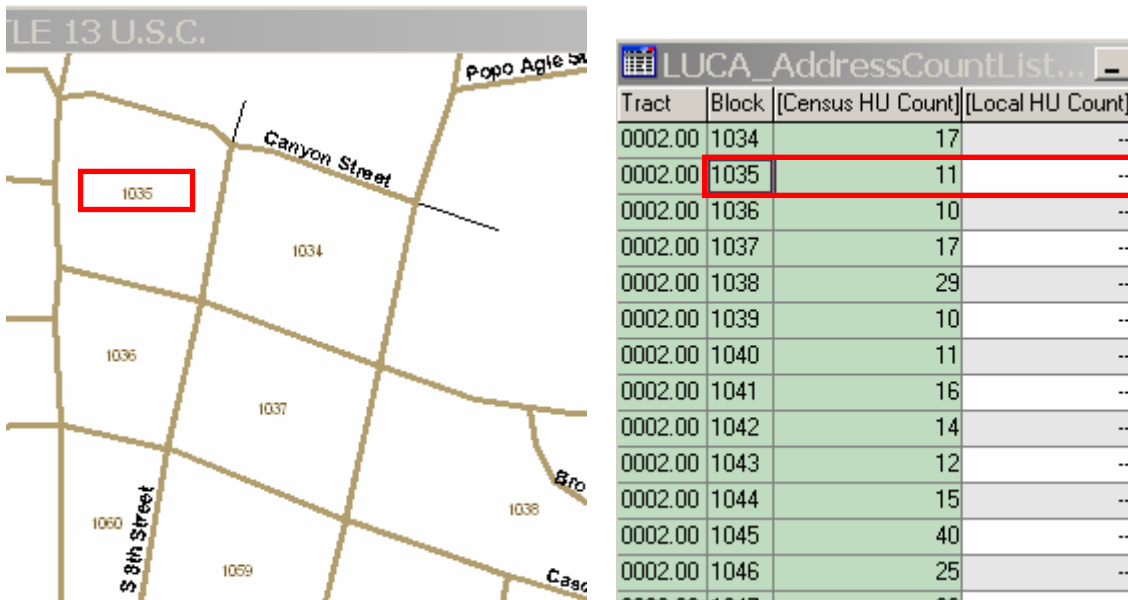
Introduction

The Address Count List contains the number of housing unit and group quarter addresses on the Address List for each census block within your jurisdiction. Use this list to challenge the count of addresses for any census block within your jurisdiction that you consider incorrect. Here are some guidelines you should follow when planning your review:

- If a census block contains all city-style addresses or a mix of city-style and noncity-style addresses, you can update **either** the individual city-style addresses **or** challenge the count of addresses for the entire census block, but you **cannot** do both.

- If you have reviewed and updated the Address List for your entire jurisdiction, you cannot make any challenges to the Address Count List.

- If a census block contains all noncity-style addresses, the Address Count List is the only way you can challenge addresses for that block.

Reviewing and Editing the Address Count List File

1) Review the Census Bureau's current housing unit address count for each census block within your jurisdiction.

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2) If there is a discrepancy between the Census Bureau's current housing unit address count and your local address count for any census block, fill in the **Local Housing Unit Address Count** column for that particular census block.

3) Record any discrepancy between the Census Bureau's current address counts for group quarters and your local address counts for group quarters in the **Local Group Quarters Address Count** column.

4) Make any necessary corrections to the Census Bureau's maps.

Submitting LUCA Program Updates
Creating the Changes File
Shipping Census Bureau Title 13 Materials

Submitting LUCA Program Updates

After completing your review and update of the LUCA materials, return all the materials to the **Census Bureau's Regional Office** responsible for your jurisdiction (see the back cover for a list of Regional Offices).

- Please include the **Inventory Form** (*Appendix _*) with your returned materials.

- Follow the procedure guidelines below for shipping Title 13 materials (address lists and maps) back to the Census Bureau.

Creating the Changes File

- Select **Report Changes** from the **LUCA** dropdown menu.

- MTPS prompts you to create a ZIP file of your updates.

    - The name of the ZIP file will correspond to the entity ID.

    - If you want to review your changes, use Windows Explorer to open the ZIP file you created and extract its contents to a folder on your computer. Depending on the changes you made, you may be prompted to enter a password at this point. This is the same password supplied by the Census Bureau at the beginning of the LUCA program.

- Make two CDs of the Changes File:

    - Return one CD to the Census Bureau.

    - Keep one CD as a temporary backup copy for your records only until the completion of the LUCA Program

Shipping the Changes File CD

- Use any shipping company that provides tracking services. For example, send your CD by certified or registered mail through the U.S. Postal Service (USPS); or Fed Ex; or United Parcel Service (UPS).

Chapter 8: Reviewing and Updating the Address Count List

- Ship the Changes File CD to the Census Bureau **in two opaque, sealed envelopes, one inside the other.** Both envelopes must be durable enough to prevent someone from viewing or tampering with the enclosed materials.

- Write **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on both sides of the <u>inner</u> envelope, as shown in *Appendix _*.

- **DO NOT** write **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on the <u>outer</u> addressed envelope.

- Address the outer envelope to:

    Director
    Census Bureau Regional Office
    <your jurisdiction listed on the back cover>
    ATTN: LUCA Staff
    Full street address?

Contact you Census Bureau Regional Office if you have questions about submitting your materials for the LUCA Program.

CHAPTER 10
RETURNING OR DESTROYING CENSUS BUREAU TITLE 13 MATERIALS AFTER FEEDBACK

Introduction
Method for Returning Census Bureau Title 13 Materials
Method for Destroying Census Bureau Title 13 Materials

Introduction

Once you have reviewed your LUCA Program feedback materials, you must return or destroy all Title 13, U.S.C. address lists and maps containing structure points according to the Census Bureau's specific guidelines for returning or destroying Title 13 materials.

The primary liaison is required to verify the return or destruction of any remaining Title 13 materials, both paper and computer-readable (i.e., paper copies, backup files, etc.). The primary liaison must sign and return to the Census Bureau the Return/Destruction of Title 13, U.S.C. Materials form found in *Appendix I*. This form must be included with your returned Title 13 materials.

All LUCA Program reviewers are required to sign and date this form at the completion of the LUCA Program. Should any liaison or reviewer leave before the completion of the LUCA Program, they are required to "sign-out" of the program by signing and dating this form. If any liaison or reviewer leaves and fails to sign and date this form, the current liaison can "sign-out" on their behalf.

Method for Returning Census Bureau Title 13 Materials

If you choose to return the Census Bureau's data files instead of destroying them:

- Use a shipping company that provides tracking services. For example, send your CD by certified or registered mail through the U.S. Postal Service (USPS); or Fed Ex; or United Parcel Service (UPS).

- Ship the Changes File CD to the Census Bureau **in two opaque, sealed envelopes, one inside the other.** Both envelopes must be durable enough to prevent someone from viewing or tampering with the enclosed materials.

- Write **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on both sides of the <u>inner</u> envelope, as shown in *Appendix H*.

- **DO NOT** write **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on the <u>outer</u> addressed envelope.

- Address the outer envelope to:

    Director
    Census Bureau Regional Office
    <your jurisdiction listed on the back cover> `
    ATTN: LUCA Staff
    Full street address?

Method for Destroying Census Bureau Title 13 Materials

Only those individuals who signed the Confidentiality Agreement Form need to destroy the Census Bureau's Title 13 materials.

- Never deposit Census Bureau confidential materials in a trash or recycle container.

- Store the materials in a secure area in a container labeled "document destruction container" until they are destroyed.

- The destruction process must prevent recognition or reconstruction of the paper or computer-readable information. Use one of the following methods to destroy census confidential materials:

  o Shredding.

  o Chemical decomposition.

  o Pulverizing (such as hammer mills, choppers, etc.).

  o Burning (only in a facility approved by the Environmental Protection Agency).

  o Clear magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse. To clear, overwrite all Title 13 data a minimum of three times using a commercial disk utility program or degauss using a commercial degausser.

  o Clear diskettes by running a magnetic strip of sufficient length to reach all areas of the disk over and under each surface a minimum of three times. If the information cannot be destroyed as suggested, the disk must be damaged in an obvious manner to prevent use in any disk drive unit and discarded.

    NOTE: Hand tearing or burying information in a landfill are unacceptable methods of disposal.

  o Destroy CD-ROMs and DVDs using a commercial-grade shredder that will render them unusable; or cut them up with scissors in an obvious manner to prevent use in a drive unit.

If you have any questions regarding the destruction of Title 13 materials, please call your Census Bureau Regional Office.