

# 2010 Decennial Census Local Update of Census Addresses (LUCA) Program User Guide

Issued August 2007

*Option 1—Title 13 Full Address List Review  
Paper Address List Format*



**U S C E N S U S B U R E A U**  
*Helping You Make Informed Decisions*

U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

United States™  
**Census**  
**2010**



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## 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  
Background

The Census Address List Improvement Act

The Census Bureau's Master Address File (MAF)

The Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>)  
Database

LUCA Program Responsibilities

Census Bureau Responsibilities

Participant Responsibilities

Training and Technical Support

Schedule

Respondent Burden

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### 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 2010 Census activities that utilizes the expertise of tribal, state, and local governments to improve the accuracy and completeness of the address list used to take the census.

The U.S. 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 paper address list format. This option allows you to:

- Review the Census Bureau's Address List for your jurisdiction including **city-style**<sup>1</sup> and **noncity-style**<sup>2</sup> residential addresses.
- Comment on any single or multiunit structure or **group quarters**<sup>3</sup> city-style address in a census block on the Address List using correct, delete, not in jurisdiction, or nonresidential action codes.
- Add single, multiunit structure, or group quarters **city-style addresses** only not found on the Address List to the Address List Add Page.
- Challenge the count of addresses for a census block on the Address Count List.

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<sup>1</sup>The term **city-style address** is defined as an address that consists of a house number and street or road name, for example, 201 Main Street. However, the address may or may not be used for the delivery of mail, and may include apartment numbers/designations or similar identifiers. *See Chapter 2 for a complete definition.*

<sup>2</sup>The term **noncity-style address** is defined as a mailing address that does not use a house number and street or road name. This includes rural routes and highway contract routes, which may include a box number, post office drawers, or general delivery. *See Chapter 2 for a complete definition.*

<sup>3</sup>**Group quarters** are places where people live or stay that are normally owned or managed by an entity or organization providing housing and/or services for the residents. *See Chapter 2 for a complete definition.*

- For census blocks containing all noncity-style addresses, you can **only** challenge the **count of addresses** for those blocks. You **cannot** comment on individual noncity-style addresses.

**Note:** *For census blocks with a mix of city-style and noncity-style addresses, you may comment on individual city-style addresses **or** challenge the count of addresses for the census block, but cannot do both within the same block. However, it is to your benefit and the Census Bureau's that you provide city-style address updates wherever applicable, rather than challenging the count of addresses in a census block.*

- Identify any additions, deletions, or corrections to the location and/or name of roads or other physical features and/or boundaries 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<sup>4</sup> with the latest version of the U.S. Postal Service's (USPS) Delivery Sequence File<sup>5</sup> (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

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

<sup>5</sup>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.



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<sup>6</sup>, census blocks<sup>7</sup>, etc.) used to tabulate decennial census data. The TIGER® database also includes address ranges<sup>8</sup> along streets that have city-style addresses and the hierarchy of census geographic area codes from the state level down to individual census blocks ([www.census.gov/geo/www/geodiagram.html](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.

## **LUCA Program Responsibilities**

### **Census Bureau's LUCA Program Responsibilities**

The Census Bureau's LUCA program 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.

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<sup>6</sup>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.

<sup>7</sup>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.

<sup>8</sup>**Address ranges** are the lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

- 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.

### **Participant's LUCA Program Responsibilities**

As a participant in the LUCA program, your responsibilities include:

- Select your LUCA liaison and reviewers. *(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.
- All liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) 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 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<sup>9</sup> (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.

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<sup>9</sup>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.*

- Review the Census Bureau’s detailed feedback materials.
- Appeal address discrepancies to the LUCA Appeals Office within 30 calendar days of receipt of feedback materials.
- After the appeal 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

Census Bureau staff will conduct LUCA training workshops beginning in August of 2007. These training workshops will provide you with hands-on experience in using the 2010 Decennial Census LUCA Program materials. In addition, computer-based training (CBT) is available on the LUCA Program CBT CD-ROM and the LUCA web site at [www.census.gov/geo/www/luca2010/luca.html](http://www.census.gov/geo/www/luca2010/luca.html).

**Should you need additional information, please contact your Census Bureau Regional Office toll free at 1-866-511-LUCA or for technical assistance about computer applications including the MAF/TIGER Partnership Software (MTPS), please call the Help Desk toll free at 1-866-919-5822.**

### 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 a courtesy copy 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 MAF/TIGER database.
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 within 30 days of receipt of materials.
September 2009–January 2010	LUCA Appeals Office reviews and adjudicates appeals.

## Respondent Burden

The Census Bureau estimates that it will take between 105 and 1,575 hours to complete the LUCA review depending on the number of addresses and rate of address growth and change. This includes the time needed to read the invitation materials and complete the registration forms, and upon receipt of the LUCA materials, to read the instructions, assemble and review the LUCA materials, and provide updates.

Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138,  
Washington, DC 20233.

Or you may e-mail comments to <paperwork@census.gov>; use "Paperwork Project 0607-0795" as the subject. Please include a copy of your message addressed to <luca@geo.census.gov>.

Under the paperwork Reduction Act, the Census Bureau cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of each LUCA form.

## CHAPTER 2 BEFORE YOU BEGIN YOUR REVIEW

Introduction  
What is a Housing Unit?  
What are Group Quarters?  
Unacceptable Types of Housing Units and Group Quarters  
Census Bureau Addresses  
Census Tract  
Census Block  
What is Geocoding?  
Strategies for Reviewing the Census Bureau's Residential Address List  
Local Address Sources

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### 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 <[www.census.gov](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 housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

## What are Group Quarters?

*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. Housing units and group quarters that are:

- 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.
- Under construction and 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 Nonresidential Addresses

The Census Bureau divides all addresses in two use types, residential and nonresidential. Residential addresses are addresses of housing units and/or group quarters where one or more persons could live. 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 such as an apartment over a store or a home with an office.

### 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. 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 multiunit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D or a location designator such as “rear” or “basement.” (*See Appendix D, Unit Designation Abbreviations.*) The Census Bureau and the USPS treat these unit 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/or a street name as noncity-style addresses. Noncity-style addresses also may **not include a complete** house number and street name address. 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 1200 people with an optimal population of 4000.

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 materials.

## Census Block

A Census block is an area bounded by visible features such as streets, roads, streams, and railroad tracks and nonvisible 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 one alpha character, if applicable, e.g. 3001A. Suffixes, such as 2011A and 2011B, reflect boundary changes as well as added features.

**Note:** The 2010 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

When deciding how to conduct the LUCA program review for your jurisdiction, consider your available time, the information you have readily available, and the staff and computer resources you have. If 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 housing construction.
- E-911 address conversion areas.
- Areas that have changed from single-family homes to multi-family homes and vice versa.
- Warehouses that have been 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 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 can help you identify addresses that you need to add to the Address List. The following list provides suggestions for local address source materials:

- 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 address files.
- Housing occupancy permits.
- Planning or zoning records.
- Local utility records.
- Drivers' license files.
- Annexation records.
- Assessment or taxation files.
- Voter registration files.

## CHAPTER 3 THE LUCA PROGRAM MATERIALS

- Introduction
- Protecting the Census Bureau Address Information
- The Census Bureau's Address List
- The Address List Add Page
- The Address Count List
- The Census Bureau Map
- The Map Sheet to Block Number Relationship List
- Shapefiles
- Boundary and Annexation Survey (BAS)

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### Introduction

Chapter 3 discusses protecting Census Bureau address information and describes the Census Bureau's Address List, Address List Add Page, Address Count List, and the Census Bureau's maps including paper maps and shapefiles.

### Protecting Census Bureau Address Information

The LUCA liaison accepts the responsibility for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, U.S.C. This includes the Address List and any Census map(s) that show(s) housing units and/or group quarters structure points. (*Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program.*) The LUCA liaison must restrict access to confidential Census address information to only those individuals who have signed the Confidentiality Agreement. This includes all reviewers and anyone with access to LUCA materials. (*See Appendix A for the terms of the Confidentiality and Security Guidelines.*)

### The Census Bureau's Address List

#### Content of the Address List

The Census Bureau's Address List contains all of the residential (city-style and noncity-style) addresses known to the Census Bureau within your jurisdiction. It also contains census geographic codes (**state, county, census tract, census block**) that indicate the location of each address. Figure 3.1 displays an example of the Address List.

#### Heading Area

The top of each page of the paper Address List contains the program name, Local Update of Census Addresses Program, the product type, date the list was created, and page number.

The Address List is sorted by either Census Tract Number/Block Number/Street Name/House Number or Street Name/House Number, depending upon the sort selection you chose when you registered.

The entity section contains your entity name and unique Federal Information Processing Standards (FIPS) code:

- The numeric portion of your entity identification code is of variable length, depending on your entity type:
  - State is 4 characters = ST (2 alpha) + (2 numeric):
    - ◆ ST36
  - County is 7 characters = CO (2 alpha) + State (2 numeric) + County (3 numeric):
    - ◆ CO36123
  - Place is 9 characters = PL (2 alpha) + State (2 numeric) + Place (5 numeric):
    - ◆ PL3612345
  - Minor Civil Division (MCD) is 12 characters = MC (2 alpha) + State (2 numeric) + County (3 numeric) + MCD (5 numeric):
    - ◆ MC3612345678

### Static Information

The gray columns **cannot** be edited. These columns include:

- Column 1, **Line Number**—the sequential number of the address record.
- Column 2, **MAFID**—the unique control number assigned by the Census Bureau to each address.
- Column 4d, **Structure Point**—unique numbers assigned by the Census Bureau to a structure that contains a housing unit or a group quarters address in selected areas. *Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program.*
- Column 6, **Noncity-Style Address Mail Delivery**—identifies noncity-style mail delivery addresses:
  - may contain rural route numbers, highway contract route numbers, or P. O. Box numbers.
- Column 6a, **Noncity-Style ZIP Code**—identifies the ZIP code for a noncity-style mail delivery address.

Rows containing noncity-style address records and rows containing “NO KNOWN ADDRESSES IN THIS BLOCK” are also gray indicating that they **cannot** be edited. See *Figure 3.1*.

Census blocks within your jurisdiction that contain addresses in federally recognized American Indian areas will have an asterisk (\*) in the **Action Code** column and are grayed out. In addition, the **Street or Road Name** column will contain the statement:

“This Block is in a Federally Recognized American Indian Area.”

### Reading the Address List

- Column 3, **Action Code**—used to record the type of change when an update is made to the address list, including:
  - Address corrections.
  - Address deletions.
  - Not in jurisdiction addresses.
  - Nonresidential addresses.

**Note:** For reference, Action Codes are listed on the bottom of each page of the Address List.

- Column 4, **Census Geography**—contains the following sub-columns:
  - 4a, **State County Code**—identifies the FIPS state and county code for your jurisdiction.
  - 4b, **Census Tract Number**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a 4-digit number followed by a decimal point and a 2-digit suffix).
  - 4c, **Census Block Number**—identifies uniquely numbered census blocks within each census tract (up to a 4-digit number plus one alpha character, if applicable).
- Column 5, **City-Style Mail Delivery Address or E-911 Address or the Physical Location Description and Road Name**—contains the following sub-columns:
  - 5a, **House Number**—housing unit or group quarters house number, which can contain numbers, letters, hyphens, or other characters.
  - 5b, **Street or Road Name**—including prefix and/or suffix directional as part of the address of the housing unit or group quarters.
  - 5c, **Physical Location Description or Group Quarters Name**—may include a brief physical location description such as 2 STORY

STONE HOUSE/SHUTTERS and/or the name of a group quarters such as BAYSIDE NURSING HOME.

- 5d, **Apt/Unit Number**—apartment or unit number, if applicable. This column may contain apartment unit numbers (e.g., 101 or 101A), location (e.g., rear, basement), or trailer lot number. (*See Appendix D, Unit Designation Abbreviation Examples.*)
- 5e, **ZIP Code**—5-digit ZIP Code for each address.
- Column 7, **Group Quarters Flag**—displays a ‘Y’ for addresses that are considered group quarters, such as nursing homes or dormitories.

Figure 3.1: The Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County C051081												Date: 09/23/2007 Page: 6 of 30	
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name (5b)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
30	111123461		51081	9713.02	1345		2718	CROWN AVE			22555		y
								FAIR HAVEN HOME				ZIP Code:	
32	111123462		51081	9713.02	1345		2720	CROWN AVE			22555		
												ZIP Code:	
33	111123463		51081	9713.02	1345		2722	CROWN AVE			22555		
												ZIP Code:	
34	111123464		51081	9713.02	1345		2724	CROWN AVE			22555		
												ZIP Code:	
35	111123465		51081	9722.04	3453							RTE 2, BOX 165	
								REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE				ZIP Code: 22555	
36	111123466		51081	9722.04	3453							RTE 2, BOX 173	
								2 STORY HSE W/SHUTTERS, BRICK SHED ON SIDE, ON LAKE				ZIP Code: 22555	

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

## The Address List Add Page

Use the Address List Add Page to add **city-style** addresses for your jurisdiction not shown on the Address List. The Census Bureau provides you with five (5) copies of the Address List Add Page. If you need additional copies, a blank Address List Add Page is included on the last page of this user guide.

### Content of the Address List Add Page

#### Heading Area

The top of each page of the paper Address List Add Page contains the:

- Program name.
- Product type.
- Information you must record on each Address List Add Page that you update and return to the Census Bureau:
  - Your entity name.
  - Your Entity ID Code—available on the Address List and paper maps; *this code must be provided to process submissions.*
  - The name of the person recording the information.
  - The date completed.
  - Page number and number of total pages.
- Column 1, **Line #**—sequential number preprinted by the Census Bureau for each added address record.
- Column 2, **Census Geographic Location of Address**—used to record the census geographic code of the address or addresses you are adding. Column 2 contains the following subcolumns:
  - 2a—**State Code Number**
  - 2b—**County Code Number**
  - 2c—**Census Tract Number**
  - 2d—**Census Block Number**

*It is critical to provide the correct census geographic information codes when adding addresses including the state code number, county code number, census tract number, and the census block number for each individual address.*

The Census Bureau **will not process** address submissions that do not contain census geographic information codes.



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

Note that the state and county codes are entered in separate columns on the Address List Add Page but are combined on your Address List.

- Column 3, **Group Quarters?**—used to indicate if an address is a group quarters.
  - If the address is a group quarters, print a ‘Y’ in this column.

**Note:** If you enter a “Y” in the **Group Quarters?** column, you **must** provide a group quarters name (column 4c). The Census Bureau will not process an identified group quarters address record without a group quarters name.
- Column 4, **Residential Address**—used to record the city-style address. Record the following information in the sub-columns:
  - 4a—**House number**.
  - 4b—**Street or Road Name**—street or road name associated with the address.
  - 4c—**GQ Name**—if the address is a group quarters, record the name of the facility (e.g., Sunset Gardens Nursing Home).

**Note:** If you enter a “Y” in the **Group Quarters?** column, you must provide a group quarters name. The Census Bureau will not process an identified group quarters address record without a group quarters name.
  - 4d—**Apartment/Unit Number**—if the address is an apartment or unit, record the unit designation (e.g., 101). If the address contains a location designation (e.g., rear, basement) or trailer lot number, record the appropriate information. (*See Appendix D, Unit Designation Abbreviation Examples.*)
  - 4e—**ZIP Code**—5-digit ZIP Code.

*See Figure 3.2 for an example of the Address List Add Page.*

**Only city-style addresses** for housing units and group quarters can be added to the Address List Add Page.

**Note:** If you need additional copies, a blank Address List Add Page is included on the last page of this user guide.

Figure 3.2: The Address List Add Page

<p><b>2010 DECENNIAL CENSUS</b></p> <p><b>LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM</b></p> <p><b>ADDRESS LIST ADD PAGE</b></p>						<p>PAGE _____ OF _____ PAGES</p> <p>Name of Preparer: _____ <i>(Print Name)</i></p> <p>Date Completed: _____ <i>(MM/DD/YYYY)</i></p>			
<p><b>Add Page For:</b> _____ <i>(Entity Name)</i></p>						<p><b>Entity ID Code:</b> _____ <i>(Copy from Address List Page)</i></p>			
Census Geographic Location of Address (2)					Group Quarters? (3)	Residential Address (4)			
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b) ----- GQ Name (4c)	Apartment/ Unit Number (4d)	City Style Mailing ZIP Code (4e)
1									
2									
3									
4									
5									
6									
7									

## The Address Count List

The Address Count List contains the number of housing unit and group quarters addresses on the Address List for each census block within your jurisdiction. Use the Address Count List to identify inconsistencies between the Census Bureau's housing unit and/or group quarters address counts and your jurisdiction's housing unit and/or group quarters address counts.

If a census block contains a mix of city-style and noncity-style addresses, you can comment on the individual city-style addresses on the Address List *or* challenge the count of addresses for the entire census block on the Address Count List, but you **cannot** do both within the same block.

If your local address list and the Census Bureau's Address List contain only noncity-style addresses for a census block, you can challenge the count of addresses for that block only if a discrepancy exists.

*Note: It is to your benefit and the Census Bureau's that you provide city-style address updates wherever applicable, rather than challenging the count of addresses in a census block.*

The Address Count List contains two sections of six columns each. In the example, Figure 3.3, there are 35 census blocks listed containing 944 Housing Unit Addresses and 22 Group Quarters addresses.

### Content of the Address Count List

#### Heading Area

The top of each page of the paper Address Count List contains the program name, the product type, date the list was created, and page number. The entity section contains your entity name and unique Federal Information Processing Standards (FIPS) code.

#### Column contents

- Column 1, **Census Tract Number**—prepopulated and cannot be edited.
- Column 2, **Census Block Number**—prepopulated and cannot be edited.
- Column 3, **Census Count of Housing Unit Addresses**—count of all housing unit addresses known to the Census Bureau for each census block within your jurisdiction. This column is prepopulated.
- Column 4, **Local Count of Housing Unit Addresses**—record your local count of housing unit addresses if there is a discrepancy between

Figure 3.3: Address Count List

2010 Census  
Local Update of Census Addresses Program  
Address Count List

ST/CO: 33/003 Carroll, NH  
Entity: Conway town PL3311025

Date: 07/29/2007  
Page: 1 of 1

Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses
49.01	1001	75		2		49.01	3007	75		2	
49.01	1002	0		0		49.02	2010B	22		0	
49.01	1003	22		0		49.02	2011	46		1	
49.01	1004	0		0		49.02	2012	75		2	
49.01	1005	46		1		49.02	2013	22		0	
49.01	1006	35		2		49.02	2024	46		1	
49.01	1007	24		0		49.02	2025	35		2	
49.01	1008	26		0		49.02	2037	24		0	
49.01	1010	10		1		49.02	3038	6		0	
49.01	1011	16		1		49.02	3039	7		0	
49.01	2025	12		0		<b>TOTAL</b>	<b>35</b>	<b>944</b>		<b>22</b>	
49.01	2026	10		0							
49.01	2027	15		1							
49.01	2028	12		0							
49.01	2029	11		0							
49.01	2030	10		0							
49.01	2031	13		0							
49.01	2032	11		0							
49.01	2033	75		2							
49.01	3001	22		0							
49.01	3002	46		1							
49.01	3003	35		2							
49.01	3004	24		0							
49.01	3005	26		0							
49.01	3006	10		1							

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the Census Bureau's count of housing unit addresses and your local count of housing unit addresses.

**Note:** Census blocks within your jurisdiction that contain addresses in federally recognized American Indian areas will have an asterisk (\*) in the **Local Count of Housing Unit Address** column and are grayed out indicating they **cannot** be edited.

- Column 5, **Census Count of Group Quarters Addresses**—count of all group quarters addresses known to the Census Bureau for each census block within your jurisdiction. This column is prepopulated.
- Column 6, **Local Count of Group Quarters Addresses**—record your local count of group quarters addresses if there is a discrepancy between the Census Bureau's count and your local count of group quarters addresses.

**Note:** Census blocks within your jurisdiction that contain addresses in federally recognized American Indian areas will have an asterisk (\*) in the **Local Count of Group Quarters Address** column and are grayed out indicating they **cannot** be edited.

- **Totals Row Contents**
  - A **Totals Row** appears on the last page of your Address Count List that shows the total number of census blocks on the Address Count List, the Census Bureau's total count of housing unit addresses, and the Census Bureau's total count of group quarters addresses.

## The Census Bureau Map

The Census Bureau provides you with one set of paper maps or shapefiles as a reference for locating individual addresses, and for updating and correcting your jurisdiction's features and boundaries. If you selected to receive paper maps, the Map Sheet to Block Number Relationship List lists all of the census blocks within your jurisdiction and identifies the map sheet(s) on which each census block is located. If you selected to receive shapefiles, the tabblock shapefile contains the census block boundaries and block numbers for your jurisdiction.

### Reading a Census Bureau Paper Map

There are three types of paper map sheets:

1. Index Sheets
2. Parent Sheets
3. Inset Sheets

**Index Sheets**—for reference (if more than one map sheet)

- Covers the entire extent of your jurisdiction.
- Divided into numbered grids.
- Each numbered grid area corresponds to area covered by a parent sheet.
- Used with jurisdictions containing more than one parent sheet.
- Index sheets are for reference; please do not make updates to the index maps because the updates are difficult to incorporate into our database due to the smaller scale.

**Parent Sheets**—for map updates

- Detailed view of a section of your jurisdiction.
- Corresponds to a grid and grid number on the Index sheet.
- Shows detail for features and geographic areas.
- Used for map updates.

**Inset Sheets**—for map updates to congested areas

- Shows the detail of congested areas on parent sheets.
- Corresponds to a notation on a parent sheet.
- Shows detail for features and geographic areas.
- Used to make updates for congested areas only.

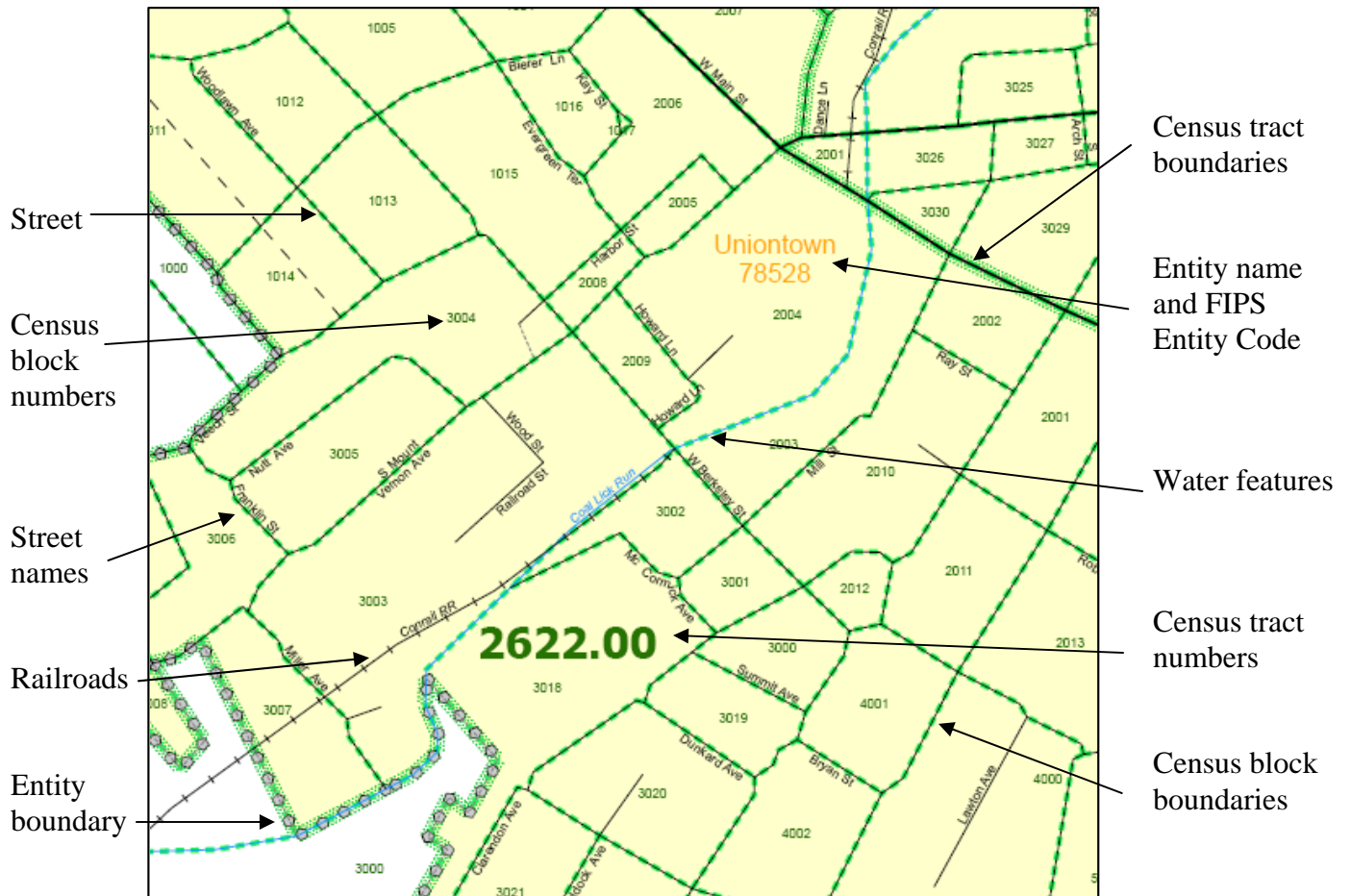
The Census Bureau paper map shows some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the Census Bureau map displays this information using symbols unique to the Census Bureau.

The map displays the following information:

- Streets
- Census block numbers
- Street names
- Railroads
- Census tract boundaries
- Entity name and FIPS Entity Code
- Water features
- Census tract numbers
- Census block boundaries
- Entity boundary

Refer to Figure 3.4 for an example of a Census Bureau paper map.

Figure 3.4: Example of a Census Bureau Paper Map



Information contained in the map border:

- The key to adjacent areas, if your jurisdiction has multiple map sheets
- Signature box for the Boundary and Annexation Survey (BAS) Official
- Entity identification information
- Bar code
- Scale
- North arrow
- MAF/TIGER Accuracy Improvement Project (MTAIP) credit for counties that have undergone the MTAIP process:
  - The MTAIP project acquired geographic information system (GIS) files, aerial photography, and global positioning system

(GPS) data from various sources nationwide to update the TIGER<sup>®</sup> database.

- One of the primary goals of the project was to develop a highly accurate geographic database of the United States. The Census Bureau focused on improving the accuracy of street feature coordinates to provide base information suitable for use with GPS-equipped hand held devices that would facilitate the gathering of accurate location and census information for all living quarters and workplaces.

The symbols on the map legend include:

- Boundaries
- Transportation
- Other Features
- Landmarks
- Footnotes and Notes

See *Appendix B* for a detailed description of the map legend.

### **The Map Sheet to Block Number Relationship List**

The Map Sheet to Block Number Relationship List is provided for use with paper maps. The list identifies the map sheet or sheets on which each census block is located and is sorted by census tract number and census block number in ascending order as shown in Figure 3.5.



Figure 3.5: Example of the Map Sheet to Block Number Relationship List

**2010 Census  
Local Update of Census Addresses Program  
Map Sheet to Block Number Relationship List**

D-1699								
2010 Census Local Update of Census Addresses Program Map Sheet to Block Number Relationship List								
<b>ST/CO:</b> 14/015						<b>Date:</b> 07/29/2007		
<b>Listing for:</b> DARLINGTON COUNTY CO14015						<b>Page:</b> 1 of 1		
Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)
49.01	1001	1	49.01	3004	1			
49.01	1002	1	49.01	3005	1			
49.01	1003	1	49.01	3006	1			
49.01	1004	1	49.01	3007	1			
49.01	1005	1	49.02	2010B	1			
49.01	1006	1	49.02	2011	1			
49.01	1007	1	49.02	2012	1			
49.01	1008	1	49.02	2013	1, 2			
49.01	1009	1	49.02	3024	1, 2			
49.01	1010	1	49.02	3025	2			
49.01	1011	1	49.02	3037	2			
49.01	2025	1	49.02	3038	2			
49.01	2026	1	49.02	3039	2			
49.01	2027	1						
49.01	2028	1						
49.01	2029	1						
49.01	2030	1						
49.01	2031	1						
49.01	2032	1						
49.01	2033	1						
49.01	3001	1						
49.01	3002	1						
49.01	3003	1						

### Shapefiles

Shapefiles require the use of GIS software. The Census Bureau provides county-based shapefile layers in Environmental Systems Research Institute<sup>10</sup> (ESRI) shapefile format. Participants that submit shapefiles with feature updates must follow Census Bureau requirements.

<sup>10</sup>All shapefiles provided by the Census Bureau are in Environmental Systems Research Institute (ESRI) format. The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of ESRI products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

The shapefiles, created from the MAF/TIGER database, allow you to submit map feature updates electronically. All linear features in the MAF/TIGER database are contained in the edges shapefile. Use the edges shapefile to add, delete, or change linear feature attributes. *Refer to Chapter 6, Shapefiles.*

For more details on the contents of the shapefiles, view the readme.txt file that is included in the CD-ROM containing your shapefiles.

### **Boundary and Annexation Survey (BAS)**

The Census Bureau conducts the Boundary and Annexation Survey (BAS) each year to determine the inventory of correct names, legal descriptions, and legal boundaries of counties and equivalent entities, minor civil divisions, incorporated places, federally recognized American Indian reservations, and off-reservation trust lands. Title 13, U.S.C. authorizes this voluntary survey. Specifically, the Census Bureau requests up-to-date boundary information for local governments and information on the legal actions associated with the changed boundaries. The Census Bureau enters all boundary and area information obtained through the BAS into the TIGER<sup>®</sup> database so that all subsequent map and Census address list products reflect these changes.

During your LUCA review, you may find that the boundary for your jurisdiction does not depict the correct current location. You may use your LUCA maps to provide updates to your legal boundaries.

If you register to participate in the LUCA program before October 31, 2007, you will receive your 2008 BAS materials with your LUCA program materials.

If you selected to receive paper maps, the BAS materials include the *Boundary and Annexation Survey Paper Respondent Guide* for paper maps and a Boundary and Annexation Survey form.

If you selected to receive shapefiles, a layer for legal boundaries is included that you may edit. Refer to the *Boundary and Annexation Survey Respondent Guide: Digital BAS* included with the CD-ROM containing your shapefiles for instructions on making your boundary edits.

## CHAPTER 4 UPDATING THE CENSUS BUREAU'S ADDRESS LIST, ADDRESS LIST ADD PAGE, AND PAPER MAPS

- Introduction
- Action Codes
  - The "C" Action Code
  - The "D" Action Code
  - The "J" Action Code
  - The "N" Action Code
- Adding City-Style Addresses to the Address List Add Page

---

### Introduction

Chapter 4 explains the procedures for updating the Census Bureau's Address List, adding city-style addresses to the Address List Add Page, and updating the Census Bureau's paper maps. Each update presents a scenario and examples.

### Action Codes

There are four Action Codes used to make updates to the Address List:

1. C–Correction
2. D–Delete
3. J–Not in Jurisdiction
4. N–Nonresidential

Action Codes are recorded in Column 3 on your Address List. For reference, the Action Codes are also listed on the bottom of each Address List page.

You can only update **city-style addresses**.

**Note:** For census blocks with a mix of city-style and noncity-style addresses, you may update any individual city-style addresses **or** challenge the count of addresses for the census block, but you cannot do both within the same block.

The following examples illustrate how to make updates to the Address List and corresponding map updates where applicable.

#### The C Action Code

Print a "C" in the **Action Code** column on the Address List for the following situations:

- Incorrect state code.

- Incorrect county code.
- Incorrect census tract number.
- Incorrect census block number.
- Incorrect house number, incorrect street name (including directional and type information).
- Incorrect apartment or unit number.
- Incorrect group quarters name.
- Incorrect ZIP Code.
- Conversion of a housing unit to a multiunit structure.
- Conversion of multiunit structure to a housing unit.
- Conversion of a group quarters to a housing unit.
- Conversion of a housing unit to a group quarters.

### Examples Using the C Action Code

The following list of examples is provided when using the C Action Code:

1. Correcting a street name.
2. Correcting the location of a street and its corresponding addresses.
3. Correcting an incorrect house number, incorrect apartment/unit number or incorrect block number.
4. Conversion of a single housing unit to a multiunit structure.
5. Conversion of group quarters and housing units (conversion of a group quarters to a housing unit and conversion of a housing unit to a group quarters).

#### 1. **Correcting a Street Name**

The Census Bureau's Address List and map incorrectly shows Bryan St instead of Ryan St, the correct street name. *See Figure 4.1, Correcting a Street Name on the Address List.* The map also does not list the alternate name for the street, which is County Road 9 (Co Rd 9). *See Figure 4.2, Correcting a Street Name on the Paper Map.*

#### **Correcting the Address List:**

- Print a C in the **Action Code** column.
- In the **Street or Road Name** column, cross out Bryan St. for all of the affected addresses, and print Ryan St. above it.

Figure 4.1: Correcting a Street Name on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County C051081													Date: 09/23/2007 Page: 3 of 30
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
13	111112345	C	51081	2622.00	4001		101	RYAN ST <del>BRYAN ST</del>			22555		
14	111112346	C	51081	2622.00	4001		103	RYAN ST <del>BRYAN ST</del>			22555	ZIP Code:	
15	111112347	C	51081	2622.00	4001		105	RYAN ST <del>BRYAN ST</del>			22555	ZIP Code:	
16	111112348	C	51081	2622.00	4002		102	RYAN ST <del>BRYAN ST</del>			22555	ZIP Code:	
17	111112349	C	51081	2622.00	4002		104	RYAN ST <del>BRYAN ST</del>			22555	ZIP Code:	
18	111112350	C	51081	2622.00	4002		106	RYAN ST <del>BRYAN ST</del>			22555	ZIP Code:	

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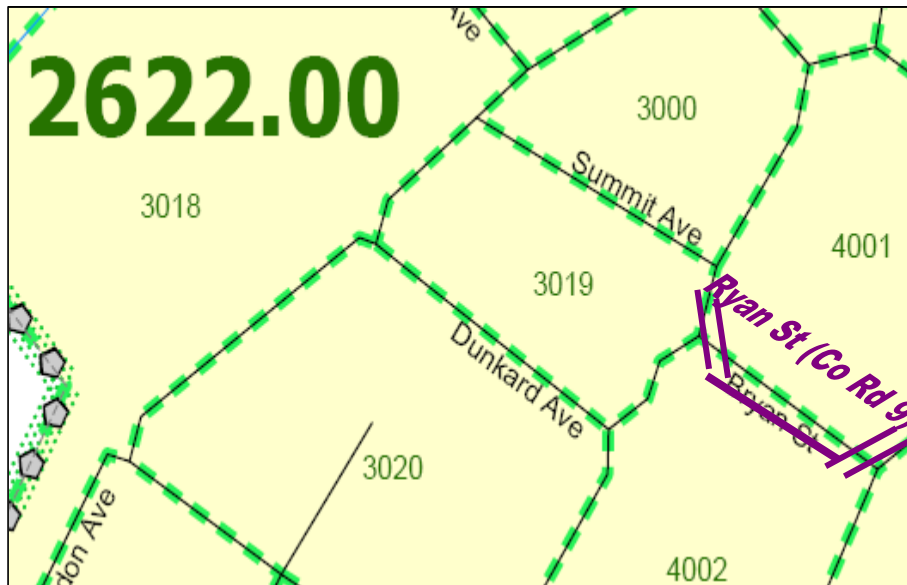
DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

### Correcting a street name on the paper map:

Figure 4.2: Correcting a Street Name on the Paper Map



1. Using a purple pencil, cross out the incorrect name, Bryan St, and print the correct name, Ryan St, above it.
  2. Use double hatch marks to show the extent of the name change. In this instance, the entire street needs to be corrected.
  3. Print the alternate street name (Co Rd 9) in parentheses.
- 2. Correcting the Location of a Street and its Corresponding Addresses**

The Address List shows 101 through 106 Winona St as located in Census Block 2005. According to local sources, Winona St is located north of Connellsville St in Census Block 1034. See Figure 4.3, *Correcting the Location of a Street and Its Corresponding Addresses on the Address List*. See Figure 4.4, *Correcting the Location of a Street on the Paper Map*.

### Correcting the Address List:

- Print a C in the **Action Code** column for the affected addresses.
- In the **Census Block** column, cross out the incorrect block numbers and print the correct block number above it. In this case, cross out 2005 and print 1034 above it.

Figure 4.3: Correcting the Location of a Street and Its Corresponding Addresses on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County CO51081		Date: 09/23/2007 Page: 3 of 30											
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
13	111112345	C	51081	2623.00	1034 <del>0000</del>		101	WINONA ST			22555		
14	111112346	C	51081	2623.00	1034 <del>0000</del>		103	WINONA ST			22555		
15	111112347	C	51081	2623.00	1034 <del>0000</del>		105	WINONA ST			22555		
16	111112348	C	51081	2623.00	1034 <del>0000</del>		102	WINONA ST			22555		
17	111112349	C	51081	2623.00	1034 <del>0000</del>		104	WINONA ST			22555		
18	111112350	C	51081	2623.00	1034 <del>0000</del>		106	WINONA ST			22555		

Form # D-1690  
U.S. Department of Commerce  
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

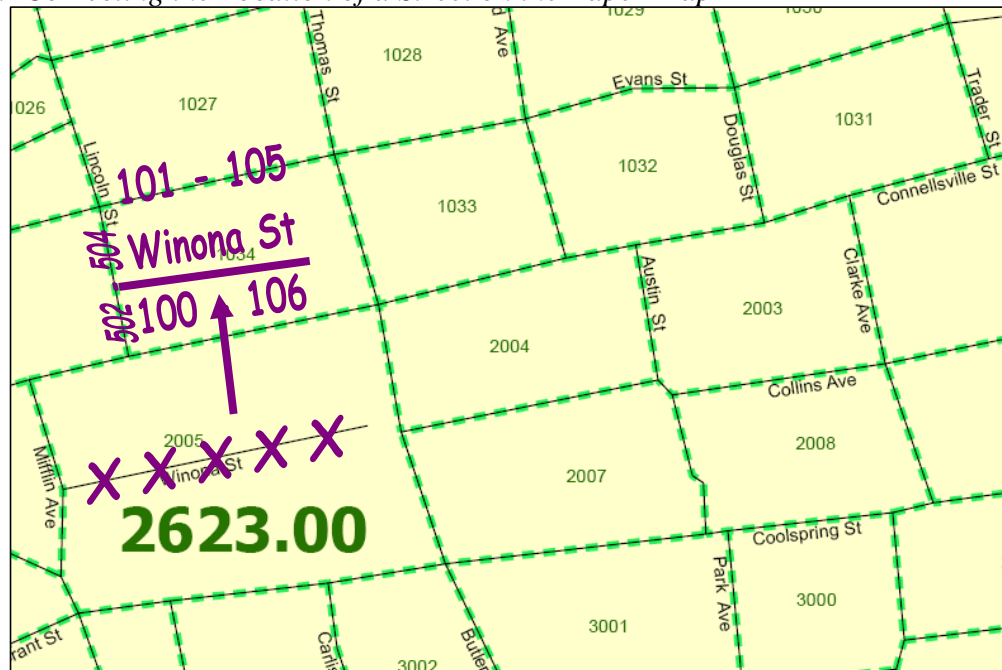
Fictitious Information

### Correcting the location of a street on the paper map:

At this location, Winona St includes an odd numbered address range<sup>11</sup> from 101 through 105 on the north and an even numbered address range from 100 through 106 on the south.

Winona St intersects Lincoln St between address numbers 502 and 504<sup>12</sup>.

Figure 4.4: Correcting the Location of a Street on the Paper Map



1. Using a purple pencil, cross out the incorrect location of Winona St with a series of "Xs."
2. Redraw Winona St in its correct Census Block, 1034, and print the street name and address ranges along the moved street.
3. Draw an arrow to the correct location of Winona St.
4. Print the address breaks where Winona St intersects Lincoln St between address numbers 502 and 504.

<sup>11</sup>**Address ranges** The lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

<sup>12</sup>**Address breaks** are the city-style addresses on each side of a boundary or at an intersection of a street with another street or feature.



### **3. Correcting an Incorrect House Number, Incorrect Apartment/Unit Numbers, or Incorrect Block Number**

#### **A. Incorrect House Number:**

The Address List shows a house number as 102 Coolspring St. The house number is actually 1002.

##### **Correcting the Address List:**

- Print a C in the **Action Code** column, cross out 102 in the **House Number** column, and print 1002 above it.

*See Figure 4.5, Correcting an Incorrect House Number, Incorrect Apartment/Unit Numbers, or Incorrect Block Number on the Address List.*

#### **B. Incorrect Apartment/Unit Numbers:**

In the next three rows, the A, B, and C apartment numbers for 1004 Coolspring St are incorrect. The apartment numbers are 1, 2, and 3.

##### **Correcting the Address List:**

- Print a C in the **Action Code** column, cross out the A, B, and C in the **Apt/Unit Number** column and print the correct apartment numbers 1, 2, and 3 above each correction.

*See Figure 4.5, Correcting an Incorrect House Number, Incorrect Apartment/Unit Numbers, or Incorrect Block Number on the Address List.*

#### **C. Incorrect Block Number:**

1001 and 1003 Coolspring St are recorded in the incorrect Census Block.

##### **Correcting the Address List:**

- Print a C in the **Action Code** column, cross out the incorrect block number in the **Census Block Number** column and print the correct census block number, 3001 above each correction.

*See Figure 4.5, Correcting an Incorrect House Number, Incorrect Apartment/Unit Numbers, or Incorrect Block Number on the Address List.*

Figure 4.5: Correcting an Incorrect House Number, Incorrect Apartment/Unit Numbers, or Incorrect Block Number on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County C051081												Date: 09/23/2007 Page: 3 of 30	
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Read Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) ----- Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
13	111112345	C	51081	2623.00	2007		1002 <del>102</del>	COOLSPRING ST			22555		
14	111112346	C	51081	2623.00	2007		1004	COOLSPRING ST		1	22555		
15	111112347	C	51081	2623.00	2007		1004	COOLSPRING ST		2	22555		
16	111112348	C	51081	2623.00	2007		1004	COOLSPRING ST		3	22555		
17	111112349	C	51081	2623.00	3001 <del>2007</del>		1001	COOLSPRING ST			22555		
18	111112350	C	51081	2623.00	3001 <del>2007</del>		1003	COOLSPRING ST			22555		

Form # D-1690  
U.S. Department of Commerce  
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

#### **4. Conversion of a Single Housing Unit to a Multiunit Structure**

The single housing unit at 107 Pershing Ct was converted to a multiunit structure containing two apartments, numbers 1 and 2. See *Figure 4.6, Conversion of a Single Housing Unit to a Multiunit Structure on the Address List*.

##### **Correcting the Address List:**

- Print a C in the **Action Code** column for the converted housing unit, 107 Pershing Ct.
- In the **Apt/Unit Number** column, enter the lowest apartment/unit number, in this instance, one (1).
- Add the second apartment unit to the Address List Add Page. See *Figure 4.12, Adding New City-Style Addresses and a Multiunit Structure to the Address List Add Page*.

Figure 4.6: Conversion of a Housing Unit to a Multiunit Structure on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County CO51081													Date: 09/23/2007 Page: 4 of 30
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) ----- Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
19	111112351		51081	2623.00	2345		101	PERSHING CT			22555		
20	111112352		51081	2623.00	2345		103	PERSHING CT			22555		
21	111112353		51081	2623.00	2345		105	PERSHING CT			22555		
22	111112354	C	51081	2623.00	2345		107	PERSHING CT		I	22555		
23	111112355		51081	2623.00	3453			REINWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE				RTE 2, BOX 165	
24	111112356		51081	2623.00	3453			2 STORY HSE W/SHUTTERS, BRICK SHED ON SIDE, ON LAKE				RTE 2, BOX 173	

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U.S. Department of Commerce  
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

## 5. Conversion of Group Quarters and Housing Units

The following two examples provide instructions for correcting the conversion of a group quarters to a single housing unit and the conversion of a single housing unit to a group quarters.

### A. Group Quarters to a Single Housing Unit:

The group quarters at 341 Crown Ave, Fair Haven Home, has been converted to a single housing unit.

#### Correcting the Address List:

- Print a C in the **Action Code** column.
- Cross out the name of the group quarters in the **Physical Location Description or Group Quarters Name** column, row 5c.
- Cross out the “Y” flag in the **Group Quarters Flag** column.

### B. Single Housing Unit to a Group Quarters:

The single housing unit located at 349 Crown Ave has been converted to a group quarters, the Greenhill Home.

#### To correct the Address List:

- Print a C in the **Action Code** column.
- Print the name of the group quarters, Greenhill Home, in the **Physical Location Description or Group Quarters Name** column, row 5c.
- Enter a Y in the **Group Quarters Flag** column.

**Note:** If you enter a “Y” in the “**Group Quarters?**” column, you **must** provide a group quarters name. The Census Bureau will not process an identified group quarters address record without a group quarters name.

*See Figure 4.7, Conversion of Group Quarters and Housing Units on the Address List.*

Figure 4.7: Conversion of Group Quarters and Housing Units on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County C051081												Date: 09/23/2007 Page: 6 of 30	
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6) Noncity-Style ZIP Code (6a)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name (5b) Physical Location Description or Group Quarters Name (5c)	Apt./Unit Number (5d)	ZIP Code (5e)			
30	111123461	C	51081	9713.02	1345		341	CROWN AVE <del>GREENHILL HOME</del>			22555		Y
32	111123462		51081	9713.02	1345		343	CROWN AVE			22555		
33	111123463		51081	9713.02	1345		345	CROWN AVE			22555		
34	111123464		51081	9713.02	1345		347	CROWN AVE			22555		
35	111123465	C	51081	9713.02	1345		349	CROWN AVE Greenhill Home			22555		Y
36	111123466		51081	9713.02	1345		351	CROWN AVE			22555		

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U.S. Department of Commerce  
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

## The D Action Code

Enter a “**D**” in the **Action Code** column to delete an address. Be **very careful** when using this action code.

Before deleting an address, ensure that the housing unit or group quarters does not exist, is uninhabitable, or is a duplicate address.

Duplicate addresses are those that are incorrectly listed twice on the Address List for the same residential address. For example, the Census Bureau's Address List lists 101 Main St and 101 S Main St. Your local address sources indicate that there is a 101 S Main St but no 101 Main St. After confirming that 101 Main St does not exist you would enter a “**D**” in the **Action Code** column for 101 Main St.

**Do not make corrections** to any other columns for a deleted address.

## Example Using the D Action Code

### 1. *Deleting Addresses That No Longer Exist*

In this example, there are two streets and their associated addresses to delete.

- 1) All of the housing units along a portion of Dunlap St between Census Block 3003 and Census Block 3004 have been demolished, and this section of the street no longer exists.

#### **Deleting the addresses on Dunlap St:**

- Print a D in the **Action Code** column for all of the addresses that have been demolished or no longer exist on Dunlap St.
- 2) All of the houses on Carlisle St between Census Blocks 3002, 3003, 3006, and 3007 have been demolished. The entire street no longer exists.

#### **Deleting the addresses on Carlisle St:**

- Print a D in the **Action Code** column for all of the addresses that no longer exist on Carlisle St. *See Figure 4.8, Deleting Addresses on the Address List and Figure 4.9, Deleting Streets on the Map.*

Figure 4.8: Deleting Addresses on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County CO51081													Date: 09/23/2007 Page: 4 of 30
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
13	111112345	D	51081	2623.00	3002		702	CARLISLE ST			22555		
												ZIP Code:	
14	111112346	D	51081	2623.00	3003		707	CARLISLE ST			22555		
												ZIP Code:	
15	111112347	D	51081	2623.00	3003		701	DUNLAP ST			22555		
												ZIP Code:	
16	111112348	D	51081	2623.00	3004		704	DUNLAP ST			22555		
												ZIP Code:	
17	111112349	D	51081	2623.00	3006		603	CARLISLE ST			22555		
												ZIP Code:	
18	111112350	D	51081	2623.00	3007		604	CARLISLE ST			22555		
												ZIP Code:	

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U.S. Department of Commerce  
U.S. Census Bureau

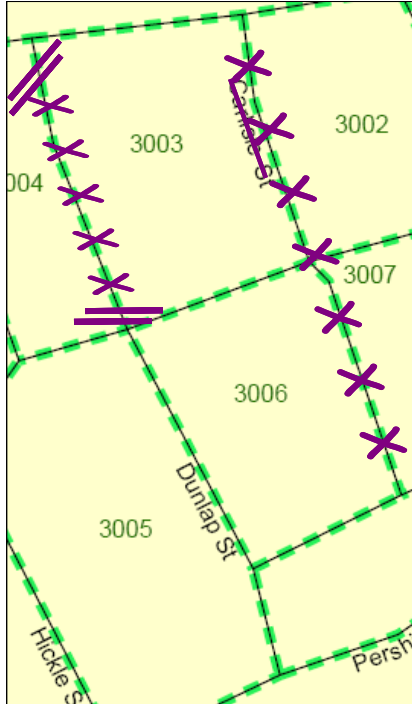
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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information



Figure 4.9: Deleting Streets on the Map



**Deleting a section of Dunlap St on the map:**

1. Use a purple pencil to “X” out the section that no longer exists.
2. Use double hatch marks to define the extent of the deleted segment when deleting only part of the street.
3. Dunlap St still exists on the north side of Pershing Court.

**Deleting Carlisle Street on the map:**

4. To delete Carlisle St, “X” out the entire street and put a purple line through the name.

**The J Action Code**

Enter a “**J**” in the **Action Code** column for residential addresses that are not in your jurisdiction.

**Do not make corrections** to any other columns for an address not in your jurisdiction.

**The N Action Code**

Enter an “**N**” in the **Action Code** column for addresses that are listed on the Address List but are used for any purpose other than residential such as:

- Businesses
- Schools
- Churches
- Government offices

Before entering an N action code, ensure that the structure does not contain a housing unit. Some structures can contain both residential and nonresidential units even though they have a single address such as an apartment over a store or a home with an office.

**Do not make corrections** to any other columns for nonresidential addresses.

### **Examples Using the D, N, and J Action Codes**

#### **1. *Converting a Multiunit Structure to a Single Housing Unit, Nonresidential Address, Not in My Jurisdiction Address***

##### ***A. Multiunit Structure to a Single Housing Unit:***

The multi-housing unit at 101 Lilac Street has been converted to a single housing unit.

##### **Correcting the Address List:**

- Print a C in the **Action Code** column for the first unit.
- Cross out the unit number, in this instance, 1A.
- For the remaining units, print a D in the **Action Code** column.

##### ***B. Nonresidential Address:***

The housing unit at 103 Lilac Street is now a business, a nonresidential address.

##### **Correcting the Address List:**

- Print an N in the **Action Code** column.

##### ***C. Not in My Jurisdiction Address:***

The housing unit at 107 Lilac Street is not in your jurisdiction.

##### **Correcting the Address List:**

- Print a J in the **Action Code** column.

*See Figure 4.10, Converting a Multiunit Structure to a Single Housing Unit, Nonresidential Address, Not in My Jurisdiction Address on the Address List.*

Figure 4.10: Converting a Multiunit Structure to a Single Housing Unit, Nonresidential Address, Not in My Jurisdiction Address on the Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Sort: Tract/Block Entity: Greenville County CO51081													
Date: 09/23/2007 Page: 3 of 30													
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)	
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name (5b) Physical Location Description or Group Quarters Name (5c)	Apt/Unit Number (5d)	ZIP Code (5e)			Noncity-Style ZIP Code (6a)
13	111112345	C	51081	2623.00	3010		101	LILAC ST		22555			
14	111112346	D	51081	2623.00	3010		101	LILAC ST	1B	22555			
15	111112347	D	51081	2623.00	3010		101	LILAC ST	1C	22555			
16	111112348	N	51081	2623.00	3010		103	LILAC ST		22555			
17	111112349		51081	2623.00	3010		105	LILAC ST		22555			
18	111112350	J	51081	2623.00	3010		107	LILAC ST		22555			

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information

## Adding City-Style Addresses to the Address List Add Page

Use the Address List Add Page to add only **city-style** addresses for your jurisdiction not shown on the Census Bureau's Address List. Make sure to **print** all entries **completely** and **legibly**.

**Note:** You must provide the correct census geographic codes (i.e., state code, county code, census tract number, and census block number) when adding an address record. The Census Bureau will not accept addresses without census geographic codes. You can find these census geographic codes on your LUCA materials.

### Entries with Similar Information

When adding more than two housing units and when the information in columns 2a, 2b, 2c, 2d, 4b, 4c, and 4e are the same, you can arrow down in these columns and reenter the information for the last address.

**Note:** You may arrow down in column 4a, **House Number**, only if the house number is the same for all buildings or units. See *Figures 4.11 and 4.12*.

### Examples of Adding City-Style Addresses to the Address List Add Page

The following are examples of adding city-style addresses to the Address List Add Page:

1. Adding new city-style addresses for a new road to the Address List Add Page.
2. Adding a group quarters.
3. Adding a multiunit structure.
4. Adding city-style addresses for a new multiunit structure with unknown apartment/unit numbers.

#### **1. Adding New City-Style Addresses for a New Road to the Address List Add Page**

During your review, you may find addresses missing from the Address List that are on streets that are partially or entirely missing from the maps. See *Figure 4.13, Adding a New Street to the Map*.

For example, Spring Street is a new street with newly constructed housing units in census tract **2623.00** and census block **3001**. The addresses are missing from the Address List and the street is missing from the map.

The address ranges for this street are 101 through 109 on the east side of the street and 100 through 108 on the west side of the street.

The address breaks are between 703 and 705 on Coolspring St and 406 and 408 on Searight Ave.

- Enter your appropriate heading information including your entity name, entity ID code, name of preparer, date, and page number.
- Enter the **census geographic codes** including the **state code, county code, census tract number, and census block number**, (you can find these census geographic codes on your LUCA materials) the street or road name, and the city-style mailing ZIP Code in the first and last rows.
- Enter each individual house number in column 4a.
- Arrow down from the first to the last entry in columns 2a, 2b, 2c, 2d, 4b, and 4e. See Figure 4.11.
- On the next page of the Address List Add Page, repeat the instructions until all of the housing units are added. See Figures 4.11 and 4.12.

Figure 4.11: Adding New City-Style Addresses for a New Road to the Address List Add Page, page 1

2010 CENSUS						PAGE <u>1</u> OF <u>3</u> PAGES			
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM						Name of Preparer: <u>Ann Jones</u> <small>(Print Name)</small>			
ADDRESS LIST ADD PAGE						Date Completed: <u>10/19/2007</u> <small>(MM/DD/YYYY)</small>			
Add Page For: <u>Greensville County, VA</u> <small>(Entity Name)</small>						Entity ID Code: <u>CD51081</u> <small>(Copy from Address List Page)</small>			
Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	Residential Address (4)			
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
1	51	081	2623.00	3001		100	SPRING ST		22555
2	↓	↓	↓	↓		102	↓		↓
3	↓	↓	↓	↓		104	↓		↓
4	↓	↓	↓	↓		106	↓		↓
5	↓	↓	↓	↓		108	↓		↓
6	↓	↓	↓	↓		101	↓		↓
7	51	081	2623.00	3001		103	SPRING ST		22555

Form # D-1691

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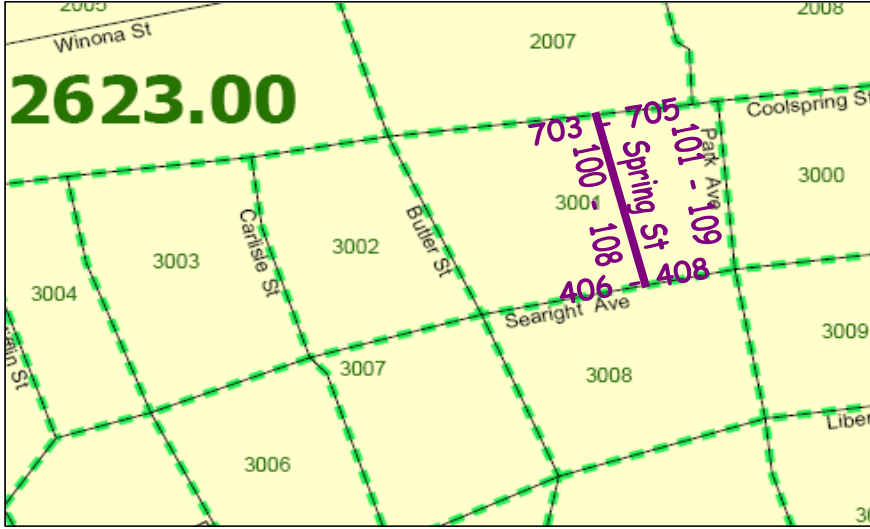
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Fictitious Information

Figure 4.12: Adding New City-Style Addresses and a Multiunit Structure to the Address List Add Page, page 2

2010 CENSUS					PAGE <u>2</u> OF <u>3</u> PAGES									
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM										Name of Preparer: <u>Ann Jones</u> <small>(Print Name)</small>				
ADDRESS LIST ADD PAGE										Date Completed: <u>10/19/2007</u> <small>(MM/DD/YYYY)</small>				
Add Page For: <u>Greenville County, VA</u> <small>(Entity Name)</small>										Entity ID Code: <u>CO51081</u> <small>(Copy from Address List Page)</small>				
Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	Residential Address (4)								
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)					
1	51	081	2623.00	3001		105	SPRING ST		22555					
2	↓	↓	↓	↓		107	↓		↓					
3	51	081	2623.00	3001		109	SPRING ST		22555					
4	51	081	2623.00	5007	Y	225	GRANDVIEW AVE SUTTON HALL	BLDG 1	22555					
5	↓	↓	↓	↓	↓	↓	↓	BLDG 2	↓					
6	51	081	2623.00	5007	Y	225	GRANDVIEW AVE SUTTON HALL	BLDG 3	22555					
7	51	081	2623.00	2345		107	PERSHING CT	2	22555					

Figure 4.13: Adding a New Street on the Map



Using a purple pencil, draw the location of the new street on the map.

1. Print the street name.
2. Print the address ranges for each side of the new street.
3. Print the address breaks where Spring St intersects Coolspring St (703–705) and Searight Ave (406–408).

## 2. Adding a Group Quarters

The next example demonstrates how to add a group quarters address that contains three individual buildings.

A new group quarters, Sutton Hall, was built at 225 Grandview Avenue. See Figure 4.12.

- Enter the **census geographic codes** including the **state code, county code, census tract number, and census block number**.
- For the first entry in column 3, **Group Quarters?**, enter a “Y” to note that the address is a group quarters.
- Enter the house number in column 4a, 225.
- In column 4b, enter the street name, Grandview Ave.
- In column 4c, enter the name of the group quarters, in this example, Sutton Hall.

**Note:** If you enter a “Y” in the **Group Quarters?** column, you **must** provide a group quarters name. The Census Bureau will not process an identified group quarters address record without a group quarters name.

- Enter the city-style mailing **ZIP Code** in column 4e, 22555.
- Add the same information in the columns for the last entry for Sutton Hall and arrow down.
- Add the individual building numbers. In this case, 1, 2, and 3.



### 3. *Adding a Multiunit Structure*

The single housing unit at 107 Pershing Ct was converted to a multiunit structure containing two apartments, numbers 1 and 2. The first apartment or unit number was recorded in the Apt/Unit Number column on the Address List as shown in Figure 4.6. See figure 4.12 for adding a multiunit structure to the Address List Add Page.

- Enter the required information in each column for adding a housing unit address including the **census geographic codes**, house number, street or road name, and city-style mailing ZIP code.
- Print the apartment or unit number for the second unit in the **Apt/Unit Number** column.

### 4. *Adding City-Style Addresses for a New Multiunit Structure With Unknown Apartment/Unit Numbers*

A new multiunit structure with six (6) apartments was built on Piney Cove Rd. You know the house number is 729, but not the apartment/unit numbers. See Figure 4.14 for adding city-style addresses with unknown apartment or unit numbers to the Address List Add Page.

- Enter the required information in each column for adding a housing unit address including the **census geographic codes**, house number, street or road name, and city-style mailing ZIP Code.
- You can arrow down in column 4a for multiunit structures with the **same** house number.
- If the apartment or unit numbers are not known, enter ‘\*1’ in the **APT/Unit Number** column. For the second unit added, enter ‘\*2’, and so on until all units have been added.

The “\*” character will alert the Census Bureau that the actual unit identifiers are unknown and that we need to obtain further information during our field check of the address.

- Provide the individual apartment or unit numbers in column 4d, if known.

Figure 4.14: Adding City-Style Addresses for a New Multiunit Structure with Unknown Apartment/Unit Numbers, page 3

<b>2010 CENSUS</b>						PAGE <u>3</u> OF <u>3</u> PAGES				
<b>LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM</b>						Name of Preparer: <u>Ann Jones</u> <small>(Print Name)</small>				
<b>ADDRESS LIST ADD PAGE</b>						Date Completed: <u>10/19/2007</u> <small>(MM/DD/YYYY)</small>				
Add Page For: <u>Greenville County, VA</u> <small>(Entity Name)</small>						Entity ID Code: <u>C051081</u> <small>(Copy from Address List Page)</small>				
Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	Residential Address (4)			Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b)	GQ Name (4c)		
1	51	081	2635.00	3012		729	PINEY COVE RD		*1	22555
2									*2	
3									*3	
4									*4	
5									*5	
6	51	091	2635.00	3012		729	PINEY COVE RD		*6	22555
7	51	081	2651.00	4071		311	ASHBURN DR			22555

Form # D-1691

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U.S. Department Of Commerce  
U.S. Census Bureau

Fictitious Information

## CHAPTER 5 UPDATING THE ADDRESS COUNT LIST

Introduction  
Updating the Address Count List

---

### Introduction

The Address Count List contains the count of housing unit and group quarters 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 believe to be incorrect.

### Updating the Address Count List

If a census block contains a mix of city-style and noncity-style addresses, you can comment on the individual city-style addresses on the Address List **or** challenge the count of addresses for the entire census block on the Address Count List, but you cannot do both within the same block.

If your address list and the Census Bureau's Address List contain only noncity-style addresses for a census block, you can challenge the count of addresses for that block only if a discrepancy exists.

***Note:** It is to your benefit and the Census Bureau's that you provide city-style address updates wherever applicable, rather than challenging the count of addresses in a census block.*

### Procedures for Updating the Address Count List

- In the **Local Count of Housing Unit Addresses** column, record your count of housing addresses, if different from the Census Bureau's count.

**Note:** Census blocks within your jurisdiction that contain addresses in federally recognized American Indian areas will have an asterisk (\*) in the **Local Count of Housing Unit Address** column and are grayed out indicating they cannot be edited.

- Record your count of group quarters addresses in the **Local Count of Group Quarters Addresses** if different from the Census Bureau's count.

**Note:** Census blocks within your jurisdiction that contain addresses in federally recognized American Indian areas will have an asterisk (\*) in the **Local Count of Group Quarters Address** column and are grayed out indicating they cannot be edited.

### Examples of Challenges to the Address Count List

1. Two new houses have been constructed in a formerly empty lot on Main Street. These housing units are located in Census Tract 49.01, Census Block 1004.
  - Record **2** in the **Local Count of Housing Unit Addresses** column.
2. An assisted living center has been constructed at 201 North Broadway in Census Tract 49.01, Census Block 2031.
  - Record **1** in the **Local Count of Group Quarters Addresses** column.
3. A large home at 105 S. Elm Street (Census Tract 49.01, Census Block 3005) has been converted from a single family home to a group house.
  - Record **25** in the **Local Count of Housing Unit Addresses** column and **1** in the **Local Count of Group Quarters Addresses** column.
4. The new Pinewood Addition in Census Tract 49.02, Census Block 2011 has 10 new homes that will be habitable by Census Day, April 1, 2010. Additionally, the area has a new nursing home in the same block.
  - Record **56** in the **Local Count of Housing Unit Addresses** column and **2** in the **Local Count of Group Quarters** column.

**Note:** You are not required to provide totals in the Total row.

*See Figure 5.1, Address Count List Examples.*

Figure 5.1: Address Count List Examples

2010 Census  
Local Update of Census Addresses Program  
Address Count List

ST/CO: 33/003 Carroll, NH  
Entity: Conway town PL3311025

Date: 07/29/2007  
Page: 1 of 1

Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses
49.01	1001	75		2		49.01	3007	75		2	
49.01	1002	0		0		49.02	2010B	22		0	
49.01	1003	22		0		49.02	2011	46	<b>56</b>	1	<b>2</b>
49.01	1004	0	<b>2</b>	0		49.02	2012	75		2	
49.01	1005	46		1		49.02	2013	22		0	
49.01	1006	35		2		49.02	2024	46		1	
49.01	1007	24		0		49.02	2025	35		2	
49.01	1008	26		0		49.02	2037	24		0	
49.01	1010	10		1		49.02	3038	6		0	
49.01	1011	16		1		49.02	3039	7		0	
49.01	2025	12		0		<b>TOTAL</b>	<b>35</b>	<b>944</b>		<b>22</b>	
49.01	2026	10		0							
49.01	2027	15		1							
49.01	2028	12		0							
49.01	2029	11		0							
49.01	2030	10		0							
49.01	2031	13		0	<b>1</b>						
49.01	2032	11		0							
49.01	2033	75		2							
49.01	3001	22		0							
49.01	3002	46		1							
49.01	3003	35		2							
49.01	3004	24		0							
49.01	3005	26	<b>25</b>	0	<b>1</b>						
49.01	3006	10		1							

Form D-1692

U.S. Department of Commerce  
U.S. Census Bureau

Fictitious Information

## CHAPTER 6 SHAPEFILES

Shapefiles  
Submitting Shapefile Feature Information  
Metadata  
Digital File Submission

---

### Shapefiles

Shapefiles require the use of GIS software. The Census Bureau provides county-based shapefile layers in Environmental Systems Research Institute<sup>13</sup> (ESRI) shapefile format. Participants that submit shapefiles with feature updates must follow Census Bureau requirements.

To geocode addresses to census blocks, a tabblock shapefile is included.

The shapefiles, created from the MAF/TIGER database, allow you to submit map feature updates electronically. All linear features in the MAF/TIGER database are contained in the edges shapefile. Use the edges shapefile to add, delete, or change linear feature attributes.

In addition to an edges shapefile, the Census Bureau provides shapefiles for legal boundaries that you may edit. Refer to the *Digital BAS Respondent Guide* included with your LUCA materials for boundary updates.

For more details on the contents of the shapefiles, view the readme.txt file that is included in the CD-ROM containing your shapefiles.

### Submitting Shapefile Feature Information

In order to submit digital feature information, you must have a GIS capable of importing ESRI shapefiles, editing the features, and exporting layers back into ESRI shapefile format.

#### **The Census Bureau's Shapefile Coordinate System and Projection Information**

All shapefiles provided by the Census Bureau are in the following unprojected geographic-based coordinate system:

- GCS\_NAD83

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<sup>13</sup> All shapefiles provided by the Census Bureau are in Environmental Systems Research Institute (ESRI) format. The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of ESRI products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

- Angular Unit: Degree (0.017453292519943299)
- Prime Meridian: Greenwich (0.000000000000000000)
- Datum: D\_North\_American\_1983
- Spheroid: GRS\_1980
- Semi-major Axis: 6378137.000000000000000000
- Semi-minor Axis: 6356752.31414035610000000
- Inverse Flattening: 298.257222101000020000

### **General File Setup Guidelines**

Upon receipt of your shapefiles, follow the setup guidelines listed below before beginning actual updates:

- Open the CD and enclosed zip file to ensure it contains the shapefiles for your entity.
- Copy and decompress the shapefiles to a directory on your server or hard drive.
- Open the shapefile in a GIS.

**Note:** If you are using GIS software that does not contain a shapefile translator, please contact the Help Desk toll free at 1-866-919-5822 for further instructions.

### **Changing Our Coordinate System to Match Yours**

Our files are in GCS NAD83 format. Please feel free to project these files into your local coordinate system projection. Most GIS software packages contain projection wizards, or something similar, allowing the user to transform file coordinate systems and projections. For example, if your office uses ArcView to update files, please activate and utilize ArcView's 'Projection Utility Wizard' extension. If using ArcGIS, please use its "Projection Utilities" in ArcToolbox. MAF/TIGER extract shapefiles contain defined projection information in the \*.PRJ file. Both ArcView and ArcGIS access the \*.PRJ file for projection information; therefore, there is no need for you to define these parameters before changing the file coordinate system.

In addition, if your files are in a datum other than NAD83, you must geographically transform our files to match your datum. Most GIS software has tools for performing geographic transformations on files. If you transform the files to your local coordinate system, we request that you convert them back to the GCS NAD83 format before submitting the file to the Census Bureau. If you encounter problems transforming our

files, please contact the Help Desk toll free at 1-866-919-5822 for assistance.

### Feature Information

If you have reviewed your features using our shapefiles and have determined that the Census Bureau needs to add, remove, or rename features in a given area, you may submit your modifications in a separate layer. To move or correct the shape of a feature, first delete the feature then add the correction.

Use the appropriate update code located in the coding scheme as shown in Figure 6.3 to identify the type of feature modification needed for submission.

If any issues arise with the shapefiles that you submit, your Census Bureau Regional Office will attempt to contact you to clarify the issue. If clarification is not made prior to our project deadline, the updates may not be incorporated into the MAF/TIGER database. Your updates are considered temporary until their existence is confirmed during our Address Canvassing Operation.

### Updating the Feature Shapefile

Use the edges layer to provide all feature updates to the Census Bureau's shapefile.

### Edges Layer Data Dictionary

The data dictionary defines the attribute information for each feature contained in the edges layer. See Figure 6.1 for an example of the edges layer data dictionary.

*Figure 6.1: Edges Layer Data Dictionary*

Field	Length	Type	Description
TLID	10	Integer	TIGER/Line <sup>®</sup> ID
MTFCC	5	String	Feature MTFCC
FIDELITY	1	Integer	Shape Fidelity Flag
FULLNAME	120	String	Feature name
CHNG_TYPE	4	String	Type of digital linear update

- **TLID** is the TIGER/Line<sup>®</sup> ID
- The MAF/TIGER Feature Class Code or **MTFCC** is used to identify the most noticeable characteristic of a feature.



- The MTFCC is a 5-character code; the first character is a letter describing the feature class. For example, streets and roads are identified as S1400.
- The Census Feature Class Codes or CFCC were recently changed to the MTFCC. A crosswalk is on the following page as well as in the readme.txt file on your CD-ROM.
- If the **FIDELITY** flag contains a value of “1,” the Census Bureau was unable to maintain the boundary’s shape during the MAF/TIGER Accuracy Improvement Process (MTAIP).
  - The MTAIP project acquired geographic information system (GIS) files, aerial photography, and GPS data from various sources nationwide to update the TIGER<sup>®</sup> database.
  - One of the primary goals of the project was to develop a highly accurate geographic database of the United States. The Census Bureau focused on improving the accuracy of street feature coordinates to provide base information suitable for use with GPS-equipped hand held devices that would facilitate the gathering of accurate location and census information for all living quarters and workplaces.
  - To aid the Census Bureau in developing a highly accurate geographic database, please review all line segments (not just roads) in the Census Bureau’s edges layer for lines with a fidelity flag value of “1.” Make necessary boundary corrections to the affected entity if the boundary has been coordinately shifted.
- **FULLNAME** is the feature name.
- **CHNG\_TYPE** is the type of digital linear update.

Figure 6.2: Census Feature Classification MTFCC to CFCC Crosswalk

**Census Feature Classification MTFCC to CFCC Crosswalk**

**Road Features**

MTFCC	FEATURE NAME	CFCC
S1100	Interstate Highway or Primary Road with limited access	A11, A12, A13, A14, A15, A16, A17, A18, A19
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads	A21, A22, A23, A24, A25, A26, A27, A28, A29, A31, A32, A33, A34, A35, A36, A37, A38, A39
S1400	Local Neighborhood Road, Rural Road, City Street	A41, A42, A43, A44, A45, A46, A47, A48, A49, A61, A62
S1500	Vehicular Trail (4WD)	A51, A52, A53
S1630	Ramp	A63
S1640	Service Drive usually along a limited access highway	A64
S1710	Walkway/Pedestrian Trail	A70, A71
S1720	Stairway	A72
S1730	Alley	A73
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A74
S1750	Private Driveway	N/A

**Water Features**

MTFCC	FEATURE NAME	CFCC
H3010	Stream/River	H10, H11, H12, H76, H77
H3013	Braided Stream	H13
H3020	Canal, Ditch or Aqueduct	H20, H21, H22

**Railroad**

MTFCC	FEATURE NAME	CFCC
R1011	Railroad Feature (Main, Spur, or Yard)	B11, B12, B13, B14, B15, B16, B19, B21, B22, B23, B29, B31, B32, B33, B39
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail	B51, C31
R1052	Cog Rail Line, Incline Rail Line, Tram	B52

**Miscellaneous Features**

MTFCC	FEATURE NAME	CFCC
P0001	Nonvisible Legal/Statistical Boundary	F00, F10, F11, F12, F13, F14, F15, F16, F17, F18, F19, F20, F21, F22, F23, F24, F25, F50, F52, F70, F71, F72, F73, F74, F80, F81, F82, F83, F84, F85, F86, F87, F88
L4010	Pipeline	C10
L4020	Power Transmission Line	C20
L4110	Fence Line	E10
L4121	Ridge Line	E21
L4031	Aerial Tramway/Ski Lift	N/A
K2451	Airport or Airfield	D51
L4140	Property/Parcel Line	F40, F41
L4165	Ferry Crossing	A65, B40

## Change Type Codes for Feature Corrections

Each updated line to the edges layer must contain one of the change type codes (Add Line, Change Attribute, Delete Line) listed in the coding scheme in Figure 6.3. Record the change type code in the CHNG\_TYPE field in the attribute table for each line.

Figure 6.3: Change Type Codes for Feature Corrections

Code	Description
AL	Add Line
CA	Change Attribute
DL	Delete Line

Each feature update must have a change type code in the change type field for the line.

- There are three change type codes:
  1. Add Lines
    - Code – **AL**
    - Used to add a new feature (Road, Railroad, Hydrography, etc.)
  2. Change Attribute
    - Change Name
      - Code – **CA**
      - Used to change the name of a feature
      - Provide the feature’s new name in the **FULLNAME** field
    - Change Feature Class
      - Code – **CA**
      - Used to change the feature class code (e.g., a local road mistakenly coded as a highway).
  3. Delete Line
    - Code – **DL**
    - Used to delete a feature

The following are examples of change type codes for feature corrections.

## **Examples**

### **1. Adding a Feature to the Edges Layer**

Spring Street is a new street that needs to be added to the Census Bureau's shapefile.

- Add or copy the missing street or feature into the edges layer.

#### **In the attribute table:**

1. Leave the **TLID** and **FIDELITY** fields blank.
2. Enter the appropriate **MTFCC**. In this example, S1400.
3. Enter the feature name in the **FULLNAME** field (if any), in this case Spring Street.
4. Enter **AL** in the **CHNG\_TYPE** field.

### **2. Correcting a Feature Name**

Ryan Street is incorrectly identified as Bryan Street.

#### **In the attribute table:**

1. Edit the **FULLNAME** field, in this case correcting it from Bryan Street to Ryan Street.
2. Enter **CA** in the **CHNG\_TYPE** field.

### **3. Procedure for changing the MTFCC of an existing feature**

A local road was mistakenly coded as a highway.

#### **In the attribute table:**

1. Edit the **MTFCC** from S1200 to S1400.
2. Enter **CA** in the **CHNG\_TYPE** field (i.e., a local road was mistakenly coded as a highway).

### **4. Deleting a feature**

A section of Dunlap Street no longer exists. In addition, the entire length of Carlisle Street has been replaced by a city park.

**In the attribute table:**

1. Enter **DL** in the **CHNG\_TYPE** field for the segment of Dunlap Street that no longer exists.
2. Enter **DL** in the **CHNG\_TYPE** field for all of the segments for Carlisle Street, which no longer exist.

**5. Moving a street**

The Census Bureau shapefile incorrectly shows the location of Winona Street.

Add Winona Street in the correct location in the edges layer.

**In the attribute table:**

1. Enter **DL** in the **CHNG\_TYPE** field for the incorrect segment(s) of Winona Street to be deleted.
2. For the new street segment(s), leave the **TLID** and **FIDELITY** fields blank.
3. Enter the appropriate **MTFCC**.
4. Enter Winona Street in the **FULLNAME** field.
5. Enter **AL** in the **CHNG\_TYPE** field.

*To move or correct the shape of a feature, first delete the incorrectly placed or aligned feature and then add the correction.*

Figure 6.4 displays the attribute table, updated based on the previous examples.

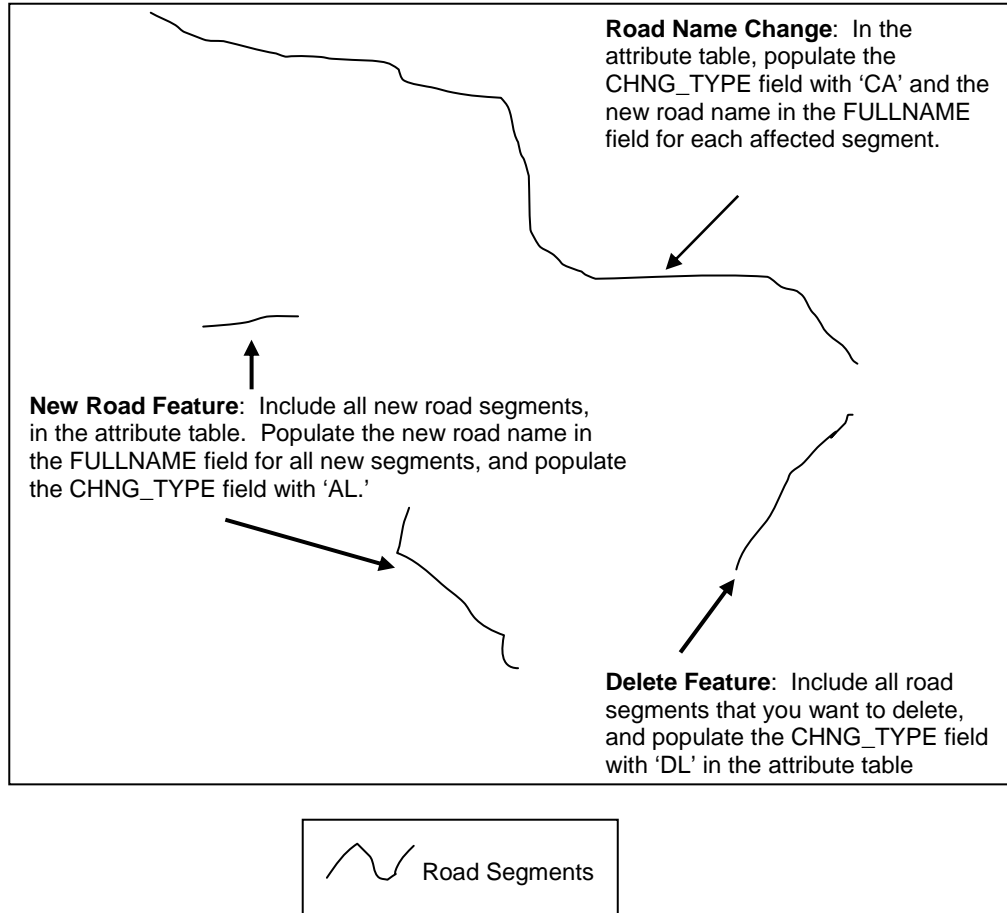
*Figure 6.4: Example Attribute Table Updates*

TLID	MTFCC	FIDELITY	FULLNAME	CHNG_TYPE
	S1400		Spring Street	AL
	S1400		Winona Street	AL
9999999995	S1400	0	Ryan Street	CA
9999999996	S1400	0	Dunlap Street	DL
9999999997	S1400	0	Carlisle Street	DL
9999999998	S1400	0	Carlisle Street	DL
9999999999	S1400	0	Winona Street	DL

**Attribute table update examples:**

- Spring Street added.
- Bryan Street corrected to Ryan Street.
- Segment of Dunlap Street deleted.
- Carlisle Street deleted.
- Winona Street moved.

Figure 6.5: Digital Road Correction Example



Copy all features with values in the **CHNG\_TYPE** field into a new feature update shapefile. The feature updates shapefile will resemble what is shown in Figure 6.5.

## Metadata

### Metadata Requirements

Metadata that describe the data content, coordinate system/projection, author, source, and other characteristics of GIS files are critical for Census Bureau staff to efficiently and accurately process files. The Census Bureau requires that a metadata text file accompany every GIS file and layer submitted.

The Federal Geographic Data Committee's (FGDC) Content Standard for Digital Spatial Metadata provides a national standard that enables the data-sharing public to easily locate critical information about a file and ensure that no critical information is omitted inadvertently when creating metadata. For this reason, the Census Bureau requests that metadata be submitted using this standard. For information about the FGDC and its geospatial metadata standards, please visit [www.fgdc.gov/metadata](http://www.fgdc.gov/metadata).

The Census Bureau requires that the following sections of the FGDC metadata form be completed:

- Citation (information about the originator, publication date, title edition, and other publications or information).
- Description (section that contains an abstract describing your data set).
- Time period of content (section that describes the vintage of the data).
- Spatial domain (information about bounding coordinates).
- Point of contact (general contact information).
- Data quality information (information about attribute accuracy).
- Spatial reference information (section on coordinate system projection of the data set).
- Entity and attribute information (section that describes the contents of your table).

To help you fulfill the requirement of filling out and submitting metadata, the Census Bureau suggests visiting the United States Geological Survey (USGS) Web site at [www.usgs.gov](http://www.usgs.gov). This site contains useful information about FGDC compliant metadata, from which one can read about metadata frequently asked questions, view FGDC metadata examples, and connect to other FGDC related Web pages. The USGS's metadata URL is [www.fgdc.gov/metadata](http://www.fgdc.gov/metadata).

Moreover, if you are using Arc/Info, the following link points to a useful Arc Macro Language (AML) tool that, when executed, completes most of the required sections of the metadata form automatically <<http://marinemetadata.org/tools/refs/FGDCMeta>>. (This AML is a product of the Illinois State Geological Survey.)

**Note:** ESRI's ArcCatalog also has an embedded program that uses the FGDC standard in its creation of geospatial metadata.

If you have questions regarding the metadata requirements, please contact the Census Bureau at the toll-free Help Desk at 1-866-919-5822.

### Digital File Submission

Use the following as a guide to ensure that you have included all the required layers.

- Name the feature update layer:

**LUCA\_<entity ID>\_LN\_changes.shp**

The feature update layer must include:

- A value in its "CHNG\_TYPE" field that indicates the type of change.
  - Only feature updates (do not include unmodified features).
- Include the appropriate metadata.



## CHAPTER 7 SUBMITTING YOUR LUCA PROGRAM MATERIALS

Preparing Your LUCA Materials for Submission  
Shipping Your LUCA Materials

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### Preparing Your LUCA Materials for Submission

After completing your review and update of the LUCA materials, return the materials with updates to the Census Bureau's Regional Office responsible for your jurisdiction. Include the inventory form, *Appendix F*, with your returned materials. Please follow the procedures for shipping Census Bureau Title 13 materials as outlined in this chapter.

#### Sorting the Address List, Address List Add Page, and the Address Count List

- Separate the updated pages from the pages without updates.
- Make a copy of the updated pages of the Address List, Address List Add Page, and the Address Count List to keep for your records and to use during the Feedback phase of the program.
  - All Address List copies are Title 13. Ensure that all copies are kept in a secure location.
- Bundle the updated pages to prepare for shipping. Organize the pages by:
  - the Address List
  - the Address List Add Page
  - the Address Count List

*Return only those pages containing updates.*

#### Sorting the Census Bureau's Paper Maps

- Separate the map sheets with updates from those without updates.
- Make a copy of all map sheets containing updates to keep for your records to use during the Feedback phase of the program.
- Organize the updated map sheets by map sheet number to prepare for shipping.
- Fold the updated maps if there are five (5) or fewer map sheets.
- If there are more than five (5) updated map sheets, roll the maps and mail them in a mailing tube or box.

*Return only those map sheets containing updates.*

### Preparing the Shapefiles for Submission

**Note:** If you are using ArcGIS, when you copy files to be burned to a CD-ROM, be sure to use ArcCatalog. ArcCatalog will capture all required files such as .dbf, .shp, .shx, etc.

- Name the feature update layer:

**LUCA\_<entity ID>\_LN\_changes.shp**

### Compressing the File

- Compress all updated materials, Shapefile and Metadata, into one ZIP formatted file called:

**LUCA\_2010\_<entity ID>\_Return.ZIP**

**Note:** *If you have boundary updates, ZIP the file after making your boundary updates.*

- Burn all files to a new CD-ROM or DVD.
- Save a backup copy of your updated digital file(s) for your records and to use during the Feedback phase of the program.

### Shipping Your LUCA Materials

- Double wrap all materials including the Address List, Address List Add Page, Address Count List, and maps.
- Label both sides of the inner envelope or wrapping with the disclosure notice as shown below and in *Appendix G*:

***“This Package Contains U.S. Census Bureau Address Information:  
DISCLOSURE PROHIBITED BY Title 13 U.S.C.”***

- Do not label the outer envelope with the disclosure notice.
- Include the Inventory Form, Appendix F
- Address all envelopes, mailing boxes, mailing tubes, etc. to:

**ATTN: GEOGRAPHY  
U.S. Census Bureau  
Address for your Census Bureau Regional Office**

*You can find a list of the Census Bureau’s Regional Office addresses on the back cover.*

- Use shipping contractors that provide tracking services, such as U.S. Postal Service (USPS) certified or registered mail, FedEx, United Parcel Service (UPS), or similar service.

## CHAPTER 8 RETURNING OR DESTROYING CENSUS BUREAU TITLE 13, U.S.C. MATERIALS

Conclusion  
Returning Census Bureau Title 13, U.S.C. Materials  
Destroying Census Bureau Title 13, U.S.C. Materials

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### Conclusion

At the **conclusion of the appeals process**, you must return to the Census Bureau or destroy **all** Title 13, U.S.C. address lists and all copies. If you choose to destroy Title 13, U.S.C. materials, you must follow the Census Bureau's specific guidelines for destroying Title 13 materials as described below or in the Confidentiality and Security Guidelines.

The designated 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.) by **signing and returning** to the Census Bureau the *Return or Destruction of Title 13, U.S.C. Materials form found in Appendix H*. If you return your Title 13 materials to the Census Bureau, **this form must be included with your materials**. All LUCA Program reviewers and anyone with access to Title 13 materials (including all persons who signed the Confidentiality Agreement Form) are required to sign and date this form once the **appeals process has concluded**. Should any liaison, reviewer, or anyone with access to Title 13 materials 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.

### Returning Census Bureau Title 13, U.S.C. Materials

- Double wrap all address materials including all copies of the Address List, Address List Add Page, and Address Count List, and maps containing structure points.
- Label both sides of the inner envelope or wrapping with the disclosure notice as shown below and in *Appendix G*:

***“This Package Contains U.S. Census Bureau Address Information:  
DISCLOSURE PROHIBITED BY Title 13 U.S.C.”***

- Do not label the outer envelope with the disclosure notice.
- Address all envelopes, mailing boxes, mailing tubes, etc. to:

**ATTN: GEOGRAPHY**  
**U.S. Census Bureau**  
***Address for your Census Bureau Regional Office***

*You can find a list of the Census Bureau’s Regional Office addresses on the back cover.*

- Use shipping contractors that provide tracking services, such as U.S. Postal Service (USPS) certified or registered mail, FedEx, United Parcel Service (UPS), or similar service.

### **Destroying Census Bureau Title 13, U.S.C. Materials**

- Only those individuals who signed the Confidentiality Agreement Form are permitted to destroy the 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:
  - Shredding.
  - Chemical decomposition.
  - Pulverizing (such as, hammer mills, choppers, etc.).
  - Burning (only in a facility approved by the Environmental Protection Agency).
  - 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.
  - 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.
  - Destroy CD-ROMs and DVDs using a commercial grade shredder, suitable for rendering them unusable; or cut them up with scissors in an obvious manner to prevent use in a drive unit.

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

*If you have questions regarding the destruction of Title 13 materials, contact your Census Bureau Regional Office.*

## **APPENDICES**

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## Appendix A Confidentiality and Security Guidelines

The law requires the U.S. Census Bureau to maintain the confidentiality for all of the information that it collects. The Census Bureau takes its responsibility to protect the confidentiality of the information it collects very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that all individuals who work with the Census Bureau's confidential materials read, understand, and agree to abide by the confidentiality and security guidelines outlined below.

### Why Address Information Is Protected

Title 13, United States Code (U.S.C.), provides for the confidential treatment of census-related information. Chapter 1, Section 9 of the code states:

*“Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title...*

- 1) *use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or*
- 2) *make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or*
- 3) *permit anyone other than the sworn officers and employees of the Department or bureau or agency*

*thereof to examine the individual reports.”*

Section 214 of the Code and the Uniform Sentencing Act of 1984 set the penalty for the wrongful disclosure or release of information protected by Title 13 at a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both.

To implement this law, all Census Bureau employees (both temporary and permanent) take an oath to maintain the confidentiality of the census information they encounter in their work. Census information includes:

- Everything on a completed or partially completed questionnaire or obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau that Local Update of Census Addresses (LUCA) Program liaisons review.
- Maps that identify the location of individual housing units and/or group quarters (“structure points”).

Title 13 of the U.S.C. does not protect generalized address information, such as the address range data available in the Census Bureau's digital shapefile products.

In 1994, the U.S. Congress amended Chapter 1 of Title 13 to allow local government designated census liaisons to review the Census Bureau's address list for their area. This amendment recognizes the important role that local knowledge and participation can play in building and updating an accurate, comprehensive census address list. In

amending this chapter, the Congress reaffirmed the confidential nature of address information.

### **The Confidentiality Agreement**

Each participating government must designate a primary liaison. The primary liaison, all reviewers, and anyone with access to Title 13, U.S.C. materials must understand and sign the Confidentiality Agreement. The Census Bureau considers all individuals who have access to the Census Bureau's address information and maps showing the location of housing units and group quarters, liaisons. Therefore, all Option 1 and Option 2 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must sign the Confidentiality Agreement.

Signatures on this form constitute an agreement by each individual to abide by the security guidelines outlined below. While access to Title 13 protected information is temporary, the commitment to keep the information confidential is permanent.

- **The Census Bureau will not deliver the address list materials to Option 1 and Option 2 participants until we have received a completed and signed Confidentiality Agreement and Self-Assessment Form.**
- **Although you may have prior confidentiality agreements on file at the Census Bureau, these will not fulfill the requirements of the 2010 Decennial Census LUCA Program.**

### **Security Guidelines**

The Census Bureau recognizes the fact that the implementation of these guidelines may vary slightly from one

participant to another. Regardless, the result must be the same for each participant – nondisclosure of information protected by Title 13, U.S.C.

The primary liaison accepts the responsibility for protecting and safeguarding the LUCA program materials covered by Title 13, U.S.C. This includes any list that shows individual Census Bureau addresses and any Census Bureau map or digital file that shows individual housing units and/or group quarters location ("structure points"). The primary liaison must restrict access to the Census Bureau's address information to those individuals who have signed the Confidentiality Agreement. The liaison, reviewers, and anyone with access to Title 13 materials must sign the Confidentiality Agreement.

As you read the Census Bureau's security requirements, keep in mind the important role security plays in the overall responsibilities of each LUCA program liaison, reviewers, and anyone with access to Title 13 materials. The Census Bureau must have your full cooperation and commitment to following these guidelines. Together, we will maintain the confidential information entrusted to the Census Bureau by the Congress and the American public.

### **Protecting Census Bureau Address Information**

The Census Bureau will conduct training workshops covering all aspects of the LUCA program. In addition, the workshops will provide the participating governments with an opportunity to review the security guidelines and safeguards to protect against illegal use of Census Bureau address information. Census Bureau staff conducting the workshops will provide information to



help you decide who in your organization needs to have access to the Census Bureau's Address List and will review the civil and criminal penalties for improper or illegal use of the data.

### Onsite Visits

To ensure that participating entities or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your government or organization's security procedures. The Census Bureau will strive not to disrupt your office operations. A typical visit would include a review of:

- Storage and handling of Census Bureau address information.
- Employee access to Census Bureau address information.
- The physical safeguard of the computers, rooms, and buildings where the Census Bureau address information is stored.
- Instructions to employees about security.
- Data processing operations (including use of passwords).
- Employee awareness of their responsibilities to protect the confidentiality of Census Bureau addresses.

### Protecting Paper Copies of Census Bureau Address Information and Maps

- Keep all Census Bureau address information in a locked room during non-work hours. If possible, store the Census address materials and maps showing structure points in locked desks or cabinets.

- During work hours, do not leave a room unattended where Census Bureau address information is stored. Lock the room whenever you leave.
- Do not leave Census Bureau address information unattended at your desk. Return any Title 13 data to secure storage when you are not using it.
- Only make copies of the information necessary to complete your task. Do not leave the copying machine unattended while making copies. All copied material containing Title 13 information must bear the statement:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

- To FAX a document containing Census Bureau address information to a Census Bureau location, make sure the document is properly labeled with the disclosure statement: **“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”**, verify the FAX number before sending, and arrange for a Census Bureau employee to be at the FAX machine to receive it and acknowledge receipt.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the Confidentiality Agreement Form or is not a Census Bureau employee.

## Protecting Computer-Readable Census Bureau Address Information and Maps

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons and reviewers. The automated data processing (ADP) system should restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses.

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 liaisons, reviewers, and anyone with access to Title 13 materials.
- Passwords must consist of at least 8, nonblank characters consisting of at least one alphabet letter and either one number or one special character (\$, \*, &). No more than six consecutive characters (AAAAAA) may appear in the password, and then only once.
- Reject passwords that are the same as the user-ID or that have been used within the last 6 months.
- Encrypt passwords.
- Disable passwords after three bad attempts.
- 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, the user must change the assigned password to a

unique password the first time they log 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 Census Bureau address information is placed on a shared computer system, construct electronic security profiles to allow only LUCA program liaisons, reviewers, and anyone with access to the Census Bureau's address information. Test your security to ensure that only LUCA liaisons and reviewers are permitted access to the Census Bureau's address information.

ZIP and password protect Title 13 Census Bureau address information.

Lock all rooms containing computers with Title 13 Census Bureau address information and all associated media during non-work hours.

Do not leave computers with Census Bureau address information unattended during work hours. Log-off the

computer/system 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:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

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

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

Program any software you develop for displaying the Census Bureau addresses to label each affected page of a printout containing Census Bureau address information with the following:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

### **Returning Census Bureau Title 13 Materials**

Once you have completed your initial review and update of the LUCA materials, return only those materials

with updates to the Census Bureau’s Regional Office responsible for your jurisdiction. Make a copy of all updated pages to keep for your records. Retain all non-annotated Title 13 materials until you receive your feedback materials. Keep all retained address lists and copies in a secure location.

Use the following guidelines to ship the updated materials:

- Ship all Census Bureau confidential material in two opaque sealed envelopes that are durable enough to prevent someone from viewing or tampering with the enclosed materials.
- Label both sides of the inner envelope or wrapping with the disclosure notice:

#### **“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”**

- **DO NOT** label the outer envelope with the **“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”** notice.
- Address the outer envelope to:

**ATTN: GEOGRAPHY**  
**U.S. Census Bureau**  
*Address for your Census Bureau Regional Office*

- Use shipping contractors that provide tracking services, such as U.S. Postal Service certified or registered mail, FedEx, United Parcel Service, or similar service.

### **Return or Destruction of Census Bureau Confidential Materials**

After the appeals process has concluded, **all** Title 13, U.S.C., Census Bureau address lists and maps containing structure points **must be returned or**

**destroyed** according to the Census Bureau’s specific guidelines for returning or destroying confidential material.

The liaison is required to verify the return or destruction of any remaining Title 13 materials, both paper and computer-readable including all paper copies, backup files, etc. The liaison must sign and return to the Census Bureau the “Return or Destruction of Title 13, U.S.C. Materials” form. In addition, all LUCA program reviewers and anyone with access to Title 13 materials who signed the Confidentiality Agreement are required to sign this form once their participation in the LUCA program has ended. Should any liaison, reviewer, or anyone with access to Title 13 materials leave before the end of the LUCA program, they are required to “sign-out” of the program by signing and dating this form.

Only those individuals who signed the Confidentiality Agreement are permitted to destroy Title 13, U.S.C. materials.

- Never deposit Census Bureau confidential materials in a trash or recycle container before destruction.
- 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:
  - Shredding

- Chemical decomposition
- Pulverizing (such as, hammer mills, choppers, etc.)
- Burning (only in a facility approved by the Environmental Protection Agency)
- 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.
- 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, damage the disk in an obvious manner to prevent use in any disk drive unit and discard.  
**Note:** Hand tearing or burying information in a landfill are unacceptable methods of disposal before destruction.
- Destroy CD-ROMs and DVDs using a commercial grade shredder, suitable for rendering them un-usable, or cut them up with scissors in an obvious manner to prevent use in a drive unit.

# Appendix B The Map Legend

2010 LOCAL UPDATE OF CENSUS ADDRESSES MAP LEGEND			
SYMBOL DESCRIPTION	SYMBOL	NAME STYLE	
International	☆☆☆☆☆☆	CANADA	
American Indian Reservation (Federal) <sup>1</sup>	★★★★★★	L'ANSE RES (1880)	
Off-Reservation Trust Land, Hawaiian Home Land <sup>1</sup>	◆◆◆◆◆◆	T1880	
American Indian Tribal Subdivision <sup>1</sup>	●●●●●●	SHONTO (620)	
American Indian Area (fill)	.....		
State or Statistically Equivalent Entity <sup>1</sup>	// // // // // //	NEW YORK 36	
County or Statistically Equivalent Entity <sup>1</sup>	□ □ □ □ □ □	ERIE 029	
Minor Civil Division (MCD) <sup>1</sup>	◆ ◆ ◆ ◆ ◆ ◆	PIKE TWP 59742	
Consolidated City <sup>1</sup>	● ● ● ● ● ●	Milford 47500	
Incorporated Place <sup>1</sup>	○ ○	Rome 63418	
Census Tract	—————	5702.01	
Block <sup>2</sup>	—————	1326	

FEATURE	SYMBOL	FEATURE	SYMBOL
Interstate		Geographic Offset and Corridor	
U.S. Highway		Large River or Lake	
State Highway		Glacier	
Other Road	Marsh Ln	Airport	
Cul-de-sac	→	Cemetery	
Circle	○	Golf Course	
Address Range Break <sup>3</sup>	201+	Jail	
Jeep Trail, Walkway, Stairway, or Ferry	- - - - -	Military Installation	
Railroad		Park	
Pipeline or Power Line	—■—■—■—■—	Mountain Peak	
Ridge, Fence, or Other Physical Feature	- - - - -	Inset Area	
Property Line	- - - - -	Outside Subject Area	
Nonvisible Boundary or Feature Not Elsewhere Classified	.....		
Perennial Stream or Shoreline			
Intermittent Stream or Shoreline			

Where international, state, and/or county boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries.

<sup>1</sup> Boundaries reshaped during coordinate enhancement are highlighted on the map.  
<sup>2</sup> A '\*' following a block number indicates that the block number is repeated elsewhere in the block.  
<sup>3</sup> Insert footnote about address break here.

The map legend describes the various symbols and colors used on the paper maps. The legend is divided into three columns:

1. The Symbol Description column includes the type of features, boundaries, and geography shown on the map.
2. The Symbol column shows the symbols representing the feature in the symbol description.
3. The Name Style column shows an example of the name of a particular feature such as a road, waterway, or geographic area displayed on the map.










### Boundaries








The first group of symbols in the legend refers to different boundary types or geographic area shown on the map. Each type of boundary has a distinct color or symbol.

2010 LOCAL UPDATE OF CENSUS ADDRESSES MAP LEGEND		
<u>SYMBOL DESCRIPTION</u>	<u>SYMBOL</u>	<u>NAME STYLE</u>
International	☆☆☆☆☆☆	CANADA
American Indian Reservation (Federal) <sup>1</sup>	★★★★★★	L'ANSE RES (1880)
Off-Reservation Trust Land, Hawaiian Home Land <sup>1</sup>	◆◆◆◆◆◆	T1880
American Indian Tribal Subdivision <sup>1</sup>	●●●●●●	SHONTO (620)
American Indian Area (fill)	.....	
State or Statistically Equivalent Entity <sup>1</sup>	//// ////	NEW YORK 36
County or Statistically Equivalent Entity <sup>1</sup>	□□□□□□	ERIE 029
Minor Civil Division (MCD) <sup>1</sup>	⬢⬢⬢⬢⬢⬢	PIKE TWP 59742
Consolidated City <sup>1</sup>	●●●●●●	Milford 47500
Incorporated Place <sup>1</sup>	○ ○	Rome 63418
Census Tract	—————	5702.01
Block <sup>2</sup>	—————	1326

## Transportation

The second group of symbols represents various types of transportation features. Thicker lines identify major roadways such as interstates and U.S. highways while thinner lines represent secondary roads and city streets. Also identified are cul-de-sacs and circles. Jeep trails, walkways, stairways, and ferries, represented by distinctive dashed lines, are included in this section.

Interstate	
U.S. Highway	
State Highway	
Other Road	
Cul-de-sac	
Circle	
Address Range Break <sup>3</sup>	
Jeep Trail, Walkway, Stairway, or Ferry	
Railroad	

Pipeline or Power Line	
Ridge, Fence, or Other Physical Feature	
Property Line	
Nonvisible Boundary or Feature Not Elsewhere Classified	
Perennial Stream or Shoreline	
Intermittent Stream or Shoreline	
Geographic Offset and Corridor	

## Other Features

The third group of symbols represents other feature types such as pipelines and streams and nonvisible boundaries. Streams and shorelines are blue and geographic offset and corridors are speckled red.

## Landmarks

The last group of symbols represents various landmarks on the map such as rivers and lakes, glaciers, airports, cemeteries, golf courses, jails, military installations, parks, and mountain peaks. The area outside of the subject area is speckled gray.

Large River or Lake	
Glacier	
Airport	
Cemetery	
Golf Course	
Jail	
Military Installation	
Park	
Mountain Peak	
Inset Area	
Outside Subject Area	

## Footnotes and Notes

The footnote and notes section of the legend provide additional information and details on geographic relationships, boundaries, and symbols

Where international, state, and/or county boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries.

<sup>1</sup> Boundaries reshaped during coordinate enhancement are highlighted on the map.

<sup>2</sup> A "\*" following a block number indicates that the block number is repeated elsewhere in the block.

<sup>3</sup> Insert footnote about address break here.



## Appendix C

### Physical Location Description and Street Type Abbreviation Examples

Full Name	Abbreviations
Alternate Route	ALT
Avenue	AVE
Blue	BL
Boulevard	BLVD
Brown	BRN
Boarded Up	BU
Circle	CIR
County Highway	CO Hwy
County Road	CO Rd
Court	CT
Drive	DR
East	E
Four-Wheel Drive Trail	4WD
Freeway	FWY
Green	GR
General Delivery	GEN DEL
Hospital	HOSP
Highway Contract Route	HCR
House	HSE
Interstate	I
Intersection	INT
Lane	LN
North	N
Parkway	PKWY
Post Office Box	PO BOX
Road	RD
Route	RTE
Rural Route	RR
South	S
Star Route	ST RT
State Highway	ST HWY
State Road	ST RD
State Route	ST RTE
Street	ST
Thoroughfare	THFR
Township Highway	TWP HY
Township Road	TWP RD
West	W
White	WHT
Yellow	YLW
With	W/

## Appendix D Unit Designation Abbreviation Examples

<b>Name</b>	<b>Abbreviation</b>
Apartment	APT
Basement	BSMT
Bottom	BOTM
Downstairs	DOWN
Floor	FLR
Front	FRNT
Interior	INTE
Level	LVL
Lower	LOWR
Middle	MIDL
Mobile Home	MH
Number	#
Penthouse	PH
Room	RM
Right	RGHT
Space	SP
Studio	STUD
Suite	STE
Suites	STES
Trailer	TRLR
Upper	UPPR
Upstairs	UPS

# Appendix E Confidentiality Agreement Form

OMB No. 0607-0795

FORM <b>D-1669</b> (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID   
<b>CONFIDENTIALITY AGREEMENT LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census</b>		
<b>PLEASE PRINT</b>		
1. Government name		
2. Name of LUCA Liaison's Office or Department ( <i>Assessor's Office, Planning Department, etc.</i> )		
3. Address ( <i>House number and street name, RR, HC, or PO box number</i> )		
4. City, State, ZIP Code		
<b>Responsibilities for Participating in the 2010 Decennial Census LUCA Program</b> All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points provided for feedback) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's results regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.		
<b>Liaison's name and telephone number</b>		<b>Your address - Please print (If different from above)</b>
Printed name	Area code Telephone number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	City
Signature	Date Month Day Year [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	State ZIP Code 
<b>Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)</b>		<b>Your address - Please print (If different from above)</b>
Printed name	Area code Telephone number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	City
Signature	Date Month Day Year [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	State ZIP Code 
Printed name	Area code Telephone number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	City
Signature	Date Month Day Year [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	State ZIP Code 
Printed name	Area code Telephone number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	City
Signature	Date Month Day Year [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	State ZIP Code 
Printed name	Area code Telephone number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	City
Signature	Date Month Day Year [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	State ZIP Code 

U S C E N S U S B U R E A U

If you require more signature blocks, you may duplicate this form.



# Appendix F Inventory Form

OMB No. 0607-0795

FORM <b>D-1671</b> (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID  <div style="border: 1px solid black; height: 40px;"></div>
<b>INVENTORY FORM FOR THE RETURN/SUBMISSION OF LUCA PROGRAM MATERIALS</b> <b>LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM</b> <b>2010 Decennial Census</b>		
Please use this form to identify only the LUCA materials that you have updated and are returning to the Census Bureau for the 2010 Decennial Census LUCA Program.		
GOVERNMENT NAME <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<b>Option 1 Participants</b>	<b>Option 2 and Option 3 Participants</b>	
<b>A. Paper Lists</b>  1 <input type="checkbox"/> Census Bureau Address List Number of updated pages ..... <input style="width: 50px;" type="text"/>  2 <input type="checkbox"/> Address List Add Page Number of updated pages ..... <input style="width: 50px;" type="text"/>  3 <input type="checkbox"/> Address Count List Number of updated pages ..... <input style="width: 50px;" type="text"/>	1 <input type="checkbox"/> Local Address List File – <i>Specify file name</i> ↘ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  Number of address records ..... <input style="width: 50px;" type="text"/>  2 <input type="checkbox"/> MTPS Zip file	
<b>B. Computer-Readable Lists</b>  1 <input type="checkbox"/> Census Bureau Address List File – <i>Specify file name</i> ↘ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  Number of updated address records ..... <input style="width: 50px;" type="text"/>  2 <input type="checkbox"/> Address Count List File – <i>Specify file name</i> ↘ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  Number of updated records ..... <input style="width: 50px;" type="text"/>	<b>MAPS – All Non-MTPS Participants</b>  <i>Mark (X) one box.</i>  1 <input type="checkbox"/> Shapefiles  2 <input type="checkbox"/> Paper map Number of updated map sheets ... <input style="width: 50px;" type="text"/>	
<b>C. MTPS Zip file</b>  Products updated – <i>Mark (X) all that apply.</i>  1 <input type="checkbox"/> Census Bureau Address List 2 <input type="checkbox"/> Address Count List 3 <input type="checkbox"/> Shapefiles	<b>NOTE</b>  If you received paper maps and have boundary updates – <i>Please include the appropriate Boundary and Annexation Survey (BAS) form.</i>	



## **Special Notice**

**This Package Contains  
U.S. Census Bureau  
Address Information**

**DISCLOSURE PROHIBITED BY  
TITLE 13, U.S.C.**

U.S. Department of Commerce  
U.S. Census Bureau  
3/20/2007

D-1657





# Appendix H Return or Destruction of Title 13, U.S.C. Materials Form

OMB No. 0607-0795

FORM **D-1674**  
(5-31-2007)

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

## RETURN OR DESTRUCTION OF TITLE 13, U.S.C. MATERIALS LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census

1. Government name – *Please Print*

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U S C E N S U S B U R E A U



## GLOSSARY

**Address breaks** – Address breaks are the city-style addresses on each side of a boundary or at an intersection of street with another street or another feature.

**Address count list** – Identifies the number of housing unit addresses and group quarters addresses on the Census Bureau’s address list for each census block within a jurisdiction.

**Address range** – The lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

**Block number** – A 4-digit number, plus one alpha character block suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract.

**Boundary** – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, or state.

**Boundary and Annexation Survey** – An annual survey to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States.

**Census Bureau address list** – A nationwide list of all housing unit and group quarters addresses known to the Census Bureau. In addition to the mailing address and ZIP Code, the Address List may identify the location of each housing unit and group quarters.

**Census block** – 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. A census block is the smallest area for which the Census Bureau collects and tabulates statistical information. Census blocks are numbered within census tracts and are unique to the census tract to which they belong.

**Census block number** – Census block numbers contain a 4-digit number plus one alpha character, if applicable, e.g. 3001A. Suffixes, such as 2011A and 2011B, reflect boundary changes as well as added features.

**Census Bureau** – An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

**Census Bureau map** – Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

**Census tract** – A small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data. Census tracts never cross the boundary of a county or statistically equivalent entity, but may split other geographic entities; e.g., minor civil divisions and places.

**Census tract number** – Unique numbers to identify census tracts within a county or statistically equivalent entity. 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.

**Chief executive/highest elected official** – The person most responsible for the governmental activities of a local government. This person receives the LUCA Program invitation letter, and must designate a LUCA liaison, if desired.

**City-style address** – An address that 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.

**Confidentiality** – The guarantee made by law (Title 13, United States Code) to individuals who provide information about themselves or their business to the Census Bureau. This item refers to the Census Bureau's promise of nondisclosure of that information to others.

**County** – The primary legal division of most states. Most are governmental units with powers defined by state law.

**Delivery Sequence File (DSF)** – 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.

**Edges shapefile** – All linear features in the MAF/TIGER database are contained in the edges shapefile. Use the edges shapefile to add, delete, or change linear feature attributes.

**Enumeration** – The process of interviewing people and recording the information on census forms.

**Feature** – Any part of the landscape, whether natural (such as, a stream or ridge) or artificial (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.

**Federal Information Processing Standards codes (FIPS codes)** – a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related location entities (such as places and county subdivisions), and American Indian and Alaska Native areas.

**Geocodes** – Codes that place an individual address in its correct geographic location, which includes the correct **state, county, census tract, and census block** codes.

**Geographic Information System (GIS)** – A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth-information that previously was available only on paper maps.

**Governmental unit** – A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

**Group quarters** – 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.

Group quarters include such places as 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.

**Housing unit (HU)** – 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.

**Legal boundary** – The legally defined boundary of a governmental unit, usually referring to a county, minor civil division, or incorporated place. The legal boundary identifies the area within a local government's jurisdiction, and thus bounds the area of LUCA responsibility.

**LUCA liaison** – Also known as the program primary liaison or designated liaison. A person voluntarily appointed by the chief executive/highest elected official of each jurisdiction to review the Census Bureau’s address list and maps against local records to identify differences.

**MAF/TIGER Database** – The Census Bureau’s nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) files.

**MAF/TIGER Partnership Software (MTPS)** – A GIS application provided by the Census Bureau that has customized functionality required by Census Bureau geographic partnership programs.

**Map Sheet to Block Number Relationship List** – A list identifying census block numbers and the Census Bureau map(s) on which each block is located.

**Master Address File (MAF)** – A nationwide database of all addresses to support many of the Census Bureau’s operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. Now a part of the MAF/TIGER Database.

**Metadata** – describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

**Minor civil division (MCD)** – A type of governmental unit that is the primary governmental or administrative subdivision of a county. MCDs are identified by a variety of terms, such as town (in 8 states), township, and/or district, and include both functioning and nonfunctioning governmental entities.

**Noncity-style address** – An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Occupied housing unit** – A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

**Place** – A concentration of population either legally bound as an incorporated place or identified by the Census Bureau as a census designated place.

**Regional Office** – One of 12 permanent Census Bureau offices responsible for the Census Bureau’s office and field operations within its region.

**Shapefile** – Data set used to represent geographic features such as streets and boundaries. Shapefiles can represent point, line, or area features and require GIS or mapping software.

**Street segment** – The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city-style addresses.

**Structure Point** – A dot on a Census Bureau map, used to show the location of one or more living quarters. 4-digit number plus one alpha character assigned within a census block to each structure point. Structure points are stored in the TIGER<sup>®</sup> database.

**Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>)** – A computer database that contains a digital representation of all map features (streets, roads, rivers, railroads, lakes, and so forth) required to support Census Bureau operations, the related attributes for each, and the geographic identification codes for all entities used by the Census Bureau to tabulate data for the United States, Puerto Rico, and Island Areas. Now a part of the MAF/TIGER Database.

**Vacant housing unit** – A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.

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**2010 DECENNIAL CENSUS**

**LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM**

**ADDRESS LIST ADD PAGE**

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

Name of Preparer: \_\_\_\_\_  
(Print Name)

Date Completed: \_\_\_\_\_  
(MM/DD/YYYY)

Add Page For: \_\_\_\_\_  
(Entity Name)

Entity ID Code: \_\_\_\_\_  
(Copy from Address List Page)

Census Geographic Location of Address (2)					Group Quarters? (3)	Residential Address (4)			
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b)	Apartment/ Unit Number (4d)	City Style Mailing ZIP Code (4e)
							GQ Name (4c)		
1									
2									
3									
4									
5									
6									
7									





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