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

Option 1—Title 13 Full Address List Review for Puerto Rico
MAF/TIGER Partnership Software (MTPS)

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USCENSUSBUREAU
Helping You Make Informed Decisions

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

Census 2010
Puerto Rico

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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

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

The U.S. Census Bureau invited the mayor of your municipio to participate in this program. Your municipio selected Title 13 Full Address List Review using the Census Bureau supplied MAF/TIGER Partnership Software (MTPS). This option allows you to:

- Review the Census Bureau's Address List for your municipio including **city-style**[1] and **noncity-style**[2] residential addresses.

- Comment on any single or multiunit structure or group quarters city-style address in a census block on the address list using added, changed, deleted, out of jurisdiction, or nonresidential or commercial action codes and identify (flag) group quarters.

- Challenge the count of addresses for any census block on the address count list.

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

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

o For census blocks containing all noncity-style addresses, you can challenge **only the count of addresses** for census blocks on the Census Bureau's Address Count List; 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 roads, or other physical features and 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 Puerto Rico and municipio 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 Puerto Rico and municipio 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 canvassing the entire island. The MAF is a database of all addresses used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, an address record in the MAF also contains geographic information about the location of addresses. In areas where there are noncity-style addresses (e.g., rural route or post office box number), the address record may contain additional information such as a location description.

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

Address records in the MAF are linked to feature segments in the Topologically Integrated Geographic Encoding and Referencing (TIGER®) database. The TIGER® database includes the geographic coordinates and

names of all streets, water features, and other linear features, and boundaries for all jurisdictions and statistical areas (census tracts[3], census blocks[4], etc.) used to tabulate decennial census data. The TIGER® database also includes the hierarchy of census geographic area codes from the Puerto Rico level down to individual census blocks (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.

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 municipio during this operation to update our address list and validate your LUCA submissions.

- Provide feedback materials for your review.

- Provide assistance to participants to resolve any address discrepancies.

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

Participant's LUCA Program Responsibilities

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

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

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[3]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.
[4]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.

- Sign and return the Registration Form.

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

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

- Complete and return the Self-Assessment Form.

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

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

- Keep Census Bureau addresses, and maps showing **structure points**[5], (housing units and group quarters locations) confidential and ensure their use only for census purposes. *(Although structure points are not displayed on the LUCA materials during the LUCA review phase, they will be provided for the Feedback phase of the program.)*

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

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

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

- Review the Census Bureau's detailed feedback materials.

- Appeal address discrepancies to the LUCA Appeals Office within 30 days of receipt of feedback materials.

- After the appeals process is completed, 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.

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[5] 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.*

- 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>.

Should you need additional information, please contact the Census Bureau's Boston Regional Office toll free at 1-866-511-LUCA (5822) 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-LUCA (5822).

The LUCA Schedule

January–February 2007	LUCA advance notification letters and information materials were mailed to Puerto Rico mayors and other municipio contacts.
March–June 2007	LUCA Promotional Workshops were conducted.
August 2007	LUCA invitation letters and registration materials were mailed to the major and a courtesy copy to other municipio contacts.
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 the Census Bureau's Boston 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.
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

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> 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 that you submit to the Census Bureau:

- 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 that you submit to the Census Bureau:

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

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

Unacceptable Types of Housing Units and Group Quarters

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

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

Census Bureau Addresses

Residential and 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 classifies housing unit and group quarters addresses that have a house number and street name address, for example, 212 Calle Elmo or 137 Ave Calor as city-style addresses. In some instances, the house number may also include an alpha character such as 35A or W9254, or include an unit designation such as "Altos" or "Bajos". These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911addresses). City-style addresses for housing units in multiunit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D. 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 rural areas of Puerto Rico; however, they may exist in urban areas 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 (CASA DE CEMENTO EN LA INTERSECCION 123 Y 432), structure points (geographic coordinates), and census geographic codes (**Puerto Rico code, municipio code, census tract number, census block number**).

Census Tract

Census tracts are small, relatively permanent statistical subdivisions of a municipio, delineated for presenting Census Bureau statistical data.

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

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

Each census tract is uniquely numbered within a municipio 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 Puerto Rico or a municipio 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 consist of 4-digits, and may include a single alpha character suffix reflecting a boundary change or added feature (e.g. 3001A and 3001B).

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

What is Geocoding?

In order to process your address submissions, the Census Bureau **requires** the inclusion of **census geographic code information**. This link to census geography is referred to as geocoding. Geocoding places an individual address in its correct geographic location, which includes the correct **Puerto Rico, municipio, 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 **Puerto Rico, municipio, census tract, and census block** codes. **You can find these census geographic codes on your LUCA materials.**

Strategies for Reviewing the Census Bureau's Address List

You must decide for yourself how to conduct the LUCA program review. 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 multifamily 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 municipio boundaries.
- Urbanizations, condominiums, or housing projects (residenciales) recently built.

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
PROTECTING THE CENSUS BUREAU ADDRESS INFORMATION

Introduction
Protecting Census Bureau Address Information

Introduction

The Census Bureau's Address List and Address Count List files for your municipio are included on your data CD-ROM. This chapter discusses how you must protect the Census Bureau's computer-readable address information. (*For detailed information, see* Appendix A *, for the terms of the Confidentiality and Security Guidelines*).

Protecting Census Bureau Address Information

The most efficient method to review and match your local address list to the Census Bureau's Address List is to copy the address file onto a computer hard drive or a network server in a useable format. You must first ensure the protection of the Census Bureau's Title 13, U.S.C. address information including your Census Bureau computer-readable address file, all address list paper copies, and maps (including copies) containing structure points. (*Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program.*) For detailed information see Appendix A, *Confidentiality and Security Guidelines*.

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 Title 13 materials. If you need to add additional reviewers during your LUCA review, a blank Confidentiality Agreement Form is included in Appendix B. Be sure additional reviewers have read and understand the Confidentiality and Security Guidelines, Appendix A, before signing and returning the Confidentiality Agreement Form to the Census Bureau.

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 address information. The ADP system must use log-on routines that require a user-ID and password that conform to the following guidelines:

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

- Passwords **must consist** of at least eight (8) 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 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, **change the assigned** password to a unique
  password the first time users 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 you place Census Bureau address information on a shared computer
  system, **construct electronic security profiles** to allow only the
  LUCA liaison and reviewers access to the Census Bureau's address
  information. **Test your security** to ensure that only the LUCA liaison
  and reviewers are permitted access to the Census Bureau's address
  information.

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

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

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

  "This document contains information the release of which is prohibited by Title 13 U.S.C. and is for Bureau of the Census official use only."

- 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 Bureau of the Census official use only."

CHAPTER 4
CENSUS SUPPLIED MATERIALS

Introduction

The Census Bureau supplies the following materials:

1) **One (1) MTPS CD**:

- The MTPS Application.

- The MTPS CBT.

2) **One (1)* or more data CDs that may contain the following information**:

- Address List.

- Address Count List.

- Shapefiles

- Setup File.

- Readme.txt File.

- The MTPS LUCA User Guide.

- Zip Software

- Adobe® PDF Reader Software.

- Adobe® Flash Software.

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

The MAF/TIGER Partnership Software (MTPS) Version 2.1

The MTPS is a user friendly GIS software, written specifically for Census geographic program participants, that is ready to load with the address list, address count list, and shapefiles for your municipio. Note the licensing agreement that limits use of the MTPS to Census Bureau programs; it will

appear on the screen when you open the software. Do not distribute the software beyond your LUCA staff.

The MTPS Computer Based Training (CBT)

The **MTPS CBT** is a step-by-step guide that helps you learn how to use the MTPS for your LUCA review. We strongly advise you to review the CBT before you begin using the application. It is accessible after you load the application software and data. The CBT will not train you in the specific Puerto Rico address fields, but it will give you an overview on how to use the software to update and/or review the addresses and maps of your municipio. Please refer to this guide for instructions about the Puerto Rico specific address fields.

Address List File

The address list file contains all of the residential (city-style and noncity-style) addresses for your municipio that are currently recorded by the Census Bureau.

Address Count List File

The address count list file contains the number of residential addresses for each census block within your municipio.

Shapefiles

Shapefiles contain the location and attributes of physical features. They are created using the Census Bureau's MAF/TIGER database and allow participants to submit digital updates to map features. Shapefiles require the use of a GIS application such as the MTPS.

Other Files and Software

Setup File

The setup file contains the geographic information that the MTPS requires in order to load the data disk(s).

Readme.txt File

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

The MTPS LUCA User Guide (*this guide*)

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

Zip Software

Although Zip software is included, the MTPS automatically zips and encrypts your updated files.

Adobe® PDF Reader Software

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

Adobe® Flash Software

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

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

Introduction

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

NOTE – The MTPS will refer and treat Puerto Rico as a State and the municipio as County. These are geographic name equivalents used in this software only for Puerto Rico.

Installing the MTPS

To install the MTPS, please follow these instructions:

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

   OR

   Select the **Run** command from the **Start** menu. Use the **Browse** icon to locate the setup file.
4) Click **OK**. The installation program will appear on your screen.
5) On the Welcome screen, click **Next**.
6) Click **Yes** to accept the Software License Agreement.
7) On the **Select Installation Type** window, accept the default option, "Install MAF/TIGER Partnership Software and Data for a Single Use." Click **Next**.
8) The setup program guides you through the installation process. Accept the default settings.

9) Once the program has been installed, insert the first data CD into your CD-ROM drive. *(Most data sets will fit on one (1) CD.)* Click **OK** when prompted.

10) Click **Finish**.

11) On the next window, select "Yes, I want to restart my computer now."

12) Click **Finish** to complete the setup.

Starting the MTPS

To start the MTPS, please follow these instructions:

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

2) Select MAF/TIGER Partnership Software > MAF/TIGER Partnership Software 2.1.

3) Enter a **User Name** and **Password** (You should have received this information under separate cover. If not, contact the Boston Regional Office and they will provide it to you.)

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

5) Update your LUCA participant information, if necessary.

6) Select one of two options:

- To complete the training on CD-ROM, select "Run the MAF/TIGER Partnership Software Computer Based Training". *(Please refer to the* <u>Completing the Computer Based Training (CBT)</u> *section below.)*

    OR

- To launch the application, select "Go directly to the MAF/TIGER Partnership Software program."

Completing the MTPS Computer Based Training (CBT)

The MTPS Computer Based Training is a self-paced tutorial that provides instructions on how to use the MTPS application for several Census Bureau geographic programs.

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

1) Three (3) General Skills tutorials:

- Basic Skills.

- Additional Skills.

- Editing Linear Features, Area Features, and Landmarks.

2) Five (5) tutorials specific to Census Bureau geographic programs:

- **LUCA** (Local Update of Census Addresses).

- **BAS** (Boundary and Annexation Survey). **FOR THE PUERTO RICO PLANNING BOARD USE ONLY. This feature is disabled for municipio participants.**

- **PSAP** (Participant Statistical Area Programs). **FOR THE PUERTO RICO PLANNING BOARD USE ONLY. This feature is disabled for municipio participants.**

- **VTD/BBSP** (Voting Districts/Block Boundary Suggestion Program). **FOR THE PUERTO RICO PLANNING BOARD USE ONLY. This feature is disabled for municipio participants.**

- **SDRP** (School District Review Program). **DOES NOT APPLY IN PUERTO RICO. This feature is disabled for municipio participants.**

This user guide provides instructions for the LUCA module of the MTPS.

NOTE: All of the examples shown in this user guide and in the MTPS CBT were created with fictitious data that are not applicable to your municipio, and do not contain any Title 13 information.

Beginning the LUCA Review with the MTPS

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

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

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

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

   a) LUCA Map.

b) LUCA Address List (only for participants who selected Option 1 or Option 2).

c) LUCA Address Count List.
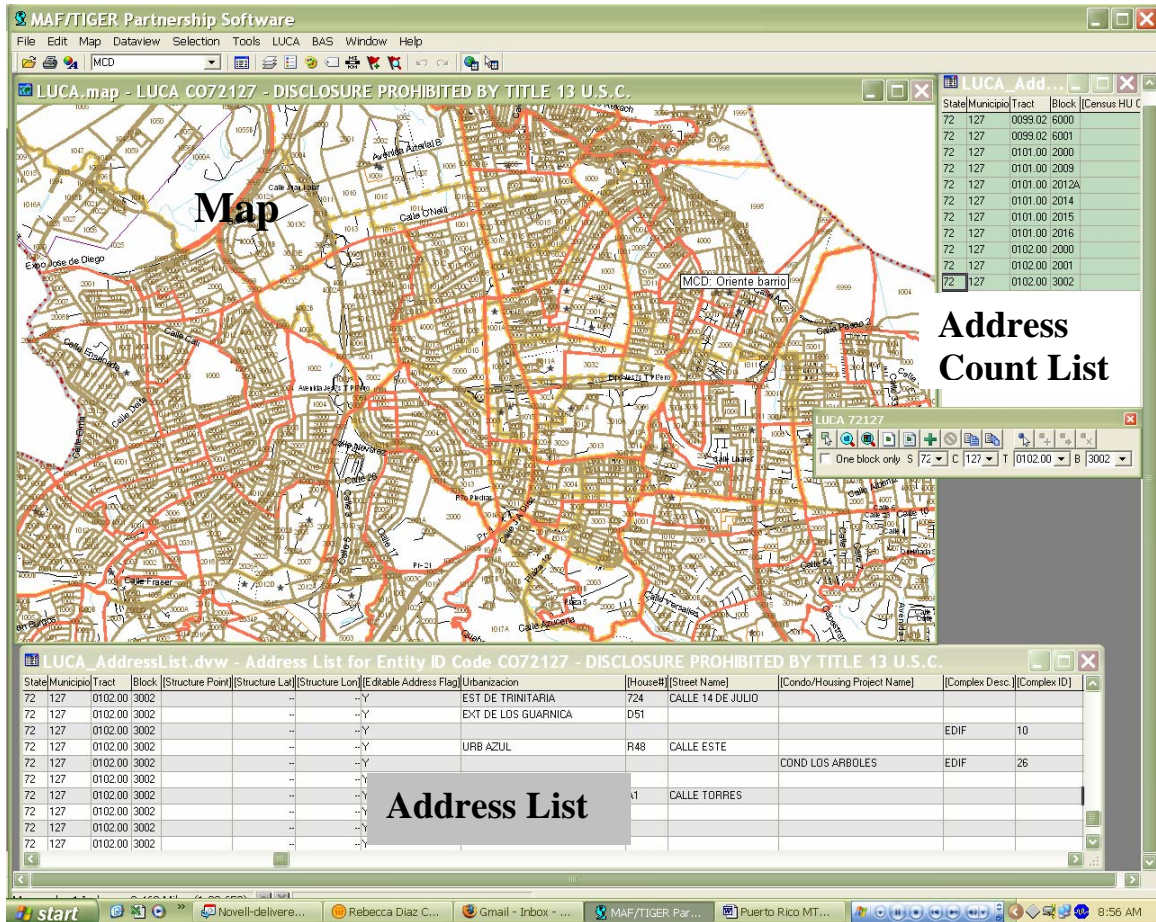
The map shows an overview of geographic areas. The address lists shows the address records.

The MTPS allows you to combine the review of the maps, the address list, and the address count list for your geographic area. The map and the two lists are linked. If you are working from the map, selecting a block on the map automatically selects and displays the corresponding records on the address list and address count list.

The address list is sorted by tract/block, then by street name/house number. The address count list is sorted by tract/block. For other sorting options, see the MTPS Help menu.

Census blocks and census tracts are identified with numeric labels on the map. State/Puerto Rico code (72) and County (Municipio) codes are not shown on the map. Use the **Information** buttons described on page 24 to locate the codes for any given feature.

The MTPS has a simple legend. All line features are drawn first and are the same thickness. Census block, census tract, and county (municipio) symbols are displayed over the feature lines.

Toggle the **Legend** button 🔲 on the **Standard** Toolbox (page 23) to show or hide the legend.
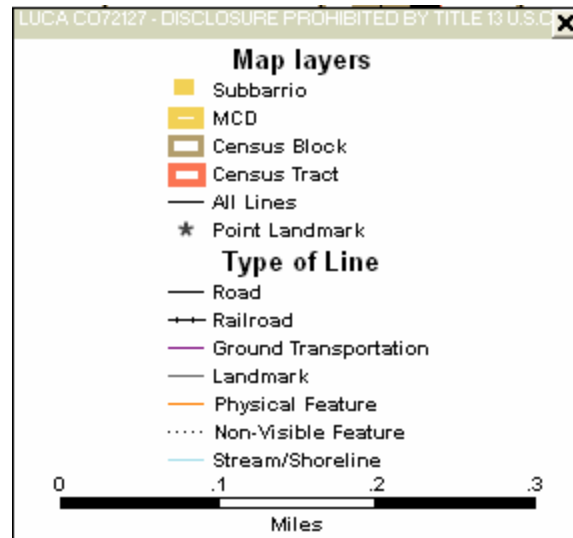
Overview of Toolboxes and Buttons

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

Main Menu

The system loads this menu by default when you open the MTPS, and the Main Menu remains open.

Select **Map** to access:

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

- **Scale:** to modify the map scale displayed on the computer screen.

- **Previous Scale:** draws the map to the extent that was used before the most recent change. **Initial Scale** draws the map to the extent that was used when the map was created or last saved.

- **Locator:** to create a window that shows your location within the overall area.

- **Bookmarks:** to create and manage bookmarks.

Select **Selection** on the Main Menu to access:

- **Settings:** to change the status and labels of map layers.

- **Select:** to build queries by Condition, List, Value, or Location. See Appendix H.

Select **Tools** on the Main Menu to access:

- **Imagery:** to load aerial images, topographic maps, or urban color images from TerraServer USA toolbox.

- **Export:** to convert features to a different geographic format.

Select **LUCA** on the Main Menu to access:

- **LUCA Toolbox:** to turn the LUCA Toolbox on and off.

- **Editing Toolboxes:** to edit lines, areas, and points.

- **Default Display:** to restore the computer screen to the original layout when the MTPS is opened.

- **Verify:** to validate your edits.

- **Report Changes:** to create a ZIP file of your edits.

- **Update Address Data:** to import an address list.

- **Update User Information:** to make changes on the participant's information window.

The Standard Toolbox

The **Standard** toolbox is used to perform general tasks. This toolbox is loaded by default when you open the MTPS and remains open. It is located directly below the **Main Menu**, and can be docked and undocked:


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

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

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

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

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

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

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

The Tools Toolbox

The **Tools** toolbox is used to navigate the map. This toolbox is loaded by default when you open the MTPS (if you close the **Tools** toolbox accidentally, you can open it again by selecting **Tools** from the menu toolbar on the main menu then clicking on **Toolbox**).
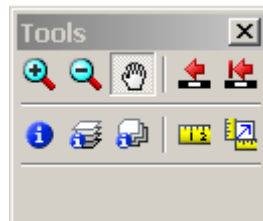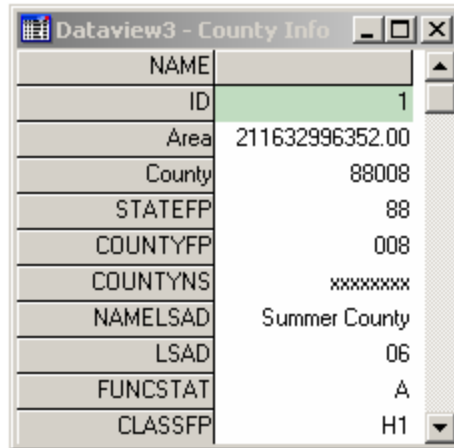

- The **Pan** and **Zoom** buttons are used to navigate around the map.

- **Zoom In** and **Zoom Out** buttons 🔍🔍 .

- **Pan** button 🖐 .

NOTE: Every time you open the MTPS the map will display the geographic extent you viewed before closing the application.

NOTE: The labeling of the features depends on the scale of the map view; the further you zoom in to the map, the more labels you will see.

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

- The **Information** button ⓘ is used to display the fields of the address records. Select a line to display its attributes. 🔳🔳 buttons display **multi-layer** and **multi-layer area** information, respectively.

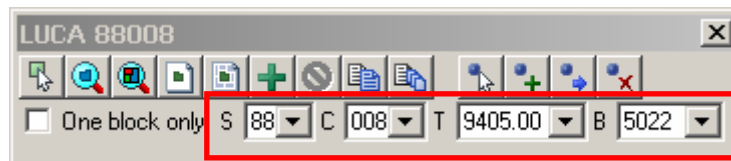- The **Measuring** buttons are used to **Measure Distance** or **Measure Size** .

The LUCA Toolbox

The **LUCA** toolbox is used for editing the address list and the address count list. It is loaded by default when you open the MTPS (if you close the LUCA toolbox accidentally, you can load it again by selecting **LUCA** on the menu toolbar and then clicking on **LUCA** toolbox).

Click on the **Pick Block** icon. Select the **One Block Only** box , and using the mouse, click inside one census block on the map. The related census block records on the address list and the address count list are displayed.

NOTE: The information shown in the S (State/Puerto Rico), C (County/Municipio), T (Tract), and B (Block) boxes will be the block you selected on the map and the associated state (Puerto Rico), county (municipio), and tract codes. The dropdown menus for these boxes can also be used to select a particular block.

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

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

Other LUCA Toolbox Icons

Other LUCA toolbox icons include:

- **Create a Block Layout** ▣ and **Create a Multiple Block Layout** ▣.

- **Delete an Added Address Record** 🚫.

- **Copy the Current Record** and **Multiple Copies of the Current Record** ▣▣.

- **Structure Point** icons 🔖🔖🔖🔖 are not used for this phase of LUCA Review.

NOTE: The **LUCA** Toolbox remains in the same place on the screen unless you move it or close it. The **Tools** Toolbox and the **Line Editing** Toolbox disappear from the screen when you are working with the address list or the address count list but reappear when you click on the map.

The Line Editing Toolbox

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

Refer to for additional line editing instructions.

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

- Click on **Delete Line** 🚫 then click on a line segment to delete it.

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

- Click on **Cancel Edits** 🚦 to undo the most recent action or **Save Edits** 🚦, to save your work.

Other Line Editing Toolbox Icons

Other **Line Editing** toolbox icons:

- **Copy and Delete Line** ✕ and **Replace Copied Line** ✓.

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

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

Bookmarks

The MTPS allows you to save a particular map extent as a bookmark. You can view it at any time.

Click **Bookmarks** from the **Map** menu. Click **Create**.
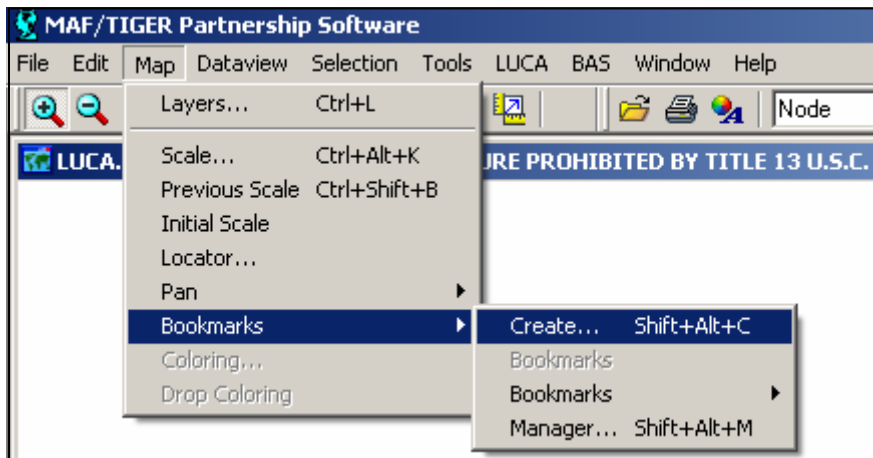
Type a name in the **Create Bookmarks** window. Click **OK**.
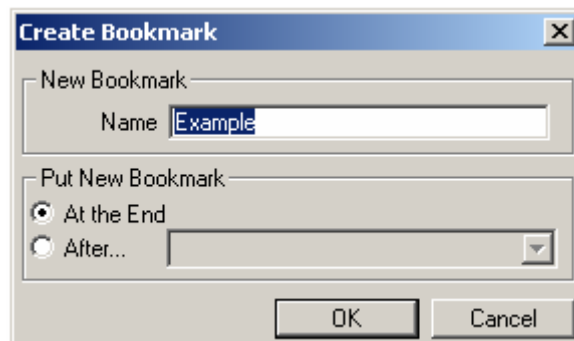
Click on the name of the bookmark you created to go back to the map extent you bookmarked. The MTPS will zoom to that map extent.
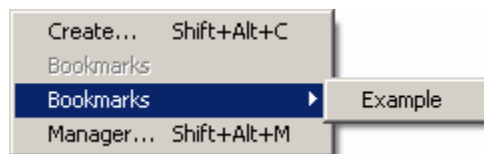
Additional Resources

The MTPS Computer-Based Training (CBT)

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

The MTPS Help Menu

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

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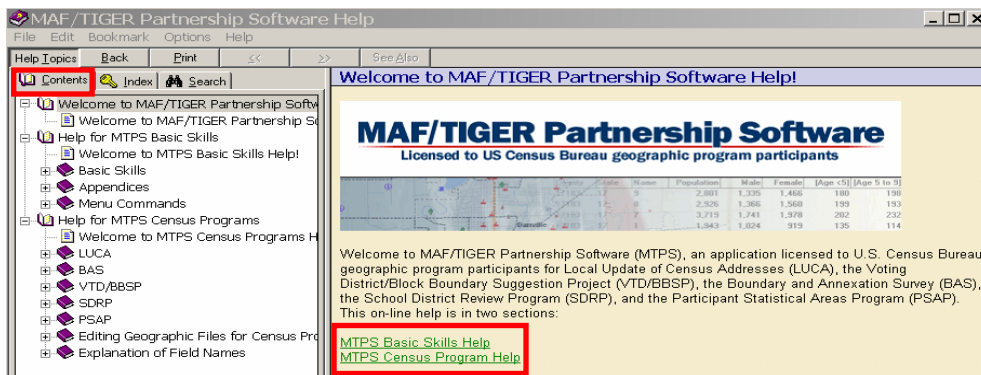
2) Select the **Index** tab on the left side and the following screen will display:
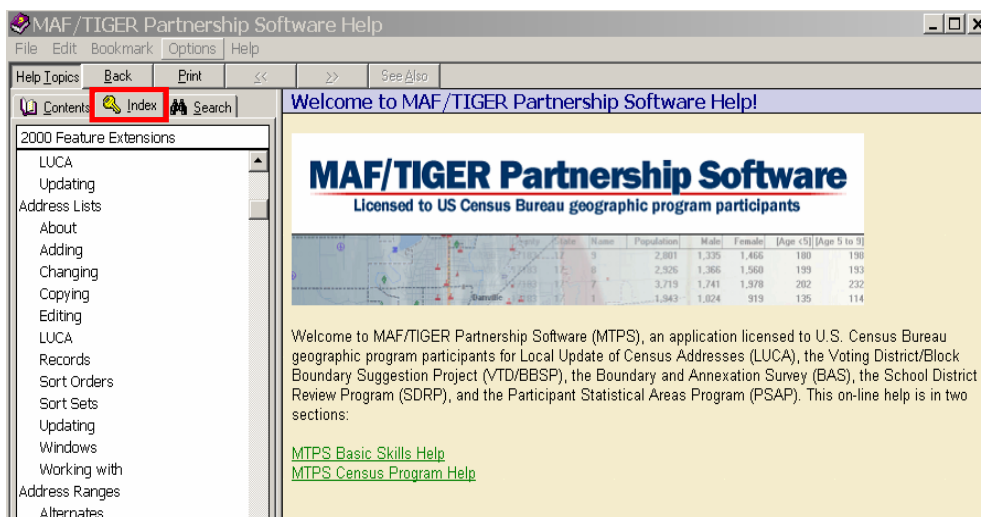
3) Select the **Search** tab on the left screen and the following screen will display:
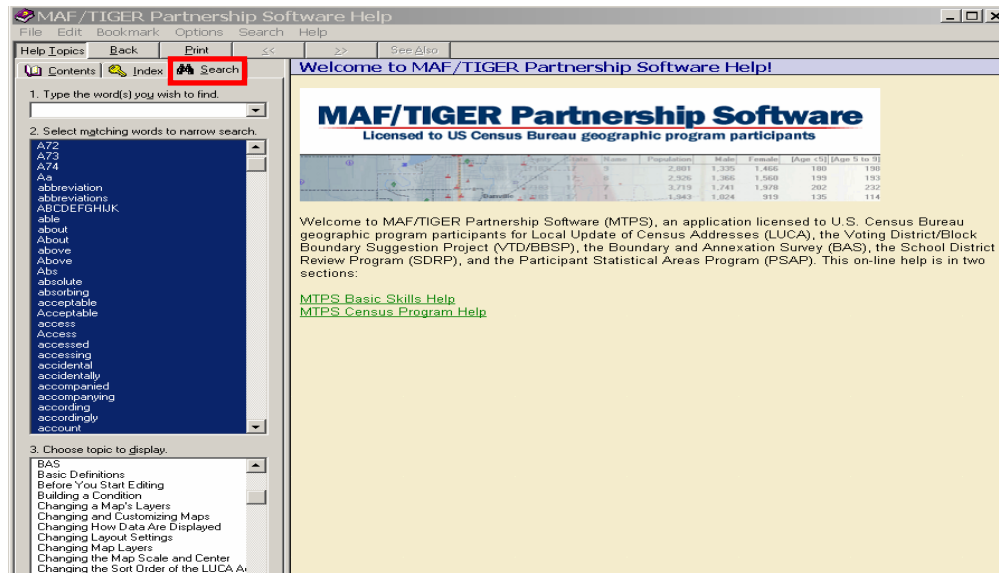
4) Select a word from one of the lists in the left column or type a word into the search box.

LUCA Program Help Desk

If you have questions concerning the LUCA geographic program, please call the **Boston Regional Office** toll free at **1-866-511-LUCA (5822).**

LUCA Technical Help Desk

If you have questions concerning the MTPS and the electronic data, please call the LUCA **Help Desk** toll free at **1-866-919-LUCA (5822).**

LUCA Website

Visit the Census Bureau's LUCA Web site at <www.census.gov/geo/www/luca2010/luca.html> for additional information.

CHAPTER 6
REVIEWING AND UPDATING THE CENSUS BUREAU'S ADDRESS LIST

Introduction

This chapter provides instructions on making updates to the Census Bureau's Address List. The address list is the primary review tool for your LUCA program review.

Compare the addresses on the Census Bureau's Address List to the addresses on your local address list, and make any updates as necessary following the instructions in this chapter. For consistency, make any necessary updates on the map so that your map matches the address list. If your resources are limited, focus your review on areas with new addresses or address changes.

You can add or edit only **city-style** addresses. (The noncity-style addresses are shaded in green on the address list.) Please refer to Chapter 8 for instructions for updating the corresponding maps.

The Census Bureau's 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, municipio, census tract, census block) that indicate the location of each address.

The **Entity ID Code**, a unique identification number (maximum character length is 12 characters) assigned by the Census Bureau to each entity, is listed at the top of the address list.

Entity	Entity Identification Code	Total Characters
State/Puerto Rico	ST (2 alpha) + (2 numeric) – PR72	4
County/Municipio	CO (2 alpha) + State (2 numeric) + County/Municipio (3 numeric)	7

Each address record in the address list contains 30 fields of information. See the table on the next page titled **Address List Fields for Puerto Rico.**

Address List Fields for Puerto Rico				
Field Number	**Field**	**Maximum Character Length**	**Format**	**Display Name**
1	Entity ID Code	11	Variable length alphanumeric	Entity ID
2	Line Number	7	Numeric	Line #
3	MAF ID	13	Fixed length numeric	MAFID
4	Action Code	1	Blank; entered by participant or application	Action Code
5	State/Puerto Rico Code	2	Fixed length numeric	State
6	County/Municipio Code	3	Fixed length numeric	Municipio
7	Census Tract Number	7	Fixed length numeric	Tract
8	Census Block Number	5	Fixed length numeric	Block
9	Structure Point	5	Fixed length alphanumeric	Structure Point
11	Urbanizacion	30	Variable Length alpha	Urbanizacion
10	House Number	21	Variable length alphanumeric	House #
12	Condominium or Housing Project Name	60	Variable length alphanumeric	Condo/Housing Project Name
13	Area Name 1	30	Variable length alphanumeric	Area Name 1
14	Area Name 2	30	Variable length alphanumeric	Area Name 2
15	Complex Descriptor	12	Variable length alphanumeric	Complex Desc.
16	Complex Identifier	12	Variable length alphanumeric	Complex ID
17	Unit Descriptor	12	Variable length alphanumeric	Unit Desc.
18	Unit Identifier	12	Variable length alphanumeric	Unit ID
19	Street Name	55	Variable length alphanumeric	Street Name
20	Carretera	20	Variable length alphanumeric	Carretera
21	Ramal	20	Variable length alphanumeric	Ramal
22	KM/HM	12	Variable length alphanumeric	KM/HM
23	City- Style Mailing ZIP Code	5	Fixed length numeric	City Style ZIP Code
24	GQ Name	100	Variable length alphanumeric	GQ Name
25	Noncity – Style Mail Delivery Address	24	Variable length alphanumeric	Noncity-Style Mail Address
26	Noncity-style ZIP Code	5	Fixed length numeric	Noncity-Style ZIP Code
27	Group Quarters Flag	1	Displays a 'Y' if the value is 2 or 3. Otherwise leave blank.	GQ Flag
28	Structure Latitude	9	Fixed length numeric	Structure Lat
29	Structure Longitude	10	Fixed length numeric	Structure Lon
30	City-style Address Flag	1	Y = Yes, N= No	City-style Address Flag

Each address list record contains the following fields. Refer to the explanations of each field when updating or adding an address.

1. **Entity ID** (see above)

2. **Line Number**–sequential number for each address record in the file. <u>Do not edit this field</u>. You may use this field to return the address list to the original sort after changing the sort.

3. **MAFID**–unique control number assigned to each MAF address. <u>The MTPS does not allow you to edit this field.</u>

4. **Action Code**–use this field to record the type of change when an update is made to the address list:

   A–Added addresses.
   C–Changed addresses.
   D–Deleted addresses.
   J–Out of jurisdiction addresses.
   N–Nonresidential or commercial addresses.

5. **State**–2-digit current Puerto Rico code (72). You may edit this field to record your correct code.

6. **Municipio**–3-digit current municipio code for your jurisdiction. You may edit this field to record your correct municipio code.

7. **Tract**–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. You may edit this field to record correct census tract numbers.

8. **Block**–Census block numbers contain a 4-digit number plus one alpha character, if applicable, e.g. 3001A. You may edit this field to record correct census block numbers.

9. **Structure Point**–4-digit number plus one alphanumeric character assigned by the Census Bureau to a structure that contains a housing unit or a group quarters address. This field will be blank for the Review phase of the LUCA program but data will be provided for the Feedback phase of the program. <u>Do not edit this field</u>.

10. **House Number**–Housing unit or group quarters assigned number, which can contain numbers, letters, hyphens or other characters. Hyphens should only be used on addresses that have a "bloque" and house number. For example, an address is "Calle 20, Bloque 40, Casa 70" write in the house number field 40-70 (bloque, hyphen, house number) and then the "Calle 20." If the housing unit or group quarters has an alphanumeric house number, for example G19, please do not use hyphens to

separate the letter/s from the number/s. You may edit this field to record correct house numbers.

11. **Urbanizacion**–Urbanization Name (if applicable). Please provide the full name. Use URB, as abbreviation for urbanization, if it is used as part of its name. You can edit this field to write in the correct name of the urbanization. Always provide the full name of the Urbanization (for example, Alturas de Flamboyán, Urb Los Condes). You may edit this field.

12. **Condominium or Housing Project Name**–Please provide the full name. Use COND as an abbreviation for Condominium if it is used as part of its full name. If the word condominium is not used, please record the full name. Use RES as the abbreviation for all housing projects (Residenciales). Using RES as the abreviation for all housing projects (residenciales) will indicate that this is a housing project (residencial). All other structures that do not have RES will be considered as Condominiums. You may edit this field to record correct Condominiums and Housing Project (residenciales) names. Always provide the full name (for example, Parque de las Fuentes, Cond Los Condes, Res Alameda). You may edit this field.

13. **Area Name 1**–"Barrio" names, "Barriadas," "Comunidades," "Parcelas" and "Sectores." "Barrio" could only be in this field. If there is no "Barrio" name, then another area name will show in the field. Use the following abbreviations for these area names: BO for "Barrios," BDA for "Barriadas," PARC for "Parcelas," SECT for "Sectores" and COM for "Comunidades." Always provide the full name (for example, Bo Obrero, Parc San José). You may edit this field to record the correct area names.

14. **Area Name 2**–"Barriada" names, "Comunidades," "Parcelas" and "Sectores." If applicable, another name would be in this field, it would be in combination with Area Name 1. For example, Bo Sur, Sect Norte (Area Name 1, Area Name 2). Use the following abbreviations for these area names: BDA for "Barriadas," PARC for "Parcelas," SECT for "Sectores" and COM for "Comunidades." Always provide the full name, (for example, Bda Orlando, Sect San José). "Barriadas," "Sectores," "Parcelas," and "Comunidades" go in Area Name 2 if Area Name has a "Barrio" Name. You may edit this field to record the correct area names.

15. **Complex Descriptor (CD)**–This field is used to identify a building or tower within a building complex. They contain the words "Edif" (building) or "Torre" (tower). You may edit this field.

16. **Complex Identifier (CID)–**This field is used to make buildings unique within a building complex. The identifiers may be alphabetic, numeric or alphanumeric designators. It can be used in combination with the Complex Descriptor field. For example "Torre 3" or "Edif Norte" (CD, CID). You may edit this field.

17. **Unit Descriptor (UD)–**The unit descriptor is used to describe apartments and suites within a multi-unit structure. The words this field contain are APT for apartments, and STE for suites. You may edit this field.

18. **Unit Identifier (UID)–**This field is used to make a unit within a multi-unit structure unique from the other units in the same structure. The identifiers may be alphabetic, numeric or alphanumeric designators. It can be used in combination with the Unit Descriptor field. For example "Apt 3" or "Ste D" (CD, CID), or it can be used alone, for example, "Altos," "Bajos," "Sótano," etc. You may edit this field.

19. **Street Name–**Full street or road name (for example, Calle Verde o Ave Juan Ponce de Leon). Do **NOT** abbreviate **Calle**, use the full name. The abbreviation for the other street types are in Appendix I. Use the "Carretera" field for carreteras and the "Ramal" field for ramales. We are separating "Carreteras" and "Ramal" from the street names because it is common for these street types to have kilometers and hectometers associated with them. You may edit this field to record correct street names.

20. **Carretera–**Route number or name for major roads. If the carretera is known by two (2) names, for example, Carr 123 is also known as Carr Los Millones, please provide the carretera number in this field. Use CARR as the abbreviation of carretera. You may edit this field.

21. **Ramal–**Route number or name for secondary roads. If the ramal is known by 2 names, for example, Ramal 546 is also known as Ramal El Salto, please provide the ramal number in this field. You may edit this field.

22. **KM/HM–**Identifies distance markers used for carreteras and ramales, frequently used in more rural areas.

23. **City-style Mailing ZIP Code–**5-digit ZIP Code for city-style mailing addresses. You may edit this field.

24. **GQ Name–**name of group quarters (e.g. Convento Las Monjitas). If the value in the **GQ Flag** field is "**Y**," you must edit or enter the GQ name in the **GQ Name** field.

    NOTE: If you enter a "**Y**" in the **GQ Flag** field, you **must** provide a group quarters name. The Census Bureau will not

process an identified group quarters address record without a group quarters name. Examples include "Casa de Cuido Morales" or "Dormitorio Barbosa".

If the value in the **GQ Flag** field is blank, do not edit or add values in the **GQ Name** field.

25. **Noncity-style Mail Delivery Address** (RR#, HCR#, or PO BOX#)–identifies noncity-style mail deliver address such as rural route and box number, post office box number, etc. Do not edit this field.

26. **Noncity-style Mailing ZIP Code**–5-digit ZIP Code for noncity-style mailing addresses. Do not edit this field.

27. **GQ (Group Quarters) Flag**–displays a "**Y**" for addresses that are considered group quarters, such as nursing homes or dormitories. You may edit this field for group quarters addresses.

   NOTE: If you enter a "**Y**" in the **GQ Flag** field, you **must** provide a group quarters name in the **GQ Name** field. The Census Bureau will not process an identified group quarters address record without a group quarters name.

28. **Structure Latitude**–This field will be blank for the Review phase of the LUCA program but data will be provided for the Feedback phase of the program.

29. **Structure Longitude**–This field will be blank for the Review phase of the LUCA program but data will be provided for the Feedback phase of the program.

30. **City-style Address Flag**–records with a City-Style Address Flag value of "Y" can be updated. Records with a City-Style Address Flag value of "N" cannot be updated. Do not edit this field. (The Census Bureau will not process updates to address records containing an "N" in the City-Style Address Flag column.)

See the MTPS Address List Record Layout on the next page.

Puerto Rico Address List MTPS Record Layout

File   Edit   Dataview   Selection   Tools   LUCA   Window   Help

All Records

[Entity ID]	[Line#]	MAFID	[Action Co	State	Municipio	Tract	Block	[Struc	[House	Urbanizacion	[Condo/Housing Project Name]	[Area Name 1]	[Area Name 2]	[Complex Desc.]	[Complex ID]	[Unit Desc.]	[Unit ID]	[Street N
C072127	1	720910029048		72	127	0099.02	6000			URB CIALES								
C072127	2	721270170109		72	127	0099.02	6000				COND EL PLACER				EDIF	2	APT	602
C072127	3	720590005338		72	127	0099.02	6001		59	EXT JULIA DEL CARMEN								CALLE S
C072127	4	720610021254		72	127	0099.02	6001		1020		RES QUINTA NORMAL				EDIF	23	APT	353	AVE ELE
C072127	5	720610024472		72	127	0099.02	6001				RES EL CASTANO				EDIF	4	APT	46	
C072127	6	720970005502		72	127	0099.02	6001											
C072127	7	720970013169		72	127	0099.02	6001											
C072127	8	720970014935		72	127	0099.02	6001				RES EL TRABAJADOR					APT	109	
C072127	9	720610036577		72	127	0101.00	2000							SECT COM				
C072127	10	720630004152		72	127	0101.00	2000		44	ALTS DE ACAPB								CALLE R
C072127	11	720670003191		72	127	0101.00	2000				COND BRISAS DEL MAR				EDIF	C	APT	332	AVE DE
C072127	12	720810007780		72	127	0101.00	2000		32									CALLE F
C072127	13	720970016002		72	127	0101.00	2000		100		RES POLK				EDIF	10	APT	266	AVE PUL

1   2   3   4 5 6   7   8 9 10   11   12   13   14   15   16   17   18   ….

[Street Name]	Carretera	Ramal	[KM/HM]	IP Code]	[GQ Name]	[Non City-Style Mail Address]	tyle ZIP Code]	[GQ Flag]	t]h]	[Editable Address Flag]	S
			0	674			--		--|--|Y	
			0	927			--		--|--|Y	
CALLE SAN MARTIN DEL GUA			0	656			--		--|--|Y	
AVE ELECTRICO			0	969			--		--|--|Y	
			0	969			--		--|--|Y	
	CARR 352		6.3	680			--		--|--|Y	
			0	680			--		--|--|Y	
			0	682			--		--|--|Y	
	CARR 833		4.9	971		1263	--		--|--|Y	
CALLE RONALDO			0	778			--		--|--|Y	
AVE DE LAS NUBES	CARR 345		1	660			--		--|--|Y	
CALLE FRANCISCO ALLENDE			0	669			--		--|--|Y	
AVE PULPO			0	680			--		--|--|Y	

19   20   21   22 23   24   25   26   27 28/29   30

Action Codes for Updating the Address List

There are five action codes you can use to make updates to the address list:

> **A**–Added
>
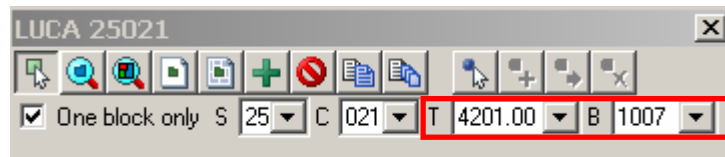> **C**–Changed
>
> **D**–Deleted
>
> **J**–Out of Jurisdiction
>
> **N**–Nonresidential or Commercial

A–Added Addresses

1) Select the block on the map for which you need to insert an address: from the **LUCA** toolbox, click on **Pick Block** [icon] then click on the [icon] icon to **Add a New Address Record.**

   OR

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

- A new address record is displayed on the address list, containing all the correct geocodes (state (Puerto Rico, 72), county (municipio), tract, block codes) and an "A-Added" in the **Action Code** field:

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

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

3) Enter the required address information in the appropriate fields for each new address. Please refer to the section "The Census Bureau Address List" for instructions on how to provide these updates.

- House number.

- Urbanization, if needed.

- Condominium or Housing Project (Residencial) name, if needed.

- Area name 1, if needed.

- Area name 2, if needed

- Complex descriptor (CD), if needed (only used for multi-unit structures).

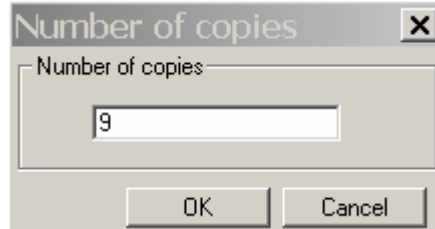- Complex identification (CID), if needed (only used for multi-unit structures).

- Unit descriptor (UD), if needed (only used for multi-unit structures).

- Unit identification (UID), if needed (only used for multi-unit structures):

For example, the new multiunit structure located at the basic street address 1500 Cascade Street contains ten (10) units.

- Add one record with the correct census geography (i.e., state (Puerto Rico) code 72, county (municipio) code, census tract number, census block number) and the basic street address, 1500 Cascade Street.

- Copy that record nine (9) times using the **Multiple Copies of the Current Record** button on the **LUCA** toolbox.

For each added unit at 1500 Cascade St., enter the appropriate value in the **Unit Desc. and Unit ID** field. For example, for the first unit added at 1500 Cascade Street, enter "APT" in the Unit Desc. field and "1" in the Unit ID field; for the second unit record added, enter "APT" in the **Unit Desc.** field and "2" in the **Unit ID** field, and so on, until you get to the tenth unit record, where you enter enter "APT" in the **Unit Desc.** field and "10" in the **Unit ID** field.

If these units are part of a bulding complex, remember to use the complex designations fields (if needed) for each address record, in the same manner as explained above with the unit designations.

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

- Street or road name, including prefix and suffix qualifiers, direction, and type.

- Carretera number/name, if needed.

- Ramal number/name, if needed.

- KM/HM, if needed.

- ZIP Code.

- Group Quarters flag, if applicable:

  o   Enter a "Y" in the **GQ Flag** field for a group quarters address.

> **NOTE:** If you enter a "**Y**" in the **GQ Flag** field, you **must** provide a group quarters name. The Census Bureau will not process an identified group quarters address record without a group quarters name.

4) If applicable, add new streets or other map features on the Census Bureau digital map. See Chapter 8 for more information.

C–Changed Addresses

Replace all incorrect geographic codes (i.e., state code (Puerto Rico, 72), county (municipio) code, census tract number, and census block number) and/or address information with the correct information. A "C-Changed" will automatically appear in the **Action Code** field. Please refer to the section "The Census Bureau Address List" for instructions on how to provide these updates.

You may correct information in the following fields:

- State (Puerto Rico) code (72).
- County (municipio) code.
- Census tract number.
- Census block number.
- Group quarters designation.
- House number.
- Urbanization, if needed.
- Condominium or Housing Project (Residencial) name, if needed.
- Area name 1, if needed.
- Area name 2, if needed
- Complex descriptor (CD), if needed (only used for multi-unit structures).
- Complex identification (CID), if needed (only used for multi-unit structures).
- Unit descriptor (UD), if needed (only used for multi-unit structures).
- Unit identification (UID), if needed (only used for multi-unit structures).
- Street name, including prefix and suffix qualifiers, direction, and type.
- Carretera number/name, if needed.
- Ramal number/name, if needed.

- KM/HM, if needed.

- Group Quarters name, if needed.

- ZIP Code.

Conversion of a Single Housing Unit to a Multiunit Structure (Multiple units in one address)

- Using the existing address record, add APT or STE in the **Unit Desc.** field and add the first unit designator in the **Unit ID** field. A "C-Changed" will appear in the **Action Code** field.

- Create additional records for the same address: from the LUCA toolbox click on **Copy the Current Record** to create one additional record, or **Multiple Copies of the Current Record**, which will prompt you to input the number of copies needed. Add the urbanization, condominium, housing project (residencial), or other area name in the appropriate field, if necessary.

- Enter APT or STE in the **Unit Desc.** field and unit designator in the **Unit ID** field for each new record.

  NOTE: If the apartment/unit designators are unknown but you know the unit count in the multiunit structure, assign each unit a number. Enter the number, preceded by an "*", in the **Unit ID** field for each unit added. The "*" will alert the Census Bureau that the actual unit designators are unknown and that we need to obtain further information during the Address Canvassing Operation.

Conversion of a Multiunit Structure to a Single Housing Unit

- Remove the unit and/or complex designation in the **Complex Desc., Complex ID, Unit Desc.** and/or **Unit ID** fields.

- "C-Changed" will automatically appear in the **Action Code** field for the first unit address record.

- For the remaining units, enter "D-Deleted" in the **Action Code** field.

Conversion of a Group Quarter to a Single Housing Unit

- Remove the "Y" in the **GQ Flag** field.

- Remove the name of the group quarters in the **GQ Name** field.

- "C-Changed" will automatically appear in the **Action Code** field.

Conversion of a Single Housing Unit to a Group Quarters

- Add a "Y" in the **GQ Flag** field for a group quarters address.

- "C-Changed" will automatically appear in the **Action Code** field.

- Add the name of the group quarters in the **GQ Name** field.

- Update the shapefiles as needed so that the map matches the new information on the address list.

D–Deleted Addresses

- Select "D-Deleted" from the Action Code drop down list. **Exercise caution when using this action code so that you do not inadvertently delete valid records**. Verify that the housing unit or group quarter does not exist, is uninhabitable, or that it is a duplicate address (duplicate addresses are those that are incorrectly listed multiple times on the Census Bureau's Address List). The address record will remain visible on the address list and will be verified by the Census Bureau during the Address Canvassing operation.

  NOTE: Do not use the "D-Deleted" action code for existing nonresidential or commercial addresses; instead, use "N-Nonresidential or Commercial" action code.

- Make the corresponding deletions on the map, as explained in Chapter 8, so that the map is consistent with the address list.

J–Out of Jurisdiction Addresses

- Select "J-Out of Jurisdiction" from the Action Code drop down list for addresses that are not in your municipio. The address record will remain visible on the address list and will be verified by the Census Bureau during the Address Canvassing Operation.

N–Nonresidential or Commercial Addresses

- Select "N-Nonresidential or Commercial" from the Action Code drop down list for addresses that are used for any purpose other than residential (for example, a business, school, church, government office). Verify that the address does not contain a living quarter. 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. The address record will remain visible on the address list and will be verified by the Census Bureau during the Address Canvassing Operation.

Introduction

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

The **Entity ID Code**, a unique identification number (maximum character length is 12 characters) assigned by the Census Bureau to each entity, is listed at the top of the address count list.

Entity	Entity Identification Code	Total Characters
State (Puerto Rico)	ST (2 alpha) + (2 numeric) – PR72	4
County (municipio)	CO (2 alpha) + State (2 numeric) + County (3 numeric)	7

Each block record in the address count list file contains eight (8) fields of information. The character length of each record may vary. The header displays the field names for each data column in the file:

1. **State (Puerto Rico)**–2-digit current Puerto Rico code (72). This field is prepopulated and <u>cannot be edited</u>.

2. **County (municipio)**–3-digit current county (municipio) code for your municipio. This field is prepopulated and <u>cannot be edited</u>.

3. **Tract**–Contains 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. This field is prepopulated and <u>cannot be edited</u>.

4. **Block**–Contains a 4-digit number plus one alpha character, if applicable, e.g. 3001a. This field is prepopulated and <u>cannot be edited</u>.

5. **Census HU Count**–Census Bureau's most recent count of housing unit addresses. This field is prepopulated and <u>cannot be edited</u>.

6. **Local HU Count**–this field is blank to record your local count of housing unit addresses if there is a discrepancy between the Census Bureau's count of housing unit addresses and your local count of housing unit addresses.

7. **Census GQ Count**–Census Bureau's most recent count of group quarters addresses. This field is prepopulated and <u>cannot be edited</u>.

8. **Local GQ Count**–this field is blank to record your local count of group quarters addresses, if there is a discrepancy between the Census Bureau's count of group quarters addresses and your local count of group of quarters addresses.

These are some guidelines you should follow when planning your review:

- If a census block contains all city-style addresses, you can update **either** the individual city-style addresses on the address list **or** challenge the count of addresses on the address count list, but you **cannot** do both within the same block.

- If you have reviewed and updated the address list for every block in your municipio, you cannot make any challenges to the address count list.

- 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.

Reviewing and Editing the Address Count List File

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

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

3) Record any discrepancy between the Census Bureau's current address counts for group quarters and your local address counts for group quarters in the **Local GQ Count** field for that particular census block.

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

CHAPTER 8
UPDATING CENSUS BUREAU SHAPEFILES

Introduction

The MTPS displays the Census Bureau shapefiles as a reference for locating and geocoding individual addresses, and for updating and correcting your municipios's features.

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

Reading a Census Bureau Map

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

- Boundaries.

- Streets and roads and their names.

- Water features and their names, if any.

- Other features and their names, if applicable.

- Municipio codes and municipio names and adjacent areas.

- Census block boundaries and numbers.

- Census tract boundaries and numbers.

Click on the **Show or Hide the Legend** icon on the Standard menu to display the map legend showing the symbols used on the maps.

Examples of Map Updates

- Adding a new street.

- Correcting a street name.

- Moving a street

- Deleting a street

> **NOTE:** Edits to the address list and the address count list are automatically saved.

> **NOTE:** Edits to features on the map must be saved manually. See the **Cancel Edits** and **Save Edits** buttons described below.

Map Example 1: Adding a New Street

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

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

Click the **Add Line** ➕ button on the **Line Editing** toolbox. Click on the starting point for Heekin Avenue, and drag the mouse to the end of the avenue, adding points as needed to define the shape. Double click to end the line.

A table will pop up for inserting the following information:

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

2) **Full Feature Name** - Enter the feature name, including any qualifiers such as prefixes or suffixes and street types. If the feature does not have a name, select the + sign, and "Unnamed feature" will display.

NOTE: The MTPS software automatically assigns a sequential number for each dataview you open sequentially; the first is Dataview1, the second is Dataview2, and so on. The numbers are labels and have no bearing on the data you are entering.

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

NOTE: New street features that are added on the map will not have their corresponding address attributes until the street fields are individually populated in the address list. *(For more information, see* Chapter 6*).*

Map Example 2: Correcting a Street Name

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

- From the **Line Editing** toolbox, click the **Edit Line Attributes** icon. Then click on the road feature you want to correct. A dataview with the attributes for that line will pop up on your screen:

- Enter the correct name in the **FULLNAME** field:

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

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

- Check the address list, and make any corrections as needed, so that the maps match the address list. Each address with the incorrect name needs to be corrected on the address list. *(For more information, see* Chapter 6*.)*

Map Example 3: Moving a Street

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

- Click the **Copy and Delete** button on the **Line Editing Toolbox**. Click on **Caitlin Ct** to select the line. The line will turn red as illustrated in the following figure.

- Click the **Replace Copied Line** button on the **Line Editing** toolbox. Click at the beginning of the replacement line, drag it to the end and double click.

- Click the **Save Edits** button on the **Line Editing** toolbox. The original street will show as a red dashed line. The new line will carry all the attributes of the original line.

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

Map Example 4: Deleting a Street

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

- Click the **Delete Line** [icon] button on the **Line Editing Toolbox**. Click on the line to be deleted. The line will turn red:
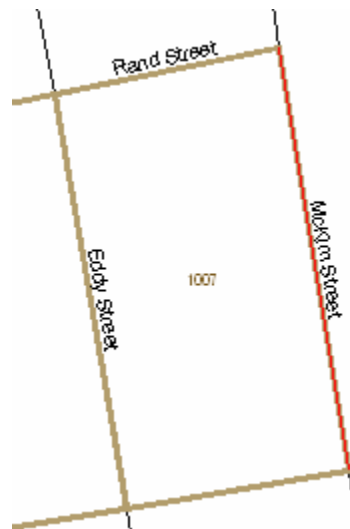
- Click the **Save Edits** [icon] button on the **Line Editing** toolbox. The deleted line will show as a red dashed line:
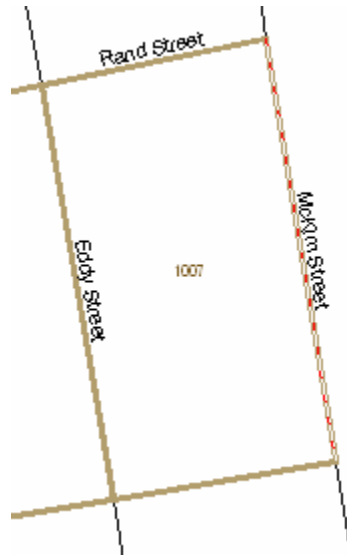
- Delete all affected addresses on the address list so that the maps match the list. *(For more information, see* Chapter 6*.)*

CHAPTER 9
SUBMITTING YOUR LUCA PROGRAM UPDATES

Submitting LUCA Program Updates
Creating the Changes File
Shipping the Changes File CD

Submitting LUCA Program Updates

After completing your review and update of the LUCA materials, return the materials with updates to the **Census Bureau's Boston Regional Office**. Include the **Inventory Form** *(*Appendix D*)* with your returned materials. Follow the procedure guidelines below for shipping the Title 13 data back to the Census Bureau as outlined in this chapter.

Creating the Changes File

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

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

  o Enter your password.

  o The name of the ZIP file will correspond to the Entity ID, and will contain the phrase "LUCA_xxxxxxxxxxx_Return."

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

- Make two CDs of the Changes File:

  o Return one CD to the Census Bureau.

  o Keep one CD as a backup copy for your records until the completion of the LUCA Program.

Shipping the Changes File CD

- Insert the Changes File CD in an **opaque, sealable envelope.** The envelope must be durable enough to prevent someone from viewing or tampering with the enclosed materials.

- Write, **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on both sides of this envelope, as shown in Appendix E.

- Insert the sealed and labeled envelope into another opaque envelope and seal it.

- **Do not** write, **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on the <u>outer</u> envelope. Address the outer envelope to:

  ATTN: Geography
  U.S. Census Bureau
  Boston Regional Office
  4 Copley Place, Ste. 301
  Boston, MA 02117-9108

- Use the prepaid, preprinted FedEx label provided to you if FedEx service is available in you area.

- Use any shipping company that provides tracking services such as U.S. Postal Service (USPS), FedEx, United Parcel Service (UPS), or similar service.

Contact you Census Bureau Regional Office toll free at 1-866-511-5822 if you have questions about submitting your materials for the LUCA program.

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

Program 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 F. If you return your Title 13 materials to the Census Bureau, **this form must be included**. All LUCA Program reviewers and anyone with access to Title 13 materials (includes 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.

Method for Returning Census Bureau Title 13 Materials

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

- Insert the Changes File CD in an **opaque, sealable envelope.** The envelope must be durable enough to prevent someone from viewing or tampering with the enclosed materials.

- Write, **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on both sides of this envelope, as shown in Appendix E.

- Insert the sealed and labeled envelope into another opaque envelope and seal it.

- **Do not** write, **"DISCLOSURE PROHIBITED BY Title 13 U.S.C."** on the <u>outer</u> envelope.

- Address the outer envelope to:

  ATTN: Geography
  U.S. Census Bureau
  Boston Regional Office
  4 Copley Place, Ste. 301
  Boston, MA 02117-9108

- Use any shipping company that provides tracking services such as U.S. Postal Service (USPS), FedEx, United Parcel Service (UPS), or similar service.

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

Method for Destroying Census Bureau Title 13 Materials

- Only those individuals who signed the Confidentiality Agreement Form are permitted to destroy the Census Bureau's Title 13 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:

  o Shredding.

  o Chemical decomposition.

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

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

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

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

- o Destroy CD-ROMs and DVDs using a commercial grade shredder, suitable for rendering them unuseable; 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 return or destruction of Title 13 materials, contact your Census Bureau's Boston Regional Office toll free at 1-866-511-5822.

**APPENDIX A
CONFIDENTIALITY AND SECURITY GUIDELINES**

Normas de Confidencialidad y Seguridad

La ley requiere que el Negociado del Censo de los Estados Unidos mantenga confidencial toda la información que recopila. El Negociado del Censo toma muy en serio la responsabilidad de proteger la confidencialidad de la información que se recopila. Los respondedores confían en el Negociado del Censo cada vez que completan una encuesta o entrevista. Esta confianza en la confidencialidad es vital para el éxito de la misión del Negociado del Censo de recopilar los datos más precisos posibles. Para cumplir con la ley, el Negociado del Censo requiere que cada individuo que trabaje con los materiales confidenciales del Negociado del Censo lea, entienda y acepte cumplir con las normas de confidencialidad y seguridad que se muestran a continuación.

Por Qué se Protege la Información de Direcciones

El Título 13 del Código de los Estados Unidos (U. S. C.) explica el trato confidencial de la información relacionada con el censo. El Capítulo 1, Sección 9 del código estipula:

"Ni el Secretario, ni ningún otro oficial o empleado del Departamento de Comercio, negociado o agencia de éste, o coordinadores del censo de los gobiernos locales pueden, con la excepción provista en la sección 8 o 16 o el capítulo 10 de este título...

1) usar la información proporcionada bajo las provisiones de este título para otros propósitos que no sean para los usos estadísticos para los cuales esta información se suministró, o

2) producir publicaciones donde los datos provistos por cualquier establecimiento o individuo bajo este título puedan ser identificados, o

3) permitir a cualquier otra persona que no sea un funcionario o empleado juramentado del Departamento, negociado o agencia de éste examinar registros individuales."

La sección 214 del Código y el Acta Uniforme de Sentencias del 1984 establece las penalidades por ilegalmente divulgar o revelar información protegida bajo el Título 13 con una multa de no más de $250,000 o encarcelamiento por no más de 5 años, o ambas.

Para poner en práctica esta ley, todos los empleados del Negociado del Censo (tanto temporeros como permanentes) toman un juramento de mantener confidencial la información del censo que se recopile durante su trabajo. La información del censo incluye:

- Toda la información en un cuestionario parcial o totalmente completado, o que fuera obtenido por una entrevista por teléfono o en persona.

- Direcciones individuales mantenidas por el Negociado del Censo que son revisadas por coordinadores del Programa de Actualización Local de Direcciones Censales (LUCA).

- Mapas que identifican la localización de unidades de vivienda y/o alojamientos de grupo individuales ("puntos de la estructuras").

El Título 13 del U. S. C. no protege la información general de direcciones tal como los rangos de direcciones que pueden estar disponibles en los productos de mapas digitales (shapefiles) del Negociado del Censo.

En 1994, el Congreso de los Estados Unidos enmendó el Capítulo 1 del

Título 13 para permitir que gobiernos locales designen a coordinadores para revisar la lista de direcciones del Negociado del Censo para su área. Esta enmienda reconoce el papel importante que desempeñan el conocimiento local y la participación en crear y actualizar una lista de direcciones censales precisa y amplia. Al enmendar este capítulo, el Congreso reafirmó la naturaleza de confidencialidad de la información de direcciones.

El Acuerdo de Confidencialidad

Cada gobierno participante deberá designar a un coordinador primario. El coordinador primario, todos los revisores y cualquier otra persona con acceso a materiales de Título 13, U. S. C. deben entender y firmar el Acuerdo de Confidencialidad. El Negociado del Censo considera como coordinador/revisor a todo individuo que tiene acceso a la información de direcciones del Negociado del Censo y mapas que puedan mostrar la localización de unidades de vivienda y alojamientos de grupo. Por lo tanto, coordinadores, revisores y cualquier otra persona con acceso a materiales de Título 13 del programa LUCA del Censo Decenal del 2010 de Puerto Rico tienen que firmar el Acuerdo de Confidencialidad.

Las firmas en este formulario constituyen un acuerdo de cada individuo a acatar las normas de seguridad que se muestran a continuación. Aunque el acceso a información protegida por el Título 13 es temporero, el compromiso de mantener la información confidencial es permanente.

- **El Negociado del Censo no entregará los materiales de la lista de direcciones a los participantes hasta que no hayamos recibido un Acuerdo de Confidencialidad y la Lista de Cotejo para la Auto-Evaluación para las Reglas de Confidencialidad y Seguridad completados y firmados.**

- **Aunque usted haya firmado acuerdos de confidencialidad del Negociado del Censo anteriormente, estos no cumplirán con los requisitos del programa LUCA del Censo Decenal del 2010 de Puerto Rico.**

Normas de Seguridad

El Negociado del Censo reconoce el hecho de que la implementación de estas normas puede variar levemente de un participante a otro. Independientemente, el resultado tiene que ser el mismo para cada participante—no divulgar la información protegida por el título 13, U. S. C.

El coordinador principal acepta la responsabilidad de proteger y salvaguardar los materiales de LUCA cubiertos bajo el título 13, U. S. C. Esto incluye cualquier lista que muestre direcciones individuales del Negociado del Censo y cualquier mapa o archivo digital que muestre la localización individual de unidades de vivienda y/o alojamientos de grupo ("puntos de las estructuras"). El coordinador principal tiene que limitar el acceso a la información de direcciones del Negociado del Censo sólo a individuos que hayan firmado el Acuerdo de Confidencialidad. Los coordinadores, revisores y cualquier otra persona con acceso a materiales de Título 13 tienen que firmar el Acuerdo de Confidencialidad.

Cuando usted lea los requisitos de seguridad del Negociado del Censo, tenga en mente el papel importante que desempeña la seguridad en las responsabilidades generales de cada coordinador, revisor y cualquier otra persona con acceso a materiales de Título 13 del programa LUCA. El Negociado del Censo tiene que tener su entera cooperación y compromiso a seguir estas normas. Juntos, mantendremos confidencial la información que se le ha confiado al Negociado del Censo por parte del Congreso y la población en general.

Protección de la Información de Direcciones del Negociado del Censo

El Negociado del Censo llevará a cabo talleres de adiestramiento que cubrirán todos los aspectos del programa LUCA. Además, los talleres le proveerán a los gobiernos participantes con la oportunidad de revisar las normas de seguridad y precauciones para proteger la información de direcciones del Negociado del Censo contra usos ilegales. El personal del Negociado del Censo que llevará a cabo estos talleres le proveerán información que le ayudará a decidir quién en su organización necesita tener acceso a la Lista de Direcciones del Negociado del Censo y revisará las penalidades criminales y civiles al utilizar estos datos en forma impropia o ilegal.

Visitas al Campo de Trabajo

Para asegurar que los participantes u organizaciones mantengan una seguridad adecuada, el Negociado del Censo podrá realizar visitas al lugar de trabajo para revisar los procedimientos de seguridad de su gobierno u organización. El Negociado del Censo se esforzará por no interrumpir las operaciones de su oficina. Una visita típica puede incluir una revisión a:

- El almacenaje y manejo de la información de direcciones del Negociado del Censo.

- Los empleados que tienen acceso a la información de direcciones del Negociado del Censo.

- La seguridad física de las computadoras, cuartos y edificios donde se almacena la información de direcciones del Negociado del Censo.

- Las instrucciones provistas al personal sobre la seguridad.

- Las operaciones de procesamiento de datos (incluso el uso de contraseñas).

- El conocimiento de los empleados sobre sus responsabilidades de proteger la confidencialidad de las direcciones del Negociado del Censo.

Protección de las Copias Impresas de la Información de Direcciones y Mapas del Negociado del Censo

- Mantenga toda la información de direcciones del Negociado del Censo en un cuarto cerrado durante horas no laborables. De ser posible, guarde los materiales de direcciones del Censo y mapas que muestren puntos de las estructuras en escritorios o armarios cerrados con llave.

- Durante horas laborables, no deje desatendido los cuartos donde guarda la información de direcciones del Negociado del Censo. Cierre con llave el cuarto cada vez que se vaya.

- No deje desatendido la información de direcciones del Negociado del Censo en su escritorio. Devuelva todos los materiales de Título 13 a un lugar seguro cuando no los esté usando.

- Solamente haga copias de la información que necesite para completar su tarea. No deje los materiales desatendidos en la fotocopiadora mientras hace las copias. Todos los materiales copiados que tengan información de Título 13 deben tener la siguiente declaración:

  "Este documento contiene información, cuya divulgación está prohibida bajo el Título 13, U. S. C., y es solamente para uso oficial del Negociado del Censo. La divulgación o publicación ilícita de esta información puede ser penalizada con una multa o encarcelamiento (Ley Pública 99-474)."

- Para enviar un facsímile de un documento que contenga información de direcciones del Negociado del Censo a una localidad del Negociado del Censo, asegúrese que el documento está propiamente rotulado con la siguiente declaración: **"LA DIVULGACIÓN ESTÁ PROHIBIDA POR EL TÍTULO 13, U. S. C."**, verifique el número de teléfono del facsímile antes de

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enviarlo y haga los arreglos para que un empleado del Negociado del Censo esté presente en la máquina de facsímile para recibir el documento y que confirme el recibo.

■ No divulgue información precisa o anecdótica de las direcciones o localizaciones de direcciones del Negociado del Censo a nadie que no haya firmado el Acuerdo de Confidencialidad o que no sea empleado del Negociado del Censo.

Protección de la Información de Direcciones y Mapas del Negociado del Censo en Formato Electrónico

Los sistemas operativos, programas, aplicaciones y datos relacionados con la revisión de direcciones del Negociado del Censo tienen que ser accesibles solamente a coordinadores y revisores del programa LUCA. Los sistemas automatizados de procesamiento de datos (ADP) tienen que limitar el uso de lectura, escritura, eliminaciones y funciones de ejecución de aplicaciones en la información de direcciones del Negociado del Censo.

El sistema ADP tiene que usar rutinas de acceso que requieran una identificación de usuario y contraseña conforme a las siguientes normas:

■ Asigne identificaciones de usuario y contraseñas únicas para coordinadores, revisores y cualquier otra persona con acceso a materiales de título 13.

■ Las contraseñas deben consistir en por lo menos 8 caracteres sin espacios que consistan en por lo menos una letra del alfabeto, un número y un carácter especial ($, *, &). No pueden aparecer en la contraseña más de 6 caracteres en forma consecutiva (AAAAAA) y solamente una vez.

■ Rechace contraseñas que sean iguales a la identificación de usuario y que se hayan utilizado en los pasados 6 meses.

■ Codifique las contraseñas.

■ Incapacite las contraseñas después de tres intentos no exitosos.

■ No muestre las contraseñas en los monitores o impresoras.

■ Cambie las contraseñas cada 90 días (con más frecuencia es opcional) o inmediatamente, si ha sido comprometida.

■ En cuentas nuevas, el usuario debe cambiar la contraseña asignada a una contraseña única el primer día en que tenga acceso.

El sistema de ADP debe mostrar un aviso como parte del procedimiento de acceso. Las pantallas de las computadoras deben mostrar la siguiente declaración:

°°AVISO°°AVISO°°AVISO°°
**USTED HA ACCESADO UN SISTEMA DE COMPUTADORAS QUE CONTIENE INFORMACION DEL GOBIERNO DE LOS ESTADOS UNIDOS. USO DE ESTA COMPUTADORA SIN AUTORIZACIÓN O PARA PROPÓSITOS CUYA AUTORIZACIÓN NO HA SIDO APROBADA ES UNA VIOLACIÓN A LA LEY FEDERAL Y PUEDE SER PENALIZADA CON UNA MULTA O ENCARCELAMIENTO (LEY PÚBLICA 99-474). TODO USO PUEDE SER INTERCEPTADO, OBSERVADO, GRABADO, COPIADO, AUDITADO, INSPECCIONADO Y DIVULGADO A OFICIALES DE LA LEY. REPORTE CUALQUIER SOSPECHA DE VIOLACIONES AL AGENTE DE SEGURIDAD DE SU AGENCIA. EL USO DE ESTE SISTEMA INDICA SU CONSENTIMIENTO A ESTE AVISO. SALGA DEL SISTEMA INMEDIATAMENTE SI USTED NO ESTÁ DE ACUERDO CON LAS CONDICIONES DE ESTE AVISO.
°°AVISO°°AVISO°°AVISO°°**

Si la información de direcciones del Negociado del Censo se coloca en un sistema de computadoras compartido, haga perfiles de seguridad electrónicos que permitan el acceso solamente a coordinadores, revisores y cualquier otra persona con acceso a la información de direcciones del Negociado del Censo. Pruebe su sistema de seguridad para asegurarse que solamente coordinadores y revisores del programa LUCA accedan la información de direcciones del Negociado del Censo.

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Comprima (ZIP) y utilice contraseñas para proteger la información de direcciones del Negociado del Censo.

Cierre con llave todos los cuartos que tienen computadoras con información de direcciones de Título 13 y todos los medios electrónicos asociados durante horas no laborables.

No deje desatendidas durante horas laborables las computadoras que tienen información de direcciones del Negociado del Censo. Salga del sistema de computadoras o cierre con llave el cuarto cuando se vaya.

Rotule cualquier disco de computadora, CD-ROM, DVD, cintas magnéticas, cartuchos u otro medio de almacenaje electrónico que tenga información de direcciones del Negociado del Censo con lo siguiente:

"Este documento contiene información, cuya divulgación está prohibida bajo el Título 13, U. S. C., y es solamente para uso oficial del Negociado del Censo. La divulgación o publicación ilícita de esta información puede ser penalizada con una multa o encarcelamiento (Ley Pública 99-474)."

Si necesita un almacenaje adicional ("backup") no envíe las cintas magnéticas, cartuchos o discos fuera de su lugar de trabajo. Guarde estos materiales en un lugar seguro. **No mezcle, almacene o almacene adicionalmente ("backup") los datos de LUCA con otros datos.**

Limpie los medios magnéticos (cintas magnéticas, discos o discos duros) que tengan información de direcciones del Negociado del Censo antes de reusarlos. Para limpiar estos medios magnéticos, escriba encima de los datos de Título 13 tres veces como mínimo usando un programa comercial de utilidades de disco o para desmagnetizar o utilizando un desmagnetizador comercial.

Modifique cualquier programación que usted desarrolle para mostrar las direcciones del Negociado del Censo para que rotule cada página impresa que tenga información de direcciones del Negociado del Censo con la siguiente declaración:

"Este documento contiene información, cuya divulgación está prohibida bajo el Título 13, U. S. C., y es solamente para uso oficial del Negociado del Censo. La divulgación o publicación ilícita de esta información puede ser penalizada con una multa o encarcelamiento (Ley Pública 99-474)."

Devolución de Materiales de Título 13 al Negociado del Censo

Una vez que usted haya completado su revisión inicial y actualización de los materiales de LUCA, devuelva sólo esos materiales con actualizaciones a la Oficina Regional del Negociado del Censo en Boston. Haga una copia a las páginas con actualizaciones para mantenerlas en sus registros. Guarde todos los materiales de Título 13 que no se hayan actualizado hasta que reciba los materiales de información. Mantenga todas las listas de direcciones y copias en un lugar seguro.

Utilice las siguientes normas para el envío de los materiales actualizados:

- Envíe todos los materiales confidenciales en dos sobres opacos sellados que sean lo suficientemente fuertes para evitar que alguien vea o altere los materiales empacados.

- Rotule ambos lados del sobre interno o empaque con el siguiente aviso sobre divulgación:

LA DIVULGACIÓN ESTÁ PROHIBIDA BAJO EL TITULO 13, U. S. C.

- Anote la siguiente dirección en el sobre externo:

  ATTN: Geography
  Regional Director
  4 Copley Place, Ste. 301
  Boston, MA 02117-9108

- Use compañías de envío que provean servicios de rastreo de envíos, tales como el servicio de correo certificado o registrado del Correo Postal de los Estados Unidos, FedEx, UPS o cualquier otro servicio similar.

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Devolución o Destrucción de Materiales Confidenciales del Negociado del Censo

Después de concluir el proceso de apelaciones, **todos** los materiales de Título 13, U. S. C., las listas de direcciones y los mapas que muestran puntos de las estructuras del Negociado del Censo **tienen que ser devueltos o destruidos** de acuerdo con las normas específicas para devolver o destruir materiales confidenciales.

Se le requiere al coordinador que verifique la devolución o destrucción de cualquier material de Título 13 que quede por devolver o destruir, tanto impreso como en formato electrónico, que puede incluir copias, archivos de almacenaje adicional ("backups"), etc. El coordinador tiene que firmar y devolver al Negociado del Censo el formulario "Devolución o Destrucción de Materiales de Título 13, U. S. C.". Además, se requiere que todos los revisores de LUCA y cualquier otra persona con acceso a los materiales de Título 13 que firmaron el Acuerdo de Confidencialidad firmen este formulario al terminar su participación en el programa LUCA. Si algún coordinador, revisor o cualquier otra persona con acceso a materiales de Título 13 salen del programa LUCA antes de éste haber concluido, se requiere que estas personas también firmen y escriban la fecha de su salida del programa LUCA en el formulario.

Solamente aquellos individuos que firmaron el Acuerdo de Confidencialidad están autorizados a destruir los materiales de Título 13, U. S. C.

- Nunca deposite materiales confidenciales del Negociado del Censo en la basura o recipiente de reciclaje antes de su destrucción.

- Almacene estos materiales en un área segura en un recipiente rotulado "recipiente para destrucción de documentos" hasta que sean destruidos.

- El proceso de destrucción tiene que evitar el reconocimiento o reconstrucción de información en papel o archivos electrónicos. Use uno de los siguientes métodos para destruir materiales confidenciales del censo:

o Trituración

o Descomposición química

o Pulverización (como molinos a martillo, picadores, etc.)

o Crematorios (use solamente instalaciones aprobadas por la Agencia Federal de Protección Ambiental)

o Limpie los medios magnéticos (cintas magnéticas, discos y discos duros) que tengan información de direcciones del Negociado del Censo antes de reusarlos. Para limpiar estos medios magnéticos, escriba encima de los datos de Título 13 tres veces como mínimo usando un programa comercial de utilidades de disco o utilizando un desmagnetizador comercial.

o Limpie los discos ("diskettes") usando una cinta imantada suficientemente grande que cubra toda la superficie y pásela por encima y por debajo del disco por lo menos tres veces. Si la información no ha sido destruida como se sugiere, dañe el disco de manera obvia para prevenir su uso en un lector de discos y deséchelo.

  Nota: Romper los discos a mano o enterrar la información en un vertedero no son métodos aceptables de desecho antes de la destrucción.

o Destruya los CD-ROM y DVD usando un triturador de clase comercial, capaz de hacerlos inutilizables, o córtelos con tijeras de una manera obvia para prevenir su uso en un lector de discos.

APPENDIX B
CONFIDENTIALITY AGREEMENT

Appendix B: Confidentiality Agreement

FORMA **D-1669(PR)** (6-22-2007)	DEPARTAMENTO DE COMERCIO DE LOS EE.UU. Administración de Economía y Estadísticas NEGOCIADO DEL CENSO	CÓDIGO DE IDENTIFICACIÓN DE ENTIDAD

ACUERDO DE CONFIDENCIALIDAD
PROGRAMA DE ACTUALIZACIÓN LOCAL DE LAS DIRECCIONES CENSALES (LUCA)
CENSO DECENAL DEL 2010 DE PUERTO RICO

POR FAVOR, ESCRIBA EN LETRA DE MOLDE

1. Nombre del Gobierno

2. Nombre de la Oficina o Departamento del Coordinador de LUCA (*Oficina del Asesor, Departamento de Planificación, etc.*)

3. Direccion (*Número, Nombre de la calle, RR, HC o PO Box*)

4. Municipio, PR, Código Postal

Responsabilidades para participar en el Programa de LUCA del Censo Decenal del 2010

Todo coordinador y revisor, y cualquier persona con acceso a materiales de Título 13, deberá consentir a mantener en estricta confidencia la información de direcciones (incluyendo puntos estructurales de mapas) del Negociado del Censo de los Estados Unidos las cuales revise o tenga acceso. Pueden usar esta información estrictamente para sugerir mejoras a la Lista de Direcciones y Mapas del Negociado del Censo. Todo individuo de su organización que revise direcciones del Negociado del Censo o tenga acceso a materiales de Título 13 deberá firmar a continuación y así dar a entender que ha leído y entendido las reglas del Negociado del Censo con respecto a las restricciones relacionadas con información confidencial. Al firmar este acuerdo, su gobierno consiente a devolverle al Negociado del Censo, o destruir, todo material confidencial de Título 13 o del Negociado del Censo una vez que el proceso de apelación del Programa de LUCA se haya completado. Además, aquellos que firmen el acuerdo entienden que el castigo por divulgar información sobre direcciones o individuos obtenida por el Negociado del Censo, incluyendo mapas con puntos estructurales que muestran la localización de unidades de vivienda o alojamientos de grupo es una multa de no más de $250,000 ó cárcel por no más de cinco años o ambos. Aunque el acceso a los datos es temporero, este compromiso es permanente. Usted debe tener al menos 18 años de edad para firmar este Acuerdo de Confidencialidad.

Nombre y firma del coordinador		**Dirección** (*Si es diferente de la anterior*)
Nombre (*En letra de molde*)	Código de área — Teléfono —	Municipio
Firma	Fecha Mes Día Año	Código postal PR

Nombre(s) y firma(s) de revisor(es)/Personas con Acceso a Materiales de Título 13		**Dirección** (*Si es diferente de la anterior*)
Nombre (*En letra de molde*)	Código de área — Teléfono —	Municipio
Firma	Fecha Mes Día Año	Código postal PR
Nombre (*En letra de molde*)	Código de área — Teléfono —	Municipio
Firma	Fecha Mes Día Año	Código postal PR
Nombre (*En letra de molde*)	Código de área — Teléfono —	Municipio
Firma	Fecha Mes Día Año	Código postal PR
Nombre (*En letra de molde*)	Código de área — Teléfono —	Municipio
Firma	Fecha Mes Día Año	Código postal PR

U S C E N S U S B U R E A U   *Si necesita más bloques para firmas, puede duplicar este formulario.*

APPENDIX C
SELF-ASSESSMENT CHECKLIST

FORMA **D-1676(PR)**
(6-28-2007)

DEPARTAMENTO DE COMERCIO DE LOS EE.UU.
Administración de Economía y Estadísticas
NEGOCIADO DEL CENSO

CÓDIGO DE
ENTIDAD

**LISTA DE COTEJO PARA LA AUTO-EVALUACIÓN DE LAS
NORMAS DE CONFIDENCIALIDAD Y SEGURIDAD**
**PROGRAMA DE ACTUALIZACIÓN LOCAL DE LAS DIRECCIONES
CENSALES (LUCA)**
CENSO DECENAL DEL 2010 DE PUERTO RICO

▶ **Instrucciones**

Favor de revisar las Normas de Confidencialidad y Seguridad, y luego marque la respuesta correspondiente
en este formulario. Si decide participar en LUCA, **firme y devuelva** este formulario junto con su Formulario
de Inscripción, el formulario de Preferencia de Producto y el Acuerdo de Confidencialidad firmado, en el sobre
con franqueo prepagado.

Cada coordinador de LUCA es responsable de proteger y salvaguardar los materiales confidenciales del
Negociado del Censo cubiertos por el Título 13 del Código de los Estados Unidos. Esto incluye cualquier lista
o archivo que muestre direcciones individuales del Negociado del Censo o cualquier mapa que muestre
puntos estructurales de viviendas *(Los puntos de las estructuras se mostrarán en la lista de direcciones y
mapas, donde apliquen, en la fase de devolución de materiales de información).* El coordinador primario
deberá limitar el acceso a la información de direcciones del Negociado del Censo estrictamente a las
personas que hayan firmado el Acuerdo de Confidencialidad. **Todo individuo involucrado
directamente en la revisión de materiales para el Programa de LUCA del Censo del 2010
de Puerto Rico y cualquiera que tenga acceso a materiales del Título 13 deberá firmar un
Acuerdo de Confidencialidad, haciendo de esta manera un compromiso permanente de
proteger la confidencialidad de información de Título 13. Usted debe tener al menos 18
años de edad para firmar este Acuerdo de Confidencialidad.**

▶ **Protección de la información de direcciones y los mapas del Negociado del Censo**

Mantenga toda información del Negociado del Censo que contenga direcciones y mapas que muestren puntos
estructurales *(solamente en la fase de devolución de materiales de información)* en un lugar bajo llave
durante horas no laborales. Durante horas laborales, no deje desatendido el lugar donde haya información de
direcciones y mapas del Negociado del Censo bajo revisión. No deje información de direcciones y mapas del
Negociado del Censo desatendidos sobre su escritorio.

Sistemas de operación, programas, aplicaciones y datos relacionados con la revisión de direcciones del
Negociado del Censo deberán estar accesibles solamente a coordinadores del Programa de LUCA, a
revisores y a cualquier individuo con acceso a materiales de Título 13. El sistema de procesamiento
automatizado de datos (ADP) deberá limitar las funciones de lectura, escritura, eliminación y ejecución
aplicables a las direcciones del Negociado del Censo. Si se coloca información de direcciones del Negociado
del Censo en sistemas de computadoras compartidos, se deben crear perfiles electrónicos de seguridad que
sólo permitan el acceso a coordinadores, revisores y cualquier persona con acceso a materiales de Título 13.
Cierre con llave todo lugar con computadoras que contengan información de direcciones del Negociado del
Censo y cualquier medio o recurso relacionado durante horas no laborales.

	Marque (X) una respuesta a las siguientes preguntas.
1. ¿Guardará usted los materiales de Título 13 que incluyen listas de direcciones en formato impreso y/o CD-ROM/DVD y mapas en formato impreso o digital que contengan puntos estructurales de localización (provistos solamente en la fase de devolución de materiales de información), que contengan la lista de direcciones en un lugar seguro?	1☐ Sí 2☐ No
2. Si miembros del personal, aparte de aquellos que hayan firmado el Acuerdo de Confidencialidad, tienen acceso a las oficinas y gabinetes, etc., donde se guardan Listas de Direcciones o Mapas del Negociado del Censo con puntos de las estructuras (provistos solamente en la fase de devolución de materiales de información), ¿guardará usted de manera segura los materiales de LUCA (impresos o electrónicos) para impedir que personal no autorizado tenga acceso a dichos materiales?	1☐ Sí 2☐ No
3. Si información de direcciones del Negociado del Censo se coloca en un sistema compartido de computadoras, ¿creará usted perfiles electrónicos que permitan el acceso a la información de direcciones estrictamente a aquellos que hayan firmado el Acuerdo de Confidencialidad?	1☐ Sí 2☐ No
4. ¿Garantizará usted que los sistemas de ADP limiten las funciones de lectura, escritura, eliminación y ejecución aplicables al archivo de la Lista de Direcciones del Negociado del Censo a solamente aquellas personas que firmaron el Acuerdo de Confidencialidad para accesar la información de direcciones?	1☐ Sí 2☐ No
5. ¿Asignará usted nombre de usuario y contraseña únicos codificados para cada coordinador del Programa de LUCA, revisor e individuo con acceso a los materiales de Título 13?	1☐ Sí 2☐ No
6. ¿Mantendrá usted los materiales de Título 13 separados de otros datos que tenga? (Los datos de título 13 no se pueden archivar, mezclar o guardar con otros datos.)	1☐ Sí 2☐ No

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

Visitas al campo de trabajo

Para garantizar que las organizaciones participantes estén salvaguardando las medidas de seguridad adecuadas, el Negociado del Censo podrá realizar visitas al campo de trabajo para revisar los procedimientos de seguridad de su organización. El Negociado del Censo se esmerará por no interrumpir las operaciones de su oficina.

Marque (X) una respuesta a las siguiente preguntas.

¿Entiende usted que el Negociado del Censo podrá llevar a cabo visitas a su oficina para inspeccionar sus medidas de seguridad con respecto a los materiales de Título 13 del Negociado del Censo?

1 ☐ Sí
2 ☐ No

Desastres naturales o ambientales

¿Tiene usted un plan de implementación para mantener seguro los materiales de Título 13 en caso de un desastre ambiental o natural (fuego, inundaciones)?

1 ☐ Sí
2 ☐ No

Devolución o destrucción de materiales confidenciales del Censo

Una vez terminado el Programa de LUCA (al concluir el proceso de apelación), el coordinador primario deberá devolver o destruir todos los materiales de Título 13 restantes, según las reglas específicas del Negociado del Censo para la devolución o destrucción de material confidencial. El Negociado del Censo exige que el coordinador primario verifique que el gobierno participante haya devuelto o destruido toda información de direcciones de Título 13 del Negociado del Censo, firmando y devolviendo el "Formulario de Devolución o Destrucción de Materiales de Título 13, U.S.C." al Negociado del Censo.

Marque (X) una respuesta a las siguiente preguntas.

1. ¿Borrará usted todo medio magnético (cinta/cassette, disco o disco duro) que contenga información de direcciones del Negociado del Censo antes de volverlo a usar?

1 ☐ Sí
2 ☐ No

2. ¿Destruirá usted la Lista de Direcciones y mapas del Negociado del Censo en formato impreso que contengan puntos estructurales de localización *(provistos solamente en la fase de devolución de materiales de información)* mediante los métodos apropiados de destrucción resumidos en el folleto *Normas de Confidencialidad y Seguridad*, o devolverá usted estos materiales de Título 13 a la Oficina Regional del Negociado del Censo en Boston?

1 ☐ Sí
2 ☐ No

INFORMACIÓN DEL COORDINADOR DE LUCA

Si su gobierno cumple con los requisitos mencionados anteriormente, el coordinador de LUCA deberá proveer abajo su nombre, firma, título, número de teléfono y la fecha.

Nombre del coordinador – *Use letra de molde*

Firma del coordinador

Fecha

Mes ☐☐ Día ☐☐ Año ☐☐☐☐

Título

Teléfono

Codigo de área ☐☐☐ – Número ☐☐☐☐ – ☐☐☐☐

APPENDIX D
INVENTORY FORM

Appendix D: Inventory Form

FORMA **D-1671(PR)**
(6-29-2007)

DEPARTAMENTO DE COMERCIO DE LOS EE.UU.
Administración de Economía y Estadísticas
NEGOCIADO DEL CENSO

CÓDIGO DE LA
ENTIDAD

FORMULARIO DE INVENTARIO PARA LA DEVOLUCIÓN/ENVIO DE LOS MATERIALES DEL PROGRAMA LUCA

PROGRAMA DE ACTUALIZACIÓN LOCAL DE LAS DIRECCIONES
CENSALES (LUCA)
CENSO DECENAL DEL 2010 DE PUERTO RICO

Por favor, utilice este formulario solamente para identificar los materiales de LUCA que usted ha actualizado y que está devolviendo al Negociado del Censo para el Programa LUCA del Censo Decenal del 2010 de Puerto Rico

NOMBRE DEL GOBIERNO

MATERIALES ACTUALIZADOS

▶ **A. Listas Impresas**

1 ☐ Lista de Direcciones del Negociado del Censo
Cantidad de páginas actualizadas . . . .

2 ☐ Página para Añadir Direcciones a la Lista
Cantidad de páginas actualizadas . . . .

3 ☐ Lista de Recuento de Direcciones
Cantidad de páginas actualizadas . . . .

▶ **B. Listas en Formato Electrónico**

1 ☐ Lista de Direcciones del Negociado del Censo
Especifique el nombre del archivo ⟍

Cantidad de registros de direcciones actualizados . . . .

2 ☐ Lista de Recuento de Direcciones
Especifique el nombre del archivo ⟍

Cantidad de registros actualizados . . . .

▶ **C. Archivo Comprimido (ZIP) de MTPS**

Productos actualizados –*Marque (X) todos los que apliquen.*

1 ☐ Lista de Direcciones del Negociado del Censo
2 ☐ Lista de Recuento de Direcciones
3 ☐ Mapas Digitales(Shapefiles)

APPENDIX E
SPECIAL DISCLOSURE NOTICE

Special Notice

This Package Contains
U.S. Census Bureau
Address Information

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

Department of Commerce
U.S. Census Bureau
4/04/2007

D-1657

APPENDIX F
RETURN OR DESTRUCTION OF TITLE 13, U.S.C. MATERIALS

FORMA **D-1674(PR)**
(6-22-2007)

Núm. de OMB 0607-0795

DEPARTAMENTO DE COMERCIO DE LOS EE.UU.
Administración de Economía y Estadísticas
NEGOCIADO DEL CENSO

DEVOLUCIÓN O DESTRUCCIÓN DE MATERIALES DE TÍTULO 13, U.S.C.
PROGRAMA DE ACTUALIZACIÓN LOCAL DE LAS DIRECCIONES CENSALES (LUCA)
CENSO DECENAL DEL 2010 DE PUERTO RICO

1. Nombre del Gobierno – *Escriba en letra de molde.*

2. Nombre del Coordinador del Programa de LUCA del Censo Decenal del 2010 de Puerto Rico

Escriba en letra de molde

Firma

Fecha

Mes	Día	Año

ha destruido o devuelto debidamente al Negociado del Censo de los Estados Unidos los materiales originales de Título 13, U.S.C. del Programa de Actualización Local de las Direcciones Censales (LUCA) del Censo Decenal del 2010 de Puerto Rico, y cualquier copia de dichos materiales, usando los requisitos de seguridad provistos por el Negociado del Censo de los Estados Unidos.

Marque (X) uno.

☐ Devuelto los materiales de Título 13, U.S.C.

☐ Destruido los materiales de Título 13, U.S.C.

REVISORES DEL PROGRAMA DE LUCA DEL CENSO DECENAL DEL 2010 DE PUERTO RICO

Nombre del Revisor del Programa de LUCA del Censo Decenal del 2010 de Puerto Rico

1. *Escriba en letra de molde*

Firma

Fecha

Mes	Día	Año

2. *Escriba en letra de molde*

Firma

Fecha

Mes	Día	Año

3. *Escriba en letra de molde*

Firma

Fecha

Mes	Día	Año

4. *Escriba en letra de molde*

Firma

Fecha

Mes	Día	Año

Si necesita más bloques para las firmas, usted puede duplicar este formulario.

Se requiere que todo coordinador, revisor del Programa de LUCA y cualquiera que tenga acceso a materiales de Título 13 firme, con fecha, este formulario al terminar el proceso de apelación. De dejar el programa de LUCA antes de que éste termine, cualquier coordinador, revisor u individuo con acceso a materiales de Título 13 estará obligado a proveer una "firma de salida" del programa, firmando con fecha este formulario. Si un coordinador, revisor o cualquier individuo con acceso a materiales de Título 13 no firma con fecha este formulario, el coordinador actual podrá proveer la "firma de salida" en su nombre.

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

APPENDIX G
MAF/TIGER FEATURE CLASSIFICATION CODES

MAF/TIGER Feature Classification Codes

The MTFCC field contains the MAF/TIGER Feature Class Code that identifies the most noticeable characteristic of a feature. For example, streets and roads are identified as S1400. Not all these apply to Puerto Rico. Please use the code that closely relates to features in Puerto Rico.

Road Features

MTFCC	FEATURE NAME
S1100	Interstate Highway or Primary Road with limited access
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads
S1400	Local Neighborhood Road, Rural Road, City Street
S1500	Vehicular Trail (4WD)
S1630	Ramp
S1640	Service Drive usually along a limited access highway
S1710	Walkway/Pedestrian Trail
S1720	Stairway
S1730	Alley
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)
S1750	Private Driveway

Water Features

MTFCC	FEATURE NAME
H3010	Stream/River
H3013	Braided Stream
H3020	Canal, Ditch or Aqueduct

Railroad

MTFCC	FEATURE NAME
R1011	Railroad Feature (Main, Spur, or Yard)
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail
R1052	Cog Rail Line, Incline Rail Line, Tram

Miscellaneous Features

MTFCC	FEATURE NAME
P0001	Non-visible Legal/Statistical Boundary
L4010	Pipeline
L4020	Power Transmission Line
L4110	Fence Line
L4121	Ridge Line
L4031	Aerial Tramway/Ski Lift
K2451	Airport or Airfield
L4140	Property/Parcel Line
L4165	Ferry Crossing

**APPENDIX H
SELECTION SETS**

APPENDIX H
SELECTION SETS

Introduction

A **Selection Set** is a group of features from a single map layer that you can highlight on the map in order to display only the records that meet a certain condition (e.g. blocks that have already been reviewed). The MTPS allows you to create, update, and delete new geographic layers that contain only the features you select using the Selection toolbar and the Selection Sets dialog box. You can save selection sets to store them in the file so you can use them when you open it again.

Creating a Selection Set

1. Choose the layer whose line or block features you want to select from the drop-down list on the **Standard** toolbar:
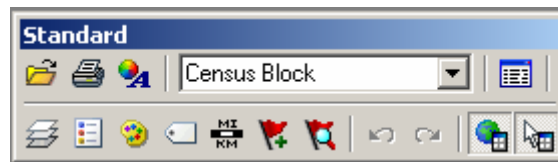
2. Click **Tools** from the **Main Menu**.
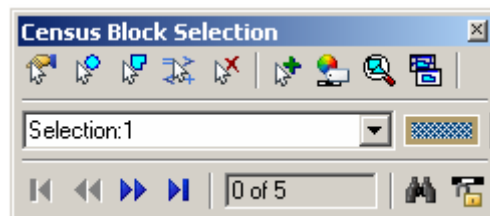
3. Click **Selection** to display the **Census Block Selection** dialog box:

- Click the **Select by Pointing** button to select a map feature by pointing to it. Click on a single feature on the map. The MTPS selects the features and highlights the result on the map:
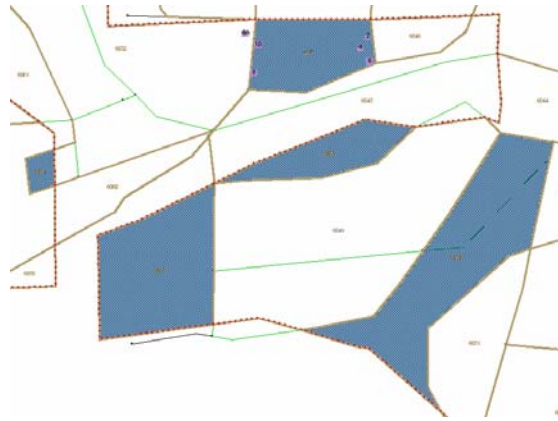
- Click the **Select by Circle** button to select a map feature by drawing a circle around it. Draw a circle to select all features inside it. The MTPS selects the features and highlights the result on the map.

- Click the **Select by Shape** button to select a map feature by drawing a shape around it. Draw a shape to select all features inside it (double-click at the end to finish your sketch). The MTPS selects the features and highlights the result on the map.

NOTE: Selecting by circle or by shape will only select map features that are completely contained within the shapes.

NOTE: For more Selection Sets options please search the **Help** menu.

- Click the **Clear Selection** button to clear all selected features on the active selection set.

- Click the **Create New Selection** button to add more selection sets:
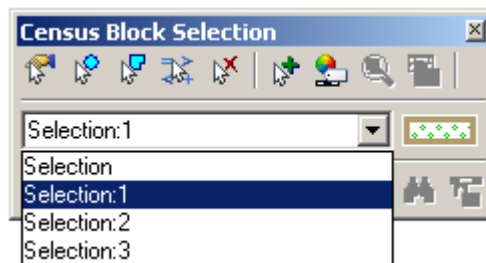
- Click the **Selection Settings** button to symbolize the selection sets:
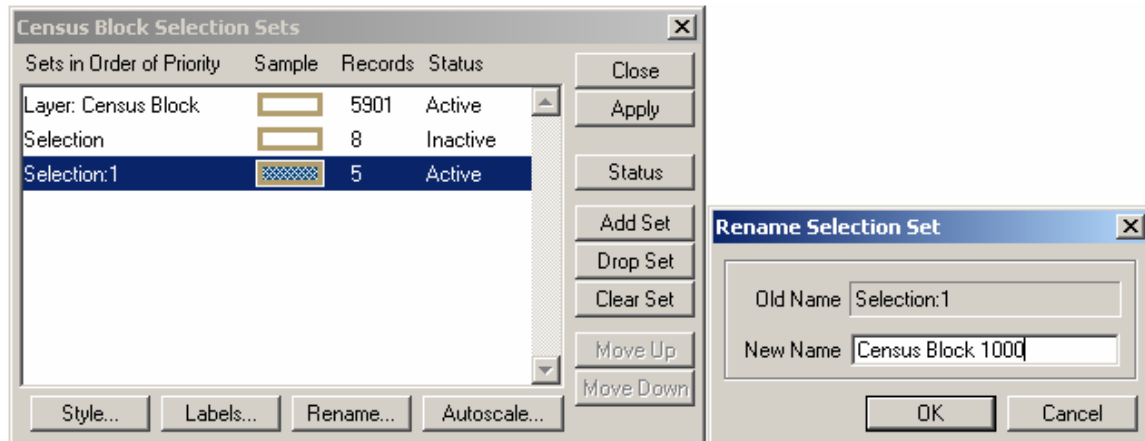
- The Selection Sets are named by default but you can rename them by clicking the **Rename** button and typing a new name, i.e., "Census Block 1000."

- Click the **Style** button to customize the display style. Choose the border and the fill styles and colors.
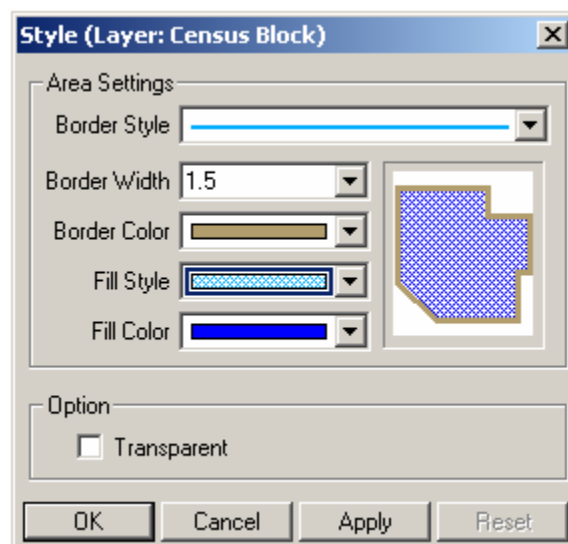
- Click **Apply** then click **OK** to save the selection set.
- Select any map features as described in Step 3.

Saving a Selection Set

When you close the MTPS session, all the selection sets are saved so you can access them again. The MTPS also saves the style settings of the selection set(s).

Deleting a Selection Set

- You can delete selection sets that you no longer need to use.

- Click the **Selection Settings** ![icon] button to display the Selection Sets dialog box.

- Choose the selection set you want to delete.

- Click **Drop Set**. The MTPS prompts you to confirm that you want to delete the selection set.

- Click **Yes** to delete the selection set. The MTPS deletes the selection set and updates the **Selection** toolbar and map legend accordingly.

NOTE: You cannot delete the default selection set named "Selection."

- Close the **Selection Sets** dialog box.

APPENDIX I
ABBREVIATION EXAMPLES

Appendix I: Abbreviation Examples

Nombre	Abreviatura	Nombre	Abreviatura
Altura	ALT	Interior	INT
Alturas	ALTS	Jardines	JARD
Avenida	AVE	Loma	LOMA
Barriada	BDA	Lomas	LOMAS
Barrio	BO	Mansiones	MANS
Barriada	BDA	Parcelas	PARC
Bosque	BOSQUE	Parque	PARQ
Brisas	BRISAS	Paseo	PASEO
Boulevard	BLVD	Pradera	PRADERA
Calle	CALLE	Portales	PORTALES
Carretera	CARR	Quebrada	QBDA
Ciudad	CIUDAD	Quintas	QTAS
Chalets	CHALETS	Ramal	RAMAL
Colina	COLINA	Reparto	REPTO
Colinas	COLINAS	Residencial	RES
Condominio	COND	Sector	SECT
Comunidad	COM	Sección	SECC
Cooperativa	COOP	Terraza	TERR
Departamento	DEPT	Urbanización	URB
Edificio	EDIF	Valle	VALLE
Estancias	EST	Villa	VILLA
Extensión	EXT	Villas	VILLAS
Hacienda	HACIENDA	Vista	VISTA
Industrial	IND	Vistas	VISTAS

GLOSSARY

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 municipio.

Block number - A 4-digit number, plus 1 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, municipio, or Puerto Rico.

Boundary and Annexation Survey (FOR THE PUERTO RICO PLANNING BOARD ONLY) - 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 and Puerto Rico.

Census Bureau Address List - A 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 a 1-digit 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 the Puerto Rico Community Survey (PRCS) and conducts the decennial census of the United States and Puerto Rico 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 municipio, delineated for the purpose of presenting Census Bureau statistical data. Census tracts never cross the boundary of a municipio, but may split other geographic entities; e.g., minor civil divisions and places.

Census tract number - Unique numbers to identify census tracts within a municipio. 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.

City-style address - An address that consists of a house number and street name; for example, 201 Calle Mango. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers. The address may also contain urbanization, condominium, housing project (residencial), or other area names.

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.

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 municipio 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 in Puerto Rico include: Puerto Rico, municipios, barrios and sub-barrios.

Geocodes - Codes that place an individual address in its correct geographic location, which includes Puerto Rico, municipio, 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 municipio. 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 mayor of each municipio to review the Census Bureau's address list and maps against local records to identify differences.

MAF/TIGER Database - The Census Bureau's new geographic database, which integrates the MAF (Master Address File) and TIGER (Topologically Integrated Geographic Encoding and Referencing) 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.

Master Address File (MAF) - A 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 part of the MAF/TIGER Database.

Mayor - The elected person 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.

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

Municipio - The primary legal division in Puerto Rico. These are governmental units with powers defined by Puerto Rico law.

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.

Regional Office - One of 12 permanent Census Bureau offices responsible for the Census Bureau's office and field operations within its region. The Boston Regional Office is the one designated for Puerto Rico.

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. A 4-digit number plus 1-digit alpha character assigned within a census block to each structure point. Structure points are stored in the TIGER® database.

Topologically Integrated Geographic Encoding and Referencing (TIGER®) - 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 and Puerto Rico. Now 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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