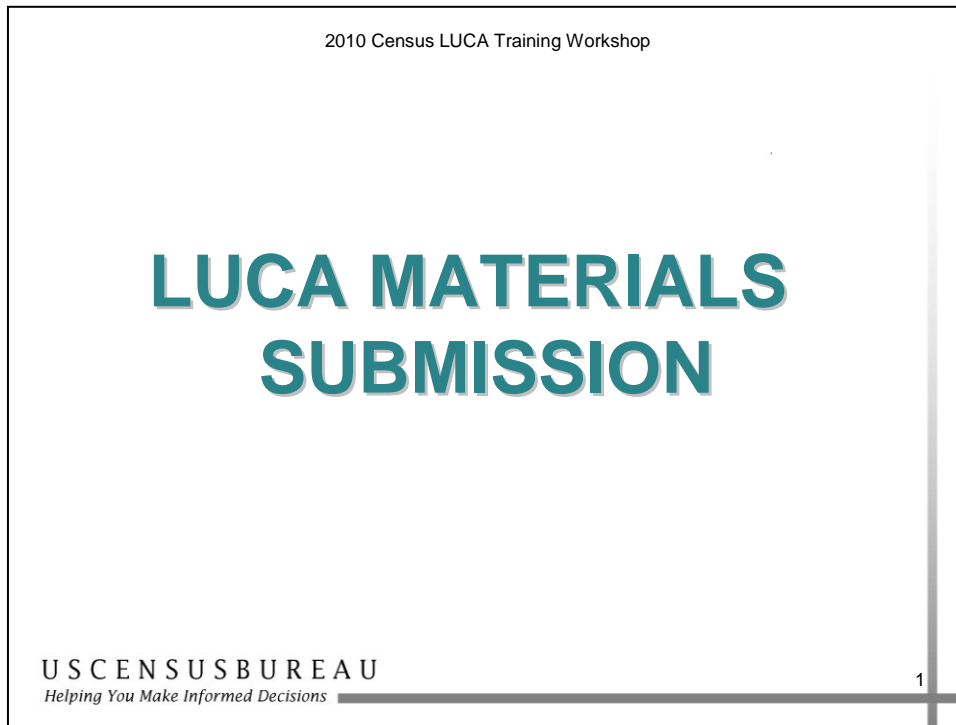


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# 7 LUCA Materials Submission



In this section, you will learn the procedures for submitting your LUCA materials. This section will also cover the next steps after the review is complete and submitted to the Census Bureau.

## Completing and Returning Your LUCA Submission

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**Objective**

Upon completion of this section, you will be able to describe the procedures for returning LUCA materials to the Census Bureau.

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2

### ***Objective***

Upon completion of this section, you will be able to describe the procedures for returning LUCA materials to the Census Bureau.

## Completing and Returning Your LUCA Submission

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### Preparing Paper Materials for Submission – Option 1

**Address List, Address List Add Page,  
Address Count List**

1. Separate pages with updates
2. Make copies of updated pages
  - All copies are Title 13. Ensure that all copies are kept in a secure location
3. Bundle updated pages for shipping

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4

### *Preparing Paper Materials for Submission – Option 1*

Paper materials should be sorted, copied, and bundled according to the directions in your User Guide.


## Completing and Returning Your LUCA Submission

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### Preparing Computer-Readable Address List for Submission – Option 1

1. Save to a new file only those records that have an entry in the “Action Code” field
2. Save as a pipe delimited ASCII text file
3. Name the file:  
XXyyyyyyyyyyy\_UAL.txt
4. Make a copy of your edited files
  - All copies are Title 13. Ensure that all copies are kept in a secure location
5. Zip and password protect the file
6. Burn to a CD-ROM or DVD



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5

### *Preparing Computer-Readable Address List for Submission – Option 1*

1. Save to a new file only those records **that have an entry in the “Action Code” field.**
2. Save as a pipe-delimited, ASCII text file.
3. Name the file XXyyyyyyyyyyy\_UAL.txt.
4. Make a copy of your edited files.
5. Zip and password protect the file. Detailed instructions are in your User Guide.
6. Burn the file to a CD-ROM or DVD. Ensure this file is kept in a secure location.

## Completing and Returning Your LUCA Submission

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### Preparing Computer-Readable Address Count List for Submission – Option 1

1. Save to a new file only records with an entry in Local Housing Unit Address Count or Local Group Quarters Address Count field
2. Save as a pipe-delimited, ASCII text file
3. Name the file:  
    XXyyyyyyyyyy\_UACL.txt
4. Make a copy to keep for your records
5. Burn the file to a CD-ROM or DVD

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6

### *Preparing Computer-Readable Address Count List for Submission – Option 1*

1. Save to a new file **only those records with an entry in “Local Housing Unit Address Count” field or “Local Group Quarters Address Count” field.**
2. Save in a pipe-delimited, ASCII text file format.
3. Name the file XXyyyyyyyyyy\_UACL.txt.
4. Make a copy of your edited files.
  - You may not submit an e-mail or post the file to an FTP site.
5. Burn the file to a CD-ROM or DVD.

## Completing and Returning Your LUCA Submission

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### Preparing Option 2 and Option 3 Local Address Lists for Submission

1. Save files in Census Bureau predefined pipe-delimited, ASCII text file format
2. Burn the file to a CD-ROM or DVD
3. Name the file:  

XXyyyyyyyyyyy\_LUAL.txt

❖ You may not submit an e-mail or post to an FTP site



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7

### ***Preparing Option 2 and Option 3 Local Address Lists for Submission***

1. Save the file in the Census Bureau's predefined computer-readable format as a pipe-delimited, ASCII text file.
2. Save the file with the naming convention XXyyyyyyyyyyy\_LUAL.txt.
  - Make a copy of your edited files
3. Zip and password protect the file. Detailed instructions are in your User Guide.
  - You may not submit an e-mail or post the file to an FTP site.
4. Burn the file to a CD-ROM or DVD.

## **Completing and Returning Your LUCA Submission**

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### **Preparing Census Bureau Paper Maps for Submission**

1. Separate map sheets with updates
2. Make copies
3. Organize by map sheet number
4. Fold if fewer than five
5. Roll and mail in map tube if more than five

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8

### ***Preparing Census Bureau Paper Maps for Submission***

Paper maps must be sorted and shipped as specified in your User Guide.

## Completing and Returning Your LUCA Submission

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### Preparing Shapefiles for Submission

1. Name layer:  
LUCA\_2010\_<entity ID>\_FEAUpdates.shp
2. Include appropriate metadata
3. Compress all updated materials into ZIP file  
called: LUCA\_2010\_<entity ID>\_Return.ZIP
4. Burn file to CD-ROM
5. Save back-up copy for your jurisdiction

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9

### *Preparing Shapefiles for Submission*

Once you have compressed all the updated materials, the shapefile, data dictionary, and metadata into a ZIP formatted file, burn the file to a CD-ROM or DVD.

Make a backup copy for your records.

Refer to your User Guide for detailed instructions on the file naming convention.



## Completing and Returning Your LUCA Submission

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### Preparing to Ship Your LUCA Materials Option 1, Option 2, and Option 3

- Double wrap ALL (paper and computer-readable) address materials (Address List, Address List Add Page, Address Count List) in **two opaque sealed envelopes**
  1. Label both sides of the **inner envelope** or wrapping with the disclosure notice in the appendix of the User Guide
  2. **Do not label** the **outer envelope** with the disclosure notice

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10

### *Return Title 13 Materials*

Double wrap LUCA address materials in **two opaque sealed envelopes**. This includes both paper and computer-readable LUCA address materials (Address List, Address List Add Page, and Address Count List).

1. Label **both sides of the inner envelope** or wrapping with the disclosure notice found in the appendix of your User Guide. This disclosure notice states:

*“This Package Contains U.S. Census Bureau Address Information; Disclosure Prohibited by Title 13, U.S.C.”*

2. **Do not label** the **outer envelope** with the disclosure notice.


## Completing and Returning Your LUCA Submission

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### Shipping

1. Address packages to:  
  
ATTN: Geography  
Director, Census Bureau  
Regional Office for your jurisdiction
2. Use shipping contractors  
that provide tracking services



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11

### *Shipping*

1. Address all envelopes, mailing boxes, mailing tubes, etc. to:  
ATTN: Geography, Director, Census Bureau Regional Office, at  
the regional office address provided for your jurisdiction.
2. Use shipping contractors that provide tracking services, such as  
U.S. Postal Service (USPS) certified or registered mail, Fed Ex,  
United Parcel Service (UPS), or similar service.

Refer to your User Guide for detailed instructions.

## What's Next?

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### Next Steps

1. Census Bureau processes updates
2. Address Canvassing Operation
3. Feedback materials sent
  - Option 1 and 2 - Updated Address List and Address Count List and Census Maps
  - Option 3 - Updated Address Count List and Maps
4. Discrepancies appealed
5. All Title 13, U.S.C. materials including copies returned or destroyed

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13

### *Next Steps*

August 2009 to October 2009 – Census Bureau provides feedback materials showing how your LUCA submissions were processed.

Option 1 and Option 2 participants may file appeal through an independent LUCA Appeals Office.

After the appeals process is complete, Option 1 and Option 2 participants **MUST** return or destroy all Title 13, U.S.C. materials **including all copies**. You **MUST** also complete and return to the Census Bureau, the Return or Destruction of Title 13, U.S.C. Materials form.

## Summary

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### Summary

- All LUCA materials must be returned to the Census Bureau according to specific guidelines.
  - Save copies of updated information for your records.
  - Double-wrap LUCA materials and include the disclosure notice on inner label.
  - Use vendor that provides tracking services.
  - Procedures for submitting your LUCA materials are your User Guide.

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15

- Make copies of all updated information and save for your records.
- All paper and computer-readable materials must be double wrapped when returning to the Census Bureau. The inner label must be wrapped with the disclosure notice.
- Use a shipping vendor that provides tracking services.
- The specific procedures for returning all LUCA materials are spelled-out in the User Guide for each option.

The Census Bureau Regional Offices, as well as the Census Bureau Help Desk, stand by ready to help in any way possible.

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**Thank you for  
attending the  
2010 Census  
LUCA Program  
Training  
Workshop!**

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16