

**2010 Census
Local Update of Census Addresses (LUCA) Program
Feedback Materials
User Guide**

July 2009
Form # D-1765

**Option 1 – Title 13 Full Address List Review
(Paper address list format)**

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Chapter 1

2010 Census Local Update of Census Addresses (LUCA) Program Feedback Overview

Overview
Confidentiality
Respondent Burden

Overview

The Local Update of Census Addresses (LUCA) program is an integral part of the 2010 Decennial Census activities that utilizes the expertise of tribal, state, and local governments to improve the accuracy and completeness of the address list used to take the census.

In accordance with the Census Address List Improvement Act of 1994, Public Law 103-430, the feedback phase of the LUCA program provides participating governments with detailed feedback materials that document which local address additions and updates the Census Bureau accepted or did not accept. Your review of the feedback materials is voluntary.

LUCA participants that wish to dispute the Census Bureau's determinations regarding their submissions of address information may appeal those determinations if they meet specific eligibility criteria. Appeals must be filed within **30 calendar days** after the eligible government's receipt of its feedback materials. Appeals filed after the deadline will be denied. Filing an appeal is optional and is not a requirement of the LUCA program. A description of the LUCA appeals process and step-by-step instructions for how to file an address appeal are provided in Chapter 4.

Confidentiality

The LUCA program feedback materials contain confidential Title 13, United States Code (U.S.C.) material¹. The law requires that anyone who reviews Title 13 materials must sign the 2010 Decennial Census LUCA program Confidentiality Agreement and return it to the Census Bureau. Those persons who signed the Confidentiality Agreement prior to the LUCA program review, or whose signatures were added during the review phase of the program, are not required to sign the Confidentiality Agreement again. However, anyone who will review or have access to the Title 13 confidential feedback materials and **has not already signed the Confidentiality Agreement must do so before reviewing the Title 13 feedback materials**. A blank Confidentiality Agreement form is included in this user guide as

¹ Title 13, U.S.C. provides for the confidential treatment of census-related information, including individual addresses and map spots. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

Attachment A, and is included in your feedback package. (This form is also available on the LUCA program Web site at <www.census.gov/geo/www/luca2010/luca.html>.) You must return this form to your Census Bureau Regional Census Center for your jurisdiction when adding additional reviewers.

At the conclusion of the 2010 Decennial Census LUCA program, you must return to the Census Bureau or destroy, according to the Census Bureau's specific guidelines, **all Title 13 confidential materials and all copies**. Your LUCA liaison must verify the return or destruction of Title 13 materials by signing the Return/Destruction of Title 13, U.S.C. Materials form found in Attachment B or included in the feedback package. Additionally, all reviewers and anyone with access to Title 13 confidential materials must sign this form. (This form is also available on the LUCA program Web site at <www.census.gov/geo/www/luca2010/luca.html>.)

You may direct general questions about the content and review of the feedback materials to your Census Bureau Regional Census Center toll free at 1-866-511-LUCA (5822). For technical assistance about computer applications including the MAF/TIGER Partnership Software (MTPS), please call the LUCA Technical Help Desk toll free at 1-866-919-LUCA (5822).

Respondent Burden

The Census Bureau estimates that it will take between 10 and 200 hours to complete the LUCA review depending on the number of addresses. This includes the time needed to assemble and review the feedback materials and file address appeals.

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 your comment 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 printed on each LUCA form.

Chapter 2

2010 Census Local Update of Census Addresses (LUCA) Program Feedback Materials – Introduction

Introduction

Census Entity Codes – Local Governments

Census Entity Codes – Tribal Governments

Census Block Number Differences Between Initial LUCA Products and LUCA Feedback
Products

Introduction

The Census Bureau provides the 2010 Census LUCA program feedback materials according to the participation option and in the format that you selected, either paper or computer-readable. Only the addresses within the boundary of your jurisdiction, reservation, and/or off-reservation trust land are included in your feedback materials. For Option 1, these materials include the 2010 Census LUCA:

1. **Feedback Address Update Summary Report** – displays the tallies of actions taken by the Census Bureau for all the address updates you submitted.
2. **Detailed Feedback Address List** – shows all address record updates submitted by you and a processing code identifying a specific action taken by the Census Bureau on that address record. This list also identifies any addresses deleted during the Census Bureau’s Address Canvassing operation.
3. **Detailed Feedback Address Count Challenge List** – contains address counts for those census blocks that you challenged, if any. The list includes the original Census address count, the address counts you submitted to the Census Bureau, and the most recent Census Bureau count of residential (housing unit and other living quarters) addresses. In addition, the list includes census blocks where address counts decreased as a result of Census Bureau operations.
4. **Full Address List** – contains all the residential addresses for those housing units and other living quarters² currently recorded in the Census Bureau’s MAF/TIGER Database (MTDB) for your jurisdiction, reservation, and/or off-reservation trust land. This address list reflects updates resulting from your participation in the 2010 Census LUCA program, the Address Canvassing operation, and

² During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

address information provided by the United States Postal Service (USPS).

5. **Full Address Count List** – contains the current residential address counts, including housing unit and other living quarters, for each census block within your jurisdiction, reservation, and/or off-reservation trust land.
6. **Maps (paper or shapefiles)** – paper maps or shapefiles may include feature updates provided by you, other LUCA participants, and/or other updates found by the Census Bureau during address canvassing.
 - a. **Map Sheet to Block Number Relationship List (for use with paper maps)** – identifies the map sheet or sheets on which each census block is located and is sorted by census tract number and census block number in ascending order.
 - or
 - b. **Readme file (for use with shapefiles)**

Due to scheduling changes that have impacted the processing of coordinates, the Census Bureau will not provide structure coordinates or map spots for housing units collected during address canvassing.

Census Entity Codes – Local Governments

All local government entity codes appearing on the feedback materials have a two-letter code identifying the type of entity – ST (state), CO (county), PL (place), or MC (minor civil division). County, place, and minor civil division codes include the state 2-digit FIPS numeric code. Minor civil division codes also include the county code. For example:

State: ST61
 County: CO61923 (state and county codes)
 Place: PL6144444 (state and place codes; county not shown)
 MCD: MC6192355555 (state, county, and MCD codes)

Figure 2.1: Census Entity Identification Codes

Entity	Census Entity ID Code	Total Characters
State	ST (2 alpha) + (2 numeric)	4
County	CO (2 alpha) + State (2 numeric) + County (3 numeric)	7
Place	PL (2 alpha) + State (2 numeric) + Place (5 numeric)	9
Minor Civil Division (MCD)	MC (2 alpha) + State (2 numeric) + County (3 numeric) + MCD (5 numeric)	12

Census Entity Codes – Tribal Governments

Tribal government entity codes contain a unique 12-character alphanumeric identification code assigned by the Census Bureau that identifies the tribe and its associated geographic area. For example, the 12-character identification code, **TR0013TA0185**, consists of the tribal code, TR0013 and the tribal geographic area code, TA0185.

Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Products

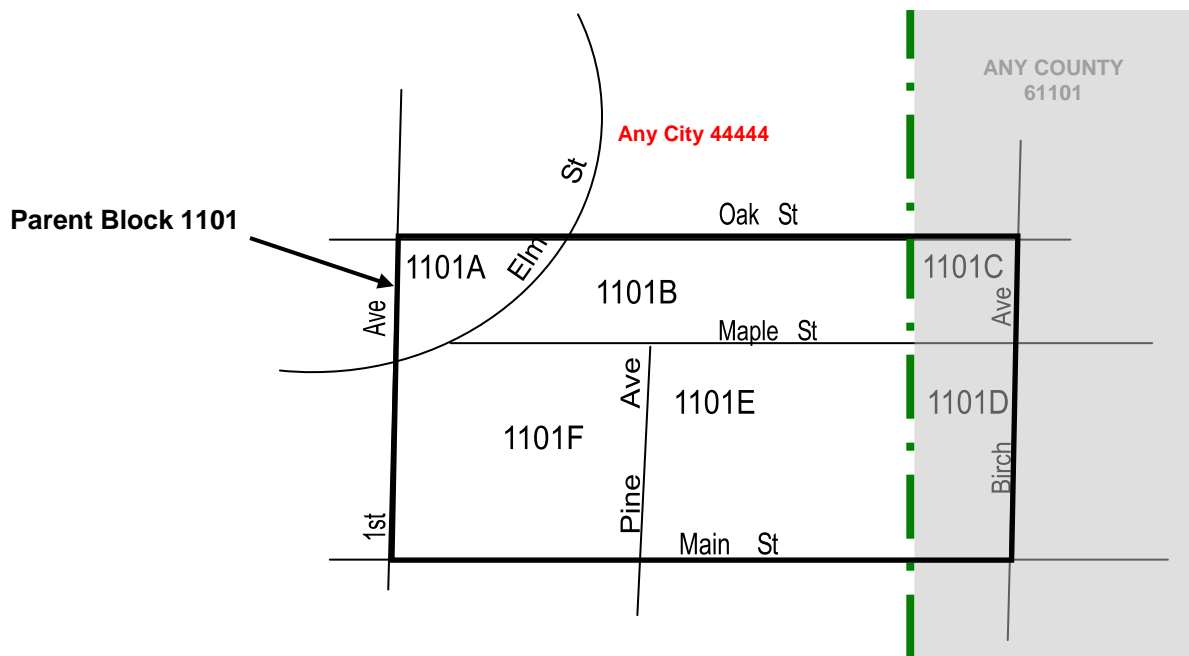
The Census Bureau continually updates its database adding new roads and/or boundary updates that can subdivide census blocks. For this reason, you may find a difference between the census block numbers on your initial LUCA products and your LUCA feedback products.

The newly created census blocks are assigned a 4-digit “parent” block number (i.e., 1101) plus an alphabetic suffix (i.e., 1101A). This is why some census blocks on your initial LUCA materials had suffixes.

For instance, Figure 2.2 shows “parent” block 1101 on the initial LUCA materials contained blocks 1101A, 1101B, 1101E, 1101F in ‘Any City’ and blocks 1101C, 1101D within ‘Any County’ but outside of ‘Any City’.

Note that LUCA participant ‘Any City’ received addresses only for those census blocks located within its jurisdiction, i.e. 1101A, 1101B, 1101E, and 1101F. Census blocks 1101C and 1101D are located outside of ‘Any City’ in ‘Any County’.

Figure 2.2: Initial LUCA Product, Census Block Suffixes

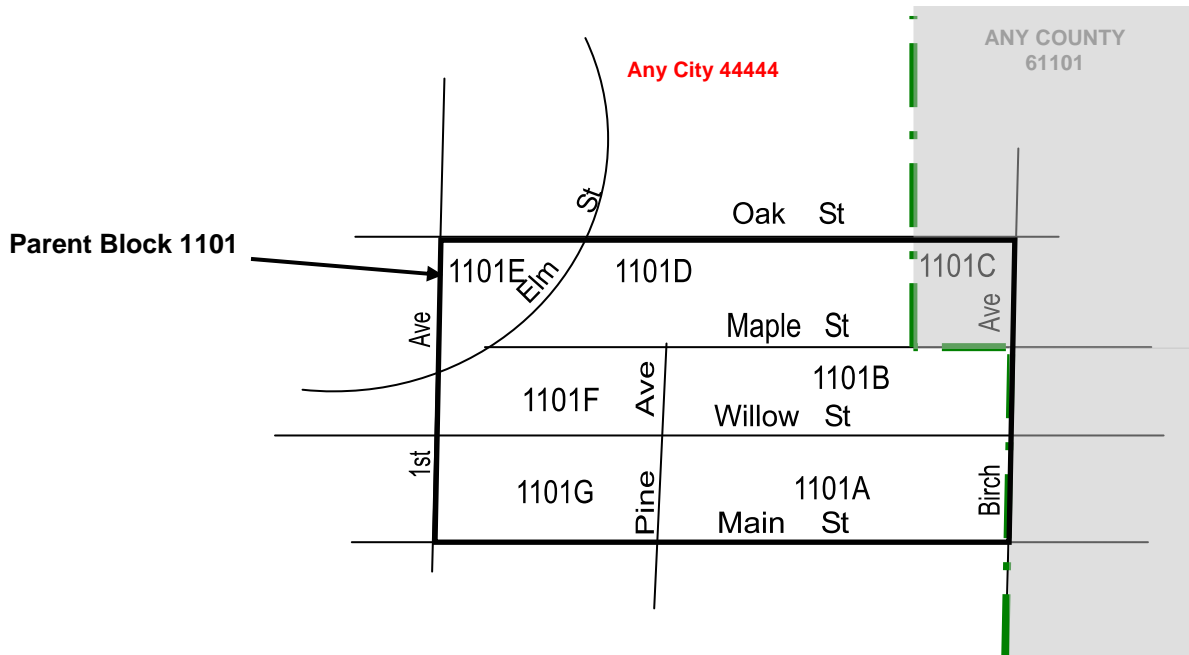


This process of adding roads and updating boundaries has continued since you received your initial LUCA materials. Some blocks may now be numbered differently in your feedback materials than they were on your initial LUCA materials. Some formerly unsuffixed blocks now have suffixes, while some formerly suffixed blocks may have been further subdivided.

Note in Figure 2.3 how resuffixing occurred because of a **boundary change** by ‘Any City,’ and also **the addition of Willow Street**. The computer algorithm that assigns suffixed block numbers does not attempt to preserve the old suffixed numbers for the portions of the original “parent” block number even when they are unaffected by a new road or boundary. Thus, in Figure 2.3 the census block bounded by Elm St., Oak St., and 1st Ave. now is numbered 1101E but corresponds exactly to the former block 1101A. The original blocks 1101D, 1101E, and 1101F are now completely reconfigured and numbered 1101A, 1001B, 1101F, and 1101G.

‘Any City’ would receive feedback materials containing addresses only for those census blocks located within their jurisdiction, i.e. 1101A, 1101B, 1101D, 1101E, 1101F, and 1101G. Census block 1101C is located outside of ‘Any City’ in ‘Any County’.

Figure 2.3: 2010 Census LUCA Feedback Census Blocks



Fortunately, the majority of block numbers are unchanged since your initial LUCA review. To avoid confusion where there has been a change, however, all blocks with suffixes, including blocks that have been newly subdivided since your initial LUCA review, will be identified only with their 4-digit numeric “parent” block number on the Detailed Feedback Address List and the Detailed Feedback Address Count Challenge List, i.e., 1101. Because these products compare your originally proposed changes with the Census Bureau’s address list following address canvassing, reverting to “parent” block numbers prevents the erroneous comparison of renumbered or reconfigured census blocks.

By contrast, the maps/shapefiles, the Full Address List, and the Full Address Count List show the blocks as currently numbered following the most recent round of resuffixing, i.e., 1101A, 1101B, etc.

Figure 2.4: Feedback Materials Block Number Differences

Suffixed Block Numbers (1101A, 1101B, 1101C)	“Parent” Block Numbers (no suffix) (1101)
1. Full Address List	1. Detailed Feedback Address List
2. Full Address Count List	2. Detailed Feedback Address Count Challenge List
3. Maps/Shapefiles	

Chapter 3

2010 Census Local Update of Census Addresses (LUCA) Program Reviewing the Feedback Materials

1. Feedback Address Update Summary Report
2. Detailed Feedback Address List
3. Detailed Feedback Address Count Challenge List
4. Full Address List
5. Full Address Count List
6. Paper Maps or Shapefiles
7. Map Sheet to Block Number Relationship List

1. Feedback Address Update Summary Report

The Feedback Address Update Summary Report, Figure 3.1, displays the tallies of actions taken by the Census Bureau for all of the address updates that you submitted and the total number of address records on your original Census address list that were deleted by the Census Bureau during the Address Canvassing operation, if any.

The total number of participant address records submitted by the Census Bureau for processing equals the total number of address records processed as requested plus the total number of address records not processed as requested.

See Figure 3.1 for an example of the Feedback Address Update Summary Report.

Figure 3.1: Feedback Address Update Summary Report

**2010 Decennial Census
Local Update of Census Addresses Program
FEEDBACK ADDRESS UPDATE SUMMARY REPORT
Option 1 – Title 13 Full Address List Review**

Entity: **PL6144444** Any City

Date: 06/14/2009

309 **Total number of participant address records submitted by the Census Bureau for processing**

Participant Action Accepted

150 Total number of added address records accepted into the Census address list
30 Total number of corrected address records accepted into the Census address list
40 Total number of deleted address records accepted and deleted from the Census address list
25 Total number of out of jurisdiction address records removed from your jurisdiction in the Census address list
20 Total number of nonresidential address records changed in the Census address list
265 **Total number of address records processed as requested**

Participant Action Not Accepted

20 Total number of added address records not accepted into the Census address list
10 Total number of corrected address records not accepted into the Census address list
5 Total number of deleted address records not accepted and not deleted from the Census address list
1 Total number of out of jurisdiction address records not removed from your jurisdiction in the Census address list
4 Total number of nonresidential address records not changed in the Census address list
2 Total number of address records submitted with blank or erroneous code
2 Total number of noncity-style address records submitted
44 **Total number of address records not processed as requested**
2 Total number of address records on your original Census Address List deleted during Address Canvassing.

2. Detailed Feedback Address List

The Detailed Feedback Address List, Figure 3.3, shows all address record updates submitted by you and a Census processing code identifying a specific action taken by the Census Bureau on that address record. In addition, the list contains any addresses that were on your initial Census address list but were deleted during the Census Bureau's Address Canvassing operation.

If you did not submit address updates to the Census Bureau and/or there were no addresses deleted during address canvassing, the Detailed Feedback Address List will state **"NO ADDRESS DELETES IN THIS ENTITY."**

Most address records on the Detailed Feedback Address List that the Census Bureau retained in the MAF/TIGER Database (MTDB) because they were verified during address canvassing, can be found in their current form using the MAFID, column 3, to search for their corresponding MAFID, column 2, on the Full Address List.

Because MAF addresses are constantly updated and changed as a result of various census operations, (i.e., LUCA, Address Canvassing, etc.) it is possible for two or more addresses associated with different MAFIDs to match each other. In instances where multiple MAFIDs actually represent the same single address, one MAFID is assigned to the address for future census operations. This MAFID is called the Surviving MAFID. Any previously used MAFIDs that share this address remain in the MAF and are linked to this Surviving MAFID.

Column 4 contains Surviving MAFIDs where applicable. Although the MAFID assigned to the address on your initial LUCA products is in column 3 (MAFID), use the Surviving MAFID number in column 4 to search for its corresponding MAFID on the Full Address List. See Figure 3.3, Line 26 on page 12.

The Detailed Feedback Address List uses "parent" block numbers that **do not** contain a suffix. Refer to the section, *Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Materials* and Figures 2.2 and 2.3.

For example, in Figure 3.3 the initial address list contained addresses in census blocks 1101A, 1101B, 1101E, and 1101F that the participant updated and submitted. The Detailed Feedback Address List records these addresses to the "parent" block, 1101.

Reading the Detailed Feedback Address List

The header area of your Detailed Feedback Address List contains the program name, your entity name and census entity code or your tribal code and tribal geographic area code, your sort selection, the date the list was created, and the page number of each sheet of the total number of sheets in the address list. The address list sort is the same sort selection you chose when you registered for the LUCA program, either Census Tract Number/Block Number/Street Name/House Number or Street Name/House Number.

Chapter 3
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Reviewing the Feedback Materials

The Detailed Feedback Address List is the same format for both local and tribal governments.

In an effort to expedite your feedback review, address records **accepted** by the Census Bureau are **shaded gray**. Unshaded address records are address records **not accepted** or **deleted** by the Census Bureau. If resources are limited, you may wish to focus your review on address records that were not accepted or deleted (**unshaded**) by the Census Bureau. The *Appeal Code* column (10) is shaded and is reserved for use by the LUCA Appeals Staff.

The table in Figure 3.2 describes the data in the various fields on the paper Detailed Feedback Address List. Refer to Figure 3.3 for an example.

Figure 3.2: Detailed Feedback Address List Field Names and Descriptions

	Field Number	Field Name	Field Description
1	1	Address Appeal Flag	Blank field for participant to flag an address for appeal.
2	2	Line #	Sequential number of the address record.
3	3	MAFID	Unique control number assigned to each address.
4	4	Surviving MAFID	Unique control number assigned to an address previously matched to several MAFIDs. See page 10.
5	5	Census Processing Code	Combination of the action code submitted by the participant and a Census Bureau processing number that pertains to a specific action taken by the Census Bureau on each address.
6	6a	State County Code	5-digit FIPS state and county code for your jurisdiction
7	6b	Census Tract Number	Up to a 4-digit number followed by a decimal point and a 2-digit suffix, if applicable. Includes a period for suffixed tracts. If no suffix, includes period and zero fill.
8	6c	Census Block Number	Census 2000 tabulation block number. Up to a 4-digit number (no suffix).
9	7a	House Number	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
10	7b	Street or Road Name	Including prefix and/or suffix directional as part of the address of the housing or other living quarters.
11	7c	Physical Location Description or Other Living Quarters Name	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters , e.g., BAYSIDE NURSING HOME.
12	7d	Apt/Unit #	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT.
13	7e	City Style Mailing ZIP Code	5-digit ZIP Code for city-style mailing addresses.
14	8a	Noncity-Style Mail Delivery Address RR#, HCR#, or PO Box#	Rural route and box number, post office box number, etc.
15	8b	Noncity-Style ZIP Code	5-digit ZIP Code for noncity-style mailing address.
16	9	OLQ*	Displays a "Y" if the unit is an other living quarters.
17	10	Appeal Code (<i>For Appeal Staff Use Only</i>)	Blank for Appeal Staff Use Only.

* During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

21 Figure 3.3: Detailed Feedback Address List, Example

2010 Decennial Census Local Update of Census Addresses Program DETAILED FEEDBACK ADDRESS LIST														
Sort: Tract/Block Entity: Any city PL6144444											Date: 06/14/2009 Page: 5 of 10			
Address Appeal Flag (1)	Line # (2)	MAFID (3)	Surviving MAFID (4)	Census Processing Code (5)	Census Geography (6)			City-Style Mail Delivery Address or E-911 Address Or Physical Location Description and Road Name (7)				Noncity-Style Mail Delivery Address (8)	OLQ* (9)	Appeal Code (10) <i>(For Appeal Staff Use Only)</i>
					State/County Code (6a)	Census Tract Number (6b)	Census Block Number (6c)	House Number (7a)	Street or Road Name (7b) ----- Physical Location Description or Other Living Quarters* Name (7c)	Apt/Unit # (7d)	ZIP Code (7e)	RR#, HCR#, or PO Box # (8a) ----- Noncity-Style ZIP Code (8b)		
	25	456826858		C6	61101	14.02	1101	1031	MAPLE ST		99997			
	26	456026860	456843219	A3	61101	14.02	1101	1024	MAIN ST		99997			
	27	456826871		A1	61101	14.02	1101	101	PINE AVE		99997			
	28	456826875		A1	61101	14.02	1101	103	PINE AVE		99997			
	29	456826889		X1	61101	14.02	1101	105	PINE AVE		99997			
	30	456826991		A1	61101	14.02	1101	1001	WILLOW ST		99997			

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

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

*An Other Living Quarters (OLQ) must be verified by the Census Bureau as a Group Quarters (GQ) during a future operation
Note: Shaded address records indicate an address record and/or action submitted by the participant that was "accepted" by the Census Bureau

Fictitious Address Information

Understanding the Detailed Feedback Address List Processing Codes

The action codes used by LUCA participants to make updates to the Census Bureau's Address List include:

- A – Add Address (includes addresses submitted by participants using the Address List Add Page)
- C – Address Correction
- D – Delete Address
- J – Not in Jurisdiction Address
- N – Nonresidential Address

The table in Figure 3.4 lists the census processing code assigned to each address you submitted to the Census Bureau. The processing code is a combination of the action code you submitted for each address and a census processing number identifying a specific action taken by the Census Bureau on that address.

The Census Bureau Action column specifies if the action to each address you submitted was accepted or not accepted by the Census Bureau. For example, "A1" indicates the Census Bureau accepted the address added by the participant, while a "C6" indicates that the Census Bureau did not accept the corrected or changed address submitted by the participant.

Additional processing codes will be created and assigned as required and provided as a user guide supplement with your LUCA feedback package.

The Description column explains why the address record was accepted or not accepted as a result of the Address Canvassing operation.

Note: In order to determine which version of an address to use on the Full Address List for census questionnaire mailing, the Census Bureau defers to:

1. The U.S. Postal Service's (USPS) Delivery Sequence File (DSF)³
2. Field findings

For example, the initial *mailing address* sent to a LUCA participant contained the street name "PNE ST." The participant submitted a correction (C) to the street name as "PINE ST." Although address canvassing found the street name as "PINE ST," the Census Bureau deferred to the USPS DSF, since the *mailing address* supplied by the USPS is "PNE ST," which is used on the Full Address List.

The Detailed Feedback Address List may include addresses that were on your initial Census address list but were deleted by the Address Canvassing operation. These addresses are assigned an "X1" processing code.

³ A computerized file containing all delivery point address serviced by the U.S Postal Service (USPS). The USPS updated the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

Chapter 3
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Reviewing the Feedback Materials

Figure 3.4: 2010 Census LUCA Detailed Feedback Address List Processing Codes

	Census Processing Code	Census Bureau Action	Description
1	A1	Action Accepted: Address record added	The Census Bureau accepted the added address record.
2	A2	Action Accepted: Address already exists in the MTDB	The Census Bureau accepted the address record since it already exists in the MTDB.
3	A3	Action Accepted: Different version of the address record	The Census Bureau accepted the added address record but a different version of the address record was found inside your jurisdiction during address canvassing. The address record, including block number, may vary from your address submission.
4	A4	Action Accepted: Additional GQ validation may be required	The Census Bureau accepted the added address record flagged as a GQ by the participant. The address record was found during address canvassing as a potential GQ and must be processed through Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
5	A5	Action Accepted: Address record added, no additional GQ validation required	The Census Bureau accepted the added address record flagged as a GQ by the participant but the address record was found as an HU during address canvassing and was not referred to Group Quarters Validation (GQV).
6	A6	Action Accepted: Additional GQ validation may be required	The Census Bureau accepted the added address record. The address record was not flagged by the participant as a GQ but was found during address canvassing as a potential GQ and must be processed through Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
7	A7	Action Accepted: Uninhabitable ⁴ address	The Census Bureau accepted the added address record although it was found during address canvassing as an uninhabitable address.
8	A8	Action Not Accepted: Address not found	The Census Bureau did not accept the added address record because it could not be found during address canvassing.
9	A9	Action Not Accepted: Missing required data	The Census Bureau did not accept the added address record because it lacked valid geographic and/or address information and/or format required for Census Bureau processing.
10	A10	Action Not Accepted: Nonresidential address	The Census Bureau did not accept the added address record because it was found during address canvassing to be a nonresidential address with no housing units.
11	A11	Action Not Accepted: Unable to process address record	The Census Bureau did not accept the added address record because the address record could not be processed. Address records that could not be processed include duplicate add records or add records submitted with a MAFID.

⁴ Uninhabitable is defined as a living quarters that is open to the elements, condemned, or under construction. Uninhabitable addresses will remain in the census although those locations were not occupied at the time of the Address Canvassing Operation.

Chapter 3
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Reviewing the Feedback Materials

	Census Processing Code	Census Bureau Action	Description
12	C1	Action Accepted: Address record correction	The Census Bureau accepted the correction to the address record.
13	C2	Action Accepted: Different version of the address record	The Census Bureau did not accept all of the corrections to the address record, as a different version of the address record was found during address canvassing. Individual components of the address and/or block number may vary from your address submission.
14	C3	Action Accepted: Additional GQ validation required	The Census Bureau accepted the correction to the address record originally classified as a GQ, and the address record was found during address canvassing but must be processed through Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
15	C4	Action Accepted: Additional GQ validation required	The Census Bureau accepted the correction to the address record originally classified as an HU. The address record was found during address canvassing and reclassified as a GQ and referred to Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address. Individual components of the address and/or block number may vary from your address submission.
16	C5	Action Accepted: Uninhabitable ⁵ address	The Census Bureau accepted the correction to the address record although it was found during address canvassing as an uninhabitable address.
17	C6	Action Not Accepted: Address not found	The Census Bureau did not accept the correction to the address record because it could not be found during address canvassing.
18	C7	Action Not Accepted: Missing required address data	The Census Bureau did not accept the correction to the address record because it lacked valid geographic and/or address information and/or format required for Census Bureau processing.
19	C8	Action Not Accepted: Missing/Invalid MAFID	The Census Bureau did not accept the correction to the address record because it did not contain a valid MAFID number and could not be processed as a correction.
20	C9	Action Not Accepted: Nonresidential address	The Census Bureau did not accept the correction to the address record because it was found as a nonresidential address with no housing units during address canvassing.
21	C10	Action Not Accepted: Original address record verified	The Census Bureau did not accept the correction to the address record because an exact match of the Census Bureau's original address was found during address canvassing.
22	D1	Action Accepted: Address record deleted	The delete action was accepted by the Census Bureau and the address was deleted from the Census address list.
23	D2	Action Not Accepted: Address record not deleted	The Census Bureau did not accept the delete action because the address was found during address canvassing as a residential address. Individual components of the address and/or block number may vary from your address submission.

⁵ Uninhabitable is defined as a living quarters that is open to the elements, condemned, or under construction. Uninhabitable addresses will remain in the census although those locations were not occupied at the time of the Address Canvassing Operation.

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	Census Processing Code	Census Bureau Action	Description
24	D3	Action Not Accepted: Missing required address data	The Census Bureau did not accept the delete action because the address record lacked valid geographic and/or address information and/or format required for Census Bureau processing.
25	D4	Action Not Accepted: Missing/Invalid MAFID	The Census Bureau did not accept the delete action because the address record did not contain a valid MAFID.
26	D5	Action Not Accepted: Nonresidential address	The Census Bureau did not accept the delete action because the address was found during address canvassing as a nonresidential address and will be retained in the MAF. Therefore, the address will not be mailed to.
27	D6	Action Not Accepted: Address classified as a GQ/OLQ	The Census Bureau did not accept the delete action because the address was found during address canvassing and was classified as a GQ and referred to Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
28	D7	Action Not Accepted: Uninhabitable ⁶ address	The Census Bureau did not accept the delete action because the address was found to exist during address canvassing and classified as an uninhabitable address.
29	J1	Action Accepted: Address record out of jurisdiction	The Census Bureau accepted the out of jurisdiction action because the address was not found in your jurisdiction during address canvassing.
30	J2	Action Not Accepted: Address record within jurisdiction	The Census Bureau did not accept the out of jurisdiction action because the address was found inside your jurisdiction during address canvassing as a residential address. Individual components of the address and/or block number may vary from your address submission.
31	J3	Action Not Accepted: Missing required address data	The Census Bureau did not accept the out of jurisdiction action because the address record lacks valid geographic and/or address information and/or format required for Census Bureau processing.
32	J4	Action Not Accepted: Missing/Invalid MAFID	The Census Bureau did not accept the out of jurisdiction action because the address record does not contain a valid MAFID number and cannot be processed.
33	J5	Action Not Accepted: Nonresidential address	The Census Bureau did not accept the out of jurisdiction action because the address was found during address canvassing in your jurisdiction as a nonresidential address with no housing units.
34	J6	Action Not Accepted: Address classified as a GQ/OLQ	The Census Bureau did not accept the out of jurisdiction action because the address was found inside your jurisdiction and classified as a GQ and referred to Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
35	J7	Action Not Accepted: Uninhabitable address	The Census Bureau did not accept the out of jurisdiction action because the address was found inside your jurisdiction and was classified as an uninhabitable address during address canvassing.

⁶ Uninhabitable is defined as a living quarters that is open to the elements, condemned, or under construction. Uninhabitable addresses will remain in the census although those locations were not occupied at the time of the Address Canvassing Operation.

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	Census Processing Code	Census Bureau Action	Description
36	N1	Action Accepted: Nonresidential address record	The Census Bureau accepted the nonresidential address action because the address was found during address canvassing as a nonresidential address.
37	N2	Action Not Accepted: Address not found	The Census Bureau did not accept the nonresidential address action because the address was not found during address canvassing.
38	N3	Action Not Accepted: Residential address record	The Census Bureau did not accept the nonresidential address action because the address was found during address canvassing as a residential address. Individual components of the address and/or block number may vary from your submission.
39	N4	Action Not Accepted: Missing required address data	The Census Bureau did not accept the nonresidential address action because the address record lacked the valid geographic and/or address information and/or format required for Census Bureau processing.
40	N5	Action Not Accepted: Missing/Invalid MAFID	The Census Bureau did not accept the nonresidential address action because the address record did not contain a valid MAFID number and could not be processed as a nonresidential address.
41	N6	Action Not Accepted: Address classified as a GQ/OLQ	The Census Bureau did not accept the nonresidential address action because the address was found inside your jurisdiction as a residential address although it varied from the original address record. The address record was classified as a GQ during address canvassing and referred to Group Quarters Validation (GQV) to verify that it is an acceptable GQ or HU address.
42	N7	Action Not Accepted: Uninhabitable ⁷ residential address	The Census Bureau did not accept the nonresidential address action because the address was found inside your jurisdiction and was classified as an uninhabitable residential address during address canvassing.
43	R1	Action Not Accepted: Blank or erroneous code	The Census Bureau did not accept the address record because the Action Code submitted for the address record was blank or did not contain a value equal to "A," "C," "D," "J," or "N".
44	R2	Action Not Accepted: Noncity-style address	The Census Bureau did not accept the address record because the address submitted was a noncity-style address that did not contain a house number and/or street name.
45	X1	Census Bureau Action: Address deleted by the Census Bureau	The address record was deleted by the Census Bureau as a result of the address canvassing operation.

⁷ Uninhabitable is defined as a living quarters that is open to the elements, condemned, or under construction. Uninhabitable addresses will remain in the census although those locations were not occupied at the time of the Address Canvassing Operation.

3. Detailed Feedback Address Count Challenge List

The Detailed Feedback Address Count Challenge List, Figure 3.6, contains address counts for those census blocks that you challenged, if any. The list also includes census blocks where address counts decreased as a result of Census Bureau operations. The list includes the original Census address count, the address counts you submitted to the Census Bureau, and the final Census Bureau count of residential (housing unit and other living quarters) addresses.

Reading the Detailed Feedback Address Count Challenge List

The heading area of your Detailed Feedback Address Count Challenge List contains the program name, your entity name and census entity code or your tribal code and tribal geographic area code, the date the list was created, and the page number of each sheet of the total number of sheets.

The list contains two (2) sections with eight (8) fields each and is the same format for local and tribal governments. The table in Figure 3.5 shows the field names and field descriptions. Refer to Figure 3.6 for a detailed example.

Figure 3.5: Detailed Feedback Address Count Challenge List Field Names and Descriptions

	Field Name	Field Description
1	Census Tract Number	Up to a 4-digit number followed by a decimal point and a 2-digit suffix, if applicable. Includes a period for suffixed tracts. If no suffix, includes period and 00.
2	Census Block Number	Census 2000 tabulation block number. Up to a 4-digit number (no suffix).
3	Original Census Count of Housing Unit Addresses	Number of housing addresses originally recorded in the <i>Census Count of Housing Unit Addresses</i> column for each block on the Address Count List.
4	Participant Count of Housing Unit Addresses	The number of housing unit addresses submitted by the participant for that block.
5	Final Census Count of Housing Unit Addresses	Number of housing unit addresses currently listed in the MTDB for that block.
6	Original Census Count of Other Living Quarters* Addresses	Number of other living quarters addresses originally recorded in the <i>Census Count of Group Quarters Addresses</i> column for each block on the Address Count List.
7	Participant Count of Other Living Quarters Addresses	Number of other living quarters addresses submitted by the participant for that block.
8	Final Census Count of Other Living Quarters Addresses	Number of other living quarters currently listed in the MTDB for that block.

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The Detailed Feedback Address Count Challenge List uses parent block numbers that do **not** contain a suffix. Refer to the section, *Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Materials* and Figures 2.2 and 2.3 for an explanation of why the Detailed Feedback Address Count Challenge List uses parent block numbers.

For instance, in the example below, the participant challenged the counts for census blocks 1234A, 1234B, and 1234E (column C, *in italics*). They did not challenge blocks 1234C, 1234D, and 1234F (column C, in parentheses). Therefore, the Census Bureau infers that the participant agrees with the counts for those unchallenged blocks. After processing the results of the Address Canvassing operation, the Final Census Count of Housing Unit Addresses is calculated for each block (column D).

Figure 3.7: Census Block Differences Between the Initial LUCA Address Count List and the Detailed Feedback Address Count Challenge List

Census Block (A)	Original Census Count of Housing Unit Addresses (B)	Participant Count of Housing Unit Addresses (C)	Final Census Count of Housing Unit Addresses (D)
1234A	10	5	13
1234B	10	15	10
1234C	10	(10)	10
1234D	5	(5)	7
1234E	0	10	10
1234F	10	(10)	5
Total for block parent 1234	45	55	57

Figure 3.8 displays the results for the parent block (all parts of block 1234) on the Detailed Feedback Address Count Challenge List. The *Participant Count of Housing Unit Addresses* column contains the participant count (30) for the challenged blocks, plus the inferred counts (25) for the unchallenged blocks.

Figure 3.8: Detailed Feedback Address Count Challenge List

Census Tract Number	Census Block Number	Original Census Count of Housing Unit Addresses	Participant Count of Housing Unit Addresses	Final Census Count of Housing Unit Addresses	Original Census Count of Other Living Quarters* Addresses	Participant Count of Other Living Quarters Addresses	Final Census Count of Other Living Quarters* Addresses	Census Tract Number	Census Block Number
14.02	1234	45	55	57					
14.02	1321	20		17					

In addition, Figure 3.8 also includes census block 1321 where address counts decreased as a result of Census Bureau operations. You may wish to review the Detailed Feedback Address List for census processing code “X1” in blocks where the address count decreased to ensure that addresses were not deleted erroneously.

If no block counts were challenged and/or no blocks decreased in address counts, the Detailed Feedback Address Count Challenge List will state “**NO ADDRESS DELETES IN THIS ENTITY**” in the first six (6) columns.

4. Full Address List

The Full Address List, Figure 3.10, contains all of the residential addresses, including housing units and other living quarters⁸, currently recorded in the Census Bureau’s MAF/TIGER Database (MTDB) for your jurisdiction, reservation, and/or off-reservation trust land. This address list is a result of your participation in the 2010 Census LUCA program, the Census Bureau’s Address Canvassing operation, and address information provided by the United States Postal Service (USPS). The Census Bureau visited each census block within your jurisdiction, reservation, and/or off-reservation trust land during address canvassing to update the MTDB and attempt to verify your LUCA submissions.

In order to determine which version of an address to use on the Full Address List, the Census Bureau defers to:

1. The U.S. Postal Service’s (USPS) Delivery Sequence File (DSF)⁹
2. Field findings

For example, the initial *mailing address* sent to a LUCA participant contained the street name “PNE ST.” The participant submitted a correction (C) to the street name as “PINE ST.” Although address canvassing found the street name as “PINE ST,” the Census Bureau deferred to the USPS DSF, since the *mailing address* supplied by the USPS is “PNE ST,” which is used on the Full Address List.

The Full Address List uses the most recent round of resuffixing for census blocks. Refer to the section, *Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Materials* and Figures 2.2 and 2.3.

Reading the Full Address List

The header area of your address list contains the program name, your entity name and census entity code or your tribal code and tribal geographic area code, your sort selection, the date the list was created,

⁸ During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

⁹ A computerized file containing all delivery point address serviced by the U.S Postal Service (USPS). The USPS updated the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

and the page number of each sheet of the total number of sheets. The address list sort is the same sort selection you chose when you registered for the LUCA program, either the Census Tract Number/Block Number/Street Name/House Number sort or the Street Name/House Number sort. The list contains columns for a census place code and/or a MCD code applicable to your jurisdiction.

The table in Figure 3.9 describes the data in the various fields on the Full Address List for local governments. Refer to Figure 3.10 for an example.

The table in Figure 3.11 describes the data in the various fields on the Full Address List for tribal governments. Refer to Figure 3.12 for an example.

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Figure 3.9: Full Address List Field Names and Descriptions for Local Governments

Field Number	Field Name	Field Description
1	Line #	Sequential number of the address record.
2	MAFID	Unique control number assigned to each address.
3a	State County Code	5-digit FIPS state and county code for your jurisdiction.
3b	Place Code	5-digit FIPS place code for your jurisdiction, if applicable.
3c	MCD Code	5-digit FIPS MCD code for your jurisdiction, if applicable.
3d	Census Tract Number	Up to a 4-digit number followed by a decimal point and a 2-digit suffix, if applicable. Includes a period for suffixed tracts. If no suffix, includes period and zero fill.
3e	Census Block Number ¹⁰	Current census block number. A 4-digit number plus a 1 alpha character suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract.
4a	House Number	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
4b	Street or Road Name	Including prefix and/or suffix directional as part of the address of the housing or other living quarters.
4c	Physical Location Description or Other Living Quarters* Name	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters, e.g., BAYSIDE NURSING HOME.
4d	Apt/Unit #	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT.
4e	City-Style Mailing ZIP Code	5-digit ZIP Code for city-style mailing addresses.
5a	Noncity-Style Mail Delivery Address RR#, HCR#, or PO Box#	Rural route and box number, post office box number, etc.
5b	Noncity-Style ZIP Code	5-digit ZIP Code for noncity-style mailing address.
6	OLQ*	Displays a “Y” if the unit is an other living quarters.

* During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

¹⁰ Blocks with no known addresses contain “X’s” in columns 2, 4a, 4c, 4d, 4e, 5a, 5b, and 6. Field 4b will contain the statement “***NO KNOWN ADDRESSES IN THIS BLOCK***”

Figure 3.10: Full Address List for Local Governments, Example

2010 Decennial Census Local Update of Census Addresses Program FULL ADDRESS LIST													
Sort: Tract/Block Entity: Any city PL6144444											Date: 06/14/2009 Page: 73 of 73		
Line # (1)	MAFID (2)	Census Geography (3)					City-Style Delivery Address or E-911 Address Or Physical Location Description and Road Name (4)					Noncity-Style Mail Delivery Address (5)	OLQ* (6)
		State County Code (3a)	Place Code (3b)	MCD Code (3c)	Census Tract Number (3d)	Census Block Number (3e)	House Number (4a)	Street or Road Name (4b)	Physical Location Description or Other Living Quarters* Name (4c)	Apt/ Unit # (4d)	City-Style Mailing ZIP Code (4e)	RR#, HCR# or PO Box# (5a) Noncity-Style ZIP Code (5b)	
433	4568268542	61101	44444		14.02	1101A	2716	MAIN ST			99997		
434	456826860	61101	44444		14.02	1101A	2720	MAIN ST			99997		
435	456826861	61101	44444		14.02	1101B	101	WILLOW ST			99997		
436	456826862	61101	44444		14.02	1101B	103	WILLOW ST			99997		
437	456826865	61101	44444		14.02	1101B	107	WILLOW ST			99997		
438	456826866	61101	44444		14.02	1101D	1001	MAPLE ST			99997		

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OMB No. 0607-0795

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

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

*An Other Living Quarters (OLQ) must be verified by the Census Bureau as a Group Quarters (GQ) during a future operation

Fictitious Address Information

Chapter 3
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Reviewing the Feedback Materials

Figure 3.11: Full Address List Field Names and Descriptions for Tribal Governments

Field Number	Field Name	Field Description
1	Line #	Sequential number of the address record.
2	MAFID	Unique control number assigned to each address.
3a	State County Code	5-digit FIPS state and county code for your jurisdiction.
3b	Place Code	5-digit FIPS place code for your jurisdiction, if applicable.
3c	MCD Code	5-digit FIPS MCD code for your jurisdiction, if applicable.
3d	Tribal Sub-Div.	The Tribal Subdivision Code is a unique number assigned by the Census Bureau to a legal subdivision of a federally-recognized American Indian reservation, off-reservation trust land, or Oklahoma tribal statistical area.
3e	Census Tract Number	Up to a 4-digit number followed by a decimal point and a 2-digit suffix, if applicable. Includes a period for suffixed tracts. If no suffix, includes period and zero fill.
3f	Census Block Number ¹¹	Current census block number. A 4-digit number plus a 1 alpha character suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract.
4a	House Number	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
4b	Street or Road Name	Including prefix and/or suffix directional as part of the address of the housing or other living quarters.
4c	Physical Location Description or Other Living Quarters* Name	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters, e.g., BAYSIDE NURSING HOME.
4d	Apt/Unit #	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT.
4e	City-Style Mailing ZIP Code	5-digit ZIP Code for city-style mailing addresses.
5a	Noncity-Style Mail Delivery Address(5) RR#, HCR#, or PO Box#	Rural route and box number, post office box number, etc.
5b	Noncity-Style ZIP Code	5-digit ZIP Code for noncity-style mailing address.
6	OLQ*	Displays a “Y” if the unit is an other living quarters.

* During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

¹¹ Blocks with no known addresses contain “X’s” in columns 2, 4a, 4c, 4d, 4e, 5a, 5b, and 6. Column 4b will contain the statement “***NO KNOWN ADDRESSES IN THIS BLOCK***”

Figure 3.12: Full Address List for Tribal Governments, Example

2010 Decennial Census Local Update of Census Addresses Program FULL ADDRESS LIST														
Line # (1)	MAFID (2)	Census Geography (3)						City-Style Delivery Address or E-911 Address Or Physical Location Description and Road Name (4)					Noncity-Style Mail Delivery Address (5)	OLQ * (6)
		State County Code (3a)	Place Code (3b)	MCD Code (3c)	Tribal Sub-Div. (3d)	Census Tract Number (3e)	Census Block Number (3f)	House Number (4a)	Street or Road Name (4b)	Physical Location Description or Other Living Quarters* Name (4c)	Apt/ Unit # (4d)	ZIP Code (4e)	RR#, HCR# or PO Box# (5a) Noncity-Style ZIP Code (5b)	
433	456826842	61101				14.02	1101A	2716	MAIN ST			99997		
434	456826860	61101				14.02	1101A	2720	MAIN ST			99997		
435	456826861	61101				14.02	1101B	101	WILLOW ST			99997		
436	456826862	61101				14.02	1101B	103	WILLOW ST			99997		
437	456826864	61101				14.02	1101B	105	WILLOW ST			99997		
438	456826866	61101				14.02	1101D	1001	MAPLE ST			99997		

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*An Other Living Quarters (OLQ) must be verified by the Census Bureau as a Group Quarters (GQ) during a future operation

Fictitious Address Information

5. Full Address Count List

The Full Address Count List contains the current residential address counts, including those for housing units and other living quarters, for each census block within your jurisdiction, reservation, and/or off-reservation trust land.

The list contains a census place code and/or a MCD code applicable to your jurisdiction and is sorted by census tract number, census block number, MCD code, and place code.

The Full Address Count List uses the most recent round of resuffixing for census blocks. Refer to the section, *Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Materials* and Figures 2.2 and 2.3.

Reading the Full Address Count List

The heading area of your Full Address Count List contains the program name, your entity name and census entity code or your tribal code and tribal geographic area code, the date the list was created, and the page number of each sheet of the total number of sheets.

The list contains two (2) sections with six (6) fields each. A “**TOTAL**” row appears on the last page that contains the total number of census blocks, the Census Bureau’s total count of housing unit addresses, and the Census Bureau’s total count of other living quarters addresses.

Figure 3.13 provides a table that explains the field names. Refer to Figure 3.14 for an example.

Figure 3.13: Full Address Count List Field Names and Descriptions

	Field Name	Field Description
1	Place Code	5-digit FIPS place code for your jurisdiction, if applicable.
2	MCD Code	5-digit FIPS MCD code for your jurisdiction, if applicable.
3	Census Tract Number	Up to a 4-digit number followed by a decimal point and a 2-digit suffix, if applicable. Includes a period for suffixed tracts. If no suffix, includes period and zero fill.
4	Census Block Number	Current census block number. A 4-digit number plus a 1 alpha character suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract.
5	Final Count of Housing Unit Addresses	Total number of housing unit addresses currently listed in the MTDB for that block.
6	Final Count of Other Living Quarters Addresses*	Total number of Other Living Quarters Addresses currently listed in the MTDB for that block.

* During your initial LUCA review, Other Living Quarters (OLQ) were identified as Group Quarters (GQ). OLQs are a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as GQs during a separate field operation.

Figure 3.14: Full Address Count List, Example

**2010 Decennial Census
Local Update of Census Addresses Program
FULL ADDRESS COUNT LIST**

ST/CO: 61/923 Any County, NC
Entity: Any city PL6144444

Date: 06/14/2009
Page: 1 of 1

Place Code	MCD Code	Census Tract Number	Census Block Number	Final Count of Housing Unit Addresses	Final Count of Other Living Quarters* Addresses	Place Code	MCD Code	Census Tract Number	Census Block Number	Final Count of Housing Unit Addresses	Final Count of Other Living Quarters* Addresses
44444		111.02	1033A	10	0						
44444		111.02	1033B	2	0						
44444		111.02	1033C	5	0						
44444	33333	111.02	1040C	7	0						
44444		111.02	1041	3	0						
44444		111.02	1042	8	0						
44444		111.02	1043	8	0						
44444		111.02	1044	8	0						
44444		111.02	1045A	6	0						
44444		111.02	1045B	4	0						
44444		111.02	1045C	6	0						
44444	33333	111.02	1045D	5	0						
44444		111.02	1047	4	0						
44444		112.01	1101	6	0						
44444		112.01	1102	6	0						
44444		112.01	1103	8	0						
44444		112.01	1104	4	0						
44444		112.01	1105	4	0						
44444		112.01	1106	6	0						
44444		112.01	1201	8	0						
44444		112.01	1202	6	0						
44444		112.01	1203	6	0						
		TOTAL	22	130	0						

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* Other Living Quarters (OLQ) must be verified by the Census Bureau as a Group Quarters during a future operation

6. Paper Maps or Shapefiles

The paper maps or shapefiles include any feature updates provided by you or other LUCA participants that the Census Bureau verified during address canvassing and/or additional updates added by the Census Bureau. The paper maps and shapefiles are provided for geocoding reference.

Note: You may not submit map or shapefile updates for the 2010 Census LUCA Feedback phase due to 2010 Census scheduling.

The paper maps or shapefiles use the most recent round of resuffixing for census blocks. Refer to the section, *Census Block Number Differences Between Initial LUCA Products and LUCA Feedback Materials* and Figures 2.2 and 2.3.

The map legend on the LUCA feedback paper maps is similar to the legend example described in Attachment E. Refer to the readme file for shapefile layout.

7. Map Sheet to Block Number Relationship List

The Map Sheet to Block Number Relationship List (for use with paper maps) shows all the census block numbers for your jurisdiction and the map sheet(s) on which they are found. This list is sorted by census tract number and census block number in ascending order. Refer to Figure 3.15 for an example.

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Reviewing the Feedback Materials

Figure 3.15: Map Sheet to Block Number Relationship List

Form # D-1699								
2010 Decennial Census Local Update of Census Addresses Program Map Sheet to Block Number Relationship List								
ST/CO: 61/923						Date: 06/14/2009		
Listing for: ANY CITY PL6144444						Page: 1 of 1		
Census Tract	Census Block #	Map# (s)	Census Tract	Census Block #	Map# (s)	Census Tract	Census Block #	Map# (s)
14.02	1040	1	14.02	1080H	1			
14.02	1041	1	14.02	1080I	1			
14.02	1042	1	14.02	1075	1			
14.02	1043	1	14.02	1077	1			
14.02	1044	1	14.02	1076	1			
14.02	1069	1	14.02	1090	1			
14.02	1070	1	14.02	1101A	1			
14.02	1071	1	14.02	1101B	1,2			
14.02	1072	1	14.02	1101D	1,2			
14.02	1073	1	14.02	1101E	2			
14.02	1074	1	14.02	1101F	2			
14.02	1075	1	14.02	1101G	2			
14.02	1077	1	14.02	1108	2			
14.02	1078A	1	14.02	1109	2			
14.02	1078B	1	14.02	1218	2			
14.02	1079	1	14.02	1219	2			
14.02	1080A	1	14.02	1220	2			
14.02	1080B	1	14.02	1221	2			
14.02	1080C	1	14.02	1222	2			
14.02	1080D	1	15.01	2331	3			
14.02	1080E	1	15.01	2332	3			
14.02	1080F	1	15.01	2333	3			
14.02	1080G	1						

Chapter 4

2010 Census Local Update of Census Addresses (LUCA) How to File an Address Appeal

Background

Where to File an Appeal

Deadline for Filing an Appeal

Instructions

Chapter 4 is provided by the 2010 Decennial Census LUCA Appeals Staff, an independent, temporary federal entity set up by Office of Management and Budget (OMB) to administer the appeals process. This chapter includes step-by-step instructions for participating governments to file an address appeal. Filing an appeal is optional and is not a requirement of the LUCA program.

Background

To ensure that LUCA program participants have a means to dispute the Census Bureau's determinations regarding their suggestions for the Census Address List, the Census Address List Improvement Act of 1994 requires the OMB, in consultation with the Census Bureau, to develop an appeals process. The Federal Register final notice publication date and Federal Register number for the 2010 Census LUCA appeals process is included in a LUCA feedback insert. A copy of that notice is included with your feedback materials for your reference and is available at <www.census.gov>. To access the notice, click on Geography then Geographic Programs; click on 2010 Census Local Update of Census Addresses (LUCA).

Where to File an Appeal

Appeals must be filed with the 2010 Decennial Census LUCA Appeals Staff. Your feedback materials package includes the address of the Appeals Staff.

Deadline for Filing an Appeal

The deadline for filing an appeal is **30 calendar days** after the date you receive your feedback materials from the Census Bureau. Appeals filed after the **30-day** deadline will be denied by the Appeals Staff as untimely.

Instructions

1. Determine if You are Eligible to File an Appeal

You are eligible to file an appeal if:

- You returned address additions or corrections to the 2010 Census Address List after your LUCA review, or

- You challenged the count of addresses in one or more census blocks on the Address Count List after your LUCA review, or
- You certified to the Census Bureau after your LUCA review that the 2010 Census Address List was correct and required no update.

2. Review Your Feedback Materials and Identify Addresses That Are Eligible for Appeal

You may appeal the following types of addresses:

- Address additions and corrections you provided to the Census Bureau after your LUCA review of the 2010 Census Address List that the Census Bureau was able to process, but ultimately did not accept because they could not be verified during the Address Canvassing operation. These addresses are identified on the Detailed Feedback Address List by *Census Processing Codes*:
 - **A8**
 - **A10**
 - **C6**
 - **C9**
- Addresses that the Census Bureau deleted from the 2010 Census Address List during the Address Canvassing operation that you did not comment on during your LUCA review.
- Addresses you believe are still missing from blocks whose address counts you challenged during your LUCA review, as evidenced by the revised address counts for those blocks shown on the Detailed Feedback Address Count Challenge List.

3. Flagging Addresses for Appeal on the Detailed Feedback Address List

For each eligible address on your Detailed Feedback Address List that you believe should be reinstated to the 2010 Census Address List, print an "R" in the *Address Appeal Flag* column (column 1) of that record.

Figure 4.1: *Flagging an Address for Appeal, Example*

2010 Decennial Census Local Update of Census Addresses DETAILED FEEDBACK ADDRESS LIST									
Sort: Tract/Block Entity: Any city PL6144444									
Address Appeal Flag (1)	Line # (2)	MAFID (3)	Surviving MAFID (4)	Census Processing Code (5)	Census Geography (6)			House Number (7a)	Street Name (7b)
					State/County Code (6a)	Census Tract Number (6b)	Census Block Number (6c)		
R	25	456826858		C6	61101	14.02	1101	1031	MAPLE ST.

Once you have completed your review of the Detailed Feedback Address List:

- Number the pages that contain one or more appealed addresses in sequential order in the following manner: “Page # of # pages.”
- Make a legible photocopy of only those pages of the list that contain an appealed address for submission to the LUCA Appeals Staff.
 - *All address list copies are confidential Title 13, U.S.C. information. Keep all copies in a secure location.*

4. Adding Addresses (if any) Still Missing from Previously Challenged Blocks

If you wish to **appeal the revised address count** for one or more census blocks whose counts you challenged during your LUCA review (as evidenced by the revised address counts for those blocks as shown on your Detailed Feedback Address Count Challenge List), follow the instructions below for adding addresses on the Appeal Address Add Page. A blank copy of the Appeal Address Add Page is provided with your feedback materials and in Attachment C. An example is shown in Figure 4.2.

- Make a sufficient number of photocopies of the blank Appeal Address Add Page to accommodate the number of addresses to be submitted on appeal.
- Enter each added record on a separate line of the Appeal Address Add Page.
- Clearly print the required address information and geographic codes in the appropriate fields for each added address record. You must provide the correct census geographic codes—state code, county code, census tract number (from the map or shapefile), and census block number (from the map or shapefile)—when adding an address record. The Census Bureau cannot process an address add without a complete set of geocodes.
- Number the added addresses sequentially in ascending order, starting with number 1 for the first added record, by entering a number in the *Line Number* column of each address. For example, if you added 25 records, you would enter a “1” in the *Line Number* column of the first added record and continue sequentially in ascending order until you enter “25” in the *Line Number* field of the last added address.
- Number the Appeal Address Add Pages in sequential order in the following manner: “Page # of # pages.”
- Make a copy of the completed Appeal Address Add Pages to keep for your records.
 - *All address list copies are confidential Title 13, U.S.C. information. Keep all copies in a secure location.*
- Submit the original copy of the completed Appeal Address Add Pages to the LUCA Appeals Staff with your appeal.

Figure 4.2: Appeal Address Add Page, Example

**2010 Decennial Census
Local Update of Census Addresses Program
APPEAL ADDRESS ADD PAGE**

Page: 1 of 1

Date: 12/25/2009

Entity Name: Any City

Entity ID Code: PL6144444

Line # (1)	Census Geography (2)				Mailing Address (3)				Appeal Code (4) (For Appeal Staff Use Only)
	State Code (2a)	County Code (2b)	Census Tract Number (2c)	Census Block Number (2d)	House Number (3a)	Street or Road Name or RR#, HCR#, or PO Box# (3b) ----- Physical Location Description (3c)	Apt/Unit# (3d)	ZIP Code (3e)	
1	61	923	16.01	1101B	2901	Willow St.		99997	
2	61	923	16.01	1101B	2903	Willow St		99997	
3	61	923	16.01	3115	1167	Willow St		99997	
4	61	923	16.01	3115	1169	Willow St		99997	
5	61	923	18.01	1201		RR#2 Cherry Run Rd White House with Black Shutters, .8 mile from Rt. 301/56 intersection		99997	

Fictitious Address Information

5. Prepare Supporting Documentation

You must submit written/printed documentary evidence in paper form that substantiates the existence or correctness of each address you appeal.

Useful types of evidence to support your appeal include:

- Tax assessment records.
- Provision of utilities (electricity, gas, sewer, water, telephone, etc.) to the residence.
- Documentation of an on-site inspection and/or interview of residents and/or neighbors.
- Issuance of a recent occupancy permit for the unit.
- Provision of other governmental services (driver's licenses, vehicle registrations, voter registrations, housing assistance, welfare, etc.) to residents of the unit.
- Photography, including aerial photography.
- Aerial maps printed from an online mapping service.
- Land use maps.
- Local 911 emergency lists.

For each address from the Detailed Feedback Address List that you are appealing, print its *Address Appeal Flag* and *Line Number* on the supporting documentation you submit to show the exact location in the document where the evidence for that address is located. For example, if you are submitting property tax records to support your appeals, you are appealing 400 Elm Street, Anytown, ZIP Code 12345 to be restored to the Census Address List, and its *Address Appeal Flag* is "R" and its *Line Number* is 275, print "R275" on the tax record next to the address that supports your appeal.

Only submit documentation specific to the addresses you are appealing, e.g., one property tax record or one utility record for each appealed address or only those pages of a list with the records for the appealed addresses highlighted and annotated.

Also provide information that demonstrates the accuracy of the address reference sources you provide as supporting evidence, such as the date of the source, the methods used to update the source, and how you or the originator use the source.

For more details on acceptable supporting documentation, contact the Appeals Staff. Information for contacting the Appeals Staff is provided on a separate handout in your feedback materials package.

6. Organize and Ship Your Appeal Materials to the Appeals Staff

Prepare a cover letter describing your appeal to the Appeals Staff. The cover letter should outline the basis of your appeal and your position for why the Appeals Staff should adopt your recommendations.

The cover letter must provide the contact information for the appeal, including:

- The name of the governmental jurisdiction filing the appeal
- The name of the contact person for the appeal, and their:
 - mailing address
 - telephone number
 - fax number (if any)
 - electronic mail address (if any).

Package the cover letter, the annotated pages from your Detailed Feedback Address List, any Appeal Address Add Pages you filled out, the supporting documentary evidence you are submitting, and any other related material in the following manner:

- Double wrap all address materials. Label both sides of the inner envelope or wrapping with the disclosure notice as shown below and in *Appendix C*:

“This Package Contains U.S. Census Bureau Address Information: DISCLOSURE PROHIBITED BY Title 13 U.S.C.”
- **Do not** label the outer envelope with the disclosure notice.
- Use the FedEx label provided to you with the address for the LUCA Appeals Staff.
- If FedEx service is not available, use shipping contractors that provide tracking services, such as U.S. Postal Service certified or registered mail, United Parcel Service (UPS), or similar service.

DO NOT MAIL ADDRESS APPEALS TO THE CENSUS BUREAU REGIONAL CENSUS CENTER.

Chapter 5

2010 Decennial Census Local Update of Census Addresses (LUCA) Returning or Destroying Census Bureau Title 13, U.S.C. Confidential Address Materials

Program Conclusion

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

Program Conclusion

At the **conclusion of the appeals process**, you must return to the Census Bureau or destroy all Title 13, U.S.C. confidential 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 B*. 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.

Returning Census Bureau Title 13, U.S.C. Confidential Address Materials

- Double wrap all Title 13 materials. This includes your original LUCA address products and all paper copies.
- Label both sides of the inner envelope or wrapping with the disclosure notice as shown below and in Appendix C:

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

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

- Address all envelopes, mailing boxes, mailing tubes, etc. to:
ATTN: GEOGRAPHY (LUCA)
U.S. Census Bureau
Address for your Census Bureau Regional Census Center
(The address for your Census Bureau Regional Census Center is on the back cover.)
- If FedEx service is not available, use shipping contractors that provide tracking services such as U.S. Postal Service (USPS) certified or registered mail, United Parcel Service (UPS), or similar service.
- Keep a record of the tracking number.

Destroying Census Bureau Title 13, U.S.C. Confidential Address Materials

- Only those individuals who signed the Confidentiality Agreement Form are permitted to destroy the materials.
- Never deposit Census Bureau confidential materials in a trash or recycle container before destruction.
- Store the materials in a secure area in a container labeled “document destruction container” until they are destroyed.
- The destruction process must prevent recognition or reconstruction of the paper or computer-readable information. Use one of the following methods to destroy census confidential materials:
 - Shredding.
 - Chemical decomposition.
 - Pulverizing (such as, hammer mills, choppers, etc.).
 - Burning (only in a facility approved by the Environmental Protection Agency).
 - Clear magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse. To clear, overwrite all Title 13 data a minimum of three times using a commercial disk utility program or degauss using a commercial degausser.
 - Clear diskettes by running a magnetic strip of sufficient length to reach all areas of the disk over and under each surface a minimum of three times. If the information cannot be destroyed as suggested, the disk must be damaged in an obvious manner to prevent use in any disk drive unit and discarded.
 - Destroy CD-ROMs and DVDs using a commercial grade shredder, suitable for rendering them unusable; or cut them up

Chapter 5
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Returning or Destroying Census Bureau Confidential Title 13, U.S.C. Address Materials

with scissors in an obvious manner to prevent use in a drive unit.

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

If you have questions regarding the destruction of Title 13 confidential address materials, contact your Census Bureau Regional Census Center. Contact information for your Regional Census Center is on the back cover of this user guide.

ATTACHMENTS

**Attachment A
Confidentiality Agreement Form**

FORM D-1669 <small>(7-6-2009)</small>	U.S. DEPARTMENT OF COMMERCE <small>Economics and Statistics Administration U.S. CENSUS BUREAU</small>	ENTITY ID
CONFIDENTIALITY AGREEMENT LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
PLEASE PRINT		
1. Government name 		
2. Name of LUCA Liaison's Office or Department (<i>Assessor's Office, Planning Department, etc.</i>) 		
3. Address (<i>House number and street name, RR, HC, or PO box number</i>) 		
4. City, State, ZIP Code 		
Responsibilities for Participating in the 2010 Decennial Census LUCA Program <p>All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's requirements regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement swear under penalty of perjury to maintain the confidentiality of information about addresses or individuals obtained by the Census Bureau, recognizing that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.</p>		
Liaison's name and telephone number		
Printed name 		Your address - Please print (If different from above)
Area code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number 	City
Signature 		Date Month Day Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		State ZIP Code
Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)		
Printed name 		Your address - Please print (If different from above)
Area code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number 	City
Signature 		Date Month Day Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		State ZIP Code
Printed name 		Your address - Please print (If different from above)
Area code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number 	City
Signature 		Date Month Day Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		State ZIP Code
Printed name 		Your address - Please print (If different from above)
Area code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone number 	City
Signature 		Date Month Day Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		State ZIP Code

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

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

**Attachment B
Return or Destruction of Title 13, U.S.C. Materials**

OMB No. 0607-0795

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

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

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

1. Government name – Please Print

2. 2010 Decennial Census LUCA Program Liaison

Please print name

Signature

Date

Month Day Year

--	--	--	--	--	--

has properly destroyed or returned to the U.S. Census Bureau, all 2010 Decennial Census Local Update of Census Addresses (LUCA) Program Title 13, U.S.C. materials and any copies using the security requirements provided to us by the U.S. Census Bureau.

Mark (X) one.

- Returned Title 13, U.S.C. materials
 Destroyed Title 13, U.S.C. materials

2010 DECENNIAL CENSUS LUCA PROGRAM REVIEWERS

Program Reviewer

1. Please print name

Signature

Date

Month Day Year

--	--	--	--	--	--

2. Please print name

Signature

Date

Month Day Year

--	--	--	--	--	--

3. Please print name

Signature

Date

Month Day Year

--	--	--	--	--	--

4. Please print name

Signature

Date

Month Day Year

--	--	--	--	--	--

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

All LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials are required to sign and date this form at the conclusion of the appeals process. 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, reviewer, or anyone with access to Title 13 materials fails to sign and date this form, the current liaison can sign-out on their behalf.

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

**Attachment C
Appeals Address Add Page**

**2010 Decennial Census
Local Update of Census Addresses Program
APPEAL ADDRESS ADD PAGE**

Page: _____ of _____

Date: _____

Entity Name: _____

Entity ID Code: _____

Line # (1)	Census Geography (2)				Mailing Address (3)				Appeal Code (4) <i>(For Appeal Staff Use Only)</i>
	State Code (2a)	County Code (2b)	Census Tract Number (2c)	Census Block Number (2d)	House Number (3a)	Street or Road Name or RR#, HCR#, or PO Box# (3b) ----- Physical Location Description (3c)	Apt/Unit# (3d)	ZIP Code (3e)	

Special Notice

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

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

Attachment E The Map Legend

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

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

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

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

This map legend is provided as an example for reading Census Bureau paper maps and may not be an exact replication of the 2010 Census LUCA Feedback paper map.

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

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

Boundaries

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

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

Transportation

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

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

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

Other Features

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

Landmarks

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

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

Footnotes and Notes

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

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

¹ Boundaries reshaped during coordinate enhancement are highlighted on the map.

² A '*' following a block number indicates that the block number is repeated elsewhere in the block.

³ Insert footnote about address break here.

Attachment F
Physical Location Description and Street Type Abbreviation Examples

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

Attachment G
Unit Designation Abbreviation Examples

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

Glossary

American Indian area – A Census Bureau term that refers to any or all of the following entities: American Indian reservation, American Indian off-reservation trust land, Oklahoma tribal statistical area, joint use area, American Indian tribal subdivision, tribal designated statistical area, and state designated American Indian statistical area.

American Indian off-reservation trust land – The United States holds title for specific areas in trust for the benefit of federally recognized American Indian tribes (tribal trust land) or for individual American Indians (individual trust land). Although trust land may be located on or off a reservation, the Census Bureau recognizes and tabulates data only for off-reservation trust land. Census data always associate off-reservation trust land with a specific federally recognized reservation or tribal government.

American Indian reservation – A federal American Indian reservation is an area that has been set aside by the United States for the use of one or more federally recognized American Indian Tribes. It covers territory over which a tribe(s) has primary governmental authority. Its boundary is defined by tribal treaty, agreement, executive or secretarial order, federal statute, or judicial determination. A state American Indian reservation is an area that a state government has allocated to a tribe recognized by that state, but not by the federal government.

Census Bureau Address List – A nationwide list of all housing unit and group quarter 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 may 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. *See tabulation block.*

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

Census tract number – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros are not shown on Census Bureau maps.

City-style address – An address that consists of a house number and street name; for example, 201 Oak Street. The address may or may not be used for the delivery of mail and may include apartment number/designations or similar identifiers.

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

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

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

Group quarters (GQ) – 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.

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

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

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

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 addresses and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

Other living quarters (OLQ) – For the 2010 Decennial Census LUCA Feedback program, an other living quarters (OLQ) is defined as a place where people could live or stay that is normally owned or managed by an entity or organization providing services or care for the residents. The Census Bureau will verify OLQs as Group Quarters (GQ) during a separate field operation.

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

Minor civil division (MCD) – A type of governmental unit that is the primary governmental or administrative division of a county or statistically equivalent entity in 28 states, the District of Columbia, Puerto Rico, and the Island Areas. MCDs are represented by several types of legal entities, such as townships, towns (in eight states), and districts.

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

Surviving MAFID – Because MAF addresses are constantly updated and changed as a result of various census operations, (i.e., LUCA, Address Canvassing, etc.) it is possible for two or more addresses associated with different MAFIDs to match to each other. In instances where multiple MAFIDs actually represent the same single address, one MAFID is assigned to the address for future census operations. This MAFID is called the Surviving MAFID. Any previously used MAFIDs that share this address remain in the MAF and are linked (retired) to this Surviving MAFID.

Tabulation block – The smallest area for which the Census Bureau provides decennial census data. A tabulation block cannot be split by the boundary of any legal or statistical entity recognized by the Census Bureau for data presentation.

Title 13, U.S.C. – Provides for the confidential treatment of census-related information, including individual addresses and map structure points. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 abide by the Confidentiality and Security Guidelines. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

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, Puerto Rico, and Island Areas. Now a part of the MAF/TIGER Database (MTDB).

Uninhabitable – The living quarters cannot be lived in. It is open to the elements, or is burned out and there is no evidence of reconstruction or habitation. Uninhabitable addresses will remain in the census although those locations were not occupied at the time of Address Canvassing.

U.S. Postal Service's (USPS) Delivery Sequence File (DSF) – A computerized file containing all delivery point address serviced by the U.S Postal Service (USPS). The USPS updated the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

Census Bureau Regional Census Centers

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