

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

August 2009

Option 2 – Title 13 Local Address List Submission



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Chapter 1

2010 Decennial 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 selected 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 5.

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 structure points. 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. (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 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. 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 Decennial 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
Materials

Introduction

The Census Bureau provides the 2010 Decennial Census LUCA program feedback materials according to the participation option that you selected. Only the addresses within your jurisdiction, reservation, and/or off-reservation trust land boundary are included in your feedback materials. For Option 2, these materials include the 2010 Decennial 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 the original Census address count and the most recent Census Bureau count of residential (housing unit and other living quarters) addresses for 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 Decennial Census LUCA program, the Address Canvassing

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.

operation, and 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

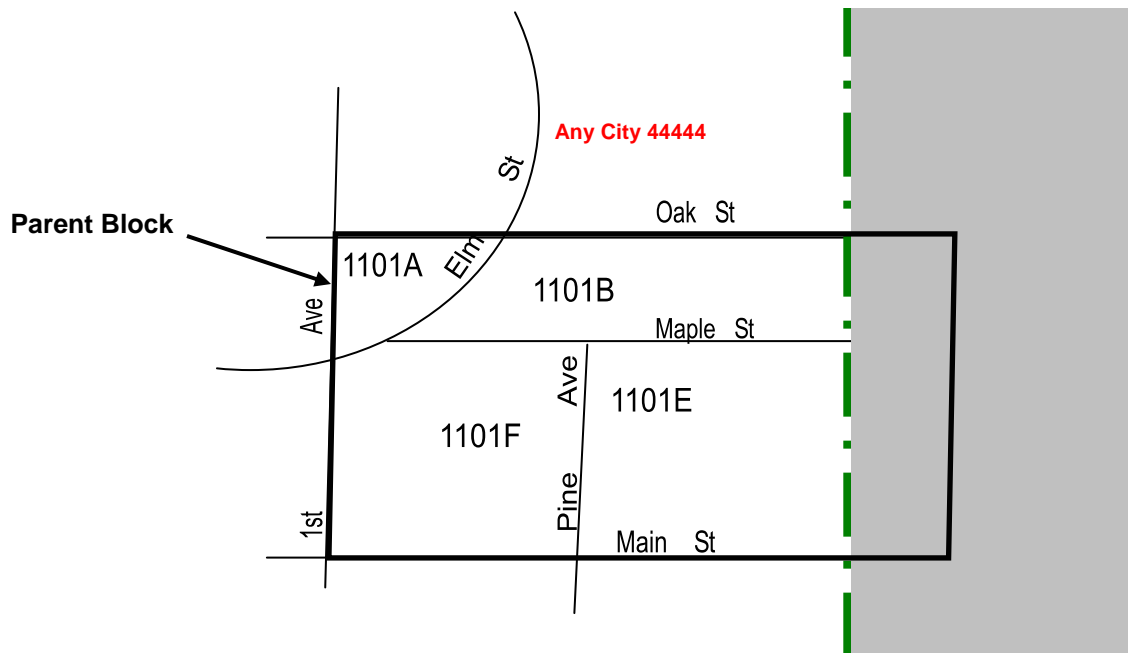
The Census Bureau continually updates its database adding new roads and/or boundary updates that can subdivide census blocks. For this reason, you may find a difference between the census block numbers on your initial LUCA products and your LUCA feedback products.

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

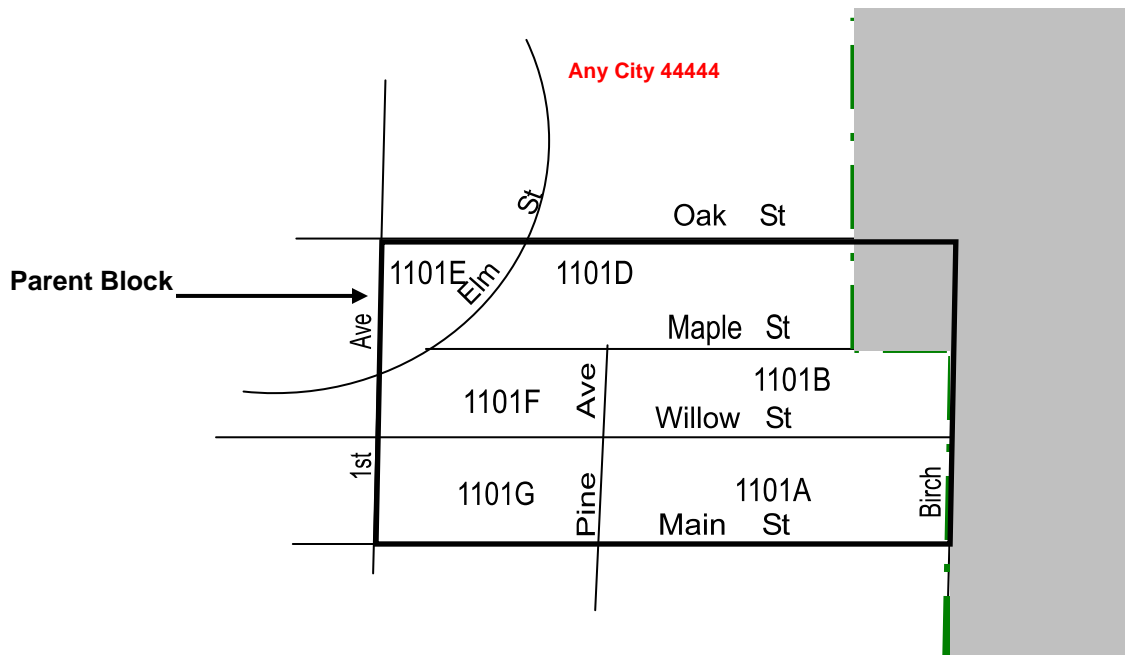


This process of adding roads and updating boundaries has continued since you received your initial LUCA materials. Some blocks may now be numbered differently in your feedback materials than they were on your initial LUCA materials. Some formerly unsuffixed blocks now have suffixes, while some formerly 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, 1101B, 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 Decennial Census Local Update of Census Addresses (LUCA) Program – Computer-readable Files

What's on the CD-ROM
The Address File Names
Opening Computer-readable Files

What's on the CD-ROM

LUCA User Guide – 2010LUCAFB_UserGuide_CR_Option2.pdf

The 2010 Census LUCA Feedback User Guide provides instructions and examples for your review of the LUCA materials. The User Guide is in Adobe Portable Document Format (PDF). If your computer does not have software to read a PDF file, Adobe PDF reader software is included on the disk that you can install on your computer. See below.

Federal Register Notice – fed_reg_not.pdf

The Federal Register Notice provides instructions for the address appeals process. Refer to Chapter 5 for specific instructions on how to file an appeal. Filing an appeal is optional and is not a requirement of the LUCA program.

Zip Software – fbzpack.exe

Freebyte Zip is freeware zip/unzip program with full Windows user interface. You can compress (zip) and uncompress (unzip) files, create zip archives, password protect files, view, sort, and encrypt zip file contents, and also make self-extracting archives. Freebyte Zip is suitable for Windows 95, 98, ME, 2000, NT and XP. The program is only 300 Kb in size, and does not require any installation. This software is not needed to open the address list. However, if you are submitting an address for appeal, you must zip and password protect the updated files you send to the LUCA Appeal Staff.

Installation

Double click on the fbzpack file on the CD. Extract all the files into one directory. Run the program fbzip.exe by double-clicking on it.

Zipping files

To zip one or more files, first create a zip archive, with 'Menu/File/New ZIP archive'. Use the naming convention in the LUCA User Guide to name the archive and select 'Save'. Before you add files to the archive, select the 'Password' button to password protect the zip archive. Use the same password that you used to access

the address list. Enter the password two times then select 'OK.' Then you can add other file(s) to this archive with the 'Add files' button. The software adds the files to the zip archive "on the fly" so when you select a file and choose 'Open,' it automatically adds the file to the archive. To add additional files, choose the 'Actions' - 'Add files or folders' drop down. Since the software adds the files 'on the fly' there is no "run" or "go" command that is seen in other compression software.

Adobe PDF Reader software – AdbeRdr60_anu_full.exe

Adobe PDF Reader allows you to view Adobe Portable Document Format (PDF) files. The User Guide and Feedback Address Update Summary Report included on the CD are in Adobe PDF format.

Adobe Reader System Requirements

The minimum system resources Adobe Reader requires include:

- Pentium®-class processor
- Microsoft® Windows® 98 Second Edition, Windows Millennium Edition, Windows NT Workstation 4.0 with Service Pack 6, Windows 2000 Professional with Service Pack 2, Windows XP Professional or Home, or Windows XP Tablet PC
- 32 MB of RAM (64 MB recommended)
- 60 MB of available hard-disk space
- Internet Explorer 5.01 or higher is required.

The installer creates temporary files during installation so the actual hard disk space required during installation is greater than the values listed above.

Web Browser Support

The web browsers within which PDF files may be viewed are:

- Internet Explorer 5.01, 5.5, 6.0, or 6.1
- Netscape Navigator 7.0
- America Online 6.0, 7.0, or 8.0

To install Adobe Reader, follow these steps:

- Make sure you have at least 60 MB of available disk space for a typical installation of Adobe Reader.
- Make sure you have Internet Explorer 5.01 or higher on your system before installing since Adobe Reader requires this browser.
- Turn off all anti-virus software before beginning the installation.
- Install Adobe Reader.

To uninstall Adobe Reader, follow these steps:

- From the Start button, select Settings, Control Panel, Add/Remove Programs

- Select Adobe Acrobat 6 and click the Add/Remove...button

Note: Uninstalling Adobe Reader 6 does not uninstall other versions of Acrobat but does remove Registry settings that are used in common with earlier releases affecting the viewing of PDF files in the browser.

Setup file – SetupFile_luca<entityid>.exe

The setup file is accessed and used by the MTPS as part of the installation process of the MTPS. The file name begins with 'SetupFile'.

Adobe Flash software – flashplayer7r70_winax.exe

A Flash enabled web browser is required in order to run the MAF/TIGER Partnership Software Computer Based Training (CBT). Most web browsers contain Adobe Flash video (formerly Macromedia Flash) built into the browser. If your web browser does not support Flash video, you will need to install the Adobe Flash software on your PC to run the MTPS CBT.

MTPS1.txt

The MTPS1.txt file is included so the MTPS install process will recognize how many data discs to expect. The MTPS1.txt file is included with all data discs for LUCA participants that request shapefiles, even though not all digital LUCA participants are using the MTPS.

Shapefiles (zipped) – three letter file extensions (shp, shx, dbf, prj)

If requested, the Census Bureau provides you with shapefiles as a reference for locating and geocoding individual addresses. The shapefiles are compressed in a zip archive. Within the shapefile archive is a separate readme.txt file that contains detailed information on the layout of the shapefiles. To extract the shapefiles you must use a data extraction software such as WinZip or PKZip. The Census Bureau included Freebyte Zip software that allows you to compress (zip), uncompress (unzip), and encrypt the address list and shapefiles if you do not have software already installed on your computer.

Readme File – readme.txt

The Feedback Address Materials File Names

Feedback Address Update Summary Report (PDF Format)

Local governments – **xyyyyyyyyyyy_luca_fausr**
Tribal governments – **TRxxxxTAyyyy_luca_fausr**

Detailed Feedback Address List

Local governments – **xyyyyyyyyyyy_luca_dfal**
Tribal governments – **TRxxxxTAyyyy_luca_dfal**

Detailed Feedback Address Count Challenge List

Local governments – **xyyyyyyyyyyy_luca_dfaccl**
Tribal governments – **TRxxxxTAyyyy_luca_dfaccl**

Full Address List

Local governments – **xyyyyyyyyyyy_luca_full_al**
Tribal governments – **TRxxxxTAyyyy_luca_full_al**

Full Address Count List

Local governments – **xyyyyyyyyyyy_luca_full_acl**
Tribal governments – **TRxxxxTAyyyy_luca_full_acl**

Opening Computer-readable Files

The Detailed Feedback Address List, Detailed Feedback Address Count Challenge List, Full Address List, and Full Address Count List are pipe-delimited (|) ASCII text files, meaning they can be viewed and read as letters and numbers with a text editor. All spreadsheet and database programs can read and understand these text files. The pipe delimiter symbol is used as a separator between fields in the address list. The use of a pipe was chosen over a comma, “,” or a hyphen “-” because some addresses may contain these symbols.

Many commercial spreadsheet and database programs can open the LUCA feedback address files. Use spreadsheet programs such as Microsoft Excel or Lotus 123 to open, view, and edit small files. (The maximum number of rows of Microsoft Excel 97 - 2003 is 65,536 while versions of Excel later than 2003 is limited to 1,048,576 rows) For larger files, use a database program such as Corel Paradox, Microsoft Access, or dBase10.

Note: Some computer programs that can open and view pipe-delimited text files **cannot** save an edited file in the correct format. Make sure your program has the ability to save or to export a text (.txt) file with pipe-delimited fields.

Refer to the readme file for instructions on opening the encrypted self-extracting address lists. A case-sensitive password is required to open the address files. The Census Bureau will mail the password to you, separate from your LUCA feedback materials.

- The Census Bureau recommends that you make a copy of each of the files and place them on the hard drive of a computer that is password protected. This will preserve the original files.
- To help keep your work organized, create a new directory or new folder on your hard drive. Copy the files from the CD-ROM into that directory or folder.

Chapter 3

2010 Decennial Census Local Update of Census Addresses (LUCA) Program Computer-readable Files

- When you open the text files with your application, some spreadsheets and databases prompt you to supply some information about the file. Be prepared to report the following information to the application program:
 - Fields are **delimited**
 - Delimiter is **pipe (|)**
 - Text qualifier is **none**
 - All field types are **text**
- It is **critical** that you define all field types as “**text**” including numeric fields such as census tract number, census block number, ZIP Code, and so forth, otherwise these fields may lose critical characters.

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).

Chapter 4

2010 Decennial Census Local Update of Census Addresses (LUCA) 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 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 address canvassing, if any. It is provided in PDF format as a quick reference to view or print.

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 4.1 for an example of the Feedback Address Update Summary Report.

Figure 4.1: Feedback Address Update Summary Report

**2010 Decennial Census
Local Update of Census Addresses Program
FEEDBACK ADDRESS UPDATE SUMMARY REPORT
Option 2 – Title 13 Local Address List Submission**

Entity:

Date:

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

- _____ Total number of submitted address records accepted into the Census address list

- _____ Total number of address records not accepted into the Census address list

- _____ 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 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 any.

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, to search for their corresponding MAFID, on the Full Address List.

Because MTDB 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 MTDB 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 contained in column 3 (MAFID), use the Surviving MAFID number in column 4 of the Detailed Feedback Address List to search for its corresponding MAFID on the Full Address List. See Figure 4.7.

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, 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.

Each address record has a maximum length of 387 characters and contains 19 fields of information. The length for each record may vary. The table in Figure 4.2 shows the field name, the maximum character length of each field, and a description of the field.

The first row, or header row, displays the field names for each data field in the file.

Chapter 4
2010 Decennial Census Local Update of Census Addresses (LUCA) Program
Reviewing the Feedback Materials

Figure 4.2: Detailed Feedback Address List Field Names and Descriptions

Field Number	Field Name	Max Length	Field Description
1	Entity Code	12	Unique number assigned by the Census Bureau to your entity.
2	Line Number	7	Sequential number of the address record.
3	MAFID	9	Unique number assigned to each MTDB address.
4	Surviving MAFID	9	Unique control number assigned to an address previously matched to several MAFIDs.
5	Address Appeal Flag	1	Blank field for participant to flag an address for appeal.
6	State Code	2	2-digit FIPS state code for your jurisdiction.
7	County Code	3	3-digit FIPS county code for your jurisdiction.
8	Census Tract Number	7	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 (e.g., 1403.00).
9	Census Block Number	5	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 (e.g., 1101A, 1101B, 1101C).
10	Census Processing Code	3	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.
11	OLQ ³	1	Displays a "Y" if the unit is an Other Living Quarters.
12	House Number	20	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
13	Street Name	100	Including prefix and/or suffix directional as part of the address of the housing or other living quarters.
14	Location Description or Other Living Quarters Name	100	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters, e.g., BAYSIDE NURSING HOME.
15	Apt/Unit #	53	Within structure descriptor or identifier, such as APT 5 or 1 ST FL FRNT.
16	City-Style Mailing ZIP Code	5	5-digit ZIP Code for city-style mailing addresses.
17	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	41	Rural route and box number, post office box number, etc.
18	Noncity-Style Mailing ZIP Code	5	5-digit ZIP Code for noncity-style mailing address.
19	Appeal Code (Appeal Staff Use Only)	4	Blank. For Appeal Staff use only.

³ 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.

Understanding the Detailed Feedback Address List Processing Codes

The table in Figure 4.3 lists the processing code assigned to each address you submitted to the Census Bureau. The Census Bureau Action column specifies if the action to each address you submitted was accepted or rejected by the Census Bureau. The Description column explains why the address record was accepted or not accepted as a result of the Address Canvassing operation.

All of the address records that you submitted have been assigned an “A” action code and a processing number identifying a specific action taken by the Census Bureau on that address.

For example, an “A2” indicates that an address submitted by a participant already exists in the MTDB. An “R2” processing code indicates the address submitted was a noncity-style address and was not accepted by the Census Bureau.

Included in your Detailed Feedback Address List may be addresses that were on your initial Census address list but have been deleted by the Address Canvassing operation. These addresses contain an “X1” processing code.

You may notice discrepancies between a Census Processing Code assigned to an address on the Detailed Feedback Address List relative to its presence on, or absence from the Full Address List.

For example, you may find a MAFID and its associated address with a Census Processing Code of “A8” (address not found) or “X1” (deleted during address canvassing) on the Detailed Feedback Address List *but* you may find a similar or identical address on the Full Address List with a different MAFID. This is usually the result of the MTDB containing duplicate records from different sources. For instance, address canvassing deletes one of the duplicates but does not link the address to a surviving MAFID.

In some instances, you may find two identical address records on the Detailed Feedback Address List with identical MAFIDs *but* each address has a different Census Processing Code. This is a result of the same address record appearing twice on your address list submission. In these cases, the Census Bureau reports on both submitted address records.

Some MAFIDs on your initial Address List may have been determined during address canvassing to be duplicates of address records that already exist in the MTDB. Addresses identified as a duplicate of the address retained in the MTDB may be identical or completely different. For example, a noncity-style address such as RR1 Box 8A, or a physical location description address such as “Red brick house with white shutters,” was identified as a duplicate address record for a city-style address, 101 Maple Loop, in the MTDB.

Address records classified as duplicates during address canvassing do not appear on your Detailed Feedback Address List as “X1” but the existing MTDB address record will appear on your Full Address List.

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)⁴
2. Field findings

For example, the initial *mailing address* sent to a LUCA participant contained the street name “PNE ST.” The participant submitted 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.

⁴ A computerized file containing all delivery point addresses serviced by the U.S Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

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Figure 4.3: 2010 Decennial Census LUCA Detailed Feedback 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 ⁵ 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.
12	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.
13	X1	Census Bureau Action: Address deleted by the Census Bureau	The address record was deleted by the Census Bureau as a result of address canvassing.

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.

3. Detailed Feedback Address Count Challenge List

The Detailed Feedback Address Count Challenge List contains the original Census address counts on your initial Address Count List and the most recent address counts in census blocks where the original address count decreased as a result of Census Bureau operations.

If no blocks decreased in address counts, the Detailed Feedback Address Count Challenge List will state **“NO ADDRESS DELETES IN THIS ENTITY.”**

Decreased Address Counts

Blocks that contain at least one “X1” Census Processing Code on the Detailed Feedback Address List which resulted in a decrease of housing unit and/or other living quarters addresses from the total initial address count for that block are shown on the Detailed Feedback Address Count Challenge List.

During address canvassing an address may not be identified as a duplicate of another address and instead, may be marked as “not found.” This action removes the address from the Census address list. Address canvassing may then add another version of the address. The deleted address will appear on your Detailed Feedback Address List as an “X1” and will not appear on your Full Address List. The added address will appear on your Full Address List. In these instances, the block count remains the same, even though the deleted address appears on the Detailed Feedback Address List as an “X1.”

You may focus your review of “X1” addresses to those census blocks where address counts decreased.

For example, address canvassing deleted five addresses from a census block and replaced them with five new versions of the address. Although the five deleted addresses are shown on the Detailed Feedback Address as “X1s,” the address count did not decrease and the census block will not be included on the Detailed Feedback Address Count Challenge List.

However, in another block, address canvassing deleted five addresses and replaced them with four new versions. This census block will be shown on the Detailed Feedback Address Count Challenge List as a decrease of one address. The participant may wish to review the “X1s” for that block and appeal the existence of the one address they believe was erroneously deleted. See Chapter 5.

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The first row, or header row, displays the field names for each data field in the file.

Figure 4.4: Detailed Feedback Address Count Challenge List Field Names and Descriptions

Field Number	Field Name	Max Length	Field Description
1	Entity Code	12	Unique number assigned by the Census Bureau to your entity.
2	State Code	2	2-digit FIPS state code for your jurisdiction.
3	County Code	3	3-digit FIPS county code for your jurisdiction.
4	Census Tract Number	7	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
5	Census Block Number	5	A 4-digit number used by the Census Bureau to identify each census block uniquely within each census tract. The Detailed Feedback Address List uses “parent” block numbers that do not contain a suffix (e.g., 1403).
6	Original Census Count of Housing Unit Addresses	6	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.
7	Participant Count of Housing Unit Addresses	6	The number of housing unit addresses submitted by the participant for that block
8	Final Census Count of Housing Unit Addresses	6	Number of housing unit addresses currently listed in the MTDB for that block.
9	Original Census Count of Other Living Quarters ⁶ Addresses	6	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.
10	Participant Count of Other Living Quarters Addresses	6	Number of other living quarters addresses submitted by the participant for that block.
11	Final Census Count of Other Living Quarters Addresses	6	Number of other living quarters currently listed in the MTDB for that block.

⁶ 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.

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The Detailed Feedback Address Count Challenge List uses census blocks that do **not** contain a suffix (“parent” blocks). 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, Figure 4.5 shows census block 1121A and census block 1121B on the initial Address Count List contained a combined total of 20 addresses. Figure 4.6 shows census block (“parent” block) 1121 decreased from the original address count by three (3) and now contains 17 addresses.

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.

Figure 4.5: Initial Address Count List

Entity ID Code	State Code	County Code	Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses
PL1644444	16	89	14.02	1121A	9		0	
PL1644444	16	89	14.02	1121B	11		0	

Figure 4.6: Detailed Feedback Address Count Challenge List

Entity Code	State Code	County Code	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
PL1644444	16	089	14.02	1121	20		17			

4. Full Address List

The Full Address List contains all of the residential addresses, including housing units and other living quarters⁷, 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 Decennial 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 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)⁸
2. Field findings

For example, the initial *mailing address* sent to a LUCA participant contained the street name “PNE ST.” The participant submitted 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.

For local governments, each address record has a maximum length of 427 characters and contains 23 fields of information. The length for each record may vary. The table in Figure 4.7 shows the field name, the maximum character length of each field, and a description of the field.

For tribal governments, each address record has a maximum length of 432 characters and contains 24 fields of information. The length for each record may vary. The table in Figure 4.8 shows the field name, the maximum character length of each field, and a description of the field.

The first row, or header row, displays the field names for each data field in the file.

⁷ 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.

⁸ A computerized file containing all delivery point addresses serviced by the U.S Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

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Figure 4.7: Full Address List Field Names and Descriptions for Local Governments

Field Number	Field Name	Max Length	Field Description
1	Entity Code	12	Unique number assigned by the Census Bureau to your entity.
2	Line Number	7	Sequential number of the address record.
3	MAFID	9	Unique number assigned by the Census Bureau to each MTDB address.
4	State Code	2	2-digit FIPS state code for your jurisdiction.
5	County Code	3	3-digit FIPS county code for your jurisdiction.
6	Place Code	5	5-digit FIPS place code for your jurisdiction, if applicable.
7	MCD Code	5	5-digit FIPS MCD code for your jurisdiction, if applicable.
8	Census Tract Number	7	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 (e.g., 1403.00).
9	Census Block Number	5	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 (e.g., 1101A, 1101B, 1101C).
10	OLQ ⁹	1	Displays a "Y" if the unit is an Other Living Quarters
11	House Number	20	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
12	Street Name Prefix Qualifier	3	e.g., EXT, ALT, BUS, OLD
13	Street Name Prefix Direction	2	e.g., N, W, SE
14	Street Name Prefix Type	14	e.g., HWY, RT, US
15	Street Name ¹⁰	100	Full street name.
16	Street Name Suffix Type	14	e.g., ST, CT, AVE, DR
17	Street Name Suffix Direction	2	e.g., N, W, SE
18	Street Name Suffix Qualifier	3	e.g., EXT, ALT, BUS
19	Location Description or Other Living Quarters Name	100	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters, e.g., BAYSIDE NURSING HOME.
20	Apt/Unit #	53	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT.
21	City-Style Mailing ZIP Code	5	5-digit ZIP Code for city-style mailing addresses.
22	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	50	Rural route and box number, post office box number, etc.
23	Noncity-Style Mailing ZIP Code	5	5-digit ZIP Code for noncity-style mailing address.

⁹ 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 will contain the statement "NO KNOWN ADDRESSES IN THIS BLOCK."

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Figure 4.8: Full Address List Field Names and Descriptions for Tribal Governments

Field Number	Field Name	Max Length	Field Description
1	Entity Code	12	Unique number assigned by the Census Bureau to your entity.
2	Line Number	7	Sequential number of the address record.
3	MAFID	9	Unique number assigned by the Census Bureau to each MTDB address.
4	State Code	2	2-digit FIPS state code for your jurisdiction.
5	County Code	3	3-digit FIPS county code for your jurisdiction.
6	Place Code	5	5-digit FIPS place code for your jurisdiction, if applicable.
7	MCD Code	5	5-digit FIPS MCD code for your jurisdiction, if applicable.
8	Tribal Sub-Div	5	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.
9	Census Tract Number	7	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 (e.g., 1403.00).
10	Census Block Number	5	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 (e.g., 1101A, 1101B, 1101C).
11	OLQ ¹¹	1	Displays a "Y" if the unit is an Other Living Quarters
12	House Number	20	Housing unit or other living quarters house number, which can contain numbers, letters, hyphens, or other characters.
13	Street Name Prefix Qualifier	3	e.g., EXT, ALT, BUS, OLD
14	Street Name Prefix Direction	2	e.g., N, W, SE
15	Street Name Prefix Type	14	e.g., HWY, RT, US
16	Street Name ¹²	100	Full street name.
17	Street Name Suffix Type	14	e.g., ST, CT, AVE, DR
18	Street Name Suffix Direction	2	e.g., N, W, SE
19	Street Name Suffix Qualifier	3	e.g., EXT, ALT, BUS
20	Location Description or Other Living Quarters Name	100	Description of living quarters, e.g., 2 STORY STONE HOUSE/SHTTERS or name of other living quarters, e.g., BAYSIDE NURSING HOME.
21	Apt/Unit #	53	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT.
22	City-Style Mailing ZIP Code	5	5-digit ZIP Code for city-style mailing addresses.
23	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	50	Rural route and box number, post office box number, etc.
24	Noncity-Style Mailing ZIP Code	5	5-digit ZIP Code for noncity-style mailing address.

¹¹ 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.

¹² Blocks with no known addresses will contain the statement "NO KNOWN ADDRESSES IN THIS BLOCK."

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.

Each address record has a maximum length of 51 characters and contains nine fields of information. The length for each record may vary. The table in Figure 4.9 shows the field name, the maximum character length of each field, and a description of the field.

The first row, or header row, displays the field names for each data field in the file.

Figure 4.9: Full Address Count List Field Names and Descriptions

Field Number	Field Name	Max Length	Field Description
1	Entity Code	12	Unique number assigned by the Census Bureau to your entity.
2	State Code	2	2-digit FIPS state code for your jurisdiction.
3	County Code	3	3-digit FIPS county code for your jurisdiction.
4	Place Code	5	5-digit FIPS place code for your jurisdiction, if applicable.
5	MCD Code	5	5-digit FIPS MCD code for your jurisdiction, if applicable.
6	Census Tract Number	7	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 (e.g., 1403.00).
7	Census Block Number	5	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 (e.g., 1101A, 1101B, 1101C).
8	Final Count of Housing Unit Addresses	6	Total number of housing unit addresses currently listed in the MTDB for each census block within your jurisdiction.
9	Final Count of Other Living Quarters ¹³ Addresses	6	Total number of other living quarters addresses currently listed in the MTDB for each census block within your jurisdiction.

¹³ 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.

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 D. 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 4.10 for an example.

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Figure 4.10: Map Sheet to Block Number Relationship List

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 5

2010 Decennial 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 5 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 Final Procedures for Participation in the 2010 Decennial Census Local Update of Census Addresses Program can be found in *Federal Register* / Vol. 73, No. 46, Pages 12369-12373 / Friday, March 7, 2008 / Notices. A copy of that notice is included with your feedback materials for your reference and is available at <www.census.gov/geo/www/luca2010/luca.html>.

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.

Where to File an Appeal

Participants must submit their Appeal address materials to the Appeals Staff via regular or Express Mail or overnight delivery service, and must keep a record of the date it mails these materials. The "filing date" for the Appeal is the date the Appeal is postmarked or the date it is shipped by the delivery service. All Appeals filed after the deadline (30 calendar days from the date you receive your feedback materials) will be denied as untimely. If using FedEx or another delivery service not affiliated with the USPS, use the Direct Deliveries address identified below.

Direct Deliveries (FedEx, UPS):

LUCA Appeals Staff
Room 3H160
4600 Silver Hill Rd.
Suitland, MD 20746-7199

Mail Address (USPS):

LUCA Appeals Staff
Room 3H160
4600 Silver Hill Rd.
Washington, DC 20233-7199

Do not mail address appeals to the Census Bureau Regional Census Centers or the National Processing Center. It is imperative that your address appeal package be returned to the Appeals Staff ONLY. The Appeals Staff will deem all misdirected returns as untimely. See section 6 “*Organize and Ship Your Appeal Materials to the Appeals Staff*” for detailed shipping instructions.

Appeal Staff Phone Number and Email Address

You may direct questions about the appeal process to the LUCA Appeal Staff toll free at 1-877-898-6880. For the Appeal Staff email address see the LUCA program Web site at
<www.census.gov/geo/www/luca2010/luca.html>

Instructions

1. Determine if You are Eligible to File an Appeal

You are eligible to file an appeal if:

- You returned address additions to the 2010 Census Address 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**

- Addresses deleted by the Census Bureau during the Address Canvassing operation. These addresses are identified on the Detailed Feedback Address List by *Census Processing Code*:

– X1

3. Create an Appealed Addresses File

Your Appealed Addresses File will include the addresses from your Detailed Feedback Address List that you wish to appeal.

4. Flag and Extract Records from Your Detailed Feedback Address List

For the eligible addresses on your Detailed Feedback Address List that you wish to appeal, set flags in the *Address Appeal Flag* field of each record and make any necessary corrections to the records as described below. Save the file frequently to avoid any possible loss of work.

- Enter an "R" in the *Address Appeal Flag* field for address records that you believe should be restored to the 2010 Census Address List.

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

- Save to a new file only those records that have an entry (R) in the *Address Appeal Flag* field as a pipe-delimited, ASCII text file. (If you need further instruction on saving a pipe-delimited, ASCII text file, please call the LUCA Technical Help Desk toll free at 1-866-919-LUCA (5822).)
- Sort the records in the new file by *Line Number* in ascending order so the records in the extract file are in the same sequence as they were in the Detailed Feedback Address List.
- Name the new Appealed Addresses File *XXyyyyyyyyyyy_APL.txt*. (*XXyyyyyyyyyyy is your entity identification code found on your LUCA feedback materials.*)
- Make a copy of the completed Appealed Addresses File to keep for your records.
 - *All address list copies are confidential Title 13, U.S.C. information. Keep all copies in a secure location.*
- Zip and password protect the files.
 - If you do not have Zip software, Freebyte Zip software is provided on your CD-ROM. Instructions for zipping files are provided in Chapter 3.
 - Use the case-sensitive password provided to you by the Census Bureau.
- Burn the Appealed Addresses File to a CD-ROM in preparation for sending it the LUCA Appeals Staff.

5. Prepare Supporting Documentation

You must submit 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 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 toll free at 1-877-898-6880.

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 explanation 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 CD-ROM containing your Appealed Addresses File, 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 billable stamp provided to you with the address for the LUCA Appeals Staff. (Be sure to keep a record of the mailing date.) The Census Bureau uses FedEx to ship materials to you because it costs less and includes shipment tracking.
- Peel the white portion from the label and adhere it to the package. The gray portion of the billable stamp is the receipt for your records.
- If you need to ship multiple packages to the appeals office, take the billable stamp **to a FedEx store** and ship multiple packages using the same billable stamp.
- 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. (Be sure to keep a record of the mailing date.)

Direct Deliveries (FedEx, UPS):

LUCA Appeals Staff
Room 3H160
4600 Silver Hill Rd.
Suitland, MD 20746-7199

Mail Address (USPS):

LUCA Appeals Staff
Room 3H160
4600 Silver Hill Rd.
Washington, DC 20233-7199

**DO NOT MAIL ADDRESS APPEALS TO THE CENSUS BUREAU
REGIONAL CENSUS CENTERS OR THE NATIONAL PROCESSING
CENTER.**

**It is imperative that your appeals package be returned to the Appeals Staff
ONLY. The Appeals Staff will deem all misdirected returns as untimely.**

Chapter 6

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 CD-ROM and all paper copies and backup files of the Census Bureau's Address List.
- 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 is on the back cover)

- 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.
- 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 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 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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		Your address - Please print (If different from above)
Printed name	Area code Telephone number □□□□ - □□□□ - □□□□	City
Signature	Date Month Day Year □□ □□ □□	State ZIP Code □□□□
Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)		Your address - Please print (If different from above)
Printed name	Area code Telephone number □□□□ - □□□□ - □□□□	City
Signature	Date Month Day Year □□ □□ □□	State ZIP Code □□□□
Printed name	Area code Telephone number □□□□ - □□□□ - □□□□	City
Signature	Date Month Day Year □□ □□ □□	State ZIP Code □□□□
Printed name	Area code Telephone number □□□□ - □□□□ - □□□□	City
Signature	Date Month Day Year □□ □□ □□	State ZIP Code □□□□
Printed name	Area code Telephone number □□□□ - □□□□ - □□□□	City
Signature	Date Month Day Year □□ □□ □□	State ZIP Code □□□□

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

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

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

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, the original 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.

Special Notice

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

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

Attachment D 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		
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

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

Other living quarters – An Other Living Quarters (OLQ) is 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 verifies 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.

Shapefile – Spatial and attribute file used to represent geographic features such as streets and boundaries. Shapefiles can represent point, line, or are 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.

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.

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

Call toll free at 1-866-511-LUCA (5822)



Atlanta Regional Census Center: Geography
 285 Peachtree Center Avenue NE
 Marquis II Tower, Suite 1000
 Atlanta, GA 30303-1230
 Phone: (404) 332-2711
 FAX: (404) 332-2787
 E-mail:
atlanta.geography@census.gov

Seattle Regional Census Center: Geography
 Campus 1, Building E
 19820 North Creek Parkway N, Suite 100
 Bothell, WA 98011
 Phone: (425) 908-3010
 Fax (425) 908-3020
 E-mail:
seattle.geography@census.gov



Boston Regional Census Center: Geography
 One Beacon Street, 7th Floor
 Boston, MA 02108-3107
 Phone: (617) 223-3600
 FAX: (617) 223-3675
 Email:
boston.geography@census.gov

Kansas City Regional Census Center: Geography
 2001 NE 46th Street, Suite LL100
 Kansas City, MO 64116-2051
 Phone: (816) 994-2020
 Fax: (816) 994-2033
 E-mail:
kansas_city.geography@census.gov



Charlotte Regional Census Center: Geography
 3701 Arco Corporate Drive, Suite 250
 Charlotte, NC 28273
 Phone: (704) 936-4200
 Fax: (704) 963-4225
 E-mail:
charlotte.geography@census.gov

Los Angeles Regional Census Center: Geography
 9301 Corbin Avenue, Suite 1000
 Northridge, CA 91324-2406
 Phone: (818) 717-6701
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