

<Insert Client Logo>

OMB Approval Log

Version: v0.01

Document Control Information

Document Information

Document Identification	1
Document Name	OMB Approval Log
Project Name	2020 Tracking Survey
Client	Jennifer Hunter Childs
Document Author	<Insert author name>
Document Version	0.01
Document Status	Draft
Date Released	<Insert release date <dd-mmm-yyyy>>

Decisions Log

Overview

The OMB approval log tracks all tracking survey questions which need OMB approval

Instructions

1. Record the details about each question being added to the tracking survey questionnaire.

Question Log Field Details

Field	Description
Summary	
Question #	Unique identifier for the question.
Question wording	Exact wording of the question.
Status	Status of the approval, drop down list which includes the following: New In Progress Closed On Hold Canceled
Date	The date of the question submission.
Expected Approval Date	Date the approval is due to be provided. This must be equal to or greater than the current date.
Actual Date of question approved	Date the question was approved was made.
Data Collection Dates	Dates for data collection of this question
Notes	
Notes	Notes or comments about the question

Field	Description
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OMB Approval Log

Question #	Question Wording	Status
<i>Example. 1</i>	<i>This describes the question and provides the exact verbiage of the question</i>	<i>New</i>
	The 2020 census will ask how many people live or stay in your home. If you were completing the census form today and there were a child 4 years old or younger staying in your home most of the time, would you include this child on your census form, would you not include this child, or are you not sure? <i>Would include, would not include, don't know</i>	<i>In Progress</i>
	The 2020 census will ask how many people live or stay in your home. If you were completing the census form today and there were a child 4 years old or younger staying in your home most of the time, would you include this child on your census form, would you not include this child, or are you not sure? <i>Would include, would not include, don't know</i>	<i>In Progress</i>



Summary

Date	Expected Date of Approval	Actual Date of Approval
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The Date of submission to OMB Expected Date of Approval Actual Date of Approval



Data Collection Dates

Dates of Data Collection

January 6-13, 2020

March 30-April 5

Notes

Notes