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U.S. Census Bureau , Room 3J235  
4600 Silver Hill Road  
Washington, DC 20233-3700  
Fax: 1-301-763-4244 (ATTN: FOIA Office)  
Email: [census.efoia@census.gov](mailto:census.efoia@census.gov)

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UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Washington, DC 20233-0001

January 25, 2021

This letter is in further response to my letter dated, January 19, 2021, to your Freedom of Information Act (FOIA), Title 5, United States Code, Section 552, request dated January 1, 2021, to the U.S. Census Bureau's FOIA Office. We received your request on January 4, 2021. We have assigned to it tracking number DOC-CEN-2021-000611 and are responding under the FOIA to your request for a copy of the document entitled: Definitions of Sensitive Topics and Sensitive Populations from the Data Stewardship Glossary. A copy of the Data Stewardship Glossary. The glossary is available on the DSEP Intranet page on the sharepoint site: <https://collab.ecm.census.gov/div/pco/PDSIntranet/Pages/Data-Stewardship-Glossary.aspx>

Pursuant to your recent conversation with La Von Brown of my staff clarifying your request, enclosed is a copy of the Data Stewardship Glossary (9 pages) from the Census Bureau's internal website. This record is fully releasable under the FOIA. There is no charge for this record.

Please contact La Von Brown or Deloris Reed of my staff by telephone at 301-763-2127 or by email at [census.efoia@census.gov](mailto:census.efoia@census.gov) if you have any questions regarding your request.

Sincerely,

*Deloris Reed*  
*signed for*

Vernon E. Curry, PMP, CIPP/G  
Freedom of Information Act/Privacy Act Officer  
Chief, Freedom of Information Act Office

Enclosure

Enclosure



A-Z Directories



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# Data Stewardship Glossary

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## A

**Active Project Status** – This refers to projects in which activities are occurring at the present time. The only projects that are classified as "active" are those in the baseline or those subsequently approved through the U.S. Census Bureau's project review process. Active projects are not subject to additional internal Census Bureau review, but must be included and updated as needed in the Administrative Records Tracking System (ARTS).

**Activity** - An element of work that is required by the project. It requires resources and takes time to complete. Activities have expected durations, costs, and resource requirements and may be subdivided into tasks. For example, a project may require the acquisition of data from two sources. The project phase is "execution", the work package is "acquisition"; and the activities might include the acquisition of data from source 1 and the acquisition of data from source 2. Activities can further be divided into tasks and subtasks.

**Address data** - A subset of locator data. It describes one or more data fields that denote the physical or mailing location of an individual or business entity. Address information includes, but is not limited to, rural and STAR route designators, P.O. Box or Postal Drawer designators, city-style addresses with street name and number; apartment, unit, or lot number; and post office and postal state information and ZIP Codes.

**Administrative Records** – Administrative records and administrative records data refer to micro data records contained in files collected and maintained by administrative (i.e., program) agencies and commercial entities. Government and commercial entities maintain these files for the purpose of administering programs and providing services. Administrative records are distinct from systems of information collected exclusively for statistical purposes, such as those the U.S. Census Bureau produces under the authority of Titles 13 or 15 of the United States Code (U.S.C.). For the most part, the Census Bureau uses, and seeks to use, administrative records developed by federal agencies. To a lesser degree, it may use information from state, local, and tribal governments, as well as from commercial entities.

**Administrative Records Coordinator (ARC)** - Provides overall direction and coordination to program areas (resides in the Policy Office) regarding internal ADREC policy and external, data-supplier partnerships.

**Administrative Record/Data Linking (ADREC)** - One of eight described categories into which a reimbursable project falls. (A) A project that uses micro data records contained in files collected and maintained by administrative or program agencies and commercial entities. (B) The primary sources of ADREC data used by the Census Bureau are the Internal Revenue Service (IRS), Social Security Administration (SSA), Bureau of Labor Statistics, Health Care Financing Administration, United States Postal Service (USPS), and Bureau of Economic Analysis. To obtain these data, the Census Bureau must adhere to a number of regulatory requirements.

**Administrative Records Project Review** – Administrative Records Project Review refers to the review process that has been established to assess projects involving the use of administrative records. Steps for submitting a proposal and receiving approval via the Administrative Records Tracking System are fully detailed in the *Administrative Records Handbook*. Because data acquisition agreements may specify special conditions under which a data set may be used, it is important to ensure that all projects involving administrative records pass through the Administrative Records Project Review.

**Administrative Records Tracking System (ARTS)** - An electronic database on the Census Bureau's Intranet, accessible through the Policy Office Web site. It tracks Census Bureau ADREC agreements, agreement commitments, data sets, projects, and relevant external contacts.

**Administrative Use** - The use of information in identifiable form, such as determining whether a person is eligible for a license, privilege, right, grant or benefit or whether such a person's conduct was or is in accordance with law.

**ADREC Projects** - Those that make use of administrative records data. An example of an ADREC project is "Current Population Survey – SSN Validation."

**Agreements for Administrative Records** - Signed documents between the Census Bureau and other agencies to acquire restricted state or federal data or data from vendors.

**Analytic Research or Reporting (AR)** - One of eight described categories into which a reimbursable project falls. This category includes any project that involves data analysis or special report preparation. Examples of Analytic research or reporting include Center of Economic Studies (CES) external research projects.

**Approved Projects** – They are either in the baseline or have subsequently been formally reviewed and approved using the Census Bureau's project review process. All approved projects are documented and tracked in ARTS.

**Approved Projects, Pending Initiation** - Those approved projects that have not yet begun.

**Archived Project Status** – They have been completed or are no longer likely to be conducted. This may include projects that have been "terminated prior to completion" for an extended period and have then been converted to "archived" status.

**Audit** – An independent examination of records and activities to ensure compliance with established controls, policies, and procedures.

**Authentication** – A method for proving a user's identity (such as using passwords or authentication tokens).

**AutoTrain (HRD AutoTrain)** – AutoTrain is one of two systems that constitutes the Education, Training, and Management Information System Plus (ETMIS+) within the Commerce Administrative Management System (CAMS). The AutoTrain is a web-based system built with Oracle products, that is integrated with the CFS and that facilitates the scheduling and enrollment of in-house group training at the Census Bureau. In support of Title 26 training verification, the Workforce Development Branch of the Human Resources Division will update employees' training histories as indicated by the Computer Based Training log by entering the course into the HRD AutoTrain.

## B

**Baseline Project** – Any internal or reimbursable administrative records project that was active in November 2000 or reported to the IRS during the 1999-2000 Safeguard Review. Baseline project information must be updated in ARTS as long as they remain active.

**Budget Activity** – A group of related programs managed in a coordinated way. Budget activities can be defined from line items in the Census Bureau's budget, and in some cases may represent only one program. An example of a budget activity is "Current Demographic Statistics."

**"Business" or Federal Economic Data** – This refers to data collected on economic entities that produce goods or services. The Census Bureau's economic programs use the business concept broadly to include commercial enterprises and noncommercial organizations or institutions, employers and non-employers, and private sector and government entities. The business concept *excludes* private households with paid employees whenever those employees primarily support the operation of a residence.

**Business Register** – It was formerly referred to as the Standard Statistical Establishment List (SSEL). It is the business frame for most economic censuses and surveys, and is comprised of Census Bureau data, as well as ADREC data from the Internal Revenue Service, the Social Security Administration, and the Bureau of Labor Statistics.

## C

**Census Bureau Facility** – A Census Bureau facility is a location that is operated and managed by Census Bureau staff -- not contractors -- although contractors or other Special Sworn Status (SSS) individuals may work at the facility. Current Census Bureau facilities include the Suitland Federal Center buildings; Washington Plaza offices, including the Center for Economic Studies; the Bowie Computer Center; the National Processing Center; the telephone centers; the training center at the Silver Hill Executive Plaza (SHEP) Building; the Regional Offices; and each of the Research Data Centers. During the decennial census, Local Census Offices opened to carry out data collection and processing were also considered Census Bureau facilities. Census Bureau facilities meet physical and Information Technology (IT) security requirements for a secure environment.

**Census Bureau Mission Statement** – "The Census Bureau serves as the leading source of quality data about the Nation's economy and people. We honor privacy, protect confidentiality, conduct our work openly, and share our expertise globally. What sets us apart is our strong and capable workforce, our readiness to innovate, and our commitment to our customers' needs." (June 27, 2003)

**Census Confidential** – Census confidential data is a term once used to describe data protected from disclosure under Title 13, U.S.C., Section 9. (Note: Foreign trade data are collected under the authority of Title 13, U.S.C., Section 301 and provide for exemptions in the National interest not permitted under Section 9.)

**Commerce Administrative Management System (CAMS)** – It provides central financial and administrative support for the Census Bureau, including APMS, BMIS+, purchases, travel, data warehouse, and general administration activities.

**Commingle Data Sets** – They are files that contain ADREC data, such as tax data, along with Title 13-protected data. Such files remain commingled even if the ADREC data use was limited to the sample selection phase. They are typically subject to both Title 13 and any additional, data-supplier imposed restrictions.

**Committee on Administrative Records Policy and Procedures (CARPP)** – This is one of the four sub-committees under the Data Stewardship Executive Policy (DSEP) committee. This is the primary group that monitors and evaluates administrative records procedures and activities. The Committee is responsible for keeping this handbook up-to-date and for considering any changes to related procedures. Members represent each directorate with a role in administrative records.

**Completed Projects** – They are no longer active, and no additional activity is indicated or anticipated in a reporting cycle, i.e., calendar year. Maintains completed status until such time that its status is converted to "Archive."

**Computer Based Training (CBT)** – It consists of modular training materials available via the Census Bureau Intranet.



**Confidential Data** – Data that identify individuals, businesses and other organizations.

**Confidentiality** – Confidentiality prohibits the dissemination of data in a manner that would allow public identification of the respondent or would in any way be harmful to him/her and provides that the data are immune from legal process.

**Confidential Information** – Any information about an identifiable person when the person or establishment providing the data or described in it has not given consent to make that information public.

**Conflict of Interest** – A conflict of interest is an irreconcilable difference between the interests and official responsibilities of a person in a position of trust. For purposes of this policy, we have identified several different types of conflicts of interest – both real and perceived. These include:

- Direct conflicts due to having taken an oath that contradicts the Census Bureau Oath of Nondisclosure
- Financial conflicts
- Personal relationship conflicts
- Organizational conflicts
- Partisan conflicts

All but the first may be either real or perceived. For purposes of this policy, projects involving persons with perceived conflicts of interest require approval from the Data Stewardship Executive Policy Committee (DSEP) before they can be finalized. Conflict of interest determinations regarding the individual are generally assessed as part of the background investigation; determinations about the organization are generally assessed as part of the contract review process. The CES also assesses conflict of interest as part of the project review process for External projects.

**Contract** – A contract is a mutually binding legal relationship obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them. Simplified acquisitions are contracts for less than or equal to \$100,000; if the amount to be paid is more than \$100,000, the agreement is called a contract.

**Continuity of Operations Plan (COOP)** – The primary objective of the COOP is to establish policies and procedures to be used in the event of an interruption of service within a preestablished time period. Responding or reacting to an event or emergency, restoring the most time-sensitive operations, and eventually, recovering to full functional capacity are goals that are encompassed in the plan. In the IT world, this includes establishing an IT operational capability to process, store and transmit data, the implementation of work around solutions for those portions of the IT system which cannot be immediately restored, and ultimately, restoring IT processes to normal operational status.

OMB Circular A-130 requires continuity of operations planning for every information system. This includes both contingency planning (short-term), and continuity planning (longer-term), in order to rapidly and effectively deal with the potential disruption of critical mission and business functions. To avert these disruptions, or minimize their damage, organizations must take proactive steps to develop a Continuity of Operations Plan (COOP).

## D

**Data Collection from Establishment or Institution (DCEI)** – One of eight described categories into which a reimbursable project falls. A survey involving establishments or institutions typically referred to as an "Economic Survey Project."

**Data Collection from Households or Individuals (DCHI)** – One of eight described categories into which a reimbursable project falls. A project involving interaction with intervention of an observation of individuals or households.

**Data Stewardship** – Data Stewardship is a management approach to decision-making that facilitates meeting our mission requirements to collect and publish high quality data about our Nation's people and economy, and, satisfies our ethical and legal requirements to respect the privacy and protect the confidentiality of all U.S. Census Bureau respondents, customers, and employees.

Data Stewardship assures that the Census Bureau can effectively collect and its customers can use high quality data about the nation's people and economy while fully meeting the Census Bureau's ethical and legal obligations to respondents to respect privacy and protect confidentiality. This includes fully meeting the legal and reporting obligations levied by the Census Act, the Privacy Act, and other applicable statutes, including the requirements of governmental and other suppliers of data to the Census Bureau. It also includes meeting higher ethical standards as identified by our Privacy Principles and other data stewardship best practices. It assures that high quality data are available for use through effective application of security and technology. It includes the use of alternative data sources as appropriate to reduce burden, minimize cost, and improve data quality and timeliness. Our Data Stewardship approach is supported by our culture, education, awareness, methodologies, and organizational structure.

**Data Stewardship Executive Policy Committee (DSEP)** – The Data Stewardship Executive Policy Committee serves as the Census Bureau Executive Staff focal point for decision-making and communication on policy issues related to privacy, security, confidentiality and administrative records.

**Disapproved projects** – They receive disapproval during the project review process. They have the potential to be re-submitted for approval.

**Disclosure Requirements** – Disclosure requirements are the steps taken to mitigate the risk that information about an individual respondent can be identified. Disclosure limitation procedures commonly used at the Census Bureau include rounding, minimum cell sizes, cell suppression, and data swapping.

**DRB** – Disclosure Review Board. This is one of the four sub-committees under the Data Stewardship Executive Policy (DSEP) committee.

**Disclosure Review Process** – Process by which the Census Bureau's Disclosure Review Board reviews all Census Bureau data products for potential disclosure problems prior to their release.

## E

**Economy Act** – The Economy Act (31 U.S.C. 1535) provides authority for placement of orders between major organizational units within an agency. Each Economy Act order accompanies a reimbursable agreement and includes a completed Form BC-505A.

**E-Government Act** – Data Sharing

*HR 2458, the E-Government Act of 2002, became P.L. 107-347 on December 17, 2002.*

*(As amended, incorporated HR 5215, the Confidential Information Protection and Statistical Efficiency Act (CIPSEA))*

The law (long sought by the statistical community) protects the confidentiality of information acquired from the public for statistical purposes and permits the exchange of business data by the Census Bureau, the Bureau of Economic Analysis, and the Bureau of Labor Statistics for exclusively statistical purposes.

**E-Government Act** – Privacy Impact Assessment

*HR 2458, the E-Government Act of 2002, became P.L. 107-347 on December 17, 2002.*

The law requires each agency to conduct a privacy impact assessment before developing or procuring an information system or initiating a new collection of personally identifiable information that will be collected, maintained, or disseminated electronically. The law also outlines agency responsibilities for ensuring information security, makes provisions for the development of common protocols for geographic information, and requires each agency to submit annual E-Government and information security status reports to OMB.

**EIN** – Employee Identification Number.

**Employees** – Employees are individuals who work directly for the Census Bureau usually for salary or wages.

**Encryption** – The process of converting messages or data into a form that cannot be read without decrypting or deciphering it.

**Enterprise Security Issues and Policy Team (ESIP)** – This was one of the four sub-committees under the Data Stewardship Executive Policy (DSEP) committee. This committee no longer exists.

**Existing Projects** – Existing projects are current and ongoing projects for which the scope, status (e.g., one-time or cyclical), methodology, data linkage strategies, data sets, or data uses have not changed. An existing project does not have to undergo assessment under this policy unless it experiences one or more of the above mentioned changes. A new SSS person can be added to an existing project by assessing the individual, but not the project.

**External projects** – They predominately meet a Title 13 purpose, but are managed by individuals granted special sworn status by the Census Bureau. They are typically funded by external sources. These projects are usually conducted at the Center for Economic Studies or a Research Data Center.

## F

**Federal Tax Returns and Return Information (FTI)** – This is defined in IRS Publication 1075 and 26 U.S.C., Section 6103. It refers to all data about businesses or people received from the IRS. Census Bureau projects using FTI are subject to the disclosure provisions of the Internal Revenue Code — Title 26, U.S.C., as well as the Census Bureau's authorizing statute — Title 13, U.S.C. Files that contain any FTI, along with Title 13-protected data, are referred to as "commingled" data sets.

**FISMA** – Federal Information Security Management Act of 2002

**Foreign Trade Data** – Foreign Trade data are data collected under the authority of Title 13, U.S.C., Section 301 and includes "information pertaining to exports, imports, trade, and transportation relating thereto, as [the Secretary] deems necessary or appropriate to enable him to foster, promote, develop, and further the commerce, domestic and foreign, of the United States and for other lawful purposes."

**Functional Separation** – Functional separation refers to separating the use of information about an individual for a research or statistical purpose from its use in arriving at an administrative or other decision about that individual. Title 13, U.S.C., Section 9 requires the Census Bureau to use data are collected for statistical purposes only.

## G

**Good Track Record --** Good track record applies to the past performance of individuals and their organizations. It includes their experience in handling sensitive or confidential data. Most of the time, this information is collected as part of the contract process and background investigation. If an individual seeking access to Census confidential data has previously had access to other sensitive or confidential data without incident, which is an indicator of the likelihood that the individual can be trusted to access Title 13 data.

## I

### Identifiable Business Information (IBI) –

**Incidental Access –** Incidental access refers to accessible non-employees who do not have authorized access to Title 13 data, but do have access to a facility where Title 13 information resides – i.e., library contractors; cafeteria staff, and the maintenance repairpersons. In addition, individuals such as software and systems development personnel may also have incidental access, if they do not require access to Title 13 data to carry out their work.

**Individual –** A separate person.

**Informed Consent –** Is a person's voluntary agreement, based upon adequate knowledge and understanding of relevant information, to participate in project. It typically contains the following elements: full disclosure, adequate comprehension and voluntary choice related to authority, use and mandatory status of project.

**Interaction –** Includes structured or unstructured communication or interpersonal contact between interview and respondent.

**Intergovernmental Personnel Act –** The Intergovernmental Personnel Act Mobility Program provides for the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations.

**Internal projects –** They are authorized by Title 13 and managed by Census Bureau employees, including those projects at the Census Bureau under the Intergovernmental Personnel Act Mobility Program. These projects are funded solely by the Census Bureau's appropriated funds. However, the idea for conducting these projects does not necessarily originate within the Census Bureau.

**Intervention –** For data collection purposes, intervention includes information derived from both physical procedures (e.g., venipuncture) and manipulations of the respondent or the respondent's environment. Generally, it is more intrusive and invasive than interactive procedures.

## J

**Joint projects –** They predominately meet a Title 13 purpose, while also meeting that of another federal statistical agency. A team consisting of a representative from each contributing agency typically manages joint projects. Both agencies contribute data and other resources.

## L

**Locator data or address data –** Alone or in combination with other data, may be used to locate a specific person or business. These identifiers include latitude and longitude points, telephone numbers, addresses, and address information.

## M

**Master Address File (MAF) –** This is the decennial census and demographic survey frame, comprised of locator ADREC data. At this time, none of the files in MAF are subject to restrictions beyond those imposed by Title 13, U.S.C.

**Memoranda of Understanding –** Memoranda of Understanding or MOUs are agreements between agencies that involve an exchange of goods or services without the exchange of funds. The MOU spells out the details of the arrangement, including the expectations and obligations of each party; the data involved, if any; and start and end date of the agreement.

**Micro Data File –** Electronic files consisting of individual records each containing values of variables for a single person, business establishment or other unit.

**Minimal Risk –** A risk is minimal where the probability and magnitude of harm or discomfort anticipated in the proposed project are not greater than those ordinarily encountered in daily life or during performance of routine physical or psychological examinations or tests.

**Miscellaneous Obligation Agreements –** Miscellaneous Obligation Agreements or MOAs are agreements between the Census Bureau and another entity – often another Federal agency – for goods or services. Under MOAs, the Census Bureau provides the funds for the goods or services.



**N**

**New Projects** – A project is considered new if either (a) it is an original idea for a project that has not already been approved or (b) it is an approved project for which the scope, status (i.e., goes from one-time to cyclical), methodology, data linkage strategies, data sets, or data uses change.

**Non-Employees** – Non-employees are individuals who work for or carry out services for an entity or individual other than the Census Bureau and who do not receive salary or benefits directly from the Census Bureau. In accordance with Title 13, U.S.C., Section 23(c), non-employees who are authorized to access Census confidential data must first take the Oath of Nondisclosure, swearing to protect the confidentiality of the data and acknowledging that they are subject to penalties for unauthorized disclosure and use.

**O**

**Oath of Nondisclosure** – Title 13, U.S.C., Section 9(a)(3) states that persons who are permitted to examine individual reports must be sworn officers and employees of the Department or bureau or agency. The text for the Oath of Nondisclosure that is given to all new employees and SSS staff is on the *Form BC-1759: Special Sworn Status*.

**Off-site Access** – Off-site access is access to Title 13 data that takes place at a non-Census Bureau facility – e.g., at another agency, a university, or a contractor's site. In all cases, the off-site location must be a Census Bureau-secure site, meaning it meets minimum requirements for safe access to Title 13 information.

**OMB Exhibit 300** – The Exhibit 300 is designed to coordinate OMBs collection of agency information for its reports to Congress required by the Federal Acquisition Streamlining Act of 1994 (FASA) (Title V) and the Clinger-Cohen Act of 1996; to ensure that the business case for investments are made and tied to the mission statements, long-term goals and objectives, and annual performance plans developed pursuant to the Government Performance and Results Act of 1993 (GPRA); and for IT, to ensure that security, privacy, records management, and electronic transactions policies are fully implemented.

Agencies must review their portfolio of capital assets each year to determine whether it continues to meet agency mission needs reconciled with existing capabilities, priorities and resources. The OMB seeks to ensure that capital asset investment decisions are based on agency priorities and that capital asset management complies with OMB requirements. As a general rule, OMB will only consider recommending for funding in the President's budget, priority capital asset investments that comply with the policies for good capital programming described in [OMB Circular A-11, Part 7, "Planning, Budgeting, Acquisition, and Management of Capital Assets."](#)

**One-Time Projects** – They are not recurring. From their inception, it is anticipated that these projects will be executed only once. Research projects are often one-time activities. If such a project is successful, and the program area chooses to execute it again, it would be considered new and would therefore require review.

**Organization** – The organization is the place where the person who will be given Special Sworn Status works. Certain information about this person's organization is collected to assess the risk of permitting him or her to access Title 13 data.

**Organization Criteria** – By law, the Census Bureau may provide SSS only to an individual, not to the organization with which he/she is affiliated. Hence, all access belongs to the SSS individual, not his organization. However, in assessing conflict of interest and security, it is important to look at the organization, as well as the individual – especially if the access is going to take place off-site.

**Oversight Projects** – Oversight projects oversee or audit some aspect of Census Bureau operations, carried out by an organization with specific legal authority to conduct oversight activities, such as the General Accounting Office or an agency from which the Census Bureau obtains confidential administrative records data.

**P**

**Paperwork Reduction Act (PRA) of 1995** – The Paperwork Reduction Act requires all federal agencies to obtain approval from the Office of Management and Budget (OMB) before collecting information from the public. Ways of collecting information include questionnaires, focus groups, telephone surveys, applications, performance reports, customer satisfaction surveys, studies and evaluations, interviews, forms, and any other means of requesting information from ten or more respondents.

**Pending Projects** – Those awaiting project review completion.

**"Person" of Demographic Data** – These are data about people or households, including counts, and demographic and housing characteristics. Personal identifiers include individual and householder names and social security numbers (SSN). These two types of identifiers allow identification of specific individuals. Demographic (person/household) statistics are the collection of numerical aggregates (macro data) that describe the social, economic, and other characteristics of human populations.

**Personal or Business Identifiers** – Personal and business identifiers are labels or codes that identify one and only one individual or business entity, including:

- Individual/householder/contact names or business entity name, name of the parent company, or names of business officials within the company
- Social Security Numbers or Employer Identification Numbers

- Inmate identification numbers
- Identified numbers assigned to individuals or business entities by a company or government agency, such as an account number.

Also included are addresses, e-mail addresses, and telephone numbers assigned to individuals or businesses or shared by a few individuals or businesses, but only when these are associated with characteristics of the individuals or businesses linked to this information. For instance, addresses with the associated demographics of the household members are defined as personal identifiers, even though they are not specifically linked to the householder's name. This qualification is designed to recognize that individuals may be identified through easily known references. Similar examples hold true for business entities.

#### **Personally Identifiable Information (PII) –**

#### **Plan Of Action Milestones (POAMS) –**

**Privacy** – Concerns how the Census Bureau respects and minimizes intrusion on the personal life or business operations of the respondent by the manner of collecting and the nature of the information sought.

**Privacy Impact Assessment (PIA)** – A decision-making tool that provides an assessment and analysis of the effects a major project may have on privacy. It identifies the risks including the legal, moral, and ethical issues posed by the proposed project and addresses how they can be mitigated.

**Privacy Principles** – Privacy refers to an individual's right to safeguard his own information. The Census Bureau's four overarching Privacy Principles are:

1. **Principle of Mission Necessity** – The Census Bureau will only collect information that is necessary to achieve the Census Bureau's mission and legal requirements.
2. **Principle of Informed Consent**: The Census Bureau will ensure that participants in data collection activities are informed about the purpose and planned statistical uses of the information collection.
3. **Principle of Protection from Unwarranted Intrusion**: The Census Bureau will be considerate of respondents' time and desire for privacy and will respect their rights as research participants.
4. **Principle of Confidentiality**: The Census Bureau will ensure that confidentiality protections are included in its procedures to collect, process, and release data.

All Census Bureau activities should be governed by these four Principles.

**Privacy Policy and Research Committee (PPRC)** – . This is one of the four sub-committees under the Data Stewardship Executive Policy (DSEP) committee.

**Professional Integrity** – Defined as conformance with ethical guidelines from a recognized professional association, such as the American Statistical Association (ASA).

**Project** – This is a set of activities that has a distinct mission and clear starting and ending points. A project has a life cycle that proceeds from conception to planning, execution, and termination. There is generally a single point of contact for each project. A project is often part of a broader program and is a building block in the design and execution of program goals. Dependent relationships may exist between projects. For example, one project may require output from another. Finally, projects may be directly attributed to accounts in the Census Bureau's accounting structure. An example of a project is "Conduct 2001 Current Population Survey."

**Project Contact (PC)** – This is the individual responsible for documenting a project proposal in ARTS and shepherding it from the review stage through implementation.

**Psychological harm** – Includes the result of seeking information that if known could result in: worry (warranted or otherwise), upset, depression, embarrassment, shame or guilt, and loss of self-confidence.

**Public use file** – Statistical products released without restriction on use or other conditions except for payment of purchase fees. Released only after steps have been taken to insure very low disclosure risks.

## **R**

**Reactivated Projects** – These are ones that became inactive (perhaps due to ADREC data unavailability) but are now active again.

**Recurring Projects** – They are typically sets of discrete production activities that are periodically repeated within a program. The project cycles are defined at their inception as having specific starting and ending points, with the associated activities repeated periodically. Predefined production cycles could be quarterly, annually, biennially, quinquennially, decennially, or some other period. As long as the methodologies, types of data, and data linkage strategies used to create a product are unchanged over time, the project is not "new" despite the fact that it occurs more than one time. Examples include production of the annual Intercensal Population Estimates and maintenance of the Business Register. Information about the project must be updated in ARTS for each cycle, but no additional review and approval is required, unless a change occurs that would characterize subsequent activities as a new project.

**Reimbursable Agreements** – Reimbursable agreements are agreements between the Census Bureau and another entity – often another Federal agency – for goods or services. Under Reimbursable Agreements, the other entity pays the Census Bureau, in whole or in part, for the goods or services. For example, another agency might pay the

Census Bureau to conduct a survey, or collect data through an existing survey, based on a Title 13 frame. The Reimbursable agreement spells out the expectations, schedule, and products of the arrangement for both parties.

A Form BC-505A and a Determination and Findings statement, per the Economy Act, must accompany reimbursable agreements. For the form, see [Budget Division's Website](#); for information on the Economy Act statement, see <http://www.arnet.gov/far/farquerryframe.html>.

**Reimbursable Projects** – Reimbursable projects are projects for which the Census Bureau receives payment in whole or in part. For this policy, reimbursable projects are limited to those projects carried out under the authority of Title 13, U.S.C.

**Reimbursable Surveys** – The Census Bureau sometimes conducts reimbursable surveys as a service to other agencies. These surveys may be conducted under Title 13 or Title 15. When they are conducted under Title 15 the data are confidential under the sponsoring agency's legislation and confidentiality requirements. If the survey is conducted under Title 13, then the restrictions of Title 13 confidentiality apply.

**Research Data Center (RDC)** – Secure facilities that provide the data user community with limited access to non-publicly available data collected through a variety of Census Bureau surveys and censuses. Each RDC is a partnership between the Census Bureau's Center for Economic Studies (CES) and a local-area non-profit organization. The RDCs were established to improve the quality and utility of Census Bureau data by encouraging and supporting partnerships with researchers throughout government, academia, and business to conduct analytic research of mutual benefit and meeting statutory requirements.

**Restricted Access** – Way in which the Census Bureau protects confidential data by limiting access to certain persons, spaces, and other government agencies.

**Risk** – The probability of harm or injury (physical, psychological, social, economic or legal) occurring as a result of participation in a Census Bureau project. Both the probability and magnitude of possible harm may vary from minimal to significant.

## S

**Security Audits** – Routine checks of all technological safeguards to make sure they are working correctly.

**Security Plans** – The completion of system security plans is a requirement of the Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," updated in 1996, and of Public Law 100-235, "Computer Security Act of 1987."

The purposes of system security plans are to: Provide an overview of the security requirements of the system and describe the controls in place or planned for meeting those requirements; and, Delineate responsibilities and expected behavior of all individuals who access the system.

**Sensitive Populations** – They include: children; cognitively impaired persons; comatose patients; elderly; limited English or non-English speaking; non-citizens; prisoners; impoverished and terminally ill patients; and small minority groups, such as Native Americans. The Census Bureau considers residents of shelters for battered or abused women and children uniquely sensitive and does not permit inclusion of them in any reimbursable data collection.

**Sensitive Topics** – They include: abortion; alcohol, drug or other addictive products; illegal conduct; illegal immigration status; information damaging to financial standing, employability, or reputation; information leading to social stigmatization or discrimination; politics; psychological well-being or mental health; religion; same-sex partners; sexual behavior; sexual orientation; taxes; and other information due to specific cultural or other factors. The Census Bureau considers religion a uniquely sensitive topic and has a specific policy on the collection of information about religion.

**Simplified Acquisitions** – Simplified Acquisitions are small dollar amount contracts – i.e., mutually binding legal relationships obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them. Simplified acquisitions are contracts for less than or equal to \$100,000; if the amount to be paid is more than \$100,000, the agreement is called a contract.

**Special Censuses (SC)** – One of eight described categories into which a reimbursable project falls. Projects authorized in Section 196, Title 13, U.S.C., in which the Census Bureau conducts a census for a tribal or local government.

**Special Sworn Status (SSS)** – Special Sworn Status is the designation given to non-employees who are given the Oath of Nondisclosure in order to access Census confidential data in support of Title 13 programs. SSS is authorized by Title 13, U.S.C., Section 23(c), which permits the temporary staff to be sworn to observe the limitations imposed by Title 13, U.S.C., Section 9. (See Oath of Nondisclosure.)

**Special Tabulations** – One of eight described categories into which a reimbursable project falls. A custom preparation of data already collected by the Census Bureau in response to a specific request.

**Statistical Data Protection** – Application of techniques designed to protect the confidentiality of statistical data.

**Sworn Affidavit of Nondisclosure** – Statement signed by Census Bureau employees by which they enter into a legal obligation to uphold the confidentiality provisions of Title 13.

## T

**Target** - A group is the focus or one of the focuses of sample design.

**Technical Assistance/Consulting Services (TA/CS)** - One of eight described categories into which a reimbursable project falls. Advising on a project conducted by another entity, such as a survey. Technical assistance also includes performing a subset of the survey, such as sample design. This excludes projects which the Census Bureau performs data collections.

**Technological Safeguards** - Specific measures taken to ensure that computer systems protect confidential data beginning when the units are selected for sample.

**Terminated Before Completed** - This refers to projects that are inactive and not expected to resume.

**Title 13** - Title 13 is a federal law that authorizes and directs the Census Bureau to conduct specific censuses and surveys and sets out the standards of confidentiality for the data collected. In addition, it authorizes the Census Bureau to conduct surveys and provide statistical services for other federal agencies, state and local governments, and members of the private sector—subject to Title 13 confidentiality.

**Title 15** - Title 15 permits the Secretary of Commerce to conduct special studies for other organizations. The Bureau acts as a contractor for the sponsoring agency. Title 13 confidentiality does not apply.

U

**Unobtrusive Observation** - Unobtrusive observation refers to systematic or guided examination of social phenomena of social interactions in a manner that is completely, or in large part, unnoticed by social actors as they proceed with their daily activities or interactions. This form of observation is conducted in order to collect information related to human activity occurring in a realistic or natural setting. This method of data collection is commonly used in the social sciences, particularly in anthropological and sociological research.

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