

DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON 25

August 26, 1952

Dr. Wayne C. Grover  
Archivist of the United States  
Washington 25, D. C.

Dear Dr. Grover:

It is the policy of the Bureau of the Census to provide the maximum physical protection for the records which document its major programs, and make available to as many people as possible the information contained in such records consistent with national security and the rights of individuals concerned. With these ends in mind, we wish to make the following proposals concerning the custody, maintenance and use of the records of individuals enumerated in decennial population censuses:

The Bureau of the Census will transfer to the National Archives and Records Service (1) the original schedules of each decennial population census when they are no longer required by the Bureau of the Census for active statistical use and when the National Archives and Records Service can provide space and service for them; (2) the negative microfilm of such schedules when the Bureau of the Census has obtained a positive copy of the microfilm; and (3) the positive microfilm of these schedules when they are no longer required by the Bureau of the Census in its personal census service activities.

The Bureau of the Census desires that the National Archives and Records Service observe the following provisions pertaining to the use and maintenance of these records subsequent to their transfer:

- A. All negative microfilm copies of decennial population census schedules transferred to the National Archives and Records Service shall be preserved as the permanent records of such censuses. These negative copies will not be used as searching media or inserted in reading devices except when necessary for inspection incident to the proper maintenance of such records.
- B. The National Archives and Records Service will, upon request by the Bureau of the Census, furnish positive prints of any negative microfilm which has been transferred to the former agency. The charge for this service will be the cost of the positive film and its development, plus a service charge of not more than ten percent.

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- C. At no time after the National Archives and Records Service has accepted custody of both the negative and positive microfilm copies of the schedules of a census will both negative and positive copies of that census be kept in the same city.
- D. After the lapse of seventy-two years from the enumeration date of a decennial census, the National Archives and Records Service may disclose information contained in these records for use in legitimate historical, genealogical or other worth-while research, provided adequate precautions are taken to make sure that the information disclosed is not to be used to the detriment of any of the persons whose records are involved. Prior to the lapse of time specified above, the information will be disclosed only by the Bureau of the Census from microphotographic or other records in its possession.

Please let us know if these provisions are acceptable to you. If they are, we shall make the necessary arrangements to effect the movement of records now eligible for transfer.

Sincerely yours,

(Signed) Roy V. Peel

Roy V. Peel  
Director  
Bureau of the Census