



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

**2020 CENSUS PROGRAM MEMORANDUM SERIES: <2017.13>**

**Date:** March 31, 2017

**MEMORANDUM FOR:** The Record

**From:** Lisa M. Blumerman  
Associate Director, Decennial Census Programs

**Subject:** 2020 Census Detailed Operational Plan for Paper Data Capture

**Contact:** Alexa K. Jones-Puthoff  
Decennial Census Management Division  
301-763-8973  
Alexa.Kennedy.Jones.Puthoff@census.gov

This memorandum documents the issuance of the 2020 Census Detailed Operational Plan (DOP) for the Paper Data Capture (PDC) operation. The PDC operation is responsible for capturing and processing response data received on paper questionnaires.

The DOP for PDC presents the planned operations for PDC and includes details of the operational processes involved, their inputs, outputs, controls, and the basic mechanisms necessary to conduct the work. It is a living document that will be updated, as necessary, based on lessons learned from ongoing tests.

**The 2020 Census Memorandum Series**

The 2020 Census Memorandum Series documents significant decisions, actions, and accomplishments of the 2020 Census Program for the purpose of informing stakeholders, coordinating interdivisional efforts, and documenting important historical changes.

A memorandum generally will be added to this series for any decision or documentation that meets the following criteria:

1. A major program level decision that will affect the overall design or have significant effect on the 2020 Census operations or systems.
2. A major policy decision or change that will affect the overall design or significantly impact the 2020 Census operations or systems.
3. A report that documents the research and testing for the 2020 Census operations or systems.

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