



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

**2020 CENSUS PROGRAM MEMORANDUM SERIES: 2018.19**

**Date:** October 16, 2018

**MEMORANDUM FOR:** The Record

**From:** Albert E. Fontenot, Jr. **(signed October 16, 2018)**  
Associate Director, Decennial Census Programs

**Subject:** 2020 Census Detailed Operational Plan for Archiving

**Contact:** Jacqueline Eanes  
Decennial Census Management Division  
301-763-6760  
Jacqueline.moore.eanes@census.gov

This memorandum documents the release of the 2020 Census Detailed Operational Plan (DOP) for the Archiving (ARC) operation. The ARC operation is responsible for archiving 2020 Census data in accordance with the agreed-upon 2020 Census Records Schedule signed by the Archivist of the United States. In addition, the ARC operation stores other data for research at the Census Bureau for future censuses and to cover in-house needs as well as support the Age Search service provided to the public.

The DOP for ARC presents the planned operations for ARC 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.

**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 2020 Census operations or systems.
2. A major policy decision or change that will affect the overall design or significantly impact 2020 Census operations or systems.
3. A report that documents the research and testing for 2020 Census operations or systems.

Visit 2020 Census on [Census.gov](https://www.census.gov) to access the Memorandum Series, the 2020 Census Operational Plan, and other information about preparations for the 2020 Census.