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**Reading and Understanding the Model**

**Example Activity Model**

- **BPM Purpose**
  - Describe Census Operations business processes – activities, resources and key milestones
  - Provide the details necessary for non-subject matter experts to understand the business process
  - Contribute to the requirements development process
  - Facilitate the linkage of business processes to IT capabilities
  - Capture Operations inputs and outputs

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**Legend**

- **Data Object – Input**: This represents any in-coming data (e.g., files, data, etc.) to the activity.
- **Data Object – Output**: This represents any out-going data (e.g., files, data, etc.) from the activity.
- **Gateway – Exclusive decision gateway**: This represents the start of activities that happen in parallel. All incoming flows must complete before triggering the outgoing flow.
- **Gateway – Parallel merge gateway**: This represents the end of activities that happen in parallel. All incoming flows must complete before triggering the outgoing flow.
- **Gateway – Parallel split gateway**: This represents the start of activities that happen in parallel. All incoming flows must complete before triggering the outgoing flow.
- **Sub Process**: This represents a further detailing process model. The details about this activity appear on another page.

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**Key:**

- **Activities**
  - **Activity**: This represents the atomic level of an activity in the process model.
  - **Activity involving a sub process**: This represents an activity that is part of a sub process.
  - **Activity containing a sub process**: This represents an activity that is itself a sub process.
  - **Optional Activity Numbering**: This represents an activity that is optional.
  - **Activity with additional information**: This represents an activity with additional information.

- **Data Objects**
  - **Input**: This represents any in-coming data (e.g., files, data, etc.) to the activity.
  - **Output**: This represents any out-going data (e.g., files, data, etc.) from the activity.
  - **Intermediate Timed Event**: This represents an event that waits for the specified timeframe to occur before proceeding to the next activity.

- **Gateways**
  - **Exclusive Gateway**: This represents an exclusive decision gateway.
  - **Parallel Gateway**: This represents a parallel merge gateway.
  - **Subscription Gateway**: This represents a parallel split gateway.

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**Example Activity Model**

1. **Start**
2. Determine Universe for Mailing
3. Identify Respondents
4. Write Specs for Mailout
5. Prepare Paper Surveys and Envelopes for Mail
6. Process Postcards
7. Go Live with Online Survey
8. Label & Mail all Survey Related Information
9. Follow-Up Required
10. Update Status Nightly
11. End

**25. 2020 Census Archiving Operation (ARC) 8.0 03-05-21 with annotation.vsd**

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2020 Census 25. Archiving Operation

Purpose: The Archiving Operation provides selected 2020 Census records to the National Archives and Records Administration (NARA) for permanent retention.

Context Model
10. Develop 2020 Census Records Schedule

Purpose: To develop a 2020 Decennial Census Records Schedule by identifying all products from 2020 Census and developing a record schedule for retention and transferring the records to NARA for permanent archival.

25-1.1 Develop 2020 Census Records Schedule

Meetings with 2020 Decennial Operations, Offices and Divisions to assemble a complete list of data records and documents. NARA will review for permanent disposition.

Start Sub-process

Develop Intermediary 2020 Census Records Schedule

Conduct Intermediary 2020 Census Records Schedule Review with NARA

Update and Revise 2020 Census Records Schedule

Coordinate with Internal Census Offices for Compliance with Applicable Records Management laws, Policies and Regulations.

Compliance with Title 13, Title 44 and Title 36

End Sub-process
30. Coordinate 2020 Census Records Disposition

Purpose: Ensure all records are centrally located and scheduled for transfer by preparing, receiving and flagging each 2020 Census record.

25-1.2 Coordinate 2020 Census Records Disposition

Ensure records transferred are in an agreeable format.

Ensure records are ready for Census Storage (Oversight)

Confirm All Electronic 2020 Census Records are Flagged with Permanent Disposition

Send all Records listed in 2020 Census Records Schedule to Central Repositories

Receive/Capture/Access Records & Prepare for Disposition and/or Transfer

Store all 2020 Census Records from Records Schedule in the Central Repositories

Annually check integrity of files
40. Prepare Permanent Retention Records for Delivery to NARA

Purpose: To receive final disposition of 2020 Census records and ensure permanent records are received by NARA.

- Obtain Chief Archivist Approval (Official NARA Review)
- Develop Data Transfer Agreement and Concept of Operations
- Distribute Official 2020 Census Records Schedule and Data Transfer Agreement to Central Repositories
- Prepare the Transfer of Permanent Records
- Transfer the Test Files (subset) to NARA
- Receive Confirmation of Test Files (subset)

Note: Test Files are simulated data.
60. Coordinate and Deliver Files for Age Search to NPC

Purpose: To ensure all data for Age Search can be viewed by NPC.

25-2.2 Coordinate and Deliver Files for Age Search to NPC

- Send Data for Age Search
  - Receive the Geographic Data for Age Search
  - Receive Images from Data Capture for Age Search
  - Receive Electronic Response Data for Age Search
  - Store and Display Files for Age Search