

2020 Census 25. Archiving Operation (ARC)

Version: 5.0

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Major Revision Change History

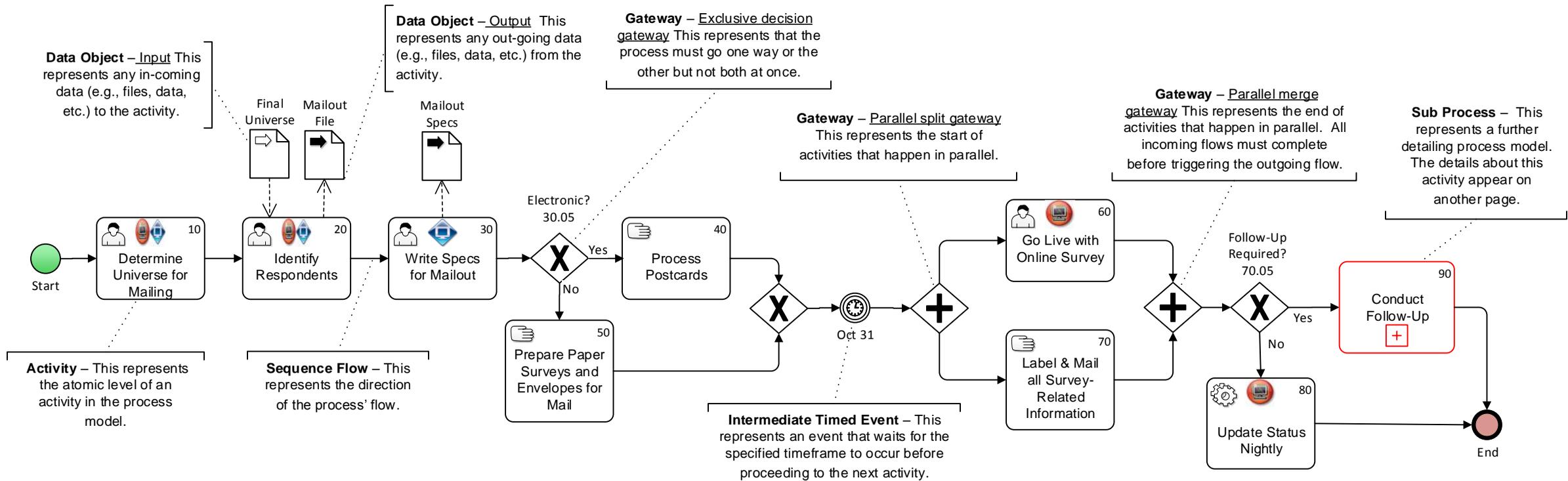
Date	Description	Author	Version #	Page #'s
12/31/2014	Baseline 1.0	Aurelia Gardner	1.0	All
07/30/2015	Baseline 2.0	Aurelia Gardner	2.0	All
12/18/2015	Baseline 3.0	Ahsan Chowdhury	3.0	All
03/20/2017	Baseline 4.0	Gwendolyn Pennington	4.0	All
06/28/2017	Baseline 4.0	Gwendolyn Pennington	4.1	All
10/20/2017	Baseline 4.0	Gwendolyn Pennington	4.2	All
11/08/2017	Baseline 4.0	Gwendolyn Pennington	4.3	All
12/18/2017	Baseline 4.0	Gwendolyn Pennington	4.4	All
01/04/2018	Baseline 4.0	Gwendolyn Pennington	4.6	All
01/23/2018	Baseline 4.0	Gwendolyn Pennington	4.7	All
02/12/2018	Baseline 4.0	Gwendolyn Pennington	4.8	All
03/22/2018	Baseline 4.0	Gwendolyn Pennington	4.9	All
06/15/2018	Baseline 5.0	Monique Edmonds	5.0	All

Reading and Understanding the Model

Example Activity Model

BPM Purpose

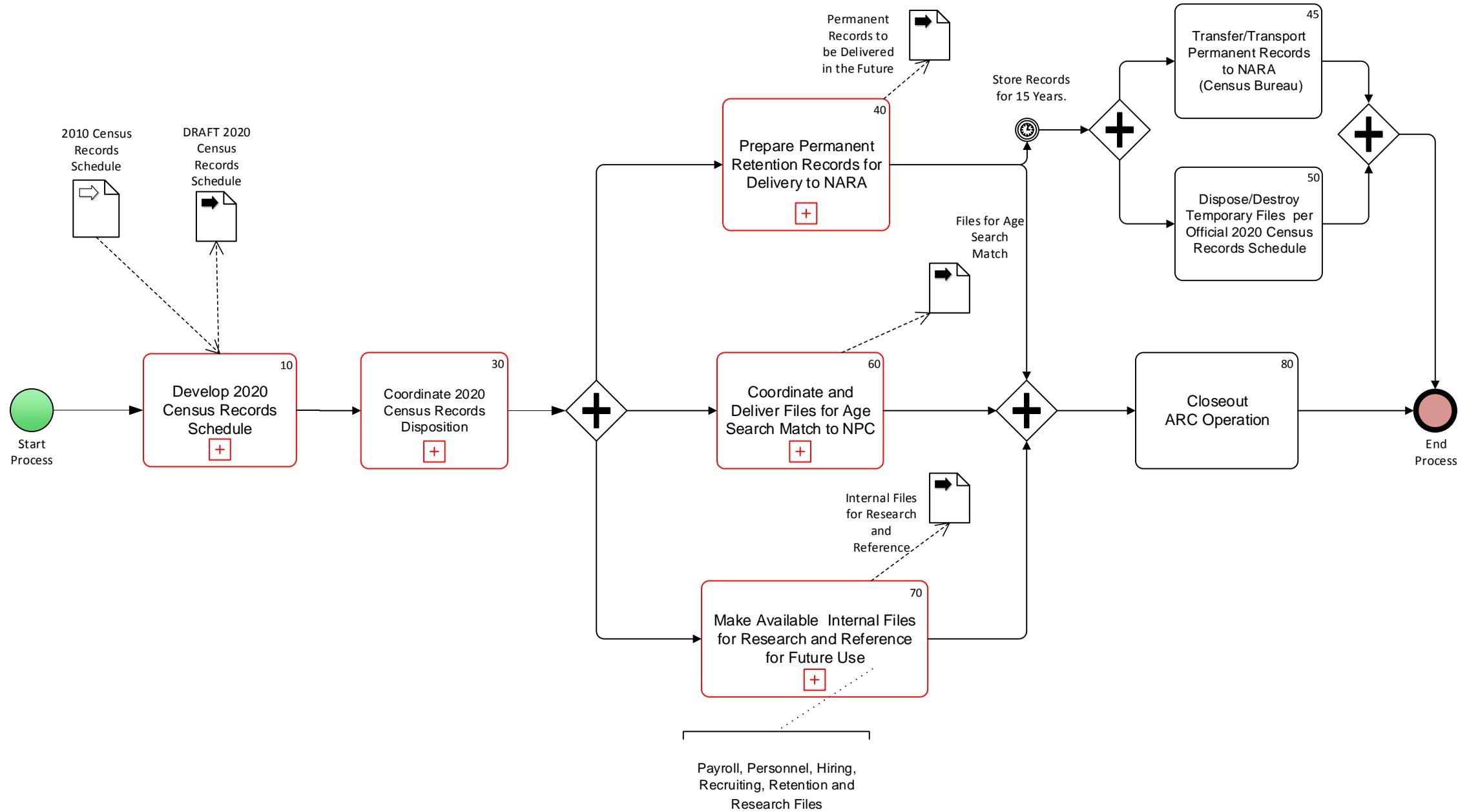
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities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



Key:	Activities	Gateways	Data Objects	Other
Events	Activity at atomic level: 10	Exclusive:	Input:	Sequence Flow:
Start:	Activity containing a sub process: 20	Parallel:	Output:	Association:
End:	Optional Activity Numbering: 10	Event Based:	Data Store:	Annotation:
Intermediate Timed Event:	Activity involving: → USER interacting with a system or software: Activity			<small>This file is created by the SME before this process kicks off.</small>
Flow continued on another page:	→ MANUAL activity (no system/software involved): Activity			
Flow continued from another page:	→ SERVICE or batch processing: Activity			
	→ SENDING a message: Activity			
	→ RECEIVING a message: Activity			
	→ RECURRING steps: Activity			
	<small>Note: If numbering, number by 10s to leave room for additional activities between initial activities, just in case they are needed.</small>			
	→ Any system developed specifically for Census' use: Activity			
	→ Both a system developed specifically for Census' use <i>and</i> COTS products: Activity			
	→ Any commercial-off-the-shelf (COTS) products: Activity			

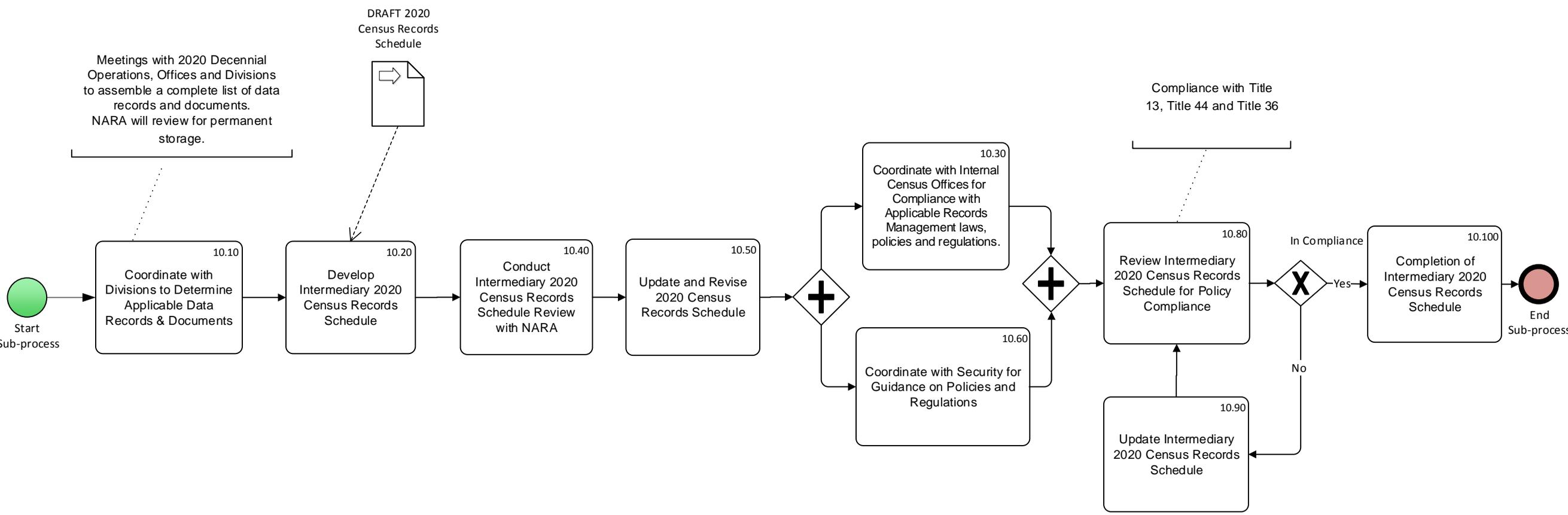
2020 Census 25. Archiving Operation

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



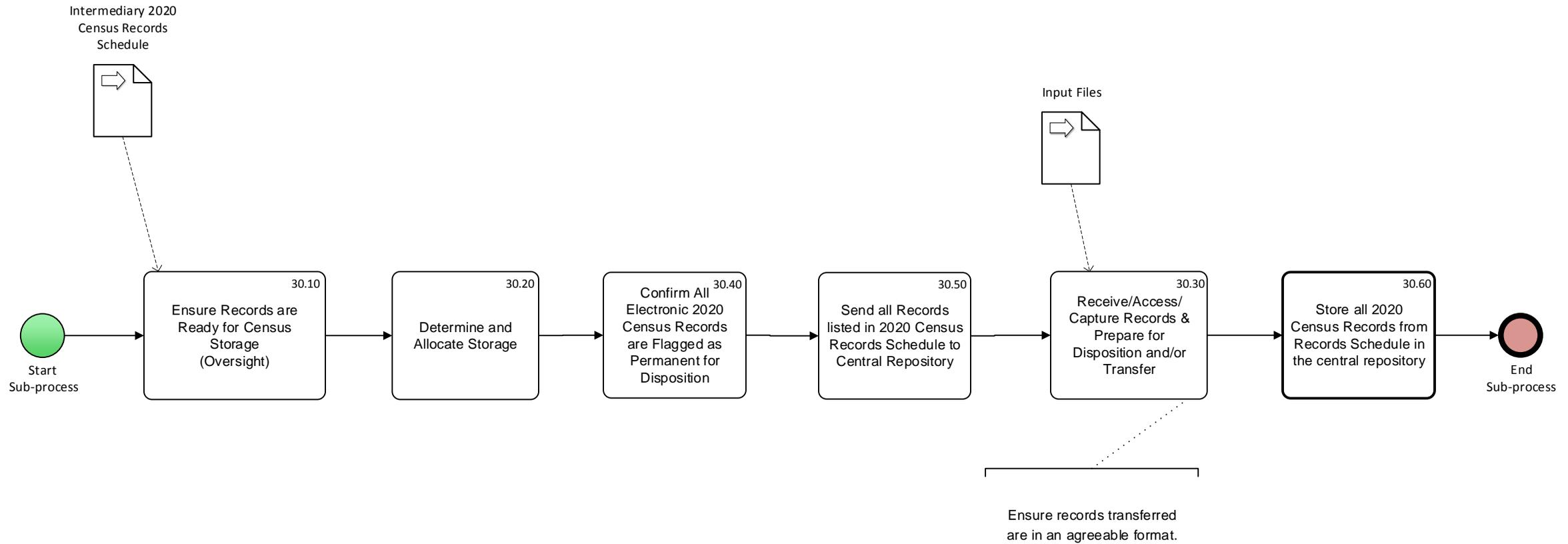
10. Develop 2020 Census Records Schedule

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



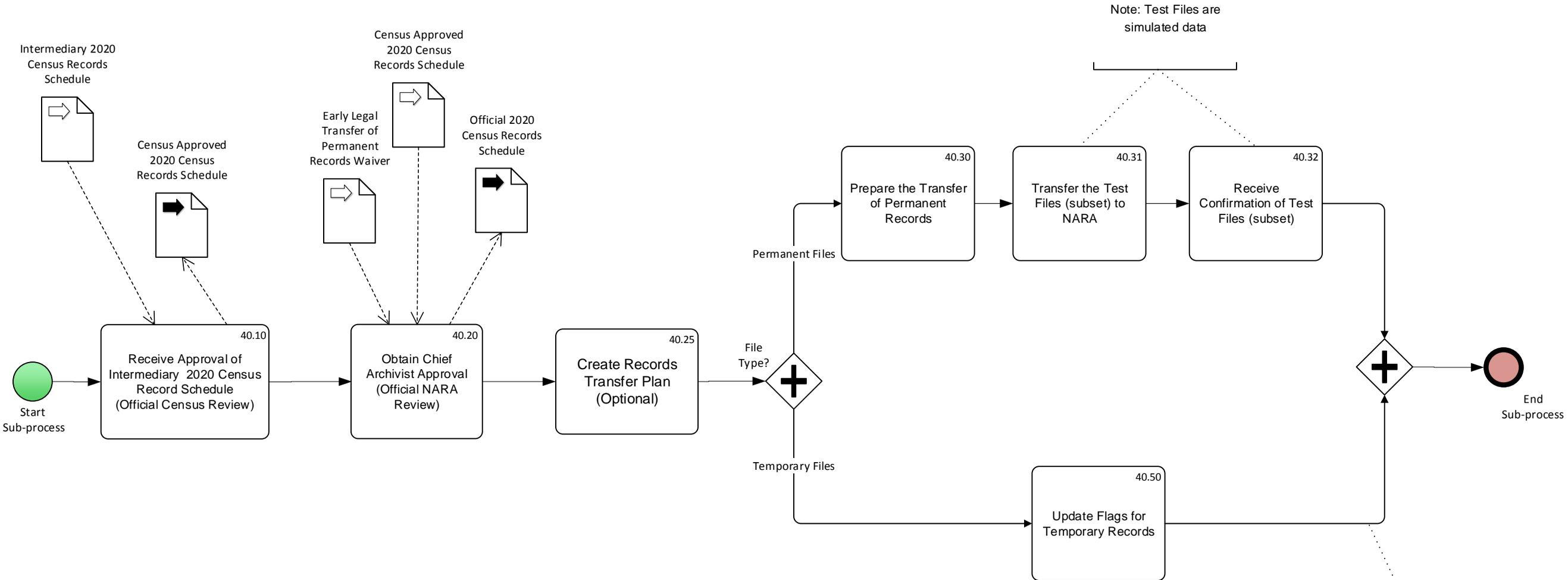
30. Coordinate 2020 Census Records Disposition

Purpose: To provide oversight that ensures all records are centrally located and scheduled for transfer by preparing, receiving and flagging each 2020 Census record.



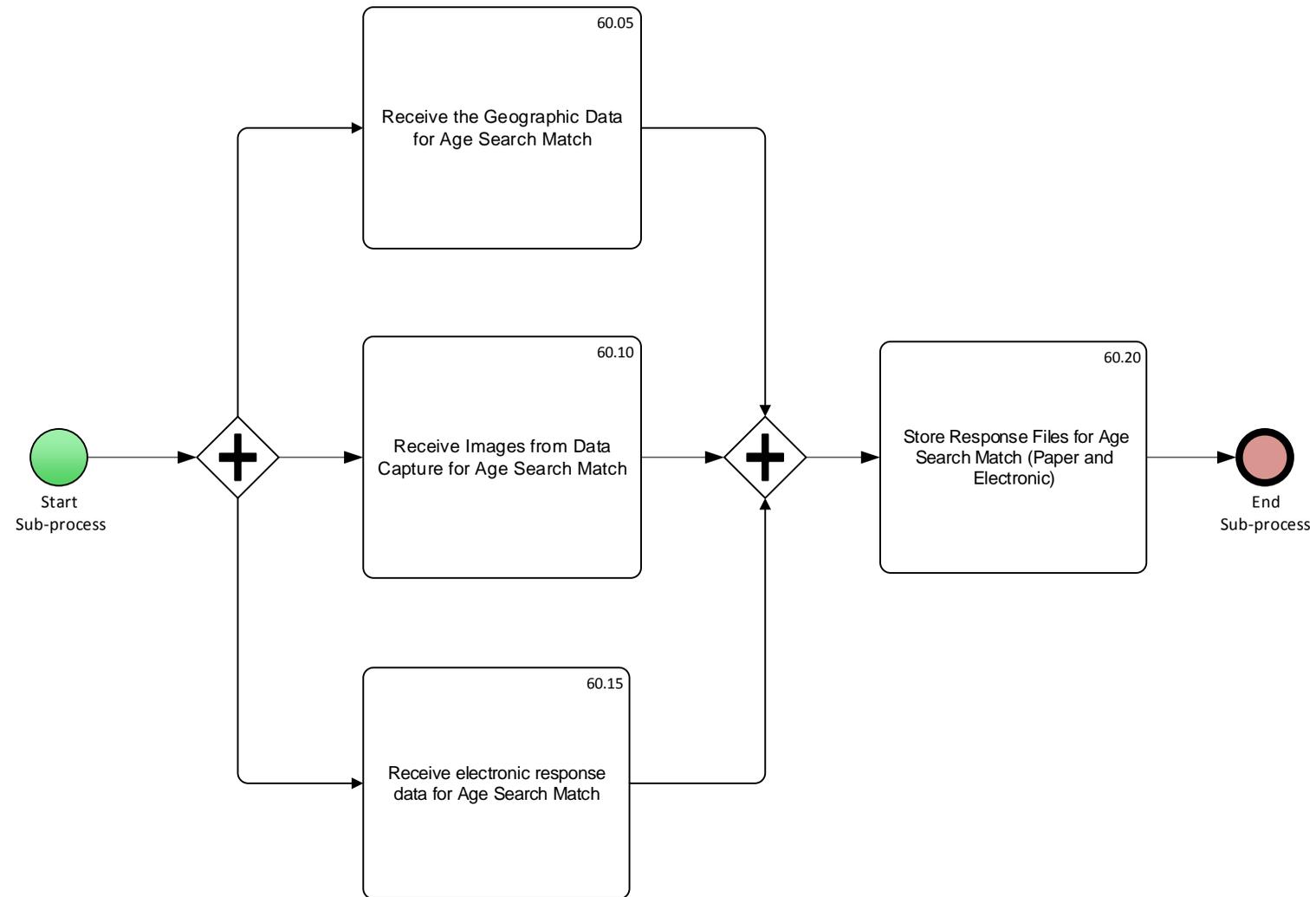
40. Prepare Permanent Retention Records for Delivery to NARA

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



60. Coordinate and Deliver Files for Age Search Match to NPC

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



70. Make Available Internal Files for Research and Reference for Future Use

Purpose: To ensure all data flagged for internal research and reference are accessible.

