

Supporting Document B Clearance and Routing Form

Version 1.2

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*Census Bureau Standard
Review and Approval of Census Bureau Documents and Presentations*

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Document Management & Control

Version	Issue Date	Approval	Description
1.0	09 Aug 02	Associate Directors	Initial Release
1.1	01 Mar 04	Associate Directors	Reissue
1.2	29 Dec 04	Configuration Mgr.	Reformatted to comply with Census Bureau Identity Standard and Quality Program Document Management Plan

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CLEARANCE AND ROUTING FORM

Current date	
Approval date	
Title of Document	
Number of pages	
Author(s)	
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Item	Document Summary Description (to be completed by author(s))
1. Primary data source (CPS, SIPP, Census 2000, etc.)	
2. Geographic level of results (national, state, county, etc.)	
3. Type of document (abstract, paper for conference or seminar, technical report, budget-related for the department, news release, OMB survey clearance request, etc.)	
4. Significant public information (new subject matter, special sensitivity, etc.)	
5. Highlights/summary of main findings of report	

Approving Unit	Name of Reviewer	Projected Approval Date	Initials	Date
1. Author				
2. Author's immediate supervisor				
3. Branch Chief				
4. Content/subject-matter review				
5. Statistical & methodological review	-----	-----	-----	-----
6. Reviewer from outside the author's operating unit (either for content/subject-matter or statistical & methodological review)				
7. Assistant Division Chief				
8. Division Chief				
9. Policy review (if needed) – author's Associate Director Policy Office				
10. Dry run (signed off by author's supervisor to confirm that it took place)				