

DEFINITION OF TERMS

Administrative Data – Refers to microdata records contained in files collected and maintained by administrative (i.e., program) agencies and commercial entities. Government and commercial entities maintain these files for the purpose of administering programs and providing services. Administrative data are distinct from systems of information collected exclusively for statistical purposes, as such as those the Census Bureau produces under authority of Title 13 of the United States Code (U.S.C.). For the most part, the Census Bureau uses, and seeks to use, administrative data developed by federal agencies. To a lesser degree, it may use information from state, local, and tribal governments, as well as commercial entities.

Administrative Records Coordinator (ARC) – The ARC in the Policy Coordination Office provides overall direction and coordination to program areas regarding administrative data policy.

Business Register – The business frame for most economic censuses and surveys, and it is comprised of administrative data from the IRS, the SSA, and the BLS.

Business Identifier – A data element that identifies a business establishment, i.e., the name of the establishment or the Employer Identification Number (EIN) on a specific record. In the case of non-employer establishments, an individual's name and Social Security Number (SSN) are considered business identifiers (as opposed to personal identifiers, defined below).

Commercial Data – Also referred to as third-party data. These data are demographic, economic, or geographic data that the Census Bureau acquired directly from a commercial source, such as a frame of telephone numbers and email addresses.

Data Integration Policy Committee (DIPC) – The DIPC, a sub-committee of DSEP, is the primary group that monitors and evaluates administrative data procedures and activities. The Committee is responsible for keeping the *Administrative Records Handbook* up-to-date and for considering any changes to related procedures. Members represent each directorate with a role in administrative records.

Data Linkage (also known as record linkage) – For the purpose of the *Data Linkage Policy*, data linkage includes joining individual, household, or business records in two or more files.

Data Stewardship Executive Policy (DSEP) Committee – The DSEP Committee ensures the Census Bureau maintains its commitment, by fulfilling the legal, ethical, and reporting obligations levied by the Title 13 of the U.S. Code, the Privacy Act, and other applicable statutes, including those of governmental and other suppliers of data to the Census Bureau. This committee serves as the focal point for decision-making and communication on policy issues related to privacy, security, confidentiality and administrative records. It oversees the activities of several staff committees that focus on these important issues.

Information Owner – The Information Owner is an agency official with operational authority for specified information. The Information Owner is responsible for establishing the rules for

appropriate use and protection of the subject information (e.g., rules of behavior) and retains that responsibility even when the information is shared. Ownership is at the survey and program level. The Information Owner approves or disapproves use of the data for both production and research uses. Information that is co-mingled may have more than one owner

Master Address File (MAF) – This is the decennial census and demographic survey frame, comprised of locator administrative data.

Master Address File/Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER) – Is a digital (computer-readable) geographic database that automates the mapping and related geographic activities required to support the Census Bureau’s census and survey programs.

Microdata files – Files with non-aggregated data about the units sampled. For surveys of individuals, microdata files contain records for each individual interviewed; for surveys of organizations, the microdata contain records for each organization. May differ from statistical files where data are aggregated from many individual records. To ensure confidentiality, the Census Bureau publishes microdata only after it is stripped of all identifying information and passes disclosure avoidance review.

Personal Identifier – A data element that identifies an individual on a demographic record, i.e., the individual’s name or SSN. Individual name or SSN on an economic record are considered business identifiers rather than personal identifiers.

Privacy Impact Assessment (PIA) – A structured review of any information technology system or electronic data collection that contains personally identifiable information. A PIA is required in Office of Management and Budget Circular No. A-11, Form 300 and by Section 208 of the E-Government Act of 2002. The purpose of a PIA is to ensure that no collection, storage, access, use, or dissemination of identifiable personal information occurs without proper proof of need and purpose, and to ensure that appropriate security measures and controls on data use are in place.

Project Contact (PC) – The individual responsible for documenting a project proposal in the Census Bureau’s electronic tracking system and shepherding it from the review stage through implementation and completion.

Project Review Coordinator (PRC) – These individuals review proposed projects, coordinate additional reviews across the Census Bureau, and communicate to the Project Contact about proposal documentation requirements and the Census Bureau’s decision for a proposed project. They will also assist the Project Contact in requesting permission to use data supplied by other agencies, when necessary.

Record Linkage (also known as data linkage) – For the purpose of the *Data Linkage Policy*, record linkage includes joining individual, household, or business records in two or more files.

Routine use – The Privacy Act defines routine use as, “With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.”

Sensitive Populations – Includes children, cognitively impaired people, comatose patients, the elderly, limited English-speaking or non English-speaking people, non-citizens, prisoners, impoverished and terminally ill patients, residents of shelters for battered and abused women and children, and small minority groups, such as Native Americans.

Sensitive Topics – Includes abortion; use of alcohol, drug, or other addictive products; illegal immigration status; information damaging to financial standing, employability, or reputation; information leading to social stigmatization or discrimination; politics; psychological wellbeing or mental health; religion; same sex partners; sexual behavior; sexual orientation; taxes; and other information due to specific cultural or other factors.

System of Records (SOR) – A compilation of multiple records, containing information about individuals retrieved by some identifying number, symbol, or personal identifier (such as name, employee number, social security number (SSN), etc.).

System of Records Notice (SORN) – A notice published in the Federal Register, required by the [Privacy Act of 1974](#), intended to alert the public that a Federal agency has created, modified, or abolished a system of records (SOR).

Statistical Purposes or Uses –According to OMB’s Memorandum 14-06, statistical purposes refers to the “the description, estimation, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups,” (PL-107-347, Title V—Confidential Information Protection and Statistical Efficiency Act (CIPSEA), Section 502 (9)(A)). Statistical purposes exclude “any administrative, regulatory, law enforcement, adjudicatory, or other purpose that affects the rights, privileges, or benefits of a particular identifiable respondent” (PL-107-347, Title V—CIPSEA, Section 502 (5)(A)).