

**Entity Name:** Lancaster County

**Entity\_ID:** CO31109

**Contact ID:** 386115

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Mr. Todd Wiltgen  
Chairman  
Board of Commissioners  
555 S 10th St Room 110  
Lincoln NE 68508-2810

PAPERWORK REDUCTION ACT BURDEN STATEMENT

This information collection is authorized by OMB control #0607-0994.

The public reporting burden for this collection of information is estimated to average 21 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Commerce, United States Census Bureau, 4600 Silver Hill Road, Room 4H177, Washington, DC 20233. Or you may e-mail comments to [paperwork@census.gov](mailto:paperwork@census.gov); use "Paperwork Project 0607-0994" as the subject. Please include a copy of your message addressed to [GEO.2020.LUCA@geo.census.gov](mailto:GEO.2020.LUCA@geo.census.gov). You may also contact us by phone at 1-844-344-0169. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid "OMB control number."

The control number assigned to this collection is OMB 0607-0994.



CO31109  
Lancaster County  
386115

July 17, 2017

Mr. Todd Wiltgen  
Chairman  
Board of Commissioners  
555 S 10th St Room 110  
Lincoln NE 68508-2810

**FROM THE ASSOCIATE DIRECTOR FOR  
DECENNIAL CENSUS PROGRAMS**

The U.S. Census Bureau invites your government to participate in the 2020 Census Local Update of Census Addresses Operation (LUCA), as mandated by the Census Address List Improvement Act of 1994 (Public Law 103-430). This is the only opportunity offered to tribal, state, and local governments to review and update the Census Bureau's residential address list prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. Participation in LUCA can help ensure an accurate count for your jurisdiction.

Enclosed with this letter are:

***2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide***

Use this guide to answer questions about participation in LUCA.

***Confidentiality and Security Guidelines***

All LUCA liaisons, reviewers, and anyone with access to the Census Bureau's Title 13 materials must read, understand, and agree to abide by these guidelines.

Please respond to the LUCA invitation by completing the **Registration Form**. We appreciate a response, even if you decline to participate. If your government plans to participate, then also complete and return the following forms:

- *Self-Assessment Checklist;*
- *Confidentiality Agreement; and*
- *Product Preference Form.*

For your convenience, enclosed is a postage-paid envelope for your response. As an alternative, you may also scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



**REGISTRATION FORM  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)**

Entity ID	CO31109
Government Name	Lancaster County

**A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)**

- YES** Our government is registering for LUCA. – *Complete Sections B and C.*
- NO** Our government is not registering for LUCA. – *Complete Section B and mark an (X) for each reason that applies:*
  - Another level of government (state or county) that includes our jurisdiction is participating in LUCA
  - Insufficient staff
  - Lack of funds
  - No time/too busy
  - No local address list available
  - Concerns about Census Bureau Title 13 materials
  - Restrictions on using Census Bureau Title 13 materials for other purposes
  - Other reason – *Specify (Please print)*

*Thank you for your comments. We will use them to help improve future LUCA operations.*

**B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION**

- Printed name of Tribal Chair or Highest Elected Official/Appointed Official – *First, middle initial, last*
- Signature of Tribal Chair or Highest Elected Official/Appointed Official
 

Date	Month	Day	Year
- Position – *(e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate)* – *Please print*
- Physical/Mailing address
 

Number and street name		
City	State	ZIP Code
- Telephone
 

Area code	Number	Extension
- Email address

**C. LIAISON INFORMATION – Designate your LUCA Liaison.**

***This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.***

*Complete this section only if you are participating in LUCA*

- Name – *(Please print)*
- Department, Organization, or Agency name – *(e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)*
- Position – *(e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)*
- Physical/Mailing address
 

Number and street name		
City	State	ZIP Code
- Telephone
 

Area code	Number	Extension
- Email address

*Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).*



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Entity ID

CO31109

Government Name

Lancaster County



**PRODUCT PREFERENCE FORM  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)**

**Please mark (X) to select a product preference format (Choose #1 OR #2 below)**

1.  **GUPS** – The Census Bureau’s Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau’s address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

**OR**

2.  Select **one** address list format in **Section A** and **one** map format in **Section B**.

**A. Address List – Select Digital or Paper**

**Digital** – Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

**OR**

**Paper** – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

- Census Tract#/Block#/Street Name/House#/Unit#
- Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

*You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnerships/luca.html>.*

**B. Maps – Select Digital or Paper**

**Digital** – Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

**OR**

**Paper/PDF** – Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

**OR**

**Paper** – Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

**Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.**

**LUCA Liaison Package Delivery Address.  
Title 13 materials must be delivered to the LUCA liaison. Please print.**

**Liaison Name**

Department, Organization, or Agency name

Number and street name

Physical/  
Mailing  
address

City

State

ZIP Code

Telephone

Area code

Number

Extension

Email address

**Name of the Person Completing This Form (Please print)**

Name

Telephone

Area code

Number

Extension

Email  
address

Date

*Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).*





**CONFIDENTIALITY AGREEMENT FORM**  
**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE  
 Economics and Statistics Administration  
 U.S. CENSUS BUREAU

Entity ID  
 CO31109  
 Government Name  
 Lancaster County

**A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION**

All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.

All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's Confidentiality and Security Guidelines for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.

By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.

**B. LIAISON INFORMATION**

Liaison's Printed Name  Area code  Telephone number  Ext.

Liaison's Signature  Date  
 Month  Day  Year

Name of LUCA Liaison's Office, Department, or Agency - (Assessor's Office, Planning Department, Regional Planning Agency, etc.) - Please print

Address of LUCA Liaison's Office, Department, or Agency - (House number and street name, RR or HC, and box number) - Please print

City  State  ZIP Code

Email address

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS**

Printed name  Area code  Telephone number  Ext.

Signature  Date  
 Month  Day  Year

Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City  State  ZIP Code

Printed name  Area code  Telephone number  Ext.

Signature  Date  
 Month  Day  Year

Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City  State  ZIP Code

E-mail address  **Section C continued on the reverse**



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



**SELF-ASSESSMENT CHECKLIST  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)**

Entity ID	CO31109
Government Name	Lancaster County

<b>PROTECTING CENSUS BUREAU TITLE 13 MATERIALS</b>	Confidentiality & Security Guidelines Reference	Circle Y, N or NA		
<b>1.</b> Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?	3	Y	N	
<b>2.</b> Will you store Title 13 materials in a secure location?	4.1, 4.2	Y	N	
<b>3.</b> Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.	4.1, 4.2	Y	N	
<b>4.</b> Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
<b>5.</b> Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
<b>6.</b> Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
<b>7.</b> Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA

<b>REPORTING AN INCIDENT</b>	Confidentiality & Security Guidelines Reference	Circle Y or N		
<b>8.</b> Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within <b>24 hours</b> of discovery?	4.3	Y	N	

<b>ON-SITE VISITS</b>	Confidentiality & Security Guidelines Reference	Circle Y or N		
<b>9.</b> Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?	4.4	Y	N	

<b>DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS</b>	Confidentiality & Security Guidelines Reference	Circle Y or N		
<b>10.</b> Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?	4.5, 4.6	Y	N	

LUCA Liaison Signature

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LUCA Liaison Name (*Print*) Date

Complete this form and return it along with the completed, signed copies of the Registration Form, Confidentiality Agreement, and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).



**Instructions to Register for the  
2020 Local Update of Census Addresses Operation (LUCA)**

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**A. To help you make an informed decision to participate in the 2020 LUCA Operation, please read:**

1. 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide
  2. Confidentiality and Security Guidelines
- 

**B. There are four (4) forms to complete for the LUCA registration.**

To begin your registration process, complete the forms you received in your invitation package and return them to the Census Bureau in the postage paid, preaddressed enclosed envelope. If you prefer, you may scan your completed, signed forms and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

**1. Registration Form**

**1.1 If you are participating in LUCA:**

- In Section A.1, mark X, "YES Our government is registering for LUCA." *Complete Sections B and C.*
- In Section B., "Signature of Tribal Chair or Highest Elected/Appointed Official Responding to the LUCA Invitation" provide:
  - i. The printed name and signature of the Tribal Chair or Highest Elected/Appointed Official
  - ii. Position
  - iii. Physical/Mailing address
  - iv. Telephone number
  - v. Email address
- In Section C, the Tribal Chair or Highest Elected/Appointed Official designates a LUCA Liaison and provides the LUCA Liaison's:
  - i. Printed name
  - ii. Department, organization, or agency name
  - iii. Position
  - iv. Physical/Mailing Address
  - v. Telephone number
  - vi. Email address
- Please refer to sections 2 through 4 on the following page for instructions on how to complete the remaining three forms.

**1.2 If you are designating a higher level of government (state or county) to participate on your government's behalf as your LUCA Liaison:**

- In section A.1, mark X, "YES Our government is registering for LUCA." *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section B.
- In section C, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).

**1.3 If you are designating a Regional Planning Agency, Council of Governments, or other organization as your LUCA Liaison:**

- In section A.1, mark X, "YES Our government is registering for LUCA." *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section B.
- In section C, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).



# **Confidentiality and Security Guidelines**

2020 Census Local Update of Census Addresses Operation (LUCA)





# **Confidentiality and Security Guidelines**

## **2020 Census Local Update of Census Addresses Operation (LUCA)**

### ***1. Introduction***

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

### ***2. Title 13, U.S. Code***

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title . . .

- 1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA).
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).

The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

### ***3. The Confidentiality Agreement***

To participate in LUCA, a government must designate a LUCA liaison. The LUCA liaison, LUCA reviewers, and *anyone* with access to Title 13 materials must sign the *Confidentiality Agreement*. The Census Bureau will not deliver LUCA materials to a participant until we have received the completed and signed *Confidentiality Agreement and the Confidentiality and Security Checklist*.

The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction's address list or database.

A signature on the *Confidentiality Agreement* constitutes a legal agreement by each individual to keep confidential Census Bureau Title 13 data and abide by the security guidelines outlined below. While access to Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

### ***4. Security Guidelines***

The LUCA liaison accepts the responsibility for protecting and safeguarding the LUCA materials. The liaison must restrict access to the Census Bureau's information covered under Title 13 to those individuals who have signed the *Confidentiality Agreement*.

#### ***4.1 Protecting Digital Title 13 Materials***

Operating systems, programs, applications, and data are collectively referred to as Information Technology (IT) systems in this document. Any IT systems used for LUCA participation must be accessible only to those who have signed the *Confidentiality Agreement*. Your IT systems should restrict the read, write, and delete functions to all Title 13 materials.

##### **Digital Guidelines**

- Construct electronic security profiles to allow only the LUCA liaison and the LUCA reviewers to access Title 13 materials. Test your security to ensure that access is restricted.
- Use file encryption and passwords to protect all digital Title 13 materials at all times. Encrypt files using the *Advanced Encryption Standard* (AES) with key length of 256 bits.
- Do not leave computers with Title 13 materials unattended. Log-off computers, lock terminals, and lock the room when not in use.
- Label all digital media and every printed page of any paper materials produced from Title 13 digital media with the following:

*“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”*
- Do not send backup digital media off-site. Store in a secured area. **Do not mix, store, or back-up LUCA data with other data.**
- Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

## 4.1 Protecting Digital Title 13 Materials – Continued

### Password Guidelines

The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:

- Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the *Confidentiality Agreement*.
- Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$,\*, or &).
- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Encrypt passwords.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

## 4.2 Protecting Paper Title 13 Materials

- Do not leave Title 13 materials unattended. Secure all Title 13 materials in a locked room. If possible, store Title 13 materials in locked desks or cabinets.
- Copy only the Title 13 materials necessary to complete the LUCA review. Do not leave the copy machine unattended while making copies. All copied materials containing Title 13 information must bear the statement:

*“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”*

- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

## 4.3 Reporting an Incident

If you discover that any Title 13 materials have been viewed by unauthorized persons or are missing from your inventory, you must:

- 1) Contact the Census Bureau through the Census Incident Response Team (CIRT) at (301) 763-3333 **within 24 hours**. You must provide the following information:
  - Jurisdiction Name.
  - Date and time of the incident.
  - Name of the contact person.
  - Phone number of contact person.
  - Site address of incident.
- 2) Immediately secure all remaining materials. Prohibit any further access, by anyone, including the LUCA liaison and anyone who signed the *Confidentiality Agreement*. Census Bureau staff will contact your office within 48 hours with information on how to proceed.

#### 4.4 On-site Visits

The Census Bureau may make an on-site visit to review a participant's security procedures. The Census Bureau will strive not to disrupt office operations. A visit may include a review of:

- Storage and handling of Title 13 materials.
- Employee access to Title 13 materials.
- Physical safeguard of stored Title 13 materials.
- IT Systems, including use of passwords.
- Employee awareness of their responsibilities to Title 13 materials.

#### 4.5 Destruction of Census Bureau Confidential Materials

After the entire LUCA operation has concluded, all Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau's specific guidelines.

The LUCA liaison is required to verify the destruction or return of any Title 13 materials, both paper and digital, including all paper copies, backup files, etc., by signing and returning the *Destruction or Return of Title 13, U.S.C. Materials form*. In addition, anyone who signed the *Confidentiality Agreement* is required to sign this form once their participation in LUCA has ended. Should any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* is unable to sign and date the form, the current liaison must sign and date on their behalf.

Only individuals who signed the Confidentiality Agreement are permitted to destroy Title 13 materials:

- Never deposit Title 13 materials in a trash or recycle container, or dispose of information in a landfill before destruction procedures are completed.
- Destruction must prevent recognition or reconstruction of paper or digital Title 13 materials. Use one of the following methods:
  - Shredding or pulping.
  - Chemical decomposition.
  - Pulverizing (such as, hammer mills, choppers, etc.).
  - Burning (facility approved by the Environmental Protection Agency).
  - Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
  - Clearing or sanitizing all print servers and multifunction printing or scanning devices with stored images or print files containing Title 13 data.
  - Destroying CDs and DVDs using a shredder or other method suitable for rendering them un-usable.

**Note:** Hand tearing is an **unacceptable** method of disposal before destruction.

See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, *Guidelines for Media Sanitization* for further information on acceptable methods for digital media and office equipment sanitization.

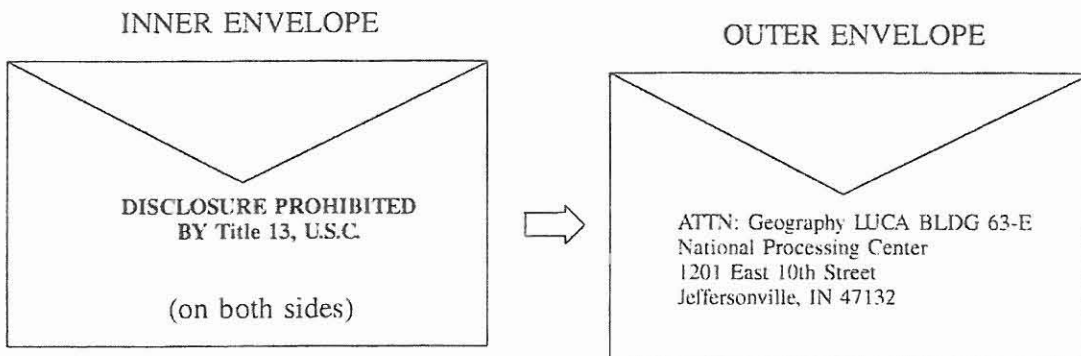
<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

#### 4.6 Returning Census Bureau Title 13 Materials

After the entire LUCA operation has concluded, all Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau's specific guidelines. If you choose to return the Title 13 materials rather than destroying them, follow these guidelines:

- 1) Ship the Title 13 materials, double-wrapping them by using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- 2) Label both sides of the inner envelope (or container) with the notice:  

**"DISCLOSURE PROHIBITED BY Title 13, U.S.C."**
- 3) Place the inner envelope (or container) into the outer envelope.
- 4) **Use the mailing label that was included in the initial mail-out of materials.** If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- 5) Include with the returned materials, a signed D-2012, *Destruction or Return of Title 13, U.S.C. Materials Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.
- 6) If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service.



# 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide

Issued December 2016  
D 2101

## What Is LUCA?

The Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the U.S. Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes LUCA.

Active, functioning, legal governments are eligible to participate in LUCA, including:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If your government lacks the resources to participate in LUCA, you can arrange for a higher level of government, such as a county; or an organization, such as a regional planning agency or council of governments, to conduct your address review.

## Why Participate in LUCA?

The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Participating in LUCA can help ensure an accurate census for your community.

Although the primary purpose of the decennial census is to apportion seats in the U.S. House of Representatives, census data are used to:

- Distribute federal funds for over 1,000 programs administered by 26 federal agencies to tribal, state, and local governments.
- Provide statistical support for grant applications that fund community and regional development, education, agriculture, energy, and environmental programs, as well as other needed community improvements and enhancements.
- Help your community plan for future needs.

## What Is New for LUCA?

- Pre-LUCA activities, such as the on-going Geographic Support System (GSS) Partnership Program, provide more opportunities to submit address information and receive non-Title 13 feedback.
- New streamlined participation through the full address list review.
- Online viewing availability for the Census Bureau housing unit counts by census block for your jurisdiction starting in January 2017.
- Ease of use with standard data formats for viewing the Census Bureau's digital address list (Excel [.xlsx] and Comma Delimited Text [.csv]).
- Availability of the Census Bureau Geographic Update Partnership Software, a self-contained Geographic Information System (GIS) tool.
- Access to comprehensive data that include residential structure latitude/longitude coordinates and ungeocoded census residential addresses.
- Digital participants may submit residential structure coordinates as part of their address updates.

## LUCA Schedule

2020 Census LUCA Operation Schedule	
Timeframe	Activity
January 2017	Advance notice mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors, and other LUCA contacts.
March 2017	LUCA promotional workshops begin.
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA training workshops begin.
February–April 2018	Participants review and update the Census Bureau's address list.
February–September 2018	Census Bureau processes LUCA submissions.

## LUCA Preparation Checklist

- ✓ Participate in the GSS.
- ✓ Review your boundaries and respond to the 2017 Boundary and Annexation Survey (BAS).
- ✓ Complete and return the *Contact Information Update Form*.
- ✓ Attend a LUCA promotional workshop or access information at the LUCA Web site.
- ✓ Access the Census Address Count List for your jurisdiction online.
- ✓ Determine and assemble local address sources.
- ✓ Update your address list with information needed for LUCA:
  - Unit designations for multiunit housing (e.g., Apt 1, Apt 2, Unit A, Unit B, etc.) (required).
  - Residential address status (required, the LUCA Operation only accepts residential addresses).
  - ZIP Codes for mailing addresses desired.
- ✓ Geocode your local address list using the online Census Geocoder (digital address list required).
- ✓ Determine your LUCA materials format.
- ✓ Develop your address review strategy.
- ✓ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.
- ✓ Attend a training workshop or Webinar.
- ✓ Review and update LUCA materials.
- ✓ Receive address feedback.

**✔ Participate in the GSS.**

Pre-LUCA activities provide more opportunities to submit address information and receive non-Title 13 feedback through the continuous GSS Partnership Program.

**✔ Review your boundaries and respond to the 2017 BAS.**

The 2017 BAS is the last opportunity to ensure that your boundaries are correct before LUCA begins. Because LUCA participants receive only addresses inside their jurisdictional boundaries for review and update, you may not be able to view your entire address list if your boundaries are incorrect. The 2017 BAS starts in December 2016. For more information, visit the BAS Web site at <[www.census.gov/geo/partnerships/bas.html](http://www.census.gov/geo/partnerships/bas.html)>.

**✔ Complete and return the Contact Information Update Form.**

In January 2017, the HEO, TC, Governor, and other contacts that the Census Bureau has associated with each government will receive a LUCA notification package. The package includes information about LUCA and a *Contact Information*

*Update Form*. Complete the form and return it using the postage-paid envelope. If you prefer, you may scan it and return it via e-mail to <[GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov)>.

**✔ Attend a LUCA promotional workshop or access information on the LUCA Web site.**

Plan to attend a LUCA promotional workshop or Webinar to obtain additional information about participating in LUCA. You may also obtain additional information by accessing the LUCA Web site at <[www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html)>.

**✔ Access the Census Address Count List for your jurisdiction online.**

Your government's Address Count List, which contains the Census Bureau's count of residential addresses for each census block within your jurisdiction, is available on the LUCA Web site. Compare the census counts to your counts to help focus your participation efforts. Each census block record is at least 12 characters in length and contains seven fields of information <[www.census.gov/geo/maps-data/data/geocoder.html](http://www.census.gov/geo/maps-data/data/geocoder.html)>.

Digital Address Count List		
Maximum character length	Field name	Description
12	Entity ID	Unique code assigned by the Census Bureau to each entity.
2	State code	2-digit current state code.
3	County code	3-digit current county code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit.
4	Census block number	4-digit current census block number.
7	Count of housing unit addresses	Census Bureau's most recent count of housing unit addresses.
7	Count of group quarters addresses	Census Bureau's most recent count of group quarters addresses.



**✔ Determine and assemble local address sources.**

Potential local address sources for compiling your residential address list include:

- E-911 address files.
- New housing construction or building permits.
- Housing inspection records.
- Planning and zoning records.
- Local utility records.
- School enrollment records.
- Driver license files.
- Annexation records.
- Assessment or tax files (residential units).
- Voter registration files.

**✔ Update your Address List with information needed for LUCA.**

**Unit Designation:** LUCA **requires** that each record include unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B). Basic street address and the individual unit designation should be provided for multiunit buildings.

**Residential Status:** LUCA accepts only **residential** address updates.

**ZIP Code:** A ZIP Code in a mailing address is useful to the Census Bureau.

**✔ Geocode your local address list using the online Census Geocoder (digital address list required).**

The Census Bureau defines geocoding as assigning a state, county, census tract, and census block number to an address. Used in conjunction with the Address Count List, the Census Geocoder allows you to compare your digital address list to the Census Bureau's count of addresses by census block. You can focus your address review on the census blocks with the greatest address count differences between your address list and the Census Bureau's. For more information, see <[www.census.gov/geo/maps-data/data/geocoder.html](http://www.census.gov/geo/maps-data/data/geocoder.html)>.

**✔ Determine your LUCA materials format.**

The LUCA address lists and maps are available in digital or paper formats. The digital format requires the use of spreadsheet or database software, such as Excel (.xlsx) or Comma Delimited Text (.csv). The paper format is available only to governments with 6,000 or fewer addresses.

Example: Available LUCA materials formats  
 Copy provided for reference only; do NOT return this form.

<p><b>PRODUCT PREFERENCE FORM</b></p> <p><b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>Entity ID _____</p> <p>Government Name _____</p>		
<p><b>Please mark (X) to select a product preference format (Choose #1 OR #2 below)</b></p> <p>1. <input type="checkbox"/> <b>GUPS</b> – The Census Bureau’s Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau’s address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.</p> <p style="text-align: center;">OR</p> <p>2. <input type="checkbox"/> Select one address list format in Section A and one map format in Section B.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding-right: 10px;"> <p><b>A. Address List – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p> </td> <td style="width: 50%; vertical-align: top; padding-left: 10px;"> <p><b>B. Maps – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> –Partnership shapefiles that require the use of GIS software. Address structure points are <b>not</b> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p><b>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</b></p> </td> </tr> </table>		<p><b>A. Address List – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p>	<p><b>B. Maps – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> –Partnership shapefiles that require the use of GIS software. Address structure points are <b>not</b> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p><b>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</b></p>
<p><b>A. Address List – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose one address sort preference below:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p>	<p><b>B. Maps – Select Digital or Paper</b></p> <p><input type="checkbox"/> <b>Digital</b> –Partnership shapefiles that require the use of GIS software. Address structure points are <b>not</b> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> <b>Paper</b> – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.</p> <p><b>Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.</b></p>		

**✔ Develop your address review strategy.**

To conduct your address review, consider your time, staff, and available local address information. If a complete review is not possible, focus your review on these areas:

- Group quarters (e.g., college dorms, nursing homes, correctional facilities, etc.).
- Areas of new construction.
- E-911 address conversion areas.
- Single-family homes converted to multifamily homes, and vice versa.

- Warehouses converted to residential units.
- New mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Annexed land.
- Areas along governmental boundaries.
- Blocks with the greatest count differences between the Census Bureau’s address block count and your address block count.

**✔ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.**

In July 2017, the Census Bureau will mail the invitation letter and registration form to your HEO, TC, or Governor. This invitation package will include information about LUCA and a registration form for the HEO, TC, Governor, and the LUCA liaison (designated by the HEO, TC, or Governor) to complete and return to the Census Bureau for participation in LUCA.

**✔ Attend a LUCA training workshop or Webinar.**

Training workshops will offer "hands-on" experience using the LUCA materials. Self-training aids and Webinars will be available online at the LUCA Web site. In addition, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* contains detailed instructions and examples for conducting your address and map review.

**✔ Review and update LUCA materials.**

You have 120 calendar days from the receipt of your materials to conduct your address review and return your updates to the Census Bureau. We estimate that it will take between 16 to 672 hours to complete your address review and submit your updates, depending on your jurisdiction's size and number of changes.

**✔ Receive address feedback.**

After validating LUCA submissions, the Census Bureau will provide address feedback on your LUCA updates.

**? Questions**

For more information about LUCA, call 844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <[www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html)>.

## Digital Address List Record Layout

The information contained on each census address record includes census state and county codes, census tract and block numbers, and group quarters flag. The character length for each record may vary.

Maximum character length	Field name	Description
7	Line number	Sequential number for each address record in the file.
9	MAFID	Unique control number assigned to each MAF address.
12	Entity ID code	Unique number assigned by the Census Bureau to each entity.
1	Action code	Entered by the participant to indicate an action to be taken on the address.
2	State code	2-digit Current State Code.
3	County code	3-digit Current County Code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit (e.g., 123401 and 000300).
4	Census block number	4-digit Census Block Number.
15	Geo ID	15-digit combination of State Code, County Code, census tract, and census block numbers.
1	Group quarters flag	Displays a 'Y' if the address is a group quarters.
35	Complete address number	Housing unit or group quarter's assigned address number, alone or with an address number prefix and/or address number suffix, that identifies a location along a thoroughfare or within a community.
100	Complete street name	Full street or road name.  The official name of a thoroughfare as assigned by a governing authority, or an alternate (alias) name that is used and recognized.
65	Apartment/unit number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
5	City-style mailing ZIP Code	5-digit ZIP Code for city-style mailing address.
100	Group quarters name	Name of group quarter (e.g., Dobbs Hall).
100	Facility name	Name of group quarter facility (e.g., University of Illinois).
100	Location description	Description of the location and physical characteristics of a living quarters (e.g., red ranch w/white shutters).
50	Noncity-style mail delivery address (RR#, HCR#, or PO Box #)	Rural Route and Box number, Highway Contract Route number, or Post Office Box number.
5	Noncity-style mailing ZIP Code	5-digit ZIP Code for noncity-style mailing address.
4	Map spot ID	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
1	Address use	A value entered by the participant indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services, B) both mailing and location purposes.
11	Structure latitude	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
12	Structure longitude	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
1	City-style address flag	Displays "Y" if city-style address, an "N" if noncity-style address.

### Paper Address List

The information contained in the paper address list includes state and county codes, census tract and block numbers, address information, and group quarters flag. The paper address list is available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six addresses (1,000 pages maximum). You may choose one of two sort preferences: Census Tract#/Block#/Street Name/House#/Unit# or Street Name/House #/Unit#/Census Tract#/ Census Block#.

Example sort: Census Tract/Block

Example sort: Street Name/House#/Unit#/Census Tract#/Census Block#

Form D 2007 (XX XX XXX) OMB Control No XXXX-XXXX											ADDRESS LIST 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU	
Sort: Tract/Block											Page: 17 of 20					
Entity: Winter County CO88009											Date: 01/04/2018					
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.																
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Noncity-Style Mail Delivery Address (RR Number, HCR Number, PO Box Number)	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				(6e) Apt/ Unit Number	(6f) City- Style ZIP Code	(7a) Noncity-Style Mailing ZIP Code
102	999999993		88009	0054 00	2001	Y	5503	JEFFRAS DR SUNSET ASSISTED LIVING COMMUNITY			99997		21	Y	40 361373 -73 543799	
103	999999994		88009	0054 00	2001		5507	JEFFRAS DR APT 1			99997		20	Y	40 361377 73 543799	
104	999999995		88009	0054 00	2001		5507	JEFFRAS DR APT 2			99997		20	Y	40 361381 73 543799	
105	999999996		88009	0054 00	2001		5509	JEFFRAS DR			99997		19	Y	40 3613785 -73 543799	
106	999999997		88009	0054 00	2001			REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE			99997		18		40 3613791 -73 543799	
107	XXXXXXXXXX		88009	0054 00	2002		XXXXXXXXXX	***NO KNOWN ADDRESS IN THIS BLOCK***			XXXXXXXXXX		XXXXXXXXXX	X	XXXXXXXXXX XXXXXXXXXX	

Action Codes

C - Correction to this address    D - Delete this address    J - Address is not in this Jurisdiction    N - Address is Nonresidential

FICTITIOUS INFORMATION -FOR EXAMPLE ONLY

Form D-2007 (XX-XX-XXXX) OMB Control No. XXXX-XXXX										<b>ADDRESS LIST</b> 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU		
Sort: Street Name/House Number										Page: 5 of 20						
Entify: Winter County CO88009										Date: 01/04/2018						
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Noncity-Style Mail Delivery Address [RR Number, HCR Number, PO Box Number]  [7a] Noncity-Style Mailing ZIP Code	8 Map Spot Number	9 City-Style Address Flag	10 Map Spot ID Coordinates		
			[4a] State County Code	[4b] Census Tract	[4c] Census Block		[6a] Complete Address Number	[6b] Complete Street Name	[6c] Group Quarters Name	[6d] Facility Name or Physical Location Description				[6e] Apt/ Unh Number	[6f] City- Style ZIP Code	[10a] Latitude
25	999999993		88009	0045.00	1055		4007	AMPHORA ST			99997		3	Y	40 361373	-73 543799
26	999999994		88009	0045.00	1055		4009	AMPHORA ST			99997		4	Y	40 361377	-73 543799
27	999999995		88009	0045.00	1058		5001	AMPHORA ST			99997		1	Y	40.361381	-73.543799
28	999999996		88009	0045.00	1058		3003	AMPHORA ST			99997		2	Y	40 3613785	-73.543799
29	999999997		88009	0045.00	1065		402	W CAMERON AVE			99997		11	Y	40 3613791	-73 543799
30	999999999		88009	0045.00	1065		404	W CAMERON AVE			99997		12	Y	40.3613796	-73.543799

Action Codes

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

## Paper Address List Add Page

Participants selecting the paper address list can add residential city-style addresses that do not appear on the Census Bureau's address list using the Address List Add Page.

Example: Address List Add Page

Form D-3006 5010-100-30003 OMB Control No. 1010-0007		<b>ADDRESS LIST ADD PAGE</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE BUREAU OF ECONOMIC ANALYSIS U.S. CENSUS BUREAU		PAGE _____ OF _____ PAGES				
								Name of Preparer _____ (Print Name)				
								Date Completed _____ (MM/DD/YYYY)				
Add Page For: _____ (Entry Name)						Entry ID Code: _____ (Copy from Address List Page)						
1 Line #	2 Census Geographic Location of Address				3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Mail Spot #	6 Address Use, if known M=Missing L=Location B=Both	
	(2a) State Code #	(2b) County Code #	(2c) Census Tract #	(2d) Census Block #		(4a) Complete Address Number	(4b) Complete Street Name	(4c) Group Quarters Name	(4d) Facility Name			(4e) Apt. Unit #

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

## Paper Address Count List

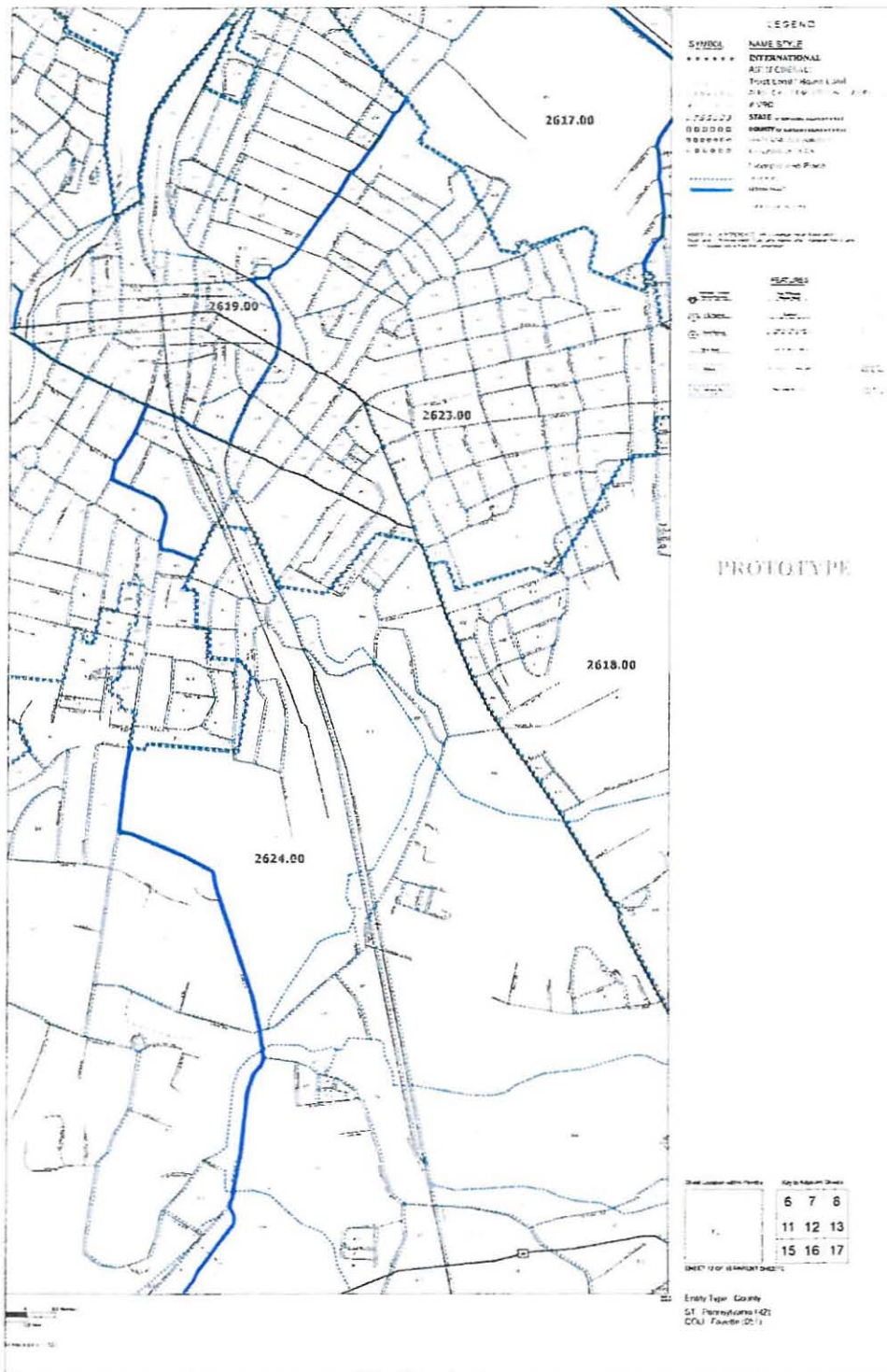
The LUCA address count list contains the count of housing unit and group quarters addresses for each census block within your jurisdiction. The list contains 90 census blocks per page. This list is for reference only.

Example: Address Count List

Form 5-2008 OMB No. 1024-0047 GSA Centre No. 100CA-0000				ADDRESS COUNT LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE U.S. CENSUS BUREAU			
ST/CO: 52 / 003								Page: 1 of 1			
Entity: ANY TOWN PL5212345								Date: 12/02/2017			
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
9708.01	2345	9	1	9708.03	1100	9					
9708.01	2346	11		9708.03	1101	4					
9708.01	2347	3		9708.03	1102	4					
9708.01	2348	9		9708.03	1103	6					
9708.01	2349	12		9708.03	1104	6					
9708.01	2350	12		9708.03	1105	5					
9708.01	2351	14		TOTAL	36	217	2				
9708.01	2352	6									
9708.01	2353	15	1								
9708.01	2354	12									
9708.01	3301	6									
9708.01	3302	8									
9708.01	3303	5									
9708.01	3304	12									
9708.02	3305	13									
9708.02	3306	5									
9708.02	3307	7									
9708.02	3309	6									
9708.02	3310	6									



Example: Paper Map



### Census Bureau Paper Maps and Digital Shapefiles

**Paper**—Large format paper map(s) (42" x 36") with one or more sheets. This includes a DVD of small format (8 1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. For a full-color paper map example, visit our Web site at <[www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html)>.

**Digital**—Topologically Integrated Geographic Encoding and Referencing (TIGER) Partnership shapefiles that require the use of GIS software. Address structure points are not included in the partnership shapefiles but can be created from the latitude/longitude coordinates included on the digital address list.