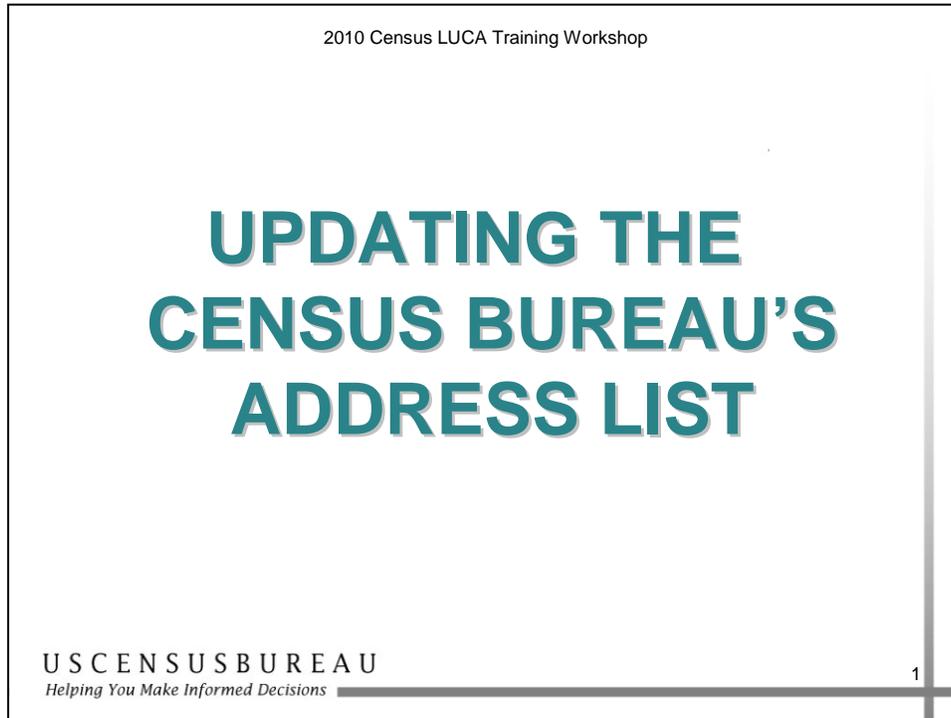

4 Updating the Census Bureau's Address List



In this section, you will learn how to update the Census Bureau's Address List.

Objective

2010 Census LUCA Training Workshop

Objective

Upon completion of this section, you will be able to comment on any city-style address using add, delete, correction, not in jurisdiction or nonresidential address action codes and identify group quarters addresses on the Census Bureau Address List.

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Upon completion of this lesson, you will be able to comment on any city-style address using add, delete, correction, not in jurisdiction or nonresidential address action codes and identify group quarters addresses on the Census Bureau Address List.

Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Identifier Information

- Information contained at the top of the page
 - Program name, product type, creation date, etc.
- List can be sorted according to user preference
- Entity section contains jurisdiction name and FIPS code

2010 Census
Local Update of Census Addresses Program
ADDRESS LIST

Sort: _____ Date: _____
Entity: _____ Page: _____

U S C E N S U S B U R E A U 4
Helping You Make Informed Decisions

Reading the Address List

Identifier Information

- The top of each page contains:
 - program name
 - product type
 - date the list was created
 - page number
- Sorted by Census Tract Number/Block/Street Name/House Number or Street Name/House Number based upon the sort selection you chose when you registered.
- The entity section contains your entity name and unique Federal Information Processing Standards (FIPS) code.

Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Static Information

- Gray columns cannot be edited

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or S-111 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address or PO Box (6)		Group Quarters Flag (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name (5b)	Apartment Number (5c)	ZIP Code (5e)	Noncity-Style Mail Delivery Address or PO Box (6a)	ZIP Code (6b)	
19	111112351		51001	9708.01	2345		101	YONG RD			22555		
20	111112352		51001	9708.01	2345		102	YONG RD			22555		
21	111112353		51001	9708.01	2345		103	YONG RD			22555		
22	111112354		51001	9708.01	2355		104	YONG RD			22555		
23	111112355		51001	9709.00	3453							RTG 2, BOX 183	
24	111112356		51001	9709.00	3453							RTG 2, BOX 173	

Form # 0-1038
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.
Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential
Fictitious Information For Training Purposes Only

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Static Information

Gray columns **cannot** be edited:

- **Line Number**
- **MAFID**
- **Structure Point number**
- **Noncity-style address**
- **ZIP code column**

Rows containing noncity-style address records and rows containing “No Known Addresses in this Block” are also gray indicating that they **cannot** be edited.

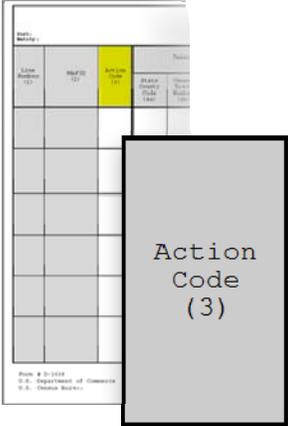
Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Column 3

Column 3

- Action Code
 - To record
 - * corrections
 - * deletions
 - * not in jurisdiction
 - * nonresidential



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Column 3

Use the **Action Code** column to record the type of change when you make an update to the address list, including:

- Address corrections
- Address deletions
- Not in jurisdiction addresses
- Nonresidential addresses

Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Column 4

Columns 4a – 4d

- Census Geography (geocodes)

The diagram illustrates the structure of Column 4, titled "Census Geography (4)". It shows a grid of data fields. A larger grey box highlights the "Census Geography (4)" section, which is further divided into four sub-columns: "State County Code (4a)", "Census Tract Number (4b)", "Census Block Number (4c)", and "Structure Point (4d)". To the left, a smaller grid shows the overall layout of the data table, with the highlighted section corresponding to the sub-columns.

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Column 4

The **Census Geography** column contains the following sub-columns:

- 4a - State County Code identifies the FIPS state and county code for your jurisdiction.
- 4b - Census Tract Number uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix).
- 4c - Census Block Number identifies uniquely numbered census blocks within each census tract (up to a four-digit number plus one alpha character, if applicable).
- 4d – Identifies a structure point, if applicable.

Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Column 5

Columns 5a – 5e

- City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name

2010 Census Local Update of Census Addresses Program ADDRESS LIST									
State	FIPS	County	Census Tract	Block	Household	City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name	Apt/Unit Number	ZIP	Group Quarters
City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)									
House Number (5a)	Street or Road Name(5b) ----- Physical Location Description or Group Quarters Name (5c)					Apt/Unit Number (5d)	ZIP Code (5e)		

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Column 5

- **City-Style Mail Delivery Address or E-911 Address or the Physical Location Description and Road Name**, contains the following sub-columns:
 - 5a - Housing unit or group quarters house number.
 - 5b - Street name including prefix and/or suffix directional.
 - 5c - Physical Location Description or Group Quarters Name.
 - 5d – Apartment number, if applicable.
 - 5e - Five-digit ZIP Code for each address.

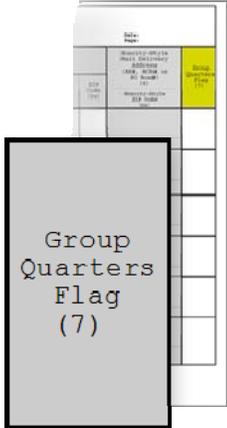
Updating the Census Bureau's Address List

2010 Census LUCA Training Workshop

Column 7

Column 7

- Group Quarters Flag



The diagram shows a vertical table with several rows. The top row is highlighted in yellow. A grey callout box with a black border is positioned over the table, containing the text "Group Quarters Flag (7)".

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Column 7

- Displays a Y for addresses that are considered group quarters, such as nursing homes or dormitories.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Action Codes - Paper

- C – Correct an address
- D – Delete an address
- J – Not in jurisdiction address
- N – Nonresidential address

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Action Codes - Paper

There are four action codes* used to make updates to the paper Address List:

- C – Correct an address
- D – Delete an address
- J – Not in jurisdiction address
- N – Nonresidential address

* For convenience, the bottom of the paper Address List contains a list of these action codes.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Address Corrections

Any of the following fields can be corrected for city-style addresses using the C Action Code:

- State code
- County code
- Census tract number
- Census block number
- House number
- Street name, including directional and type
- Apt/Unit number
- Group quarters name
- ZIP Code

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Address Corrections

Use the C Action Code to correct:

- State code
- County code
- Census tract number
- Census block number
- House number
- Street name, including directional and type
- Apt/unit number
- Group quarters name
- ZIP Code

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Correcting a Street Name

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Date: 04/23/2007 Page: 3 of 52													
Line Number (1)	NAFID (2)	Action Code (3)	Census Geography (4)				House Number (5a)	City-Style Mail Delivery Address or 8-111 Address or Physical Location Description and Road Name (5)			Apt./Unit Number (5d)	ZIP Code (5e)	Group Quarters Flag (7)
			State County Code (4a)	Census Tract (4b)	Census Block Number (4c)	Structure Flag (4d)		Street or Road Name (5b)	Physical Location Description or Group Quarters Name (5c)	Street or Road Name (5b)			
13	11112345	C	01001	2022.00	4001		101	Bryan St Ryan St			22005		
14	11112346	C	01001	2022.00	4001		103	Bryan St Ryan St			22005		
15	11112347	C	01001	2022.00	4001		105	Bryan St Ryan St			22005		
16	11112348	C	01001	2022.00	4002		102	Bryan St Ryan St			22005		
17	11112349	C	01001	2022.00	4002		104	Bryan St Ryan St			22005		
18	11112350	C	01001	2022.00	4002		106	Bryan St Ryan St			22005		

Form 1 0-1010
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

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13

Correcting a Street Name

The Address List shows Bryan Street instead of Ryan Street, the correct street name. To correct the Address List:

1. Print a C in the **Action Code** column.
2. In the **Street or Road Name** column, cross out Bryan Street for all of the affected addresses, and print Ryan Street above it.
3. Update the Census map.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Correcting a Street Location

2010 Census
Local Update of Census Addresses Program
ADDRESS LIST

Line Number (1)	NAFID (2)	Action Code (3)	Census Geography (4)			House Number (5a)	Street or Areal Name (5b) Physical Location Description or Group-Quarters Name (5c)	Apt./Unit Number (6a)	ZIP Code (6b)	Municipality Mail Delivery Address (7a) (8a) ZIP or PO Box (8)	Municipality ZIP Code (7a)	Group-Quarters Flag (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)							
13	11112340	C	5081	2023.00	1054 1034	101	WINONA ST		55901			
14	11112340	C	5081	2023.00	1034 1034	102	WINONA ST		55901			
15	11112340	C	5081	2023.00	1034 1034	103	WINONA ST		55901			
16	11112340	C	5081	2023.00	1034 1034	104	WINONA ST		55901			
17	11112340	C	5081	2023.00	1034 1034	105	WINONA ST		55901			
18	11112340	C	5081	2023.00	1054 1034	106	WINONA ST		55901			

Form # 2-1035
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Fictitious Information For Training Purposes Only

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14

Correcting the Location of a Street and its Corresponding Addresses

The Address List shows 101 through 106 Winona Street as located in Census Block 2005. Actually, Winona Street is located in Census Block 1034. To correct the Address List:

1. Print a **C** in the **Action Code** column for the affected addresses.
2. In the **Census Block** column, cross out the incorrect block numbers and print the correct block number above it.
 - o Cross out 2005 and print 1034 above it.
3. Update the Census map.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Correcting an Incorrect House Number, Incorrect Block Number, and Incorrect Apt/Unit Number

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or B-211 Address or Physical Location Description and Road Name (5)				Apt/Unit Number (6)	ZIP Code (7)	Group Quarters Flag (8)
			State County Code (44)	Census Tract Number (40)	Census Block Number (10)	Structure Type (42)	House Number (1a)	Street or Road Name (1b)	Physical Location Description or Group Quarters Name (1c)				
13	111113345	C	51061	2423.00	3007		1002	COOLSPRING ST.				20355	
14	111113346	C	51061	2423.00	3007		1004	COOLSPRING ST.		1		20355	
15	111113347	C	51061	2423.00	3007		1004	COOLSPRING ST.		2		20355	
16	111113348	C	51061	2423.00	3007		1004	COOLSPRING ST.		3		20355	
17	111113349	C	51061	2423.00	3007		1001	COOLSPRING ST.				20355	
18	111113350	C	51061	2423.00	3007		1000	COOLSPRING ST.				20355	

Form # 2-1113
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction W - Nonresidential

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15

Correcting an Incorrect House Number, Incorrect Block Number, and Incorrect Apartment/Unit Numbers

The Address List shows a house number as 1000 Coolspring Street. The house number is actually 1002.

To correct the Address List, print a **C** in the **Action Code** column, cross out 1000 in the **House Number** column and print 1002 above it.

In the next three rows, the A, B, and C apartment numbers for 1004 Coolspring Street are incorrect.

To correct the Address List, print a **C** in the **Action Code** column, cross out the A, B, and C in the **Apt/Unit Number** column and print the correct apartment numbers 1, 2, and 3 above each correction.

Walkthrough: Updating the Address List

Correcting an Incorrect House Number, Incorrect Block Number, and Incorrect Apartment/Unit Numbers (cont.)

1001 and 1003 Coolspring Street are recorded in the incorrect Census Block.

To correct the Address List, print a **C** in the **Action Code** column; cross out the incorrect block number in the Census Block Number column and print the correct census block number, 3001, above each correction.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Converting a Housing Unit to a Multi-Unit Structure

2010 Census Local Update of Census Addresses Program ADDRESS LIST												
Line Number (1)	ALFID (2)	Action Code (3)	Census Geography (4)			House Number (5a)	Street or Road Name (5b) or Physical Location Description or Physical Location Description or Group Quarters Name (5c)	Apt./Unit Number (6a)	ZIP Code (6b)	Mailing-Style Mail Delivery Address (6c) (MSA or ZIP Code) (4)	Mailing-Style Mail Delivery Address (6d) (MSA or ZIP Code) (4)	Group Quarters File (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)							
19	111112351		91061	3433.00	2345		PERSHING CT		22555			
20	111112352		91061	3433.00	2345		PERSHING CT		22555			
21	111112353		91061	3433.00	2345		PERSHING CT		22555			
22	111112354	C	91061	3433.00	2345		PERSHING CT	1	22555			
23	111112355		91061	3433.00	2453					STW 2, BOX 145		
24	111112356		91061	3433.00	2453					STW 2, BOX 173		

Form # 0-1438
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete F - Not in Jurisdiction N - Nonresidential

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16

Conversion of a Housing Unit to a Multi-Unit Structure

The single housing unit at 107 Pershing Court was converted to a multi-unit structure containing two apartments.

To correct the Address List:

1. Print a **C** in the **Action Code** column for the converted housing unit, 107 Pershing Court.
2. In the **Apt/Unit Number** column, enter the lowest apartment/unit number, in this instance, one (1). *To add the second apartment, see the Address List Add Page section; Adding a Multi-Unit Structure*

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Converting Group Quarters and Housing Units

2010 Census Local Update of Census Addresses Program ADDRESS LIST														
Line Number (1)	NAFIS (2)	Action Code (3)	Census Geography (4)			Structure Number (4E)	House Number (5A)	City-Style Mail Delivery Address or R-911 Address or Physical Location Description and Road Name (5)		Apt./Unit Number (5B)	ZIP Code (5C)	Miscellaneous (6)		Group Quarters Flag (7)
			State County Code (4A)	Census Tract Number (4B)	Block Number (4C)			Street or Post Name (5D)	Physical Location Description or Group Quarters Sub (5E)			Multi-Style Address Code (6A) or PO Box (6B)	Multi-Style ZIP Code (6C)	
30	11122861	C	51081	9713.02	1345		341	CROWN AVE			22555			
31	11122862		51081	9713.02	1345		342	CROWN AVE			22555			
32	11122863		51081	9713.02	1345		343	CROWN AVE			22555			
33	11122864		51081	9713.02	1345		344	CROWN AVE			22555			
34	11122865		51081	9713.02	1345		345	CROWN AVE			22555			
35	11122866	C	51081	9713.02	1345		349	CROWN AVE Greenhill Home			22555			Y
36	11122868		51081	9713.02	1345		351	CROWN AVE			22555			

Form # D-1413
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

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17

Conversion of Group Quarters and Housing Units

The group quarters at 341 Crown Ave., Fair Haven Home, has been converted to a single housing unit.

1. Print a **C** in the **Action Code** column.
2. Cross out the name of the group quarters in column 5, row 5c.
3. Cross out the **Y** flag in the **Group Quarter Flag** column.

The single housing unit located at 349 Crown Ave. has been converted to a group quarters, the Greenhill Home.

1. Print a **C** in the **Action Code** column.
2. Print the name of the group quarters, Greenhill Home, in column 5, row 5c.
3. Enter a **Y** in the **Group Quarters Flag** column.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Deleting Addresses

- Ensure the address does not exist, is uninhabitable, or is a duplicate address
- Use Action Code D
- Do not make changes to any other columns
- Update the Census map to reflect deletion

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Deleting Addresses

The D Action Code:

- Used to delete an address.
- Be **very careful** when using this action code.
- Before deleting an address, ensure that the housing unit or group quarters does not exist, is uninhabitable, or is a duplicate address.
 - Duplicate addresses are those that are incorrectly listed twice on the Address List for the same residential address.
- **Do not make corrections** to any other columns for a deleted address.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Deleting Addresses

2010 Census Local Update of Census Addresses Program ADDRESS LIST												
Line Number (1)	MAFIS (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or 9-111 Address or Physical Location Description and Road Name (5)				Multi-Style Mail Delivery Address or PO Box (6)	Group Quarters Flag (7)
			State County Code (44)	Census Tract Number (40)	Census Block Number (60)	Structure Point (64)	House Number (54)	Street or Road Name (50)	Physical Location Description or Group Quarters Name (51)	Apartment Number (52)	ZIP Code (56)	Multi-Style ZIP Code (58)
13	111112343	D	31081	2423.00	3003		703	DUNLAP ST			22505	
14	111112344	D	31081	2423.00	3003		704	DUNLAP ST			22505	
15	111112347	D	31081	2423.00	3003		706	DUNLAP ST			22505	
16	111112348	D	31081	2423.00	3004		702	DUNLAP ST			22505	
17	111112349	D	31081	2423.00	3004		703	DUNLAP ST			22505	
18	111112350	D	31081	2423.00	3004		705	DUNLAP ST			22505	

Form 4-D-1638
U.S. Department of Commerce
U.S. Census Bureau

DISCLOSURE PROHIBITED BY TITLE 13 U.S.C.

Action Codes: C - Correct D - Delete J - Not in Jurisdiction M - Nonresidential

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Deleting an Address

A section of Dunlap Street no longer exists and all of the housing units have been demolished.

Print a **D** in the **Action Code** column for all of the addresses that have been demolished or no longer exist on Dunlap Street.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

Nonresidential Address Corrections

The N Action code is used to indicate that a nonresidential address is listed on the address list, such as:

- Businesses
- Schools
- Churches
- Government offices

Action Code (17)	Census Geography (4)				City-Style Mail Delivery or Delivery Point		House or E-911 Address Description and Road ID	
	State County Code (4+)	Census Tract Number (80)	Census Block Number (80)	Structure Number (740)	House Number (50)	Street Name (50)	Description or House Name (50)	

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Nonresidential Address Corrections

The N Action Code is used to indicate that a nonresidential address is listed on the address list, such as:

- Businesses
- Schools
- Churches
- Government offices

Do not make corrections to any other columns.

Walkthrough: Updating the Address List

2010 Census LUCA Training Workshop

**Conversion of a Multi-Unit Structure to a Housing Unit;
Nonresidential Address; Not in My Jurisdiction
Address**

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Line Number (1)	HFUID (2)	Action Code (3)	Census Geography (4)				House Number (5a)	Street or Road Name (5b) Physical Location Description or Group Quarters Name (5c)	Appl/Unit Number (5d)	ZIP Code (5e)	Multi-Unit Mail Delivery Address (6) LRA, RZA or PO Box (6)	Multi-Unit ZIP Code (6)	Group Quarters Flag (7)
			State Census Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Type (4d)							
13	111133348	C	51081	2423.00	3010	101	LILAC ST		21555				
14	111133346	D	51081	2423.00	3010	102	LILAC ST		18	21555			
15	111133347	D	51081	2423.00	3010	103	LILAC ST		10	21555			
16	111133349	N	51081	2423.00	3010	104	LILAC ST			21555			
17	111133349		51081	2423.00	3010	105	LILAC ST			21555			
18	111133350	J	51081	2423.00	3010	106	LILAC ST			21555			

Form 4 D-1438
U.S. Department of Commerce
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential
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Converting a Multi-Unit Structure to a Housing Unit, Nonresidential Address, Not in My Jurisdiction Address

The multi-housing unit at 101 Lilac Street has been converted to a single housing unit.

1. Print a **C** in the **Action Code** column for the first unit.
2. Cross out the unit number, in this instance, 1A.
3. For the remaining units, print a **D** in the **Action Code** column.

The housing unit at 103 Lilac Street is now a business, a nonresidential address. To make this update, **print an N in the Action Code column.**

The housing unit at 107 Lilac Street is not in your jurisdiction. To make this update, **print a J in the Action Code column.**

Walkthrough: Adding Addresses

2010 Census LUCA Training Workshop
Address List Add Page

Used by Option 1 paper format to add city-style addresses

2010 CENSUS						PAGE _____ OF _____ PAGES			
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM						Name of Preparer: _____ <i>(Print Name)</i>			
ADDRESS LIST ADD PAGE						Date Completed: _____ <i>(MM/DD/YYYY)</i>			
Add Page For: _____ <i>(Entity Name)</i>						Entity ID Code: _____ <i>(Copy from Address List Page)</i>			
Census Geographic Location of Address (2)					Residential Address (4)				
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)	Group Quarters? (3)	House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
1									
2									
3									
4									
5									
6									
7									

Form # D-1639 DISCLOSURE PROHIBITED BY TITLE 13, U.S.C. U.S. Department Of Commerce U.S. Census Bureau

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Address List Add Page

The Address List Add Page is used by Option 1 participants who selected the paper format Address List to add **city-style addresses** for their jurisdiction that are missing on the Address List.

Walkthrough: Adding Addresses

2010 Census LUCA Training Workshop

Heading Area

Heading

- Program name and product type
- Information areas

2010 CENSUS		PAGE _____ OF _____ PAGES
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM		Name of Preparer: _____ (Print Name)
ADDRESS LIST ADD PAGE		Date Completed: _____ (MM/DD/YYYY)
Add Page For: _____ (Entity Name)		Entity ID Code: _____ (Copy from Address List Page)

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Heading Area

The heading area contains:

- Program name
- Product type
- Information you must record:
 - Your entity name
 - Your entity ID Code
 - The name of the person recording the information
 - The date of entry
 - Page number and number of total pages

Walkthrough: Adding Addresses

2010 Census LUCA Training Workshop

Columns 1 and 2

Columns 1 and 2a – 2d

- 1 – Line #
- 2 – Census Geographic Location of Address

2010 CENSUS					Name of Preparer: _____				
LOCAL UPDATE OF CE ADDRESS					Census Geographic Location of Address (2)				
Add Page For: _____					(Est)				
Census Geographic Location of Address (2)									
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)	Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)
1									

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Column 1

Column 1 is preprinted by the Census Bureau to list the sequential number for each added address record.

Column 2

Column 2 is used to record the census geographic code of the address or addresses you are adding including:

- 2a – State Code Number
- 2b – County Code Number
- 2c – Census Tract Number
- 2d – Census Block Number

It is **critical to provide the correct census geographic codes** when adding addresses including the state code number, county code number, census tract number, and the census block number.

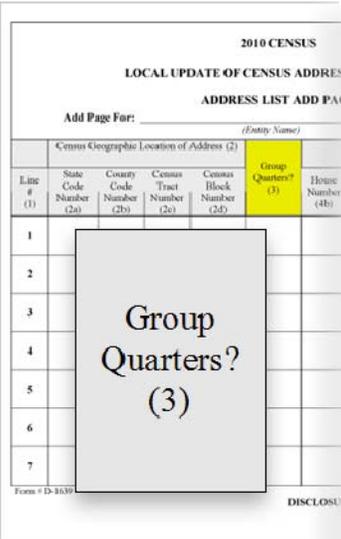
You **must** provide geographic codes. Note that the state and county codes are entered in separate columns on the Address List Add Page but are combined on your Address List.

Walkthrough: Adding Addresses

2010 Census LUCA Training Workshop

Column 3

- Group Quarters?
 - If the added address is a group quarters, print a “Y” in this column.
 - Group quarters can only be added for city-style addresses.



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Column 3

Column 3 is used to indicate if an address is a group quarters.

If the address is a group quarters, print a Y in this column.

Walkthrough: Adding Addresses

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Column 4

Columns 4a – 4e

- Residential Address

Residential Address (4)			
House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)

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Column 4

Column 4 is used to record **city-style addresses ONLY** in the **Residential Address** column:

- 4a – House number.
- 4b – Street name or the road name associated with the address.
- 4c – If the address is a group quarters, the name of the facility (e.g., Sunset Gardens Nursing Home).
- 4d – If the address is an apartment or unit, the unit designation (e.g., 101).
- 4e – Five-digit ZIP Code.

Walkthrough: Adding Addresses

2010 Census LUCA Training Workshop

Sample Entries

2010 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM ADDRESS LIST ADD PAGE									
Add Page For: <u>Greensville County, VA</u> <small>(Entity Name)</small>					Entity ID Code: <u>C051031</u> <small>(Copy from Address List Page)</small>				
Census Geographic Location of Address (2)					Residential Address (4)				
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)	Group Quarters? (3)	House Number (4a)	Street or Road Name (4b) GO Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
1	51	091	2623-00	3001		100	SPRING ST		22555
2						102			
3						104			
4						106			
5						108			
6						101			
7	51	091	2623-00	3001		103	SPRING ST		22555

Form # D-1639

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U.S. CENSUS BUREAU

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Sample Entries

Entries with Similar Information

When adding more than two units and when the information in the columns other than the house number are the same, you can arrow down in columns 2a, 2b, 2c, 2d, 4b, 4c, and 4e and reenter the information for the last address.

The first example is for a new street, Spring Street, which has 10 new housing units:

1. Enter heading information.
2. Enter the **census geographic codes including the state code, county code, census tract number, and census block number**, the street or road name, and the city-style mailing ZIP Code in the first and last rows
3. Enter each individual house number in column 4a.

Walkthrough: Adding Addresses

Sample Entries (cont.)

- Arrow down from the first to the last entry in columns 2a, 2b, 2c, 2d, 4b, and 4e.
- On the next page of the Address List Add Page, repeat the instructions until all of the housing units are added. (See slide below)

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Sample Entries

2010 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM ADDRESS LIST ADD PAGE					PAGE 2 OF 9 PAGES					
Add Page For: <u>Greenville County, VA</u> <small>(Entity Name)</small>					Entity ID Code: <u>C051031</u> <small>(Copy from Address List Page)</small>					
Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	Residential Address (4)			Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b) GQ Name (4c)			
1	51	081	2623.00	3001		105	SPRING ST		22555	
2	↓	↓	↓	↓		107	↓		↓	
3	51	081	2623.00	3001		109	SPRING ST		22555	
4	51	081	2623.00	5007	Y	225	GRANDVIEW AVE VISIONS HALFWAY HOUSE	8106 1	22555	
5	↓	↓	↓	↓	↓	↓	↓	8106 2	↓	
6	51	081	2623.00	5007	Y	225	GRANDVIEW AVE VISIONS HALFWAY HOUSE	8106 3	22555	
7	51	081	2623.00	234 5		107	PERSHING CT	2	22555	

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U.S. Census Bureau

Adding a Group Quarters

- Enter the census geographic codes including the state code, county code, census tract number, and census block number.
- For the first entry in column 3, enter a Y to note that the address is a group quarters.
- Enter the house number in column 4a.
- In column 4b, enter the street name.

Walkthrough: Adding Addresses

Sample Entries (cont.)

5. In column 4c, enter the name of the group quarters, in this example Visions Halfway House.
6. Enter the city-style mailing ZIP Code in column 4e.
7. Add the same information in the columns for the last entry for the Visions Halfway House and arrow down.
8. Add the individual building numbers.

Adding a Multi-Unit Structure

Previously, we recorded the first apartment or unit number in the Apt/Unit Number column on the Address List containing the original address.

On the Address List Add Page:

1. Enter the required information in each column for adding a housing unit address including the **census geographic codes**, house number street or road name, and city-style mailing ZIP Code.
2. Print the apartment or unit number for the second unit in the Apt/Unit Number column.

Walkthrough: Adding Addresses

Sample Entries (cont.)

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Sample Entries

2010 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM									
ADDRESS LIST ADD PAGE									
Add Page For: <u>Greenville County, VA</u> (Entity Name)									
Census Geographic Location of Address (2)					Residential Address (4)				
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)	Group Quarters? (3)	House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/Unit Number (4d)	City Style Mailing ZIP Code (4e)
1	51	091	2635.00	3012		729	PINEY COVE RD	*1	22555
2								*2	
3								*3	
4								*4	
5								*5	
6	51	091	2635.00	3012		729	PINEY COVE RD	*6	22555
7	51	091	2651.00	4071		311	ASHBURN DR		22555

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A new multi-unit structure with 6 apartments was built on Piney Cove Road. You know the house number is 729, but not the apartment numbers.

1. Enter the required information in each column for adding a housing unit address including the **census geographic codes**, house number, street or road name, and city-style mailing ZIP Code.
2. You can arrow down in column 4a for multi unit structures with the same house number and provide the individual apartment or unit numbers in column 4d.
3. If the apartment or unit numbers are not known, enter *1 in the APT/Unit Number column. For the second unit added, enter *2, and so on until all units have been added.

Updating the Computer-Readable Address List

2010 Census LUCA Training Workshop

Computer-Readable Address List

- An encrypted self-extracting file
 - Case sensitive password
 - Provided by the Census Bureau
 - Mailed separately
- Detailed instructions for opening all of the files are provided on the CD-ROM readme file and in the User Guide

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Computer-Readable Address List

The computer-readable Address List is an encrypted self-extracting file.

- A case sensitive password is required to open the file.
- The Census Bureau will mail the password to you separate from your LUCA materials.

Updating the Computer-Readable Address List

2010 Census LUCA Training Workshop

Computer-Readable Files

Name of the file
LUCA_AL_XXyyyyyyyyyy.txt

Where

'XX' = 2 character, alpha entity type:

- ST – state
- CO – county
- PL – place
- MC – Minor Civil Division (MCD)
- AI – American Indian reservation or off-reservation trust land

'yyyyyyyyyy' = variable length, numeric entity ID code

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File Naming Convention

The first two alpha characters represent the entity type:

- ST for state
- CO for county
- PL for place
- MC for a Minor Civil Division (MCD)
- AI for American Indian reservation or off-reservation trust land

Updating the Computer-Readable Address List

2010 Census LUCA Training Workshop

Computer-Readable File Names

Entity	Entity Identification Code	Total Characters
State	ST (2 alpha) + (2 numeric)	4
County	CO (2 alpha) + State (2 numeric) + County (3 numeric)	7
Place	PL (2 alpha) + State (2 numeric) + FIPS Place (5 numeric)	9
Minor Civil Division	MC (2 alpha) + State (2 numeric) + CO (3 numeric) FIPS MCD (5 numeric)	12
American Indian reservation or off-reservation trust land	AI (2 alpha) + Census code (4 numeric)	6

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Computer-Readable File Names

The numeric portion of the entity identification code is of variable length, depending on your entity type.

It is recommended that this file be copied to your hard drive or a secure place on a network server.

Updating the Computer-Readable Address List

2010 Census LUCA Training Workshop

Action Codes – Computer-Readable

- A – Add an address
- C – Correct an address
- D – Delete an address
- J – Not in jurisdiction address
- N – Nonresidential address

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Computer-Readable Action Codes

The computer-readable format uses an **A** Action Code to add addresses directly to your file.

You **must provide** the correct **census geographic codes** when adding an address record.

You can add **city-style addresses** only.

Updating the Computer-Readable Address List

2010 Census LUCA Training Workshop

Adding an Address

1. Create a new record or start/insert a row
2. Enter the correct **census geographic codes** including state code, county code, census tract number, and census block number
3. Enter an A in the Action Code field
4. Enter the required address information

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Adding Addresses

1. Create a new record or start/insert a row.
2. Enter the correct **census geographic codes including state code, county code, census tract number, and census block number.**
3. Enter an **A** in the Action Code field.
4. Enter required address information in the appropriate fields for each new address record.

Updating the Computer-Readable Address List

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Updating the Computer-Readable File

All city-style address updates are made directly to the computer-readable file.



Fictitious address information. For training purposes only

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Updating the Computer-Readable File

All city-style address updates are made directly to the computer-readable file.

You can **only make corrections** to addresses that have a **Y** in the City Style Address Flag field. **Do not make corrections** to addresses that have an **N** in this field.

When copying a record, DELETE THE MAFID AND LINE NUMBER BEFORE EDITING THE RECORD.

Refer to your User Guide or call the Census Bureau Help Desk if you need assistance. We are here to help!

Exercise: Address List Review

Instructions

1. This is an individual exercise.
2. Read the scenarios on the following page.
3. For each scenario, determine the appropriate change to the Address List or Address List Add Page and record those corrections on the lists that follow the scenarios.
4. You have 10 minutes to complete this exercise.

Exercise: Address List Review

Scenarios

1. According to your local address list, there is no 1404 Arlene Court. However, there is a 1440 Arlene Court. Perform any necessary corrections.
2. The housing unit at 136 McKinney Avenue has been converted into the Escalon Nursing Home. Perform any necessary corrections.
3. 2016 Crestwood Drive has been converted into an office. Perform any necessary updates.
4. 124 McHenry Avenue has been converted into two apartments. You do not know the apartment numbers. Perform any necessary corrections.
5. The home at 137 Waterloo Road is not in your jurisdiction. Perform any necessary updates.
6. The garage apartment, 1A, at 2502 Downing Street has been demolished. Perform any necessary updates.
7. Construction at Pinewood Estates at Census Tract 49.02 and Census Block 1601 has recently completed on five new houses on Jefferson Road. The house numbers are 2200, 2202, 2204, 2206, and 2208 and the ZIP Code is 22255. Perform any necessary updates.

**2010 Census
Local Update of Census Addresses Program
ADDRESS LIST**

Sort:
Entity:

Date:
Page:

Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6) Noncity-Style ZIP Code (6a)	Group Quarters Flag (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name(5b) ----- Physical Location Description or Group Quarters Name (5c)	Apt./Unit Number (5d)	ZIP Code (5e)		
37	111112345		51089	49.01	1420		1404	ARLENE CT		22255	ZIP Code:	
38	111112346		51089	49.01	1421		136	MCKINNEY AVE		22255	ZIP Code:	
39	111112347		51089	49.01	1540		2016	CRESTWOOD DR		22255	ZIP Code:	
40	111112348		51089	49.01	1570		124	MCHENRY AVE		22255	ZIP Code:	
41	111112349		51089	49.02	1573		137	WATERLOO RD		22255	ZIP Code:	
42	111112350		51089	49.02	1574		2502	DOWNING ST	1A	22255	ZIP Code:	

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U.S. Department of Commerce
U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

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2010 CENSUS

LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM

ADDRESS LIST ADD PAGE

Add Page For: _____
(Entity Name)

PAGE _____ OF _____ PAGES
 Name of Preparer: _____
(Print Name)
 Date Completed: _____
(MM/DD/YYYY)

Entity ID Code: _____
(Copy from Address List Page)

Census Geographic Location of Address (2)					Group Quarters? (3)	Residential Address (4)			
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b) GQ Name (4c)	Apartment/ Unit Number (4d)	City Style Mailing ZIP Code (4e)
1									
2									
3									
4									
5									
6									
7									

Summary

2010 Census LUCA Training Workshop

Summary

- You can only make updates to city-style addresses

Paper

Gray areas cannot be edited

There are four Action Codes for address updates

Use the Address List Add Page to add city-style addresses

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2010 Census LUCA Training Workshop

Summary

Computer-Readable

Records containing only a 'Y' can be updated

There are five Action Codes for updating and adding city-style addresses

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