

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
Government Name
County of Santa Barbara

PROTECTING CENSUS BUREAU TITLE 13 MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y, N or NA		
1. 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	<input type="radio"/>	N	
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	<input type="radio"/>	N	
3. 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	<input type="radio"/>	N	
4. 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	<input type="radio"/>	N	NA
5. 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	<input type="radio"/>	N	NA
6. Will you assign a 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	<input type="radio"/>	N	NA
7. 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	<input type="radio"/>	N	NA

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

ON-SITE VISITS	Confidentiality & Security Guidelines Reference	Circle Y or N		
9. 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	<input type="radio"/>	N	

DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y or N		
10. 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	<input type="radio"/>	N	

LUCA Liaison Signature

LUCA Liaison Name (<i>Print</i>)	Date
Dennis Bozanich	01/30/2018

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.