

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Commerce	
2. MAJOR SUBDIVISION Technology Administration	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Dan Rooney	5. TELEPHONE 202-482-0451

DO NOT WRITE IN THESE SPACES (NARA use only)	
JC NUMBER 71-040-01-1	
DATE RECEIVED 4-18-2001	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 6-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4/11/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE DOC Records Management Officer
-----------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached schedule.		

cc: Agency NWD NAWA

TECHNOLOGY ADMINISTRATION

IMMEDIATE OFFICE OF THE UNDER SECRETARY FOR TECHNOLOGY AND DEPUTY UNDER SECRETARY FOR TECHNOLOGY

1. Program Subject Correspondence Files. Letters, memorandums, reports, and other correspondence reflecting the functions and activities of Technology Administration in overseeing the scientific and technological programs of the Department. Arranged by subject.
 - a. Under Secretary for Technology Program Subject Correspondence Files

PERMANENT. Cut off files annually. Retire to the Washington National Records Center (WNRC) in four-year blocks at the end of each Administration. Transfer four-year block to the National Archives and Records Administration 10 years after the end of each Administration. (Supersedes NC1-40-79-1, item 159).
 - b. Deputy Under Secretary Program Subject Correspondence Files

TEMPORARY. Cut off files annually. Destroy five years after cutoff.
2. Chronological Files. Extra copy of outgoing correspondence arranged in chronological order and maintained in any Technology Administration office solely for convenience of reference. Does not include copies of incoming correspondence, which should be filed in the Program Subject Correspondence File.

TEMPORARY. Cut off files annually. Destroy 2 years after cutoff.
3. Trip and Speech Files. Copies of speeches, travel orders, itineraries, summary trip reports, agendas, and handouts of meetings attended by the Under Secretary, Deputy Secretary, and other Technology Administration representatives. This item also applies to Speech Files that do not include other trip documentation. (Supersedes NC1-40-79-1, item 161).

PERMANENT. Cut off files annually. Retire to the WNRC in four-year blocks at the end of each Administration. Transfer four-year block to the National Archives and Records Administration 10 years after the end of each Administration.
4. Partnership for a New Generation of Vehicles (PNGV) Program Files. Letters, memorandums, reports, presentations, briefing books, and other correspondence relating to the role of the PNGV Secretariat in coordinating the activities of Federal agencies and the private sector in working to develop more fuel efficient and improved emissions vehicles.

Revised 02/03/02

TEMPORARY. Cut off files annually. Destroy 5 years after cutoff.

5. Commerce Science and Technology Fellowship Program Files. Correspondence relating to a program that was established in 1964 to provide senior employees with an opportunity to study national and international issues relating to the development, application, and management of science and technology. In addition to applications, the file includes correspondence about seminars, orientations, and other activities designed to enhance the participants' learning experiences.

TEMPORARY. Cut off files annually. Destroy 5 years after cutoff. (Supersedes NC1-40-79-1, item 165).

6. National Medal of Technology Nomination Files. Nomination forms, letters of recommendation, biographical information about the applicant (individual or team), description of the achievement, and other supporting documentation submitted on behalf of the nominee for the National Medal of Technology, which is the highest honor awarded by the President of the United States for technological innovation. Arranged by year, thereunder by nominee.

- a. Files of Successful Nominations

PERMANENT. Cut off files annually. Transfer to WNRC when 5 years after cutoff. Transfer to the National Archives 10 years after cutoff.

- b. Files of Unsuccessful Nominations

TEMPORARY. Cut off files annually. Destroy 3 years after cutoff.

7. Minutes of the National Medal of Technology Evaluation Committee. Minutes and related correspondence documenting the committee's annual evaluation of the nominations for the National Medal. Arranged by year.

PERMANENT. Cut off files annually. Retire to WNRC in one cubic foot blocks when one cubic foot has been accumulated (approximately every 4 years). Transfer to the National Archives and Records Administration when most recent record in block is 10 years old.

8. National Medal of Technology Program Subject Files. Letters, memorandums, reports, and other correspondence related to the activities and functions of the office. Arranged by subject.

TEMPORARY. Cut off files annually. Destroy when 5 years after cutoff.

OFFICE OF TECHNOLOGY POLICY

9. Program Subject Correspondence Files. Letters, memorandums, reports, and other correspondence reflecting the functions and activities of the Office of Technology Policy, including the Immediate Office of the Assistant Secretary for Technology Policy and subordinate units, in developing and advocating national policies that use technology to build U.S. economic strength. Arranged by subject.

PERMANENT. Cut off files annually. Retire to WNRC 5 years after cutoff. Transfer to the National Archives and Records 20 years after cutoff.

10. Chronological Files. Extra copy of outgoing correspondence arranged in chronological order and maintained solely in any Office of Technology Policy unit for convenience of reference. Does not include copies of incoming correspondence, which should be filed in the Program Subject Correspondence File.

TEMPORARY. Cut off files annually. Destroy 2 years after cutoff.

11. Briefing Books. Schedules, logistical information, background documents, agendas, event scenarios, biographies of participants, joint statements, and other documents developed and collected in briefing books for events and meetings at which the Office of Technology Policy or one of its components is responsible for leading, arranging, and/or recording the activities of the meeting.

- a. Record copy (maintained by originating office)

PERMANENT. Cut off files annually. Retire to WNRC in one cubic foot blocks when one cubic foot has accumulated (every 2 years). Transfer to the National Archives and Records Administration when most recent record in block is 10 years old.

- b. All other copies: these are copies that are maintained by staff that are involved in the briefing book preparation process, but who are not responsible for maintaining the record copy.

TEMPORARY. Destroy upon verification of information in the briefing book, or when no longer needed, whichever is later.

12. Publications. Office of Technology Policy publications, such as the U.S. Technology Policy Studies, International Technology Studies, and Meeting the Challenge Series, that reflect the activities of the Department in enhancing competitiveness through the use and transfer of technology.

- a. Record copy (maintained by originating office)

PERMANENT. Cut off files annually. Retire to WNRC in one cubic foot blocks when one cubic foot has accumulated (every 4 years). Transfer to the National Archives and Records Administration when most recent record in block is 10 years old.

b. All other copies

Destroy when no longer needed.

c. Working papers

Destroy when no longer needed.

AIR AND SPACE COMMERCIALIZATION

13. Air and Space Commercialization Program Files. Letters, reports, memorandums, working papers, drafts, notes, and other correspondence relating to the activities and functions of the office. Arranged by subject.

PERMANENT. Cut off files annually. Retire to WNRC 5 years after cutoff. Transfer to the National Archives and Records Administration 20 years after cutoff.

INTERAGENCY GLOBAL POSITIONING SATELLITE EVALUATION BOARD (IGEB)

14. Program Files Relating to the Interagency Global Positioning Satellite Evaluation Board (IGEB). Minutes, decision memorandums, working group reports, press releases, talking points, planning documents, and other correspondence created and maintained by the IGEB Director, who serves as the Secretary to the Board.

PERMANENT. Cut off files annually. Retire to WNRC 5 years after cutoff. Transfer to the National Archives and Records Administration 20 years after cutoff.

EPSCoT GRANT PROGRAM

15. Experimental Program to Stimulate Competitive Technology (EPSCoT) Grant Correspondence Files. Quarterly reports, including attachments such as minutes of meetings and lists of participants, requests for advance or reimbursement, authorizations for payment, and other correspondence relating to the management of the EPSCoT grant program. EPSCoT is a matching grant program designed to support technology development, deployment, and diffusion in eligible States by promoting partnerships between State and local governments, universities, community colleges, non-profit organizations, and the private sector.

- a. Original EPSCoT files.

PERMANENT. Cut off files annually. Retire to the Washington National Records Center (WNRC) in four-year blocks at the end of each Administration. Transfer four-year block to the National Archives and Records Administration 10 years after the end of each Administration. (Supersedes NC1-40-79-1, item 159).

- b. Working papers.

TEMPORARY. Cut off closed case files annually. Destroy 3 years after final payment.

ELECTRONIC RECORDS

16. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.