

*N.C.D. Copy*  
**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Commerce

2. MAJOR SUBDIVISION

Office of State Technical Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ivy V. Parr

5. TEL. EXT.

189X3630

LEAVE BLANK	
DATE RECEIVED <i>Sep 30 1975</i>	JOB NO.
DATE APPROVED <b>NC -</b>	<b>40-76-2</b>
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
<p><i>11-25-75</i> Date</p>	<p><i>Jawee B. Rhoads</i> Archivist of the United States</p>

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

- |   |   |  |
|---|---|--|
| <p><input type="checkbox"/> <b>A</b> The records have ceased to have sufficient value to warrant further retention.</p> | <p><input checked="" type="checkbox"/> <b>B</b> The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.</p> | <p><input type="checkbox"/> <b>C</b> The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.</p> |
|---|---|--|

9/25/75

(Date)

*Ivy V. Parr*  
 (Signature of Agency Representative)

(Signature of Agency Representative)

Records Mgmt. Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Office of State Technical Services</u></p> <p>On September 14, 1965 Congress passed P.L. 89-182, the Technical Services Act of 1965. The purpose of the Act was to encourage economic growth by supporting State and interstate programs to place the findings of science in the hands of American enterprise. On November 19, 1965, the Office of State Technical Services (OSTS) was established in the Department of Commerce.</p> <p>The objectives of the State Technical Services Act were to:</p> <ul style="list-style-type: none"> <li>o Raise the technological level of American business;</li> <li>o Assist business and industry in the use of scientific and technological developments;</li> <li>o Make American products more competitive worldwide;</li> <li>o Provide new employment opportunities; and</li> <li>o Provide financial assistance by making Planning, Program, and Special Merit Grants.</li> </ul>		

*Copy to Agency & ACW 12-1-75*

*RG-40, 16 Items*

The major means of reaching these objectives was by State programs which received Federal matching grants in fiscal years 1966 through 1969. Each State had local responsibility for providing leadership, initiative, resources, and participation. Federal funds were provided on a matching basis to stimulate technical services specifically designed for continued development of local economies.

Each State designated a State agency or institution to develop both a five-year plan and an annual program. The five-year plans described the technological and economical conditions of the States and general long range plans, and the detailed annual programs specified the technical service projects to be conducted during a specific year.

The Office of State Technical Services reviewed the plans and programs submitted by the States. After approval by OSTS, designated State agencies coordinated and administered the annual technical service programs. Typical State programs included:

- o Field services;
- o Information services;
- o Referral services; and
- o Conferences, seminars, and workshops.

Program grants were matched by State appropriations or other authorized non-federal funds. The maximum amount of matching funds for each State was determined by a formula based mainly on population. Grants made during the first three years of the program did not require matching.

In addition to grants made to designated State agencies, the Act authorized OSTS to make "Special Merit" matching grants to qualified private organizations. The Office of State Technical Services also aided State designated agencies by providing assistance in the acquisition of scientific and technical information, and sponsoring workshops and conferences.

In response to an Administration sponsored cost reduction program, Congress appropriated only enough money to cover the cost of administering the fiscal year 1970 program. No money was made available for awarding grants.

In June 1970, the Office of State Technical Services was disestablished. The Assistant Secretary of Commerce for Science and Technology was made responsible for phasing out Federally funded programs, and facilitating the continuance of independent State supported programs.

1. Director's Subject Files - Program or operating files maintained by subject for OSTS Directors Grogan, Reily, Gilbertson, and Holloman. Documents in these files cover the full range of OSTS life from conception to disestablishment. Records consist of copies of STS Act, comments on legislation, testimony for Senate and House hearings, appropriation requests, program and policy statements, letters to and from State governors, budget summaries, staff biographies, annual reports, conference arrangements and summaries, special program and organization evaluation studies, program descriptions, etc.

Permanent. Transfer to WNRC <sup>when 5 years old. R.C.T.</sup> ~~and~~ offer to the <sup>10/01/75</sup> National Archives 10 years later.

2. OSTS State Program Administration - File for documents pertaining to the establishment, organization, and control of State programs. Records consist of program policy statements, reports on appropriations, budget plans, OSTS budget, list of qualified institutions, civil rights compliance correspondence, State designated agency selections, State Advisory Committee lists, correspondence with State Chambers of Commerce, memos on planning grants.

Transfer to WNRC when 5 years old. <sup>R.C.T.</sup>  
Dispose 15 years after disestablishment of OSTS. <sup>10/01/75</sup>  
(1965-1970)

3. OSTS General Administrative Files - File for documents pertaining to the day to day management and house-keeping activities of the organization. Records consist of equipment delivery receipts, chrono files, form clearances, newsletters, applications for employment, printing requisitions, records management procedures, etc.

Dispose 5 years after disestablishment of OSTS.

4. National Conferences on OSTS Program - File for documents concerning conferences to improve communications and increase understanding in the partnership between the Federal Government and the States. Records consist of conference agendas, speaker invitations, speaker biographies, press releases, transcripts, brochures, and meeting summaries.

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later. <sup>when 5 years old.</sup> *R.C.T. 10/01/75*

5. Legislation Files - Contains documents pertaining to the development of legislation to aid industrial and commercial groups through the promotion of State technological transfer programs. Records consist of newsletters from the National Association of State Universities and Land Grant Colleges, letters from State governors supporting legislation, Senate and House hearing reports, drafts of agency proposed legislations, excerpts from Presidential speeches, file on foreign programs, model state bills, and suggested changes in legislation.

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later. <sup>when 5 years old.</sup> *R.C.T. 10/01/75*

6. Program and Administrative File- W. C. Bandy. *R.C.T. 10/01/75*

a. Contains the only complete set of STS Newsletters(66-69), STS Bulletins, STS Announcements, and the STS Compendia. Other records in file consist of press releases, summaries on interagency cooperation, speeches, conference plans, ~~and~~ organization charts. ~~\_\_\_\_\_~~

Permanent. Transfer to WNRC when 5 years old. Offer to the National Archives 10 years later.

b. All others. Transfer to WNRC when 5 years old. Destroy 15 years after disestablishment of OSTs.

7. Administrative File - M. D. Robbins - File contains documents relating to the general administrative duties and housekeeping functions performed by M.D. Robbins, the Assistant Director for Special Projects. Most of the functional type records pertain to information retrieval such as COSATI reports, system descriptions, study proposals, etc. General administrative records consist of press releases, seminar programs, organization charts, and chrono files.

Transfer to WNRC when 5 years old. *R.C.T. 10/01/75*  
Dispose 15 years after disestablishment of OSTs.

8. State Five-Year Plans and Annual Programs - File contains copies of Five Year Technological Program Plans developed by States and submitted to OSTs for approval.

Five-Year Plans developed as a result of Planning Grants awarded to States by OSTs. File also contains copies of State Annual Programs and copies of backup and supporting data like studies of technological growth, population growth and movement, waterways and power resources, etc.

when 5 years old. *R.C.T. 10/01/75*

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later.

9. State Annual Reports - Annual reports of progress and accomplishments submitted by State agencies to OSTs. File also contains copies of press releases by State agencies and copies of newspaper and magazine articles about State programs.

when 5 years old. *R.C.T. 10/01/75*

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later.

10. Special Merit Grants and Supporting Information - Contains documents pertaining to grants made to conduct special technological transfer projects (i.e., updating the education of civil engineers by presenting the latest in tools and techniques). Grants issued primarily to universities and non-profit institutions. Records consist of grant requests, request changes, project budget, report of expenditures, course or project descriptions, progress and status reports.

when 5 years old. *R.C.T. 10/01/75*

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later.

(1965-1970)

11. Special Merit Program Inquiry File - File made up primarily of correspondence requesting information about Special Merit grants and responses by OSTs to these requests.

Dispose 5 years after disestablishment of OSTs.

12. Special Merit Program Reject File - Contains documents relating to the receipt, evaluation, and rejection of requests for Special Merit Grants. Records consist of proposals, comments and evaluations, requests for additional information, and rejection letters.

when 5 years old. *R.C.T. 10/01/75*

Permanent. Transfer to WNRC/~~and~~ offer to the National Archives 10 years later.

13. Planning Grants - File containing documents relating to the designation of representative institutions for planning by States and the award of Planning Grants by OSTs. Records consist of grant award notices, assurances of compliance, agreement letters, and correspondence relating to changes in State Plans.

when 5 years old. R.C.T. 10/01/75

Permanent. Transfer to WNRC/ ~~and~~ offer to the National Archives 10 years later.

14. OSTS Evaluation Committee Files - Committee evaluation and annual report to the Secretary of Commerce on the significance and impact of the OSTs program. Records consist of budget submissions, travel authorizations, meeting arrangements, minutes of meetings, meeting transcripts, report on history of OSTs program, annual reports and recommendations for program improvement.

when 5 years old. R.C.T. 10/01/75

Permanent. Transfer to WNRC/ ~~and~~ offer to the National Archives 10 years later.

15. OSTS Financial Files - Contains documents pertaining to requests for and use of funds to support and operate the OSTs program. Records consists of appropriation requests, financial policy statements, grant procedures, planning grant requests, correspondence, special merit grant folders, State program budgets, budget evaluations, grant expenditure audit reports, reimbursement requests and vouchers, petty cash checkbook, ~~and~~ *and related papers.*

when 5 years old. Destroy 15 years

~~Permanent.~~ Transfer to WNRC/ ~~and offer to the~~ thereafter.  
~~National Archives 10 years later.~~

R.C.T. 10/15/75.

Sup 10/14/75