

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-167-83-1	
DATE RECEIVED 3-15-83	
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3/18/83 <i>Date</i>	<i>Robert M. War</i> <i>Archivist of the United States</i>

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
National Bureau of Standards

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Philip V. Proulx
NBS Records Management Officer

5. TEL EXT
301 - 921-3895

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>2-25-83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Philip V. Proulx</i>	E. TITLE NBS Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
27	<p>Revise National Bureau of Standards Schedule NC-167-75-2, Item 27, as follows:</p> <p>Test, Research and Development Records.</p> <p>a. Research, test and work papers (Essential Data). <i>Transfer to</i> Essential Data when 10 years old. <i>Deschuy</i></p> <p>These files are maintained in the various technical divisions as part of their official records and by individual scientists and the technical staff as "personal" research and work papers. (Although the more important findings are reported or published periodically or upon completion of the project, the records accumulated and created contain data that may not have been published....they are considered to be of long time use and are preserved at the discretion of the scientist concerned.)</p> <p>The records exist as separate entities relating to a specific assignment or filed together with other papers as Technical Subject and Reference Files, including basic work papers relating to the individuals or the units, field of endeavor, i. e., copies of certificates and reports, duplicate and</p>		<p>Transfer to FRC when 2 years old.</p> <p><i>2 items</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
27	<p>(a) continued -</p> <p>official copies of memoranda and correspondence, records of committees and conferences, blueprints, lab notebooks or equivalent, charts, drawings, photos, reprints, applied math computations, project material, purchase orders, manuscripts, tabulations and background data accumulated in the performance tests, calibrations, projects and investigations, and establishment of standards, codes, specs, equipment development and related matters.</p> <p>Records documenting the complete action are for the most part described on their own merits elsewhere in this schedule (Items 1, 20, 21 and 24).</p> <p>(b) Research, test and work papers (Non-Essential Data). Dispose when 2 years old. <i>Destroy</i></p> <p>These files have no value after the essential data has been removed and incorporated in reports, publications, technical papers and the establishment of codes and standards.</p>		