

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-422-87-1	DATE RECEIVED 05-26-87
1 FROM (Agency or establishment) U. S. Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Technical Information Service		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Administrative Management			
4 NAME OF PERSON WITH WHOM TO CONFER David E. Tulip		5 TELEPHONE EXT. 703 487-4750	DATE 10-21-87
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT EXTENSION OF RECORD	

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 _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached. See attached sheet.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
4/29/87	<i>Edmond Noel</i>	<i>Supervisor Spt Sec Br.</i>		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>The Publications Board Collection of microfiche of scientific and technical reports collected by NTIS from private and governmental sources for general distribution. Not included are reports sent to NTIS by the Department of Defense, Energy Department, and the National Aeronautics and Space Administration. Arranged by alphanumeric series designation, such as "PB" and thereunder numerically. The diazo fiche date from 1987. The collection accumulates at the annual rate of about 20,000 titles, or 30,000 fiche.</p> <p>PERMANENT. Cut off silver fiche annually and transfer to NARA when 10 years old. Cut off duplicate diazo microfiche every 6 months and transfer to NARA in 6 month increments when the most recent fiche are 3 months old.</p>			

Agency copy sent 10/27/87 MW
Copies to NNF, NNI
TKT 10-28-87