

Rec'd NCD 155078M

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 419 78 2
DATE RECEIVED	SEP 18 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	10-10-78 James E. O'Neil Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Institute of Education

2. MAJOR SUBDIVISION
School Discipline Studies

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Marla Martinolich

5. TEL. EXT.
254-6271

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9/14/78	<i>Wells A Proctor</i>	Records office	(NC3-419-78-2)	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Documentation to Safe School Study Files		(NC3-419-78-2)	
1.	Contents			
2.	Principal Phase I Expanded Codebook			
3.	Principal Phase I Brief Codebook			
4.	Principal Phase I Response Codes			
5.	Principal Phase II Expanded Codebook			
6.	Principal Phase II Brief Codebook			
7.	Principal Phase II Response Codes			
8.	Principal Incident Reporting Sheet Expanded Codebook			
9.	Principal Incident Reporting Sheet Brief Codebook			
10.	Principal Incident Reporting Sheet Response Codes			
11.	Student Questionnaire Expanded Codebook			
12.	Student Questionnaire Brief Codebook			
13.	Student Questionnaire Response Codes			
14.	Teacher Questionnaire Expanded Codebook			
15.	Teacher Questionnaire Brief Codebook			
16.	Teacher Questionnaire Response Codes			
17.	Student Interview Detail 1 Expanded Codebook			
18.	Student Interview Detail 1 Brief Codebook			
19.	Student Interview Detail 1 Response Codes			
20.	Student Interview Detail 2 Expanded Codebook			
21.	Student Interview Detail 2 Brief Codebook			
22.	Student Interview Detail 2 Response Codes			

sent to Agency 10-12-78 MJA 40 items

Request for Records Disposition Authority - Continuation

JOB NO.
(NC3-419-78-2)PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40.	<p>Student Interview Detail 3 Expanded Codebook Student Interview Detail 3 Brief Codebook Student Interview Detail 3 Response Codes Post Interview Check Expanded Codebook Post Interview Check Brief Codebook Post Interview Check Response Codes Teacher Telephone Expanded Codebook Teacher Telephone Brief Codebook Teacher Telephone Response Codes Phase I Principal Questionnaire Edit Check file Phase II Principal Questionnaire Edit Check file Student Questionnaire Edit Check file Teacher Questionnaire Edit Check file Student Interview Detail 1 Edit Check file Student Interview Detail 2 Edit Check file Student Interview Detail 3 Edit Check file Phase I Principal Incident Reporting Sheet Edit Check file Phase II Principal Incident Reporting Sheet Edit Check file</p> <p>These files comprise the machine-readable documentation for the data files from the Safe School Study. The Expanded Codesbooks provide easily understood information about each data field in the associated file. They contain for each data element the variable location, an abbreviated eight-character name, an expanded name, missing value codes, and the coding conventions used in creating the data files. The brief Codebooks present most of the information in the Expanded Codebooks in compressed form. While the Expanded Codebooks describe each data field in ten or more lines, the Brief Codebooks have one line for each data field. The Response Code files contain information about the scheme used to code the variable. This response information is referenced in the Brief Codebooks and is included in the Expanded Codebooks. The edit check files indicate whether individual pieces of information in a given record are consistent with other information in the same record according to specified consistency rules given in the textail documentation for the related data files.</p> <p><u>Disposition:</u> Destroy immediately. DISPOSAL BY DONATION TO THE INTER-UNIVERSITY CONSORTIUM FOR POLITICAL AND SOCIAL RESEARCH, ANN ARBOR, MICHIGAN.</p>		