

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-434-91-4*

DATE RECEIVED

*5-7-91*

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

**Department of Energy**

2. MAJOR SUBDIVISION

**Office of Scientific and Technical Information (OSTI)**

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

**Judy Spraker, OSTI  
P.O. Box 62, Oak Ridge, TN 37831-0062**

5. TELEPHONE EXT.

**FTS 626-0344**

DATE

*7-3-93*

ARCHIVIST OF THE UNITED STATES

*Acting  
Cecily Hickamp Peterso*

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 3 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.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>5/3/91</i>	Clarence L. Henley <i>C. L. Henley</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	See Attached		

*Copies sent to NNT, NSX, NIA 7/5/93*

MAY 03 1991

Office of Scientific and Technical Information  
Per 36 CFR Part 1228.28

1. Records Series Title: Unclassified Research and Development (R&D)  
Technical Report Files
2. Description: Official file copy of scientific and technical reports generated as a result of Research, Development and Demonstration funded by the Department of Energy (DOE) and its predecessor agencies. Collection consists of original documents. Portions of the collection are also maintained in microfiche and microcard format.
3. Inclusive Dates: 1943 - Present
4. Arrangement: Reports are filed alphanumerically by report number and by bar code identification number.
5. Access: Reports covered under this Request for Records Disposition Authorization are unclassified and no access restrictions apply.
6. Annual accumulation: Approximate annual accumulation is 600 cubic feet.
7. Volume to date: Approximately 21,100 cubic feet.
8. Disposition:

Appraisal - The Office of Scientific and Technical Information (OSTI) provides a centralized base of support for DOE and its contractors to assist in scientific and technical information activities, and services the DOE community by providing access to all DOE scientific and technical research reports. These activities are in support of 42 USC 5916 which states that DOE is to develop and maintain a central source of information on all energy sources and technology in support of R&D and demonstration missions. Collection is used daily for reference, duplication, and dissemination to authorized recipients. Therefore, these records are deemed permanent.

OSTI is currently implementing an archival plan to comply with the National Archives and Records Administration (NARA) guidelines applicable to disposition and transfer of permanent records while ensuring that regular current business of the agency will be continued. Based on this plan, and the approval of this Request for Records Disposition Authority, OSTI will transfer subsets of this series to NARA in accordance with 36 CFR Part 1228.190. Each subset transferred will be accompanied by an electronic index to allow access to the collection. This index will be cumulative and updated for each subset transferred to provide a single comprehensive index to the records series. Based on OSTI's role within DOE in support of Departmental research activities, the incorporation of this activity into OSTI's current operation, and per guidelines presented in 36 CFR Part 1220, the following disposition is requested:

Description

Requested Disposition

7

a. ~~Master copy of each report submitted to OSTI.~~

Permanent. Offer to NARA when documents are 30 years old, and when OSTI has confirmed availability of information in an alternate format.

WITHDRAWN

b. Cumulative electronic index to reports transferred to NARA.

Transfer ~~tape(s) or disk(s)~~ relevant ~~with reports~~ fields per NARA instruction in flat ASCII files with related reports or microfilm.

~~c. Microfiche copies.~~

~~Destroy when no longer needed for reference.~~

WITHDRAWN

d. Optical disk copies.

~~Destroy when no longer needed for reference.~~

WITHDRAWN

*Changes made per telcom  
w/ Lowell Langford 6-8-93  
Young*