

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-434-97-4
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		DATE RECEIVED	5-28-97
2. MAJOR SUBDIVISION Office of Scientific and Technical Information		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER J. Lowell Langford, CRM	5. TELEPHONE 423-576-4372	DATE	ARCHIVIST OF THE UNITED STATES
			WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 5/21/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Team Leader, Records Mgt.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records of the Office of Scientific & Tech. Info. (See Attached Description)	NC-430-76-2	WITHDRAWN <i>Job Withdrawn 5/22/2000</i>

Office of Scientific and Technical Information
Per 36 CFR Part 1228.28

1. **Records Series Title:** Research and Development (R&D) Technical Report Files (Scientific and Technical Information)
2. **Description:** Official file copy of unclassified unlimited access, unclassified limited access, and classified scientific and technical information products including reports generated as a result of Research, Development and Demonstration funded by the Department of Energy (DOE) and its predecessor agencies. Collection consists of paper documents. Portions of the collection are also maintained in microfiche and electronic media.
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:
 - A. Unlimited Access - Unclassified publicly available documents.
 - B. Limited Access - Unclassified Controlled Nuclear Information (UCNI) - Section 148 of the Atomic Energy Act of 1979, as amended (42 USC 2168).
 - C. Limited Access - Export Controlled - Nuclear Nonproliferation Act of 1978, Atomic Energy Act of 1954 as amended (42 USC 2077); Arms Export Control Act (22 USC 2751); and Export Administration Act of 1979 as amended (50 USC 2401).
 - D. Limited Access - Commercial Information - Proprietary (48 CFR 952.227) and (5 USC 552) Cooperative Research and Development Agreements (CRADA) National Competitiveness and Technology Act of 1989; Small Business Innovative Research (SBIR), Public Law 97-219; the Small Business Innovation Development Act of 1982 as amended (15 USC 638).
 - E. Limited Access - Translations of copyrighted material.
 - F. Limited Access - Applied Technology - Nuclear Reactor information - 10 CFR Part 810, and/or may be subject to Section 127 of the Atomic Energy Act of 1954 as amended (42 USC 2168).
 - G. Classified - From Confidential/National Security Information to

Secret/Restricted Data. Various special access documents are included, such as Nuclear Weapons Data and Foreign Intelligence Information. All restrictions on access are outlined by the Department of Energy policy. OSTI is responsible for the determination of authorized recipients. Pursuant to DOE Order 5634.1B, dated 9/15/92, entitled Facility Approvals, Security Surveys, OSTI is designated a Class A facility and complies with Departmental regulations pertaining to the storage, receipt, and dissemination of classified materials.

6. Annual accumulation: Approximate annual accumulation is 600 cubic feet.
7. Volume to date: Approximately 30,000 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. In addition, the collection is in support of Public Law 93-577 of 1974 (42 USC 5916) which states: "The Secretary shall promptly establish, develop, acquire and maintain a central source of information on all energy resources and technology in furtherance of the Secretary's research and development and demonstration mission carried out directly or indirectly under this charter." The Collection is used daily for reference, research, duplication, and dissemination to authorized recipients. Information is also exchanged with the Department of Defense and to a lesser degree with other agencies via approved mechanisms. Unlimited access documents are made available to the public primarily via the National Technical Information Service and the Government Printing Office Depository Libraries.

OSTI has established a policy for DOE and Contractor Offices to submit their scientific and technical information products in electronic format by the year 2000. Acceptable formats are: Standard Generalized Markup Language (SGML) and Hypertext Markup Language (HTML). Acceptable transistioning formats are Postscript, Adobe Acrobat Portable Document Format (PDF), and Tagged Image File Format Group 4 (TIFF4). Paper documents received since 1995 have been scanned to TIFF4 files. OSTI plans to begin in FY 1998 to scan the pre-1975 paper documents.

Based on OSTI's role within the Department of Energy in support of Departmental research activities, the incorporation of this activity into OSTI's current operations, and per guidelines presented in 36 CFR Part 1220, the following disposition is requested:

Disposition Instructions:

		<u>Disposition</u>
a.	Electronic copy of each report submitted to OSTI.	WITHDRAWN Permanent. OSTI to maintain the record copy indefinitely.
b.	Paper copies.	WITHDRAWN Maintain paper copy until it is scanned to electronic media. Destroy when no longer needed for reference.
c.	Microfiche copies.	WITHDRAWN Destroy when no longer needed for reference.