

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-307-93-1</i>	DATE RECEIVED <i>2-1-94</i>
1. FROM (Agency or establishment) National Science Foundation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Division of Science Resources Studies		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Delores Pritchett, Records Officer	5. TELEPHONE 202-357-3640	DATE <i>5-8-95</i>	ARCHIVIST OF THE UNITED STATES <i>Archie Hinkley Peters</i>

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 28 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 <i>3/27/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Delores Pritchett</i>	TITLE <i>Records Mgmt. Specialist</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached Sheets		

All changes to this proposed schedule have been approved by:

Larry Blaine 4/3/95 *Delores Pritchett* 3/27/95
 NARA appraiser date Agency representative date

Copies sent to Agency, NNB, NAT, NSX, NIA, NCF 5/16/95

**National Science Foundation
Division of Science Resources Studies**

1. SCIENCE AND ENGINEERING ANALYTICAL REPORTS AND SURVEYS

Scientific and engineering surveys and analytical reports relating to activities and trends in science and engineering programs, federal funding for research and development; federal support to colleges and universities; scientific and engineering employment; and personnel characteristics. Surveys are conducted biennially in most cases, and the Foundation may request special studies and reports at other intervals. Examples of biennial surveys include Scientific and Engineering Research Facilities at Universities and Colleges, Characteristics of Doctoral Scientists and Engineers in the United States, National Patterns of R & D Resources, Federal Support to Universities, Colleges, and Nonprofit Institutions, International Science and Technology, and Survey of Scientific and Engineering Personnel Employed at Universities and Colleges. Special analytical reports may include updates to regular surveys, regional area indicators, pocket data books, and similar publications.

a. Survey forms and questionnaires.

Survey forms, questionnaires, and other textual records and respondent information.

AUTHORIZED DISPOSITION: Destroy when the survey results are verified and the final survey is accepted and published by the National Science Foundation.

b. Final published surveys and studies.

Printed textual surveys and final publications.

AUTHORIZED DISPOSITION: PERMANENT. Break files every four years and transfer to the Federal Records Center. Transfer to the National Archives when the records are 10 years old.

c. Electronic microlevel survey data.

Final edited versions of all electronic survey microdata, databases, spreadsheets, detailed tables, charts, statistical data, and other microlevel respondent information, created prior to compiling, condensing, or summarizing the survey responses into the final summarized or published product.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the Center for Electronic Records, National Archives two years after completion of the study.

- d. Electronic text and detailed statistical tables, data analyses, and related records.

Electronic copies of the survey report, including the text of the final report and all other electronic records related to the report such as detailed tables, charts, statistical data analyses, and spreadsheets.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the Center for Electronic Records, National Archives two years after completion of the study.

- e. Electronic record and data documentation.

Technical information regarding data format and structure, and other related computer program and system documentation including codebooks, file layouts, data fields, data dictionaries, and other records that are necessary to understand the microdata listed in Item 1c.

AUTHORIZED DISPOSITION: PERMANENT. Transfer to the Center for Electronic Records, National Archives with the electronic records listed in Item 1c and 1d.