REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   National Science Foundation

2. MAJOR SUBDIVISION
   Division of Science Resources Studies

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Delores Pritchett, Records Officer

5. TELEPHONE
   202-357-3640

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 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.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See Attached Sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

All changes to this proposed schedule have been approved by:

[Signatures]

NARA applier: date
Agency representative: date

Copies sent to: Agency, NAR, NRT, NSX, NCF 5/14/95

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

PREVIOUS EDITION NOT USABLE
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.