

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

NATIONAL SCIENCE FOUNDATION

2. MAJOR SUBDIVISION

DIVISION OF FINANCIAL AND ADMINISTRATIVE MGT.

3. MINOR SUBDIVISION

Administrative Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Herman G. Fleming

5. TEL EXT

357-7850

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

March 4, 1982

JOB NO

NC1-307-82-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-22-83

(Date)

[Signature]
Archivist of the United States

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 34 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/25/82 *Herman G. Fleming*
Date (Signature of Agency Representative)

Head, Reference and Records
Management Section
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The National Science Foundation was established in 1950 (64 Stat. 149) to promote the progress of science; advance the national health, prosperity and welfare; and secure the national defense.</p> <p>The records of the National Science Foundation, <u>exclusive of those covered by the General Records Schedules</u>, are described in the following items and apply to the records wherever they are located. Unless specified, the retention periods in this schedule set forth the minimum number of years the records must be retained following close of file or date of document.</p> <p>The proposed schedules have been listed according to uniqueness of an office and then unique to the agency as a whole.</p> <p><i>all changes per M. 50 of NSF & M.G. of NARS 7-12-83 & 7-15-83 M.G.</i></p> <p><i>MASS DATA CHANGE SHEET ATTACHED.</i></p> <p><i>104 items</i></p>		

*Agency NNB, NNF, NNS & NNI sent 8-31-83 by DMW.
NIN sent 9-1-83 by DMW.*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 1-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>NATIONAL SCIENCE BOARD</u></p> <p><u>NUMBERED COPY FILE.</u> All communications with the full NSB or any of its committees is conducted via memorandum and is assigned sequential numbers, i.e., NSB-81-1, NSB/EC-81-45: an individual file folder is made for each such numbered document for each calendar year and a document control log is kept. These documents include the formal work of the Board and information items, proposals, etc. Approximately 10 copies of each numbered document are housed in each file.</p> <p><u>RETENTION.</u></p> <p>a. Hard Copy. One copy retained in NSB Office indefinitely. Remaining copies destroyed after 5 years.</p> <p>b. Microfiche Copy. Retained in Foundation for 10 years. Transferred to FRC. Offered to NARS after 20 years old.</p> <p><u>ACCUMULATION.</u> Approximately 1/4 cubic foot of records (Microfiche) accumulated annually. Approximately 5 cubic feet accumulated to date.</p>		<p><i>see revised disposition on p. 1A</i></p>
2.	<p><u>NSB and Executive Committee Minutes.</u> These minutes officially document Board and Executive Committee actions. Permanently housed in NSB Office arranged in chronological order and meeting date.</p> <p><u>RETENTION.</u></p> <p>a. Hard Copy. One copy retained in NSB Office indefinitely. Remaining copies destroyed after 5 years.</p> <p>b. Microfiche Copy. Retained in Foundation for 10 years. Transferred to FRC. Offered to NARS after 20 years old.</p> <p><u>ACCUMULATION.</u> Approximately 20 pages of minutes per meeting, or 200 pages per</p>		

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PAGE OF

1A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>A. Record set of the NSB numbered copy file. Arranged by year and thereunder numerically.</p> <p>Permanent. Offer to NARS in 5 year blocks with the related document control log as an index when the latest records are 20 years old.</p> <p>B. Microfiche copy. Made only for 1975-77.</p> <p>Destroy when 10 years old or when no longer needed for administrative purposes.</p> <p>C. All other copies.</p> <p>Destroy when no longer needed for adminis- trative or reference purposes.</p>		
2.	<p>A. Minutes of meetings. Maintained in volumes.</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p> <p>B. Minutes of closed meetings. Maintained in file folders.</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 30 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	year. Less than 1 cubic foot accumulated to date.		
3.	<p><u>Minutes/Meeting.</u> Files-accumulated working papers used in preparation of each board meeting.</p> <p><u>RETENTION.</u> Destroy after 5 years or when no longer referred to.</p>		
4.	<p>Committee Files. File is maintained for NSB Committee which documents the work of same, including minutes.</p> <p><u>RETENTION.</u> Destroy after 10 years or when no longer referred to.</p>		see revision on p. 2A
5.	<p><u>Mailed Copy File.</u> Record copy of all Board documents sent to Board and Board Books utilized at meetings.</p> <p>a. <u>Mailed Copy File.</u> Contains copy of all documents mailed to Board members prior to scheduled meetings.</p> <p><u>RETENTION.</u> Retain in Foundation for 5 years then transfer to FRC for 5 years then destroy.</p> <p>b. <u>Board Books.</u> Bound copies of minutes of previous meeting, agenda for current meeting, actions items for discussion. Maintained chronologically by meeting date.</p> <p><u>RETENTION.</u> Retain one copy in Foundation indefinitely. Transfer 1 copy to FRC for permanent retention. Destroy all other copies.</p>		see revised disposition on p. 2A
6.	<p><u>Active Administrative Files.</u> These files contain information concerning the working of the National Science Board, i.e. Nominations Files, Personnel Files, Correspondence and Subject.</p> <p>a. <u>NSB Nomination Files.</u> Records of nomination process including recommendations sent to the</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p><u>NSB Committee Files.</u> Includes records of the Budget Committee, the Policy & Planning Committee, and ad hoc committees, such as the 1972 Astronomy Committee and the 1976-77 Peer Review Committee. Records include minutes, membership lists, reports, and related correspondence and memoranda.</p> <p>Arranged by committee and thereunder chronologically.</p> <p>Permanent. Transfer to FRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		
5.	<p><u>B. Board Books.</u></p> <p>(1) Record set.</p> <p>Permanent. Transfer to FRC when 2 years old. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p> <p>(2) All other copies.</p> <p>Destroy when no longer needed for administrative or reference purposes.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>President. Maintained alphabetically.</p> <p>RETENTION. Retain in Foundation for 5 years after last action. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Board members are appointed for 6 year terms. Approximately 1 cubic foot of records accumulated every 6 years. Five cubic feet of records accumulated to date.</p> <p>b. <u>Present and Former Board Members Correspondence.</u> Consists of all letters/memoranda initiated, received, or pertaining to that Member. Maintained in alphabetical order.</p> <p>RETENTION. Retain in Foundation for 5 years after last action. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated annually. Twenty-six cubic feet of records accumulated to date.</p> <p>c. <u>Subject Files.</u> Contains actions initiated or responded to by the Board.</p> <p>RETENTION. Purge files periodically. Transfer to FRC 5 years after last action. Offer to NARS after 20 years.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated annually. Twenty-six cubic feet of records accumulated to date.</p> <p>d. <u>NSB Members and Staff Personnel Files.</u> Consist of personal information, travel, financial, etc.</p> <p>RETENTION. Retain 3 years after</p>		<p><i>see revised disposition on p. 3A</i></p> <p><i>see revised disposition on p. 3A</i></p> <p><i>see revised disposition on p. 3A</i></p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p><u>A. NSB Nomination Files.</u></p> <p>Permanent. Retain in Foundation for 5 years after last action, then transfer to FRC. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p> <p><u>B. Present and former Board Members' Correspondence.</u></p> <p>Permanent. Move the member's files to the inactive files when membership on the Board terminates. Retain in the Foundation for 5 years after last action, then transfer to FRC. Offer the inactive files to NARS in 5 year blocks when the latest records are 20 years old.</p> <p><u>C. NSB Subject Files.</u></p> <p>Permanent. Remove duplicate copies from files and cut off annually. Transfer to FRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p>		
7.	<p><u>A. Recipients.</u></p> <p>Permanent. Offer to NARS in 5 year blocks when 10 years old (e.g., offer 1970-74 block in 1985).</p> <p><u>B. Non-recipients.</u></p> <p>Destroy when 5 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>termination of appointment then destroy.</p>		
7.	<p><u>Nominees for and Recipients of the Vannevar Bush Award.</u> Awards made to recognize and encourage younger Scientists. Contains biographical information concerning past employment, education, achievements, and other similar personal data for persons who have been nominated for or received the Award. Maintained alphabetically by year of nomination.</p> <p><u>RETENTION.</u></p> <p>a. <u>Recipients.</u> Retain in the Foundation for 5 years after year of award. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> One file folder accumulated each nomination. Less than 1 cubic foot accumulated to date.</p> <p>b. <u>Non Recipients.</u> Transfer to FRC 5 years after nomination. Destroy 15 years later</p> <p><u>OFFICE OF THE DIRECTOR</u></p> <p>8. <u>Director's Personal Files.</u> NARS has requested that these records be offered to NARS after 20 years; all records through 1963 have been offered. Contains materials regarding the Director's personal dealings while director of the Foundation. Correspondence concerning his field of interest, personal letters, personal appointments, etc.</p> <p><u>RETENTION.</u> Retain in the Foundation for length of the Director's appointment. Removed with the Director's other personal items upon termination of appointment</p> <p>9. <u>Official Personal Files.</u> Contains such things as invitations to speak in official capacity. Correspondence, records of trips, etc. Maintained alphabetically by subject.</p>		<p>see revised disposition on p. 3A</p> <p>see revision p. 4A</p> <p>see revision p. 4A</p>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p><u>Director's Personal Files.</u> Papers of a private or non-official nature which pertain only to the Director's personal affairs and at all times are filed separately from the official records of the Director's office.</p> <p>Retain in the Foundation for length of the Director's appointment. Remove with the Director's other personal items upon the termination of the Director's appointment.</p>		
9.	<p><u>Director's Invitations/Travel Files.</u> These are public records concerning some of the Director's routine activities in his capacity as public official, such as attending and speaking at meetings, trips, and travel arrangements. Contains such items as invitations to speak, correspondence and records of trips. Maintained alphabetically by subject.</p> <p>Destroy 1 year after the termination of the Director's appointment or when 5 years old if no longer needed for administrative purposes, whichever is sooner.</p>		
10.	<p><u>Director's Official Correspondence Files.</u></p> <p>Permanent. Remove duplicate copies and transfer to FRC when 3 years old. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		
11.	<p><u>Deputy Director's Official Correspondence Files.</u></p> <p>Permanent. Remove duplicate copies and transfer to FRC when 3 years old. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO 1	PAGE OF 5 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>RETENTION. Retain in the Foundation for 1 year after termination of Director's appointment. Transferred to FRC for permanent retention. Offered to NARS 20 years after termination of appointment.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated annually. Twenty-six cubic feet of records accumulated to date.</p>		see revision P. 4A
10.	<p><u>Official Correspondence Files.</u> Contains files on actions prepared in other parts of the Foundation for the Director's signature. Maintained alphabetically by subject.</p> <p>RETENTION. Records are purged on an annual basis and retired to FRC annually. Offered to NARS after 20 years.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated annually. Twenty-six cubic feet of records accumulated to date.</p>		see revised disposition P. 4A
	<p><u>OFFICE OF THE DEPUTY DIRECTOR</u></p>		
11.	<p><u>Official Correspondence Files.</u> Subject files on actions originating in the Deputy Director's Office. Maintained alphabetically by subject.</p> <p>RETENTION. Records are purged on an annual basis and retired to FRC annually. Offered to NARS after 20 years.</p> <p><u>ACCUMULATION.</u> Approximately 1/2 cubic foot of records accumulated annually. Thirteen cubic feet of records accumulated to date.</p>		see revised disposition P. 4A
	<p><u>SPECIAL ASSISTANT - OFFICE OF THE DIRECTOR</u></p>		
12.	<p><u>Council Files.</u> Contains minutes and actions initiated and approved by the Executive Council and the Management Council. Maintained alphabetically by meeting date.</p> <p>RETENTION. Retain in the Foundation for 5</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>years after meeting. Retired to the FRC for permanent retention.</p> <p>ACCCUMULATION. Approximately 1/2 cubic foot of records accumulated annually. Thirteen cubic feet of records accumulated to date.</p>		<p>see revised disposition P. 6A</p>
13.	<p>Advisory Council. Consist of establishing and terminating documents; agenda and minutes of meetings; resolutions, decisions, recommendations and reports of the group; membership lists and changes; correspondence on substantive matters; and reports on establishing, revising, evaluating or terminating individual studies or projects. Maintained chronologically by meeting dates.</p> <p>RETENTION. Retain in the Foundation for 10 years after cut off. Transfer to FRC for permanent retention. Offer to NARS after 20 years.</p> <p>ACCCUMULATION. Approximately 1/4 cubic foot of records accumulated annually. Seven cubic feet of records accumulated to date.</p>		<p>see revision P. 6A</p>
14.	<p>Director's Special Awards. (See Personnel Records) Schedule 1, Item 12.e. Records relating to awards made at the Director's Office level such as "Meritorious Awards."</p> <p>RETENTION. Retain in the Foundation for 5 years after award. Transfer to FRC for permanent retention. Offer to NARS after 20 years.</p> <p>ACCCUMULATION. One folder accumulated annually. One cubic foot of records accumulated to date.</p>		<p>see revised disposition P. 6A</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12.	<p>A. Minutes and related action items of the Executive Council.</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p> <p>B. Minutes and related action items of the Management Council.</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		
13.	<p><u>The Director's Advisory Council.</u></p> <p>A. Advisory Council minutes and transcripts of meetings. Arranged by meeting date.</p> <p>Permanent. Retain in the Foundation for 10 years after cut off, then transfer to FRC. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p> <p>B. Records of special task forces for the Director and the Director's Advisory Council. Includes the final reports, minutes of the task forces, and background materials documenting the establishment, membership, purposes and operations of the task forces. Arranged by year and thereunder by task force.</p> <p>Permanent. Retain in the Foundation for 10 years after cut off, then transfer to FRC. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p>		
14.	<p>A. Recipients of Director's Office level awards for outstanding NSF employees and others, such as National Research Centers' Directors.</p> <p>Permanent. Offer to NARS in 5 year blocks when 10 years old (e.g., offer 1970-74 block in 1985).</p> <p>B. Non-recipients files.</p> <p>Destroy when 5 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<p><u>OFFICE OF GOVERNMENT AND PUBLIC PROGRAMS</u></p> <p>Formal Publications. Consist of a record copy of each publication and evidence of approval. Maintained by publication number by year.</p> <p>RETENTION. Retain in the Foundation for 4 years. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 2 cubic feet of records accumulated annually. Approximately 30 cubic feet of records accumulated to date.</p>		see revised disposition P. 7A
16.	<p>Press Releases Maintained numerically by year.</p> <p>RETENTION. Bound copies are kept in agency office indefinitely then transferred to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated every 5 years. Approximately 6 cubic feet accumulated to date.</p>		see revised items disposition P. 7A
17.	<p>Press Conference Transcripts and Press Kits. Maintained by conference and subject.</p> <p>RETENTION. Retain in the Foundation for 4 years. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 1/2 cubic foot of records accumulated every 2 years. Approximately 10 cubic feet of records accumulated to date.</p>		see revision P. 7A
18.	<p>Official Speeches. Consist of a copy of each official speech delivered by a Foundation employee in conjunction with official duties. Maintained by subject/by date.</p> <p>RETENTION. Retain in the Foundation for 4 years. Transfer to FRC for permanent retention.</p>		see revision P. 7A

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 7A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<u>Formal Publications.</u> Permanent. Retain in Foundation for 4 years, then transfer to FRC. Offer to NARS when 8 years old.		
16.	<u>Record set of press releases.</u> Arranged by year and numerically thereunder. Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).	GRS 14 item 1	
17.	<u>Record set of Press Conference transcripts and press kits.</u> Arranged by subject and thereunder by date. Permanent. Retain in Foundation for 4 years, then transfer to FRC.. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).	GRS 14 item 1	
18.	<u>Record set of official speeches.</u> Consists of a copy of each official speech delivered by a Foundation employee in conjunction with official duties. Arranged by date and subject. Permanent. Retain in Foundation 4 years, then transfer to FRC. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).	GRS 14 item 1	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
19.	<p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 10 years. Approximately 3 cubic feet accumulated to date.</p> <p>Official Subject Files. Correspondence and documents dealing with informational services, program establishment, development, procedures and progress. Maintained alphabetically by subject.</p> <p>a. Program for Congressional Relations.</p> <p>b. Program for general public relations.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 2 cubic feet of records accumulated annually. Approximately 20 cubic feet of records accumulated to date.</p>		withdawn
20.	<p><u>Audiovisual Records.</u></p> <p>a. <u>Documentary Films.</u> 16mm motion picture production, distributed to various commercial, free loan, rental and sales companies. Maintained alphabetically by subject.</p> <p><u>RETENTION.</u> Retain in the Foundation for 5 years or when no longer in current distribution. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated annually. Approximately 24 cubic feet of records accumulated to date.</p> <p>b. <u>News Clips.</u> One-minute films and scripts intended for television broadcast and distributed to TV stations throughout the country. Maintained alphabetically by subject.</p> <p><u>RETENTION.</u> Retain in the Foundation</p>		see reversed disposition P. 9A

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>for 5 years or when no longer in current distribution. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated every 5 years. Approximately 2 cubic feet of records accumulated to date.</p> <p>c. <u>General Black-and-White Still Photography File.</u> Research Centers, significant award ceremonies (such as the National Medal of Science), dignitaries' visits and other permanent record material. Maintained alphabetically by event.</p> <p>RETENTION. Retain in the Foundation for 10 years. Transfer to FRC for permanent retention.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records annually. Approximately 22 cubic feet of records accumulated to date.</p> <p>d. <u>Color and Back-and-White Slides and Transparencies.</u> Antarctica, the Eltanin research ship, Deep Sea Drilling Project, Arecibo Observatory, Stratoscope balloon telescope Kitt Peak, and Glomar Challenger. Maintained alphabetically by event.</p> <p>RETENTION. Retain in the Foundation for 10 years. Transfer to FRC for permanent retention.</p>		<p>see revised disposition P. 9A</p> <p>see revised disposition P. 9A</p> <p>see revised disposition P. 9A</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
20.	<p>A. <u>Documentary films.</u></p> <p>Permanent. Offer to NARS the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording for agency sponsored films and two projection prints or one projection print and a video recording for acquired films with related indexes and finding aids when 5 years old.</p> <p>B. <u>News clips.</u></p> <p>Permanent. Offer to NARS the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording for agency sponsored films and two projection prints or one projection print and a video recording for acquired films with related indexes and finding aids when 5 years old.</p> <p>C. <u>General black and white still photography file.</u></p> <p>Permanent. Cut off file when 5 years old, move to inactive file, and transfer to FRC. Offer the inactive file, including the original negative and a captioned print, with related indexes and finding aids to NARS when 10 years old.</p> <p>D. <u>Color and Black and White Slides and Transparencies.</u></p> <p>Permanent. Cut off file when 5 years old, move to inactive file, and transfer to FRC. Offer the inactive file, including the original and a duplicate, with related indexes and finding aids to NARS when 10 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
21.	<p><u>OFFICE OF PLANNING AND RESOURCES MANAGEMENT</u></p> <p>Budget and Apportionment Records. Consists of various files accumulated in formulating the budget for submission to OMB and to the Congress; in justifying request for funds before both bodies; and, after enactment of enabling legislation, in ensuring that funds are used in such manner as to suffice for the appropriate period of time. OMB is the office for maintaining schedules for permanent records.</p> <p>a. <u>General Files.</u> Correspondence and documents dealing with Foundation policy and procedures for budget administration, and reflecting policy decisions affecting expenditures for Foundation programs.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years. Transfer to FRC and destroy 20 years after cut off.</p> <p>b. <u>Consolidated Budget Estimates.</u> Including the record copy of each submission to OMB or the Congress; supporting security classified information not included in the submission; budget digest and budget briefing books, budget justifications; and related schedules.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years. Transfer to FRC and destroy 20 years after cut off.</p> <p>c. <u>Duplicate copies</u> of Foundation budget estimates and related papers.</p> <p><u>RETENTION.</u> Destroy as soon as reference use is served.</p>		
22.	<p><u>Nominees for and Recipients of the: National Medal of Science and the Alan T. Waterman Award.</u> Contains biographical information concerning past employment, education, achievements, and other similar personal data</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>for persons who have been nominated for or received the National Medal of Science or the Alan T. Waterman Award. Maintained alphabetically by year of nomination.</p> <p>a. <u>Recipients.</u> Contains above mentioned items plus record of award.</p> <p>RETENTION. Retain in the Foundation for 5 years after year of award. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 5 years. Approximately 5 cubic feet of records accumulated to date.</p> <p>b. <u>Non-Recipients.</u> Contains above mentioned items.</p> <p>RETENTION. Retain in the Foundation for 5 years after nomination. Transfer to FRC and destroy after 15 years.</p>		<p>see revised disposition P. 11A</p> <p>see revised disposition P. 11A</p>
23.	<p><u>Program Review Documents.</u> Communications forum for the annual program review prepared by individual program offices for the NSF Director and the National Science Board. Maintained chronologically by program.</p> <p>a. <u>Published Report.</u> Official published copy of all Program Reviews as presented.</p> <p>RETENTION. Retain in the foundation for 5 years. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 3 years. Approximately 4 cubic feet of records accumulated to date.</p> <p>b. <u>Back-Up Materials.</u> Vu-graphs, lay outs, etc., for Program Reviews.</p> <p>RETENTION. Destroy after published</p>		<p>see revised disposition P. 11A</p> <p>see revised disposition P. 11A</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
22.	<p>A. <u>Recipients.</u></p> <p>Permanent. Offer to NARS in 5 year blocks when 10 years old (e.g., offer 1970-74 block in 1985).</p> <p>B. <u>Non-recipients.</u></p> <p>Destroy when 5 years old.</p>		
23.	<p>A. <u>Published report.</u></p> <p>Permanent. Offer to NARS when 5 years old.</p> <p>B. <u>Back-up materials.</u></p> <p>Destroy after report has been published or when no longer needed for administrative purposes.</p>		
24.	<p>A. <u>Record set of the printed reports.</u> Dated 1974-82 and arranged chronologically in 3 ring binders.</p> <p>Permanent. Offer the entire set to NARS when the latest report is 10 years old (i.e., in 1992).</p>		
25.	<p>A. <u>Nova.</u></p> <p>Dispose of when no longer needed for administrative use.</p> <p>B. <u>Video recordings.</u></p> <p>Permanent. Offer to NARS the original or earliest generation of recording, and a dubbing if one exists, with related indexes and finding aids when 5 years old.</p>		

Request for Records Disposition Authority--Continuation	JOB NO	PAGE OF 12 - 34	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>24.</p>	<p>report has been forwarded to PRO.</p> <p>Quarterly Report to Congress. Highlights of significant accomplishments: Status of Legislative considerations affecting agency policies or program; programming actions and fiscal information needed by Congress. Important Administrative Management Decisions.</p> <p>a. Published Reports. Official published copy of all Quarterly Reports as presented.</p> <p>RETENTION. Retain in the Foundation for 5 years. Transfer to PRO for permanent retention.</p> <p>ACCUMULATION. Approximately 1 cubic foot of records accumulated every 5 years. Approximately 3 cubic feet of records accumulated to date.</p> <p>b. Back-Up Materials. Input from program offices used in preparation of published reports.</p> <p>RETENTION. Destroy 6 months after published report has been forwarded to Congress.</p>		<p>see revision P. 11A</p>
<p>25.</p>	<p>Miscellaneous Materials Created or Maintained by PRO.</p> <p>a. NOVA. WGH-B-TV series, sponsored in part by a grant from NSF. Complete record set of all shows since it began in 1975. WGH-B-TV maintains record set. PBS maintains a set. The only NSF set is maintained in the NSF Records and Reference Section (Library) for viewing by NSF Staff.</p> <p>RETENTION. Retain in NSF Library for life of film.</p> <p>b. Video Recordings.</p> <p>- Edited shows, either transferred to video from acquired films,</p>		<p>see revision P. 11A</p>

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF 13 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>taped off-the-air or received from grantees; includes the Public Understanding of Science sponsored Project Knowledge 2000.</p> <ul style="list-style-type: none"> - Raw (unedited) footage, news clips, and portions of television shows, taped off-the-air; also Congressional hearings on NSF appropriations. - Press conferences and briefings. <p>RETENTION. Offer to NARS after 5 years old.</p> <p>c. <u>Programmatic Visual Information.</u> Charts, graphs, photographs, vu-graphs and slides created for programmatic support of the various directorates of NSF.</p> <p>RETENTION. Original source materials, slides and vu-graphs returned to cognizant program office for use and retention and suited to their needs. When appropriate to the needs of senior executives of NSF, duplicate copies of vu-graphs and slides may be maintained for a period of 5 years before destruction.</p> <p><i>Dispose of when 5 years old or when no longer needed for administrative use, whichever is sooner.</i></p>		

see revised disposition p. 11A

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 14 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>OFFICE OF AUDIT AND OVERSIGHT</u>		
26	<p><u>Oversight Review.</u> Post hoc sampling of proposal actions and post award administration to evaluate documentation and adherence to stated procedures. Also reports to the Director, NSF, discussing problem areas.</p> <p>a. <u>Oversight Review Sheets.</u></p> <p><u>RETENTION.</u> Retain in the agency for 10 years, then destroy.</p> <p>b. <u>Reports on the Director.</u></p> <p><u>RETENTION.</u> Retain in the agency for 10 years, then destroy.</p>		
27	<p><u>External Peer Oversight Reports.</u> Triennial reviews of each NSF research program by outside experts knowledgeable in the area of the program in order to provide NSF management with an advisory appraisal of the technical stewardship by the NSF.</p> <p><u>RETENTION.</u> Retain in the agency for 10 years after review, then destroy.</p>		
28	<p><u>Conflict of Interest Files.</u> Review of possible conflicts of interest or appearances thereof for new NSF employees and recently terminated NSF employees with special emphasis on short-term employees (rotators and IGPAs).</p> <p><u>RETENTION.</u> Retain in the agency for 5 years. Transfer to FRC and destroy 10 years later.</p>		
29	<p><u>Review of Telephone Billings.</u> Reports and memoranda to assistant directors and heads of offices concerning the commercial telephone charges for NSF, both foreign and domestic calls.</p> <p><u>RETENTION.</u> Retain in the agency for 5 years, then destroy.</p>		

*see reversed
sub-parts &
dispositions p. 14A*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 114
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
27.	<p>A. External peer reports prepared by the outside experts. Arranged by year and thereunder by program.</p> <p>Permanent. Transfer to FRC when 10 years old. Offer to NARS in 5 year blocks when the latest records are 15 years old.</p> <p>B. Summary reports on the peer reviews prepared by the Office of Audit and Oversight (OAO). These are prepared occassionally by OAO for the information of the Director.</p> <p>Destroy when 10 years old.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 15 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	AUDIT OFFICE RECORDS. Utilize the General Records Schedules as appropriate. (FPMR 101-11.4)		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 16-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
30.	<p><u>OFFICE OF THE GENERAL COUNSEL</u></p> <p><u>Law and Legal Records.</u></p> <p>a. <u>Subject Files.</u> Contains authoritative documents dealing with court decisions, internal and external rulings, and legal opinions and interpretations of Foundation concern, including indices to decisions, opinions and interpretations. Maintained alphabetically by subject.</p> <p><u>RETENTION.</u> Retain in the Foundation for 10 years after cut off date. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 3 cubic feet of records accumulated annually. Approximately 45 cubic feet of records accumulated to date.</p> <p>b. <u>Legislative History File.</u> Contains drafts and official copy of legislative, executive orders and reorganization plans; coordinating correspondence, concurrence documents and other records reflecting development of legislation affecting Foundation functions and mission. Maintained alphabetically by subject.</p> <p><u>RETENTION.</u> For NSF act of 1950 files, retain in Foundation for 20 years; transfer to FRC for permanent retention. For all other files, retain in the Foundation for 4 years after cut off date. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 3 years. Approximately 8 cubic feet of records accumulated to date.</p>		

withdawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 17 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. <u>Legislative Proposals of Other Federal Agencies and Congress.</u> Contains drafts of proposed legislation and executive orders, together with supporting papers and moments reflecting the Foundation's position on proposed legislation or legislation already introduced in the Congress.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years after cut off date. Transfer to FRC for destruction after 2 years.</p> <p>d. <u>Legislative Reference Files.</u> Contains copies of proposed and enacted legislation and executive orders accumulated for information (except records covered in 5.b and 5.c).</p> <p><u>RETENTION.</u> Destroy when no longer used.</p> <p>e. <u>Patent and License Agreements.</u> Contains executed application and agreement, and related correspondence and index, for assignment of patent rights for inventions, resulting from awards of Government funds (contracts, grants, fellowships).</p> <p><u>RETENTION.</u> Retain in NSF until no longer needed, or 5 years, whichever comes first. Transfer to FRC to be destroyed 10 years afterwards.</p>		

withdrawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 18 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31.	<p><u>PERSONNEL RECORDS</u></p> <p><u>Antarctic Personnel Case Files.</u> Files of the Division of Polar Programs. Personnel who participate in the U.S. Antarctic Research operations under NSF grant or contract. Personnel may participate several years in succession, or with intermittent breaks. Each folder contains the following: Personal information for Antarctic Service, related reference reports and any subsequent evaluation of personnel requirements, travel arrangements, medical examinations, and the like; information copies of medical reports and travel authorizations prepared by Navy Department.</p> <p><u>RETENTION.</u> Cut off at end of each trip year. TRFC 2 years after end of last trip year. Destroy 8 years after last trip.</p>		
32.	<p><u>Departmental Level Award Files.</u> Relating to awards made at the departmental level or higher. (Director's Awards, Presidential Awards, etc.)</p> <p>a. Vannevar Bush Award (See listing for National Science Board.)</p> <p>b. Alan T. Waterman Award (See listing for Office of Planning and Resources Management)</p> <p>c. Medal of Science Awards (See listing for Office of Planning and Resources Management)</p> <p>d. Director's Special Awards.</p> <p><u>RETENTION.</u></p> <p><u>Recipients.</u> Retain in the Foundation for 5 years after year of award. Transfer to FRC for permanent retention.</p> <p><u>Non-Recipients.</u> Retain in the Foundation for 5 years after.</p> <p>Transfer to FRC and destroy 15 years</p>		withdrawn

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 19-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
33.	<p>after nomination.</p> <p><u>Training Aids.</u> One copy of each manual, syllabus, textbook, and other training aids developed by agency.</p> <p><u>RETENTION.</u></p> <p><i>Destroy when</i></p> <p>A. <u>Record Copy.</u> Retain in the Agency until no longer used. Offer to NPS. <i>superseded or obsolete.</i></p> <p>B. <u>Other Copies.</u> Destroy when no longer used.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 20-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
34	<p><u>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS.</u></p> <p><u>Publications Files.</u> Copy of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar materials. (This does not cover copies and related program material retained in OGPP office of record) Maintained by subject by years.</p> <p>a. <u>Printing Office Record.</u></p> <p><u>RETENTION.</u> Destroy after 5 years.</p> <p>b. <u>Originating Office.</u></p> <p><u>RETENTION.</u> <i>Permanent.</i> Retain in Foundation for 5 years, Transfer to FRC, for permanent retention Offer to NARS <i>when 10 years old.</i></p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated annually. Approximately 10 cubic feet of records accumulated to date.</p> <p>c. <u>All Other Copies.</u></p> <p><u>RETENTION.</u> Destroy when superseded, obsolete or no longer needed.</p> <p>35. <u>Information Files.</u> Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indices thereto. Maintained numerically by year.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years. Transfer to FRC for permanent retention. Offer to NARS after 10 years old.</p> <p><u>ACCUMULATION.</u> Approximately 1/2 cubic foot of records accumulated annually. Approximately 10 cubic feet of records accumulated to date.</p>		

withdrawn

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 21 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
36.	<p>Information Subject Files. Subject files of formally designated informational offices, not covered elsewhere. Maintained alphabetically by subject.</p> <p><u>RETENTION.</u> Retain in the Foundation for 4 years. Transfer to FRC for permanent retention. Offer to NARS after 10 years old.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 3 years. Approximately 8 cubic feet of records accumulated to date.</p>		withdawn

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 22 - 34
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>PROCUREMENT, SUPPLY AND GRANT RECORDS.</p> <p>Unique Procurement Files. Documenting the initiation and development of Transactions that deviate from established precedents with respect to general agency procurement programs. Comprising contracts, requisitions, purchase order, lease, and bond security records including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents. Maintained numerically by year.</p> <p>RETENTION. Transfer to FRC by block 3 years after final payment year. Offer to NARS when 20 years old.</p>		
37.	<p><u>Real Property Files.</u> Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).</p> <p>a. Papers for property acquired prior to January 1, 1921. (NOT APPLICABLE)</p> <p>b. Papers for Property acquired January 1, 1921 other than abstract or certificate of title.</p> <p><u>RETENTION.</u> Transfer to FRC 3 years after unconditional sale of Government release of conditions, restrictions, mortgages or other liens. Destroy 10 years after such sale or release.</p> <p>c. Abstract or certificate of title.</p> <p><u>RETENTION.</u> Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p>		

withdrawn

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 23 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>PROPERTY DISPOSAL RECORDS.</u></p> <p>These records deal with sales of real and personal property declared surplus to the needs of the Government, and pertain to contracts in which the Government is the seller, not the buyer. The routine case files are retained in the same manner and for the same periods as most of the procurement files.</p>		
*39.	<p>Report on excess personal property (SF 122, and 126).</p> <p><u>RETENTION.</u> Destroy after 3 years.</p>	GRS4 item 5	
*40.	<p>Property transfer and disposal authorization files, consisting of work order forms authorizing and/or documenting accountability transfer of material or property between one office or department to office responsible for salvage operations.</p> <p><u>RETENTION.</u> Destroy after 4 years.</p>		
*41.	<p>Case files on sales of surplus personal property, comprising of invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence, other than those documents described in items 4 and 6 below:</p> <p>a. Transactions of \$2,500 or less dated on or before July 25, 1974.</p> <p>b. Transactions of \$10,000 or less dated after July 25, 1974.</p> <p><u>RETENTION.</u> Destroy 3 years after final payment.</p> <p>c. Transactions over \$2,500 dated on or before July 25, 1974.</p> <p>d. Transactions over \$10,000 dated after July 25, 1974.</p> <p><u>RETENTION.</u> Destroy 6 years after final payment.</p>	GRS 3 item 6	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 24-37
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
42.	<p>Case files as described in Item 3 above, involving transactions of \$25,000 or more, and documenting the initiation and development of transactions that are highly unusual, highly significant, and substantially deviating from established precedents with respect to general agency of major disposal programs.</p> <p><u>RETENTION.</u> Permanent. Offer to NARS 20 years after case is closed.</p> <p><u>ACCUMULATION.</u> Approximately 1/2 cubic foot of records accumulated annually. Approximately 6 cubic feet of records accumulated to date.</p>		withdrawn
43.	<p>Reports of excess real property. (SF 1166 and 1166A).</p> <p><u>RETENTION.</u> Permanent. Offer to NARS 20 years after property has been excessed. DESTROY 6 YEARS AFTER PROPERTY IS DISPOSED OF.</p> <p><u>ACCUMULATION.</u> One folder accumulated annually. Approximately 1 cubic foot of records accumulated to date.</p>		
44.	<p><u>Real Property Files.</u> Records necessary or convenient for the use of real property sold, donated, or traded to Non-Federal ownership, including, if pertinent as determined by releasing agency.</p> <p><u>RETENTION.</u> Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money, mortgage.</p>		GRS 4 item 7

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 25-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
45	<p><u>ADMINISTRATIVE MANAGEMENT RECORDS.</u></p> <p><u>Directive Case Files.</u> Internal directives issued at the agency, bureau or division level. Staff Memoranda, Bulletins, Circulars. Maintained numerically by year.</p> <p>a. Record copy with supporting case file, if any, documenting important aspects of the development of the issuance.</p> <p><u>RETENTION.</u> Retain in Foundation for 5 years, after superseded or obsolete. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1/2 cubic foot of records accumulated annually. Approximately 10 cubic feet of records accumulated to date.</p> <p>b. Working papers and background materials.</p> <p><u>RETENTION.</u> Destroy when directive is superseded or 6 months after directive becomes obsolete.</p>		
46	<p><u>Publications.</u> Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects. Maintained numerically by year.</p> <p>a. Record copy with the supporting papers which document the inception, scope and purpose of the project.</p> <p><u>RETENTION.</u> Retain in Foundation for 5 years after superseded or obsolete. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1/4 cubic foot of records accumulated annually. Approximately 5 cubic feet of records accumulated to date.</p>		

*see revised
sub. parts and
dispositions
P. 25A*

withdawn

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 25A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
45.	<p>A. Issuances related to NSF program functions.</p> <p>Permanent. Retain in the Foundation for 5 years after superseded or obsolete, then transfer to FRC. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).</p> <p>B. Directives case files for issuances related to program functions.</p> <p>Destroy 5 years after issuance is superseded or obsolete.</p> <p>C. Issuances related to routine administrative functions (e.g., payroll, personnel, procurement).</p> <p>Destroy when superseded or obsolete.</p> <p>D. Case files for issuances related to routine administrative functions.</p> <p>Destroy when issuance is destroyed.</p>	GRS 16 item 1	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 26 - 34
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	b. Working papers and background materials. RETENTION. Destroy when superseded or 6 months after document becomes obsolete.		withdawn
47.	<p><u>Forms Files.</u> Master file for all NSF forms, and form letters, and contains a record copy of each edition of the form and related data showing its origin, scope, purpose and related procedures. (For public use forms, the file includes the OMB approval copy of SF 83). Individual folders are filed numerically, by form number, within organizational groups. Maintained sequentially.</p> <p>RETENTION. Retain in Foundation 3 years after form is cancelled. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1/4 cubic foot of records accumulated annually. Approximately 12 cubic feet of records accumulated to date.</p>		see revised sub-parts & dispositions P.26A
48.	<p><u>Management Improvement Reports.</u> Copies of reports submitted to the Office of Management and Budget and related analysis and feeder reports.</p> <p><u>RETENTION.</u> Retain in the Foundation for 5 years after submission to OMB. Transfer to FRC for 10 years then destroy.</p>		
49.	<p><u>Committee and Conference Records.</u> Records documenting authority to establish, operate and terminate the group; documents dealing with policy guidance on plans, programs and activities; problems and solutions. Documents consisting of establishing and terminating documents; agenda and minutes of meetings; resolutions, decisions, recommendations and reports of the group; membership lists and changes, correspondence on substantive matters; and reports on establishing, revision, evaluation or terminating individual studies or projects. Maintained alphabetically by committee.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 26A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
47.	<p>A. One record copy of each form with related instructions and documentation showing inception, scope and purpose of the form.</p> <p>Destroy 5 years after related form is discontinued, superseded or cancelled.</p> <p>B. Working papers, background materials, requisitions, specifications, processing data, and control records.</p> <p>Destroy when related form is discontinued, superseded or cancelled.</p>	GRS 16 item 4	
49.	<p>A. Advisory committee files maintained in the Division of Personnel and Management. Includes charters, minutes, membership lists, and often annual reports. Arranged by committee and thereunder chronologically.</p> <p>Permanent. Offer to NARS in 5 year blocks when the latest records are 10 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 27-34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Records relating to establishment organization membership and policy.</p> <p><u>RETENTION.</u> For Interagency, advisory or international committees, retain in Foundation 1 year after termination of group. Transfer to FRC for permanent retention. For Internal Committees, destroy 2 years after termination of committee.</p> <p><u>ACCUMULATION.</u> Approximately 1/2 cubic foot of records accumulated annually. Approximately 6 cubic feet accumulated to date.</p> <p>b. Records Created by Committees.</p> <p><u>Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</u></p> <p><u>RETENTION.</u> Files maintained by sponsor Secretariat. Retain in agency 1 year after termination of group. Transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated annually. Approximately 8 cubic feet of records accumulated to date.</p> <p>c. All Other Committee Records.</p> <p><u>RETENTION.</u> Destroy 3 years after termination of group or when no longer needed for reference.</p> <p>50. <u>Organizational Records.</u> Official organization charts, narrative histories, and related records which document the organization and functions. Maintained chronologically by organization.</p> <p><u>RETENTION.</u> Retain in the Foundation 5 years after superseded, then transfer to FRC for permanent retention.</p>		<p>see revision P.26A</p> <p>withdrawn</p> <p>see revised sub-parts & dispositions p.27A</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 27A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
50.	<p><u>Organizational files.</u></p> <p>A. Organizational charts and reorganization studies.</p> <p>Permanent. Retain in Foundation 5 years, then transfer to FRC. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).</p> <p>B. Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executive officers of NSF at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.</p> <p>Permanent. Retain in the Foundation for 5 years, then transfer to FRC. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).</p> <p>C. Agency histories and selected background materials. Narrative agency histories including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to NSF. May also include some background materials (such as interviews with past and present personnel) generated during the research stage, but excludes electrostatic copies for convenient reference.</p> <p>Permanent. Retain in Foundation 5 years, then transfer to FRC. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).</p>	GRS 16 item 13	

Request for Records Disposition Authority – Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>ACCUMULATION.</u> Approximately 1 cubic foot of records accumulated every 5 years. Approximately 4 cubic feet of records accumulated to date.		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 29 - 34
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>SECURITY RECORDS.</u></p> <p>51. <u>Security Policy Files.</u> Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.</p> <p><u>RETENTION.</u> Retain in Foundation for 1 year after cancelled or superseded then transfer to FRC for permanent retention.</p> <p><u>ACCUMULATION.</u> Approximately 1/4 cubic foot of records accumulated annually. Approximately 4 cubic feet of records accumulated to date.</p>		
	<p>52. <u>Felonious Security Violation Files.</u> Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies.</p> <p><u>RETENTION.</u> Retain in Foundation for 2 years after completion of corrective action, then destroy.</p>		
	<p>53. <u>Emergency Planning Reports.</u> Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p><u>RETENTION.</u> Transfer to inactive file when superseded or obsolete. Transfer to FRC 5 years later. Permanent. Cut off when related plan or directive becomes obsolete or is superseded. Transfer to FRC 5 years later. Offer to NARS when 15 years old in 10 year blocks (e.g., offer 1970-79 block in 1995).</p>		

withdrawn

GRS 19
item 30

Request for Records Disposition Authority—Continuation	JOB NO	PAGE OF 30-34	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>FELLOWSHIP RECORDS.</u></p> <p>Materials created and maintained to administer the granting of government funds for awards of Fellowships in the sciences. They include case files of awardees and non-awardees, internal records and reports, copies of fiscal records, program planning documents, studies and finding aids.</p> <p>Fellowship grants to institutions are covered in GRANT AND CONTRACT RECORDS schedule.</p> <p>54 <u>Fellowship Applicant Case Files.</u></p> <p>a. <u>Successful Applications (Awardees).</u></p> <p><u>RETENTION.</u> Retain in the Foundation 2 years after close of case. Transfer to FRC and destroy 10 years after completion or termination of Fellowship, except select 3 typical cases per year for permanent retention. Maintained alphabetically by awardee. Transfer to FRC when 3 years old. Destroy when 10 years old.</p> <p><u>ACCUMULATION.</u> Approximately 10 cubic feet of records accumulated annually. Approximately 100 cubic foot of records accumulated to date.</p> <p>b. <u>Unsuccessful Application (Non-Awardees).</u></p> <p><u>RETENTION.</u> Retain in the Foundation 1 year after close of case. Dispose of 3 years after deadline date for receipt of application.</p> <p>55 <u>Evaluation Studies of Fellowship Case Files.</u></p> <p>Documenting the planning, staffing and control of the project; approval of the plan; methods, evaluation statements and completed study report.</p> <p>a. <u>Case Files for Fellowship Studies.</u></p> <p><u>RETENTION.</u> Retain in the Foundation for 5 years after release of report.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Transfer to FRC and retain for 20 years then destroy.</p> <p>b. <u>Workpapers for Recurring and One-Time Reports.</u></p> <p><u>RETENTION.</u> Destroy 1 year after release of report.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
56.	<p><u>DESIGN AND CONSTRUCTION DRAWINGS AND RELATED RECORDS.</u></p> <p>Federal Structures Design Files. The files contain preliminary and presentation drawings and models of Federal Structures and engineering projects such as the National Research Centers. Maintained alphabetically by installation.</p> <p>a. Files selected for architectural, historical, and technological significance.</p> <p><u>RETENTION.</u></p> <p>(1) <u>Drawings.</u> Permanent. Offer to NARS within 5 years after completion of project.</p> <p>(2) <u>Models.</u> None</p> <p><u>ACCUMULATION.</u> Less than 1 cubic foot accumulated annually. Approximately 7 cubic feet accumulated to date.</p> <p>b. Files not included under Item 1.a above:</p> <p><u>RETENTION.</u> Dispose of when no longer needed for administrative purposes.</p>		see revised description P. 32A

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
56.	<p><u>Federal Structures Design Files.</u> The files contain preliminary and presentation drawings and models of Federal Structures and engineering projects such as the <u>National Research Centers.</u> These include structures already in existence but subsequently transferred to or made into a center. Maintained alphabetically by installation.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>STUDY OR SURVEYS.</u></p> <p><u>Study or Survey Records.</u> Formal studies and surveys involving collection and analysis of data for planning and/or policy formulation on scientific and technical manpower, science education, research and development, and related activities. These studies and surveys are conducted by Foundation personnel through the medium of public use forms for collection of data from organizations or individuals.</p> <p>57. <u>Study or Survey Case Files.</u> Document the origin, approval, conduct and findings of formal studies and surveys. Record copy of completed study report, with dated copy of releasing transmittal letter as closing document; concurrence document indicating approval or report; and select sampling of correspondence indicating significant value or impact of the publication. In the case of study or survey not completed, include as the closing document a copy of the most nearly final draft report and a memo explaining why the project was not completed. This item includes reports published by the Foundation subsequent to studies and surveys conducted under grants and contracts. Maintained alpha/numeric by survey.</p> <p><u>RETENTION.</u></p> <p>a. <u>Case Files.</u> Retain in Foundation for 5 years after close of case. Transfer to FRC for permanent retention.</p> <p>b. <u>When above information is not reflected in study report.</u> Transfer to FRC with related study report.</p> <p>c. <u>When above information is reflected in study report.</u> Destroy with related work papers.</p> <p><u>ACCUMULATION.</u> Approximately 2 cubic feet of records accumulated annually. Approximately 10 cubic feet of records accumulated to date.</p>		

withdrawn

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
58.	<p>Doctorate Records File. Contains approximately 99 percent of those individuals who have received earned doctorates from U.S. institutions listing name, SSN, education history, post grad plans, ex, citizenship, race and related items.</p> <p>Hard copy files and machine readable files are maintained under contract by the National Academy of Sciences.</p> <p><u>RETENTION.</u></p> <p>a. <u>Computer Tapes.</u> Updated annually. Retain at NRC for life of tapes.</p> <p>b. <u>Questionnaires.</u> Retain at NRC for 20 years then transfer to FRC. Offer to NARS after 50 years.</p> <p>c. <u>Listings.</u> Retain at NRC for 20 years then transfer to FRC. Offer to NARS after 50 years.</p>		withdrawn