

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Office of Technology Assessment	
2. MAJOR SUBDIVISION Information Center	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER  Gail Koril	5. TELEPHONE 228-6152 (202) 224-8996

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-444-95-1	
DATE RECEIVED 2-10-95	
NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 5-9-95	ARCHIVIST OF THE UNITED STATES <i>Wendy Huskams Petersen</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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2-7-95	<i>Sandra M. Scatcher, OTA</i>	Manager, Special Projects

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

*Copies sent to agency, NSC 5/17/95*

Attachment to SF 115, Office of Technology Assessment, Information Center  
Job No. N1-444-95-1P

1. **LIBRARY INFORMATION FILES, 1972-present,**

Magazine and newspaper articles, reports, bibliographies, internship reports, dissertations, theses and press releases.

Disposition: **TEMPORARY** Maintain at agency until superseded or longer needed for reference.

<sup>^</sup> NO

2. **DIRECTORS' RECORDS, 1972-present,**

This series consists of the record set of the Directors' speeches, a resignation letter, and other director related records.

Arrangement: Arranged by Director and/or subject, thereunder chronologically.

Volume: approximately 1cubic ft.

Annual Accumulation: .25 cubic feet

Disposition: **PERMANENT** Cut off at end of Congress. TRANSFER to the National Archives four years after cut off.

Duplicate, fragmentary, non-record materials and items under the General Records Schedule may be disposed without further permission from the agency.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

JOB NUMBER  
N1-444-95-1

ITEM COUNT  
2

**SUMMARY**

The Office of Technology Assessment (OTA) submits Job No. N1-444-95-1 to provide for the disposition of records contained in the agency's Information Center. The Information Center maintains the record set of all OTA publications (scheduled in Job No. N1-444-94-1) and various library information files. The library information files (item 1), date from 1972 to the present, consist of various records pulled together as an artificial collection and are maintained as a series for reference purposes. These records include magazine and newspaper articles, reports, bibliographies, internship reports, dissertations, theses, and press releases relating to the issues surrounding and the function of OTA. As these records are copies of articles from magazines and newspapers, copies of theses and dissertations that are available through any large public or university library, and copies of press releases, the originals of which are scheduled for permanent retention in Job No. N1-444-94-1, the agency will maintain the information until it is superseded or obsolete. The Information Center also maintains the record set of such OTA directors' records as speeches, a resignation letter, and other director related information that is not necessarily contained in the records scheduled in Job No. N1-444-95-1. Therefore, the directors' records are proposed for permanent retention.

I recommend approval of this schedule. NSC reviewing unit concurred with this appraisal.

**RECOMMENDATION**

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government. *item 1*
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.  
*item 2*
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not Required.       Required — Publication Date: *March 9, 1995*  
Copies Requested: *0*  
Comments Received: *0*

**SIGNATURES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Yvonne K. Wilson</i>	<i>4/24/95</i>
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Henry J. Wolf</i>	<i>4/24/95</i>
CONCURRENCES	<i>NSC</i>	<i>Deane L. Dinkhoff</i>	<i>5/2/95</i>

# National Archives



Washington, DC 20408

*Att 2/1/95*

Date : January 31, 1995  
Reply to :  
Attn of : NSC  
Subject : OTA Schedule covered by NI-444-95-1P  
To : NI

The Center for Legislative Archives concurs with NI's recommendations for the unscheduled records contained in the Office of Technology Assessment's Information Center.

MICHAEL L. GILLETTE  
Director  
Center for Legislative Archives  
(202) 501-5350

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Handwritten: 1/20/95

Date : January 19, 1995

Reply to  
Attn of : Stacie Byas, CIDS Trainee

Subject : Appraisal of records covered by N1-444-95-1P

To : NIR

The Office of Technology Assessment (OTA, Office) submits Job No. N1-444-95-1P to provide for the disposition of records contained in the agency's Information Center.

The Office of Technology Assessment was created by the Technology Assessment Act of 1972 (2 U.S.C. 472) to serve the U.S. Congress by providing objective analysis on the scientific and technical impact of government policies and proposed legislative initiatives of major public policy issues related to scientific and technological change. The Office began operations in January 1974.

The Office's assessments explore complex issues involving science and technology, helping Congress resolve uncertainties and conflicting claims, identifying alternative policy options, and alerting Congress to new developments that could have important implications for future Federal policy. Requests for assessments may be made by the chairman of any congressional committee acting for himself or on the behalf of a ranking minority member, or a majority of committee members, by the OTA Board, or by the OTA Director, in consultation with the Board.

The Office's work centers on comprehensive assessments that may take 1 or 2 years to complete. In an effort to meet immediate congressional needs, OTA gives briefings, offers testimony, and produces special reports.

This appraisal covers unscheduled records contained in the agency's Information Center. The Information Center maintains the record set of all OTA publications, including printed and audiovisual materials.

Item 1, Library Information Files, 1972-present, are magazine and newspaper articles, reports, bibliographies, internship reports, dissertations, theses and press releases relating to the issues surrounding and history of technology assessment and/or the history, responsibilities, or actions of OTA. These records were pulled together as an artificial collection and are maintained as a series for reference purposes. The records are arranged by subject and thereunder chronologically. This series is approximately five cubic feet. I

recommend the temporary retention of these records because most of the items are copied from publications that can be located through any large public or university library. The remaining items are copies of records, the record copies of which are scheduled for permanent retention under Job No. N1-444-94-1, and maintained by the Information Center for reference purposes.

Item 2, Directors' Records, 1972-present, include a record set of the Directors' speeches, a resignation letter, and other Director related records. This is the record set of the Directors' speeches, which is held by the Information Center. The records are arranged by Director and thereunder chronologically. This series consists of approximately 1.5 linear feet. Although portions of this series are duplicates of other OTA records, I recommend that the series be designated for permanent retention, given its value for documenting the function and activities of the Director of OTA.

*Gyonnae K. Wilson*

*for*

STACIE BYAS  
Archivist Trainee  
Records Appraisal and  
Disposition Division