

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 N1-444-95-3	
1. FROM (Agency or establishment) OFFICE OF TECHNOLOGY ASSESSMENT		DATE RECEIVED 08/04/95	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303, 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Debra Datcher	5. TELEPHONE (202) 228-6237	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 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 8-4-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Debra M Datcher</i>	TITLE <i>Mgr. Special Projects</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached. Job withdrawn WITHDRAWN		Withdrawn WITHDRAWN 8/28/95 YKW

Attachment to SF 115
Office of Technology Assessment, Job No. N1-444-95-3

Update to Chapter 12 of Comprehensive schedule, Job No. N1-444-94-1

Program Offices

Item 1. Project Files. (formerly item 12.4, Job No. N1-444-94-1)

a. **Closed Projects.** Project files incorporate many or all of the following types of record and non-record items associated with program projects, including **copies** of the project proposal, Congressional correspondence, testimony, budget, outsourcing contracts, contract deliverables, report drafts, transcripts of workshops and advisory panel meetings, reviewer comments, completion memos prepared by review by the TAB, published final reports, and subsequent comments from the public.

Disposition: **TEMPORARY.** Destroy upon termination of agency.

b. **Incomplete Projects.** This series consists of those project files created but which did not result in a final report as a result of the termination of the agency. May include some of the same records described above, but not include completion memos prepared by review, published final reports, and subsequent comments from the public.

Disposition: **TEMPORARY.** Destroy upon termination of agency.

Item 2. Analyst Project Work Papers. (formerly item 12.5, Job No. N1-444-94-1)

a. **Closed Projects.** Correspondence, memoranda, notes from meetings and telephone conversations, working report drafts, report drafts containing review comments, copies of supporting reference and other resource materials. Also includes working drafts documenting significant steps in the development of the project, including components (chapters) excluded from the final report, drafts containing significant review comments not documented elsewhere in the project work papers, and copies of supporting research data not readily available from general sources.

Disposition: **TEMPORARY.** Destroy upon termination of agency.

b. **Incomplete Projects.** This series consists of those project analysts' work papers created but which did not result in a final report as a result of the termination of the agency.

Disposition: **TEMPORARY.** Destroy upon termination of agency.

Withdrawn

WITHDRAWN

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

September 28, 1995

Ms. Debra Datcher Manager, Special Projects
Office of Technology Assessment
Office of the Director
Washington, DC 20510-8025

Dear Ms. Datcher:

Based on our discussion on September 20, 1995, we are withdrawing and returning Job No. N1-444-95-3 without further action. It is our understanding that the Office of Technology Assessment (OTA) does not maintain project files and analysts' project work papers for which the request was submitted.

If you have any questions, please call me at (301) 713-7110 ext. 246.

Sincerely,

YVONNE K. WILSON
Appraisal Archivist
Records Appraisal and
Disposition Division

Enclosure

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Date : September 21, 1995

Reply to :
Attn of : Yvonne K. Wilson, NIRC

Subject : Memo to file concerning Job No. N1-444-95-3

To : NIR

The Office of Technology Assessment (OTA) submitted Job No. N1-444-95-3 on August 4, 1995, to revise disposition authority received in Job No. N1-444-94-1 and allow for the immediate destruction of project files and analyst project work papers to the assessment reports, as the agency is scheduled to discontinue operations on September 30, 1995. I submitted a copy of the schedule revision to NSC for verbal concurrence. However, NSC's concerns over the possible historical value of the workpapers resulted in NSC requesting that NIRC arrange for Richard McCulley, historian on the staff of NSC, to reappraise the value of these records.

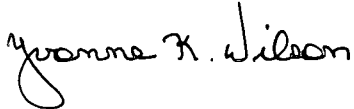
On September 18, 1995, the OTA records officer called me to explain that OTA has never maintained these records and has no records for Mr. McCulley to review. The following is a description of the former process for creating an assessment report. OTA hired contractors to prepare background information on specific topics. The contractors submitted the information to OTA in the form of reports. The OTA expert assigned to a specific topic conducted additional research and compiled information from other, generally published sources. The agency expert then extracted the information he or she needed from the contractor's report, combined it with additional information, and prepared a draft of a final report. This report was then submitted to an advisory panel of 30 or 40 experts in the field for review and returned to OTA for correction, incorporation of information in response to comments, and creation of a final report. For the past 21 years, the agency experts have been destroying all of their own background records and returning publications to their original source after the publication of assessment reports. All contractors' records were given to the National Technical Information Service (NTIS).

The series were included in the 1994 comprehensive schedule by the agency's previous records officer to allow for the proper disposition of the background records if the agency would have continued to operate.

I was also told by the agency records officer that each OTA analyst is currently working on an assessment project and must create some form of an end product that will bring the project to

a conclusion. These products will be submitted to NSC in accordance with item 7.6a in the agency's comprehensive schedule that requires the permanent retention of OTA's publications.

This information was given to Michael Gillette, Dianne Dimkoff, and Richard McCulley, and I received verbal concurrence from NSC on September 20, 1995, to withdraw Job No. N1-444-95-3.



YVONNE K. WILSON
Records Appraisal and
Disposition Division

National Archives



Washington, DC 20408

Date : August 22, 1995

Reply to : NSC

Hal, 8/22/95
202-501-1750

Subject : Schedule, Office of Technology Assessment, Job No. NI-444-95-3

To : Jim Hastings, NIR

The imminent closure of the Office of Technology Assessment has caused us to revisit the OTA schedule. We would like additional information concerning the subject matter and volume of the four series proposed for immediate destruction in the recently submitted OTA schedule revision. NSC, therefore, requests a reappraisal of the items in Job NI-444-94-1, listed below:

Program Offices' Closed Projects Files
 Program Offices' Project Files: Incomplete Projects
 Analyst Project Work Papers: Closed Projects
 Analyst Project Work Papers: Incomplete Projects

We have concerns about the potential historical value of these files, particularly since the subject matter has not been identified. We would be happy to assist the NIR appraisal archivist in the evaluation of these series. Richard McCulley of our staff, welcomes the opportunity to participate in an on-site evaluation.

I apologize for adding to NI's work load. If I can answer any further questions, please do not hesitate to contact me on 501-5350. Mr. McCulley may also be reached at this number.

Diane L. Dimkoff
 DIANE L. DIMKOFF
 Assistant Director
 Center for Legislative Archives