

REQUEST FOR RECORDS DISPOSITION AUTHORITY <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	N1.444.95.1
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
5-9-95	<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>	<i>Manager, Special Projects</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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

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Disposition: **TEMPORARY** Maintain at agency until superseded or longer needed for reference.

[^] 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.