

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE (202) 228-6237	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>Man. 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 GRS OR SUPERSEDED JOB CITATION	10.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 Job withdrawn WITHDRAWN		Withdrawn WITHDRAWN 8/28/95 YKW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