

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-422-10-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/30/10	
1 FROM (Agency or establishment)  National Technical Information Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Don Hagen	5 TELEPHONE NUMBER  703-605-6142	DATE  2/28/11	ARCHIVIST OF THE UNITED STATES  
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 <u>2</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE  9/29/2010	SIGNATURE OF AGENCY REPRESENTATIVE  		TITLE  Associate Director
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Schedule		

## 1 NTIS Digital Scientific and Technical Information (STI) Collection and Bibliographic Database

Containing over 27 million titles and bibliographic records, the NTIS Digital STI Collection and the searchable Bibliographic Database is the preeminent resource for accessing the latest unclassified scientific, technical, engineering, and business related information which results from federally-funded research activities sponsored by the United States and select foreign governments. The STI Collection of reports and publications and Database represents billions of dollars in scientific and technical research. The NTIS digital STI collection includes business and management reports, domestic and trade, general statistics, environmental and energy, health and social sciences received or collected from a variety of Federal government agencies, including Commerce, Energy, NASA, EPA, Agriculture, and other Departments and agencies. Media formats may include printed reports converted to digital formats, "born digital" scientific and technical reports, electronic databases, digital audio visual records, CD-Roms, Diskettes, Tapes and DVDs, as well as on-line downloadable data. The complete electronic file dates back to 1964. On average, NTIS has added over 60,000 new records per year to the collection and bibliographic database over the past ten years. Most records in the bibliographic database include abstracts of the STI Collection of reports and publications. Subjects covered include but are not limited to

- Administration & Management
- Aeronautics & Aerodynamics
- Agriculture & Food
- Astronomy & Astrophysics Energy
- Atmospheric Sciences
- Behavior & Society
- Biomedical Technology & Human Factors Engineering
- Building Industry Technology
- Business & Economics
- Chemistry
- Civil Engineering
- Combustion, Engine & Propellant
- Communications
- Computers, Control & Info Theory
- Detection & Countermeasures
- Electrotechnology
- Energy
- Environmental Pollution & Control
- Government Inventions for Licensing
- Health Care
- Industrial & Mechanical Engineering
- Library & Information Sciences
- Manufacturing Technology
- Materials Sciences
- Mathematical Sciences
- Medicine & Biology
- Military Sciences
- Missile Technology
- Natural Resources
- Navigation

- Nuclear Science
- Ocean Sciences
- Ordnance
- Photography
- Physics
- Problem Solving Information
- Space Technology
- Transportation
- Urban & Regional Technology Development

#### AUTHORIZED DISPOSITION PERMANENT

- a Initial Archival transfer (STI 40 years old or older) Transfer the digital STI Collection, with associated metadata, and the Database of publications and reports that are 40 years old or older directly to the National Archives in accordance with the attached Memorandum of Understanding (MOU), regulations found in 36 CFR 1235, and the approved SF 115, Request for Records Disposition Authority, attached. Records, related metadata, and documentation will be transferred to NARA in “blocks” or aggregations that are agreed upon by both agencies prior to transfer and listed on an SF 258, Agreement to Transfer Records to the National Archives of the United States
- b Initial Pre-accession transfer (STI less than 40 years old) Transfer the digital STI Collection, with associated metadata, and the Database of publications and reports that are less than 40 years old to the National Archives as a pre-accession in accordance with the attached Memorandum of Understanding (MOU), the approved SF 115, Request for Records Disposition Authority, attached, and the provisions found in 36 CFR 1235. Records, related metadata, and documentation will be transferred to NARA in “blocks” aggregations that are agreed upon by both agencies prior to transfer and listed on an SF 258, Agreement to Transfer Records to the National Archives of the United States
- c Succeeding transfers Transfer additions to the digital STI Collection, with associated metadata, and the Database of publications and reports to the National Archives as a pre-accession in accordance with the attached Memorandum of Understanding (MOU), regulations found in 36 CFR 1235, and the approved SF 115, Request for Records Disposition Authority. Records, related metadata, and documentation will be transferred to NARA in “blocks” or aggregations that are agreed upon by both agencies prior to transfer and listed on an SF 258, Agreement to Transfer Records to the National Archives of the United States

NOTE While NARA will make every effort to preserve and make available the NTIS collection of digital STI and the bibliographic database transferred to NARA under the terms of this schedule and the attached MOU, NARA reserves the right to reject or refuse to accept transfers of digital records that cannot be appropriately identified, lack sufficient documentation, are unreadable, or which otherwise cannot be preserved or made available, or which are not considered to be archival records within the scope of NARA’s appraisal policy, such as software