

Rec'd NCD 2 Jul 80 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-359-80-1	
DATE RECEIVED	
July 8, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-30-81 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
Executive Office of the President

2 MAJOR SUBDIVISION  
Office of Administration

3 ~~MAJOR SUBDIVISION~~ *Office of Science and Technology Policy*  
~~Information Management and Services Division~~

4 NAME OF PERSON WITH WHOM TO CONFER  
Stephen Rudzinski

5 TEL EXT  
395-3367

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
6/30/80	<i>Neil Doering</i>	EOP Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	See attached Records Control Schedule:  Executive Office of the President  Office of Science and Technology Policy		

115-107  
To Agency 4-1-81 14  
Closed Out: 4-9-81: K.T.I.  
Copy to New, NNB, NL & NT

OFFICE OF SCIENCE AND TECHNOLOGY POLICY

The Office of Science and Technology Policy was established within the Executive Office of the President by the National Science and Technology Policy, Organization, and Priorities Act of 1976 (90 Stat. 463; 42 U.S.C. 611), approved May 11, 1976.

The act provides that the Office shall be headed by a Director and not more than four Associate Directors, appointed by the President by and with the advice and consent of the Senate.

The Office shall serve in the Executive Office of the President as a source of scientific, engineering, and technological analysis and judgment for the President with respect to major policies, plans, and programs of the Federal Government. In carrying out this mission, the act provides that the Office shall advise the President of scientific and technological considerations involved in areas of national concern, including the economy, national security, health, foreign relations, and the environment; evaluate the scale, quality and effectiveness of the Federal effort in science and technology; provide advice and assistance to the President, the Office of Management and Budget, and Federal agencies throughout the Federal budget development process; and assist the President in providing leadership and coordination of the research and development programs in the Federal Government.

Records Common to All Offices

1. Office Reference Material.

The Office reference material consists of extra copies of record materials retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed, abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY. Cut-off every two years.  
 Destroy on site when 2 years old or when no longer needed, whichever is sooner.

2. Personal Papers.

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OSTP employee will be clearly designated by him or her as nonofficial and will at all times be filed separately from the official records of his or her office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files.

~~TEMPORARY~~ <sup>NON-RECORD</sup> Dispose <sup>of</sup> when no longer needed.

3. Legislative Information Files.

The legislative clearance files contain copies of correspondence from Congress and other government agencies including printed materials.

TEMPORARY. Cut-off at end of each Congress.

Destroy on site when 2 years old or when no longer needed, whichever is sooner.

4. White House Correspondence Files.

These files are arranged alphabetically and contain routine referrals from the White House and OSTP's replies, involving no administrative actions, no policy decisions, and no special compilations or research.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old.

5. Congressional Correspondence Files.

These files are arranged alphabetically and contain routine correspondence from the Congress and OSTP's replies. Also included are legislative clearance items transmitted to OMB.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old.

6. Public Correspondence Files.

These files are arranged alphabetically and contain routine inquiries for information and OSTP's replies, involving no administrative actions, no policy decisions, and no special compilations or research.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old.

Records of the Director

The Director of OSTP's responsibilities include: advising the President on science and technology considerations relating to the economy, national security, foreign relations, health, energy, environment, resources and other related matters; evaluating the Federal effort in science and technology and recommending appropriate action on it; advising the President on science and technology considerations in the Federal budget and working with the Office of Management and Budget on the review and analysis of research and development items in the budgets of all federal agencies; and assisting the President in coordinating the research and development programs of the Federal government.

7. Director's Subject Files.

These files are arranged alphabetically by subject and contain inter and intra office memoranda, reports, letters to and from other government agencies, memoranda to and from the President and minutes of meetings chaired by the Director.

PERMANENT. Cut-off every 2 years.  
 Transfer to EOP Depository every 4 years. ~~Offer to NARS when 4 years old.~~  
 PERMANENT. Transfer to FRC when 4 years old. Offer to NARS when 8 years old.

8. Director's Chronological Files.

The Director's chronological file contains copies of correspondence signed by the Director and others. The file is arranged chronologically by month.

PERMANENT. Cut-off ever 4 years.  
 Transfer to EOP Depository every 4 years. ~~Offer to NARS when 4 years old.~~  
 PERMANENT. Transfer to FRC when 4 years old. Offer to NARS when 8 years old.

9. Director's Subject File (As Advisor to the President).

These files are related to the Director's role as Advisor to the President on science and technology, and includes correspondence, memorandum, and background materials related to significant scientific issues. These files are arranged alphabetically by subject.

~~PERMANENT.~~ Cut-off every 2 years.

Transfer to White House files upon departure of the Director. These records are Presidential materials, the disposition of which is governed, beginning January 20, 1981, by the Presidential Records Act of 1978 (PL 95-591).

*Amended by  
D. Stein, NCP  
19 Nov 81*

Records of the Executive Secretary of the  
Intergovernmental Science, Engineering and  
Technology Advisory Panel (ISETAP)

The ISETAP is composed of at least ten members representing the interests of State, local and regional affairs. Its purpose is to identify and define civilian problems at State, regional and local levels which science, engineering and technology may assist in resolving or ameliorating.

10. ISETAP Meeting Files.

These files are arranged chronologically by meeting and consist of minutes of the meetings, and reports presented at the meetings.

PERMANENT. Cut-off every 4 years.  
Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old.

11. ISETAP Project Files.

These files are arranged alphabetically by subject and contain studies and projects sponsored or co-sponsored by ISETAP. The files also contain final reports, intra office memoranda, letters to and from State, regional, and local interests.

PERMANENT. Cut-off every 4 years.  
Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old.

12. ISETAP Subject Files.

These files are arranged alphabetically by subject and contain correspondence to and from Federal, state, regional, and local governmental entities, reports, and pertinent background material.

~~PERMANENT~~ Cut-off every 4 years.  
~~DISPOSITION~~ Transfer to EOP depository when 4 years old.  
~~NOT~~ ~~Offer to NARS when 4 years old.~~

AUTHORIZED

Transfer to FRC when 4 years old,  
Agency will submit SF115 to NARS  
within 6 months after transfer to FRC.

*Amended by  
RDF/lin. nco  
19 Nov 01*

Records of the Executive Secretary of the Federal  
Coordinating Council for Science, Engineering and  
Technology (FCCSET)

The FCCSET deals with the difficult matters of coordinating Federal research and development programs. The Council also identifies needed research, eliminates duplication, and furthers international cooperation.

13. FCCSET Subject Files.

These files contain studies, reports, memoranda, and letters to and from members of the FCCSET. These files are arranged alphabetically by subject.

<p>PERMANENT. Cut-off every 4 years. Transfer to EOP Depository when 4 years old. <del>Offer to NARS when 4 years old.</del></p>	<p>PERMANENT. Transfer to FRC when <u>4</u> years old. Offer to NARS when <u>8</u> years old.</p>
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14. FCCSET Meeting Files.

These files are arranged chronologically by meetings and contain minutes of the meetings, reports presented, and recommendations made by the FCCSET.

<p>PERMANENT. Cut-off every 4 years. Transfer to EOP Depository every 4 years. <del>Offer to NARS when 4 years old.</del></p>	<p>PERMANENT. Transfer to FRC when <u>4</u> years old. Offer to NARS when <u>8</u> years old.</p>
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Records of the National Security, International  
and Space Affairs Area

The records of this area are primarily concerned with issues pertaining to national security, enhancing science and technological cooperation between countries and regions, space science, engineering, and technology.

15. Associate Director for National Security, International and Space Affairs Subject Files.

These files are arranged alphabetically by subject and consist of inter and intra office memoranda, reports, letters to and from other agencies and related pertinent background material.

PERMANENT. Cut-off every 4 years.

Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old Offer  
to NARS when 8 years old. ★

16. Policy Analysts' for National Security, International and Space Affairs Subject Files.

These files are arranged alphabetically by subject and consist of inter and intra office memoranda, reports, letters to and from other agencies and pertinent background material.

PERMANENT. Cut-off every 4 years.

Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old Offer  
to NARS when 8 years old. ★

★ Records that are security classified above top secret, including code word and compartmental security classifications, will be offered to NARS when national security considerations do not preclude the use of these records for historical or other research.

Records of the Natural Resources and  
Commercial Service Area

The records of this area reflect the responsibilities of overall assessment of Federal and private sector research and development and the formulation of decisions and policy documents including the messages to the Congress on Science and Technology and on Industrial Innovation.

17. Natural Resources and Commercial Services Area Subject Files.

These files are arranged alphabetically by subject and consist of inter and intra office memoranda, letters to and from other agencies, private industry, institutions of higher learning, and related pertinent background material.

PERMANENT. Cut-off every year.  
Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old,

Records of the Human Resources and Social and  
Economic Services Area

The records of this area are concerned with formulating plans to assure the continuity and stability of funding for medical research, and implementation of changes in grant application and reporting requirements designed to ease the administrative burden on scientists, as well as evaluations of joint government - industry research programs.

18. Associate Director for Human Resources and Social and Economic Services Subject Files.

These files are arranged alphabetically by subject and contain inter and intra office memoranda, letters to and from other agencies and reports.

PERMANENT. Cut-off every 4 years.

Transfer to EOP Depository when 4 years old.

~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old.

19. Policy Analysis for Human Resources and Social and Economic Services Subject Files.

These files are arranged alphabetically by subject and consist of inter and intra office memoranda, letters to and from other agencies, reports, and pertinent background information.

PERMANENT. Cut-off every 4 years.

Transfer to EOP Despoitory every 4 years.

~~Offer to NARS when 4 years old.~~

PERMANENT Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old.

Records of the Assistant to the Director

The records of this area reflect its responsibility to disseminate information regarding the policy and action of OSTP.

20. Information Files.

These information files are filed chronologically and consist of OSTP informational releases, press conference transcripts, official speeches, etc..

PERMANENT. Cut-off every 4 years.  
Transfer to EOP Depository every 4 years.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC when 4 years old Offer to NARS when 8 years old.

21. Assistant to the Director's Subject Files.

These files are arranged alphabetically by subject and consist of inter and intra office memoranda, correspondence with Federal, state and local agencies.

~~PERMANENT.~~ Cut-off every 4 years.  
DISPOSITION Transfer to EOP depository every 4 years.  
~~Offer to NARS when 4 years old.~~

NOT AUTHORIZED *Transfer to FRC when 4 years old.*  
*Agency will submit SF 115 to NARS within 6 months after transfer to FRC.*

*Amended by  
RJA/RS/MS  
19 Nov 81*

Records of the Executive ~~Director~~ <sup>Officer</sup>

The records of this office reflect the responsibility of the Executive ~~Director~~ <sup>Officer</sup> to provide advice to the Director on management policy.

22. Budget Policy Files.

Correspondence or subject files such as policy and allowance letters and other materials documenting policy and procedures governing budget administration; and reflecting policy decisions affecting expenditures for programs.

TEMPORARY. Cut-off every fiscal year.  
Destroy on site when 4 years old.

23. Budget Estimates and Justifications Files.

Copies of budget estimates and justifications prepared or consolidated in the Executive ~~Director~~ <sup>Officer</sup>'s Office. Included are appropriation language sheets, narrative statements, and related schedules and data. Also included are supplemental appropriation requests and justifications.

TEMPORARY. Cut-off every fiscal year.  
Destroy on site when 4 years old.

24. Executive ~~Director~~ <sup>Officer</sup>'s Subject Files.

These files document the internal administration of OSTP. Included in the files are correspondence, memoranda, *publications*, reports, studies and other directives issued by OSTP. The files are arranged alphabetically by subject.

PERMANENT. Cut-off every 4 years.  
Transfer to EOP Depository when 4 years old.  
~~Offer to NARS when 4 years old.~~

PERMANENT. Transfer to FRC  
when 4 years old. Offer  
to NARS when 8 years old.