

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

N1-220-00-3

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

8/25/06

1. FROM (Agency or establishment)
US National Commission on Libraries & Information Science
1800 M St. #350 North Tower
Washington, DC 20036

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
Operations

3. MINOR SUBDIVISION
Library Statistics Cooperative Program

4. NAME OF PERSON WITH WHOM TO
CONFER
Madeleine McCain

2. TELEPHONE NUMBER
202-606-9200

DATE

Oct 6 107

ARCHIVIST OF THE UNITED STATES

5. 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 2 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,

☒ is not required☐ is attached; or☐ has been requested.

DATE

August 22, 2006

SIGNATURE OF AGENCY REPRESENTATIVE

Madeleine C. McCain

TITLE

Director of Operations

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED JOB
CITATION10. ACTION TAKEN
(NARA USE ONLY)

Statistical Data Base

(See attached draft records schedule)

8/10/23/07 Copies Sent to Agency, NWD, NWE, NR

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

(6/14/07)

Nation Commission on Libraries and Information Science (NCLIS)

US Library Data Sources and Analysis

Introduction: The U.S. National Commission on Libraries and Information Science (NCLIS) works cooperatively with the National Center for Education Statistics (NCES) in implementing the Library Statistics Cooperative Program. NCLIS serves as a liaison to the library community, organizes meetings and training workshops, organizes training and technical assistance, monitors trends, and advises NCES on policy matters.

The purpose of this data base is to provide public library professionals with a single source of information on trends and related links to a variety of sources of data on US libraries. The data base also provides a one-time trend analysis. It was developed at NCLIS as a means to locate difficult-to-find information on the Web site of the US National Center for Education Statistics (NCES) but has expanded beyond that as work on NCES and other library data has progressed.

As of FY 2007, NCLIS will begin a consolidation transition with the Institute of Museum and Library Services (IMLS), and cease to exist as an independent agency as of FY 2008. Parts of NCES will also be consolidated. Currently, the information in the data base is published electronically and accessible on the NCLIS website; however, with the closure of NCLIS, the agency website will be frozen. NCLIS will be producing a copy of the data base, NCES data, and documentation for distribution to public and government libraries nationwide, as it is presumed that NCES will no longer keep up the data and its loss would effect libraries' abilities to effectively manage and plan for future growth.

- ~~1. **Input:** Various published surveys and informational links to data sources found nationwide, such as Public Library Surveys, State Library Publications, Academic Library Statistics, School Library Media Centers, other libraries, and information from the Department of Education (NCES website). Also includes links to professional associations and universities with library statistical programs. **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later. (GRS 20.2b).~~
2. **Master File:** Datasets created from data taken from the system's input, which includes longitudinal (historical) data that came from manipulating the various separately published annual compilations of public and state libraries data from NCES through 2004; and state summaries.
 - a. **Enhanced Longitudinal Public Library Data File (PLDF3).** Includes data such as library name, date of state report, state, and "new key" field. Date range: 1987 to 2004. Approximate volume: 117 megabytes. **TEMPORARY.** Cut off after most recent update. Delete immediately after cutoff.
 - b. **State Summary/State Characteristics Longitudinal Data File (PUSUM).** Includes data such as population, number of librarians, income, expenditures, and collection information. Date range: 1992 to 2004. Approximate volume: 300 kilobytes. **PERMANENT.** Cut off after most recent update. Transfer to NARA in ASCII file format immediately after cutoff, in accordance with 36 CFR 1228.270.

- c. State Libraries Longitudinal Data File (StLA). Includes data such as state, year, and 500 observations in each dataset of each state library, and the DC Public Library. **TEMPORARY**. Cut off after most recent update. Delete immediately after coff.
- 3. Documentation:
 - a. System Design and Data base documentation. Includes technical description of how the NCLIS data base was built and instructions for its use. Date: 2004. Approximate volume: 200 kilobytes. **PERMANENT**. Cut off after most recent update and transfer to NARA with master file.
 - b. Notes used to support how the analysis was developed in section 4b of this schedule, including correspondence and peer review from universities, state libraries and professional associations. Date range: 1993-2004. Approximate volume: 175 kilobytes. **PERMANENT**. Cut off after most recent update and transfer to NARA with master file.
- 4. Output. Various reports made from manipulating and analyzing the data from NCES and other libraries. These report were created as part of NCLIS' mission to track trends in United States libraries.
 - ~~a. Paper Reports. Print out of data used for analysis, data validation, peer review, input to published papers and handouts at meetings, etc. **TEMPORARY**. Cut off when superseded or updated. (GRS 20.6)~~
 - b. One - time Trend Analysis Reports. Various reports created using the PLDF 3 data and other data. Date Range: 2002-2004.
 - 1) Analysis of 12 Association of Research Libraries (ARL) data that presents the charts and tables relating to library growth and expenditures on binding. The data includes the behavior of a few variables collected from university libraries that are currently members of ARL, and that reported data from 1908-2003. **PERMANENT**. Cut off when superseded or updated and transfer to NARA immediately after cutoff.
 - 2) Statistical portraits of libraries in the United States and selected trend reports for various 8300 public libraries as well as 12 research libraries. The analysis is built from the first analysis of trends at US public libraries from 1990-2002 using data from the longitudinal file PLDF3 created from the NCES annual compilations of library data. The results of analysis are reported in quartiles made up of libraries grouped by their sizes of population served. **PERMANENT**. Cut off when superseded or updated and transfer to NARA immediately after cutoff.