

DOE SCIENTIFIC AND TECHNICAL REPORTS

7/13/05

The Record Disposition Schedule items listed below are have been consolidated from DOE Records Schedules previously approved over the last 35 years. They apply specifically to those scientific and technical reports that have been submitted to the Office of Scientific and Technical Information (OSTI) located at Oak Ridge, however as noted below, they also apply to reports that have not been sent to OSTI, but which should have been. The NARA Job and Approval number is bolded and shown in parentheses after each record series title and description.

1. **Published and unpublished Scientific and Technical Reports** as defined in DOE O241.1, Items 1.a, 1.b, 1.c, and 1.d. (reference updated from EDAM 3201 which has been superceded). **(NN170-141(7) and NC-430-76-2 (1))**

a. Record copy of reports not sent to OSTI. **(NC-430-76-2 (1a))**

Disposition: Permanent. Offer to National Archives within 25 years

b. Copy(s) maintained by OSTI: **(NC-430-76-2 (1b))**

a. Master copy of each report submitted to OSTI

i. Those reports that have been microfilmed.

Disposition: Retain for 3 years or until no longer needed for reference, whichever is later.

ii. Those reports that have not been microfilmed.

Disposition: Permanent. Offer to National Archives within 25 years

b. Microfiche master copy

Disposition: Permanent. Offer to National Archives within 25 years

c. All other copies **(NC-430-76-2 (1c))**

Disposition: Nonrecord – return to library when no longer needed for reference.

NOTE: Three access categories may exist for the above Reports. The access, as indicated below, must be provided on the transfer paperwork for each transmittal. These are:

- Unclassified, publicly available,
- Unclassified, access limited, OR
- Classified, also indicate national security classification (Top Secret, Secret or Confidential) and any other indicators such as RD or FRD.

d. Cumulative electronic index to reports transferred to NARA **(N1-434-91-4 (b))**

The index will contain the following metadata elements at a minimum:

CLASSIFICATION	AUTHOR
REPORT NUMBER	CORPORATE SOURCE (TEXT)
TITLE	SUBJECT CATEGORIES (TEXT)
SUBTITLE	PUBLICATION DATE

Optional metadata elements may include these additional fields:

ABSTRACT	DESCRIPTORS
DESCRIPTORS	SPONSOR (TEXT)
DOCUMENT TYPE	CONTRACT NUMBER
SECONDARY REPORT NUMBER	

Disposition: Transfer relevant fields per NARA instructions in flat ASCII files with related reports or microfilm.