

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Transportation Systems Center

3. MINOR SUBDIVISION
Patent Office - Code DTS-141

4. NAME OF PERSON WITH WHOM TO CONFER
Herbert E. Farmer

5. TEL EXT
(617)
494-2730

LEAVE BLANK

JOB NO
NC1 300 78 4

DATE RECEIVED
27 FEB 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-21-78 *James B. Hood*
Date Archivist of the United States

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 1 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 <u>12/17/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen M. Schmetzer</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>R&D Laboratory Notebooks</u> used to record and preserve research, development, and testing data reflecting the conditions of tests or plans or approach to problems, observations, modifications, formulas, unusual or significant phenomena, findings and results, and other related data. Included are narrative data, rough sketches, photographs curves, and schematic diagrams.</p> <p>a. Bond serially numbered official laboratory notebooks containing data essential in establishing patent or inventive rights or relating to historical, significant, or unique accomplishments. Transfer to the FARC 5 years after completion of project. Destroy after an additional 20 years.</p> <p>b. Notebooks containing data determined either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.</p> <p>Destroy 6 months after completion or termination of the related projects.</p>		

115-107
sent to agency. INC, XINF - 4/28/78

2 items