

methodology, and conclusions of projects are usually appraised as permanent and are often maintained centrally by an agency component responsible for their collection, management, and distribution. Review of a cross-section of such publications can help determine the subject matter and scope of R&D projects and thereby prove useful in assessing the value of other project-related records and data.

- Project files may include such records as statements of work, progress reports, briefing papers and presentations, specifications and drawings, laboratory notebooks, research data, and environmental and safety information. (Such records also may be maintained separate from project files.) The value of project files varies across R&D programs, based on such factors as the files' organization and content, nature and scope of the research, and extent to which project work is documented in other records such as planning records and technical reports.

- Because many R&D projects have a very limited focus and project records often are voluminous, a very strong justification is needed to appraise all of an agency's project files as permanent. If selection criteria are to be applied to identify files for permanent retention, the agency must devise a practical arrangement for applying the criteria to the records and agree to implement it, because NARA lacks the expertise and resources to evaluate the files individually. For overall guidance on when to apply selection criteria, see the NARA Appraisal Policy, Appendix 1—General Appraisal Guidelines—"Is sampling an appropriate appraisal tool?" ([http://www.archives.gov/records\\_management/initiatives/appraisal.html](http://www.archives.gov/records_management/initiatives/appraisal.html)).

- Contracting, procurement and other fiscal records generally are appraised as temporary when readily segregable from other project records.

- Laboratory notebooks may be maintained separately and formally issued and strictly controlled to protect intellectual property and patent rights. Notebooks with these characteristics are more likely to be appraised as having long-term scientific value or permanent value.

- Research data created by R&D projects most often are electronic but also may be in another format such as paper or photographs. Electronic data generally are maintained separately from other project records. Data may be unprocessed (raw) or processed (compiled or analyzed) at different levels. Raw data are generated by an experiment, whereas processed data

consist of raw data manipulated to help identify patterns in the data. It is very difficult to generalize about the value of processed data as opposed to raw data, since they each have their own significance for the research process.

- Generated in large volumes, R&D data commonly have short-term value because they tend to be narrow in scope and frequently can be replicated by a new experiment if necessary. Data may have long-term scientific value (or, very rarely, permanent value) when they are extremely difficult or impossible to replicate and are potentially useful for such purposes as permitting an important experiment to be reviewed and validated, supporting new scientific research, or providing a legal basis for health-related claims. Data from certain fields like medicine and environmental protection are most likely to have long-term scientific value.

- For data to be valuable over the long term, they should be unique, complete, valid, and accompanied by appropriate metadata. In considering these attributes of data, appraisers should consult with the relevant scientific experts. Because of the expertise needed to perform preservation and reference, data with long-term scientific value often are most appropriately maintained by the R&D agencies which created them.

- R&D agencies, particularly those involved in environmental or health research, may create tissue samples, slides, and specimens which are treated by researchers as project records and preserved by the agency for long periods at substantial expense. Although NARA generally does not consider such materials to meet the definition of Federal records, agencies nonetheless need to manage them properly because of their importance to R&D programs and potential for long-term scientific value.

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## NATIONAL SCIENCE FOUNDATION

### Advisory Committee for Environmental Research and Education Notice of Meeting

In accordance with the Federal Advisory Committee Act (Pub. L. 92-463, as amended), the National Science Foundation announces the following meeting:

*Name:* Advisory Committee for Environment Research and Education (9487).

*Dates:* April 13, 2005, 8:30 a.m.–5 p.m., April 14, 2005, 8:30 a.m.–3:30 p.m.

*Place:* Stafford I, Room 1235, National Science Foundation, 4201 Wilson Blvd., Arlington, Virginia 22230.

*Type of Meeting:* Open.

*Contact Person:* Dr. David Campbell, Office of the Director, National Science Foundation, Suite 1205, 4201 Wilson Blvd., Arlington, Virginia 22230. Telephone: 703-292-8002.

*Minutes:* May be obtained from the contact person listed above.

*Purpose of Meeting:* To provide advice, recommendations, and oversight concerning support for environmental research and education.

*Agenda: April 13:*

Welcome, Introductions and Goals of Meeting.

NSF Update on Budget and Environmental Programs.

Reports on Recent ERE Activities.

Occasional Paper on Water.

Plans for International Polar Year.

Charge to Task Groups and Task Group Membership.

AC-ERE Task Group Meetings.

ERE Distinguished Speaker.

*April 14:*

Task Group Reports and Discussion of Ongoing Projects.

ERE Issues for Discussion with the Deputy Director.

O/D Guidance and Meeting with Dr. J. Bordogna, Deputy Director.

Background on GEOSS Programs.

Discussion of Ongoing Projects

(continued).

Wrap-up: Review Action Items, Plans for next meeting.

Dated: March 9, 2005.

**Susanne Bolton,**

*Committee Management Officer.*

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## NATIONAL SCIENCE FOUNDATION

### Mathematical and Physical Sciences Advisory Committee; Notice of Meeting

In accordance with Federal Advisory Committee Act (Pub. L. 92-463, as amended), the National Science Foundation announces the following meeting:

*Name:* Directorate for Mathematical and Physical Sciences Advisory Committee (#66).

*Date/Time:* April 7, 2005, 8 a.m.–5 p.m., April 8, 2005, 8 a.m.–6 p.m.

*Place:* National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230, Room 375.

*Type of Meeting:* Open.

*Contact Person:* Dr. Morris L. Aizenman, Senior Science Associate, Directorate for Mathematical and Physical Sciences, Room 105, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230. (703) 292-8807.

*Purpose of Meeting:* To provide advice and recommendations concerning NSF science and education activities within the Directorate for Mathematical and Physical Sciences.