

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-370-84-3
DATE RECEIVED	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-23-84 <i>Date</i>	<i>Parks Way</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Oceanic & Atmospheric Administration/DOC

2. MAJOR SUBDIVISION
Nat. Environmental Satellite, Data, & Infor. Service

3. MINOR SUBDIVISION
Office of Satellite Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Richard Roberts

5. TEL EXT
443-8595

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>4/2/84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Cooney</i>	E. TITLE Departmental Records 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
1402-11	<p><u>Daily Sun-synchronous Spacecraft Operations Summary files.</u> A listing of activities and results that included notes relating to the quality and quantity of data, with brief comments on equipment and status of spacecraft.</p> <p>Disposition:</p> <ol style="list-style-type: none"> Daily schedules: Destroy when 2 years old. Other records: Destroy 1 year after deactivation of respective spacecraft. <p>Explanation: This request's objective is to lower the retention period for daily schedules from one year after deactivation to two years. The schedules list what the satellites are supposed to be doing on each day. Since the schedules list all satellites in one document, it is inappropriate to key the disposition to satellite life. The operating office has also found no real need to maintain the records for that length of time.</p>		
MASS DATA CHANGE SHEET NOT REQUIRED			<i>2 items</i>