

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of Transportation

2. MAJOR SUBDIVISION  
 Office of the Secretary

3. MINOR SUBDIVISION  
 Office of Commercial Space Transportation

4. NAME OF PERSON WITH WHOM TO CONFER  
 Carol Kelley

5. TELEPHONE  
 202-366-2933

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI 398-94.4

DATE RECEIVED  
 3-18-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 10-3-95

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

6. 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 3 page(s) are not now needed for the business of 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  
 3-17-94

SIGNATURE OF AGENCY REPRESENTATIVE  
*David H. Parker, Sr.*

TITLE  
 OST Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE OF COMMERCIAL SPACE TRANSPORTATION</p> <p>This office encourages, facilitates, and promotes commercial space transportation activities by the United States private sector. Develops and manages the regulatory program and licensing process for commercial launch vehicle launches and associated services. Conducts safety research necessary to support sound and efficient safety standards and guidelines. Identifies and analyzes interagency, intra-agency, and international issues affecting commercial launch activities. Develops commercial space transportation policies. Serves as the Department's primary contact with the space industry, public interest groups, the White House, the Congress, the public and other agencies with respect to commercial space transportation.</p>		

OCT 10 1995 M4V  
 Copies to Agency NIA  
 NNT NIA  
 NCE 1/20/96 M4V

1. **Reading Day Files.** Chronological files duplicating all outgoing correspondence.

Disposition: Destroy when two years old.

2. **Directors and Associate Directors General Subject Files.**

Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporations, international organizations, Congress and other Federal agencies that relate to the administration and operation of the Office of Commercial Space Transportation. Current volume: 26 cubic feet. Annual accumulation: 5 cubic feet. Arranged numerically by internal filing system, thereunder by subject.

Disposition: **Permanent.** Cutoff at end of fiscal year. Transfer to FRC when 3 years old. Transfer to National Archives when 10 years old.

3. **Reports.**

Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.

Disposition: a. Record copy: **Permanent.** Transfer to FRC 3 years after publication of the report. Transfer to National Archives 10 years after publication.  
b. Other copies: **Destroy** when no longer needed for public distribution.

4. **Commercial Space Transportation Advisory Committee (COMSTAC).**

Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.

Disposition: **Permanent.** Transfer to FRC when 5 years old. Transfer to National Archives when 15 years old.

5. **License Application File.**

Records include application, technical reviews of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.

Disposition: **Destroy.** Transfer to FRC when 5 years old. Destroy when 25 years old.