

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
EXECUTIVE OFFICE OF THE PRESIDENT

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
RECORDS MANAGEMENT OFFICE

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Nell Doering (202) 395-3367

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-429-93-2

DATE RECEIVED
6-11-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
7-23-96 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
5/24/93 Nell Doering EOP 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 GRS OR SUPERSEDED JOB CITATION	10.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>Comprehensive Records Schedule Attached For:</p> <p>NATIONAL SPACE COUNCIL</p>		

EXECUTIVE OFFICE OF THE PRESIDENT

NATIONAL SPACE COUNCIL (NSPC)

1. **NSPC CORRESPONDENCE FILES.** Correspondence replied to by the Executive Secretary or NSPC staff from other government officials, universities and colleges, scientific organizations, the general public, etc. These records are arranged according to a computer-generated log number showing date of receipt and reply. The volume is six cubic feet.

DISPOSITION: PERMANENT

Transfer to NARA January 2003. (NOTE: During archival processing, NARA may segregate and destroy nonrecord material, routine and facilitative records lacking in historical value, and records covered by the GRS.)

2. **NSPC CORRESPONDENCE/CHRONOLOGICAL FILES - EXECUTIVE SECRETARY OR STAFF.** Executive Secretary or staff internally generated correspondence arranged chronologically. These chronological files are not duplicates of Item 1 above or Item 3 below. The volume is two cubic feet.

DISPOSITION: PERMANENT

Transfer to NARA January 2003.

3. **NSPC SUBJECT FILES.** These records consist of correspondence, memoranda, reports, minutes of meetings, talking points, studies, and other materials documenting NSPC programs. The subjects include the Advisory Committee on the Future of the U.S. Space Program, the Landsat program, NSPC organization, etc. These records are arranged alphabetically. The volume is five cubic feet, including one box of classified material through SECRET and another box of classified material through SCI.

A. Unclassified Files.

DISPOSITION: PERMANENT

Transfer to NARA January 2003. (NOTE: During archival processing, NARA may segregate and destroy nonrecord material, routine and facilitative records lacking in historical value, and records covered by the GRS.)

B. Classified Files.

DISPOSITION: PERMANENT

Transfer to NARA January 2013. (NOTE: During archival processing, NARA may segregate and destroy nonrecord material, routine and facilitative records lacking in historical value, and records covered by the GRS.)

- 4. NSPC AUDIO/VIDEO TAPES.** Audio/Video records of press conferences, speeches, briefings, White House events, House of Representatives debates on space program, excerpts from news reports, etc. A detailed list is provide for each tape. Volume is approximately two cubic feet.

DISPOSITION: PERMANENT

Transfer to NARA immediately. (NOTE: During archival processing, NARA may destroy materials lacking historical value, poor quality materials or duplicate material.)