

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-429-98-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 6/19/98	
1. FROM (Agency or establishment) OFFICE OF SCIENCE AND TECHNOLOGY POLICY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 12-1-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 ____ 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/16/68	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i>	TITLE <i>OA/OSTP Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule covers residual records of the National Space Council (NSpC) now in the custody of the Office of Science and Technology Policy (OSTP).</p> <p>Please see attached sheets.</p>		

**NATIONAL SPACE COUNCIL
(NSpC)**

This schedule applies to the Federal records of the National Space Council (NSpC) created, received, and maintained on the Novell LAN Management Computer System. Dates of all records are roughly August 1992 through January 1993.

1. E-Mail Records. E-mail messages, some with attachments, that were created or received on the Novell LAN Management Computer System that have been determined to be Federal records. The e-mail messages on the tapes include transmission data (identities of senders and recipients, and the date of transmittal), and receipt data. These tapes also include nonrecord material and temporary Federal records about routine, short-term, day-to-day administrative matters such as civilian personnel and internal housekeeping activities that are unrelated to the official program functions of an office and add no substantial information to the agency official administrative records.

DISPOSITION: Destroy immediately.

2. Word Processing Records. Word processing files such as letters, messages, memorandums, reports, and related drafts created on Novell LAN Management Computer System. The designated agency record copy of all correspondence, memorandums, and reports consisted of hardcopy printed and filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the Job No. N1-429-93-2 approved July 23, 1996.

DISPOSITION: Destroy immediately.

3. Administrative Records. Administrative records such as correspondence tracking files, government forms, spreadsheets, and telephone messages created on the Novell LAN Management Computer System. Federal records were printed and interfiled in the designated official recordkeeping system.

DISPOSITION: Destroy immediately.

4. **Backup Tapes.** Backup tapes of the NSpC file server were created in 1992 and 1993 on MaynStream 1500 hardware and Maynard Electronics software consisting of copies of temporary records authorized for destruction, nonrecord materials, and records that are duplicated elsewhere.

DISPOSITION: Destroy immediately.

5. **E-mail Documentation.** The documentation includes additional information about the format of the data and /or the context in which the data was created.

DISPOSITION: Destroy immediately.