

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
 National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION
 NASA Headquarters

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Patti F. Stockman, NASA Records Officer

5. TELEPHONE
 (202) 358-4787

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-220-04-2

DATE RECEIVED
 2-24-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 5-27-04 *John W. Paul*

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 1 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: 2/11/2004 SIGNATURE OF AGENCY REPRESENTATIVE: *Patti F. Stockman* TITLE: NASA Records Officer, NASA Headquarters, Code VE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	CENTENNIAL OF FLIGHT COMMISSION RECORDS (See attached)		

cc Agency, NR, NWMW, NWMD, NWME

15.5 CENTENNIAL OF FLIGHT COMMISSION RECORDS

These records were created by the U.S. Centennial of Flight Commission between 1999 and 2004 in the course of its efforts to promote the commemoration of the centennial of powered flight. The records consist of primarily paper files, but they also include an Internet Website containing largely educational items not duplicated in the paper files.

- A. Paper copies of administrative records, arranged numerically by the NASA Filing Scheme.

Records of the Commission and its Advisory Board, including member lists, meeting minutes, reports, speeches and presentations, logos, media contacts and press releases. Also includes records of agreements with professional associations and other Agencies that participated in the Centennial observation, as well as documentation of North Carolina and Ohio Centennial delegations and observations.

Disposition:

PERMANENT. Transfer to the National Archives upon completion of the Commission operations.

- B. Paper copies of housekeeping and facilitative records including travel, exhibit shipping, printing and graphics requests, and technical office copies of contract files.

Disposition:

TEMPORARY. Destroy in accordance with the General Records Schedule or NASA Records Retention Schedules.

- C. Electronic Copies

Records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records.

Disposition:

TEMPORARY. Delete after recordkeeping copy has been produced.

- D. Website Records.

- (1) Content Files. Consists of (a) educational materials about the history of flight and aviation, including historical sketches (about 400 of which were produced by a contractor), photographs (nearly all of which are captioned by source), movies, educational tutorials, and games and (b) documentation of the Commission's activities, including minutes of meetings, reports, press releases,

commission and advisory board member biographies, and legislation establishing the Commission. The materials were accumulated and posted between 1999 and 2004 and take the form chiefly of PDF files, jpg photos and gif images.

Disposition:

PERMANENT. Transfer to the National Archives on termination of commission in accordance with whatever NARA standards are in place at that time.

- (2) Administrative Records. Consists of records created while administering the website, including electronic copies used as inputs to the site, electronic images produced as outputs, website use and control report, website screen printouts, system documentation, web design records, web site change control records, website migration records, and system configuration software.

Disposition:

TEMPORARY. Destroy on termination of commission or transfer to NASA History Office if needed for maintenance of website. The NASA History Office will maintain the site for a period of time for informational purposes only.