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

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

**FROM (Agency or establishment):**  
National Aeronautics and Space Administration (NASA)

**MAJOR SUBDIVISION:**  
NASA Headquarters

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:** Roland M. Ridgeway Jr., Acting NASA Records Officer

**TELEPHONE:** (202) 358-4485

**DATE RECEIVED:** 4-6-2000

**NOTIFICATION TO AGENCY:**

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**NAME OF PERSON WITH WHOM TO CONFER:**

**TELEPHONE:**

**DATE:** Wed, Apr 5, 2000

**SIGNATURE OF AGENCY REPRESENTATIVE:** Roland M. Ridgeway Jr.

**TITLE:** Acting NASA Records Officer, NASA Headquarters, Code AO

**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 2 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:** Wed, Apr 5, 2000

**SIGNATURE OF AGENCY REPRESENTATIVE:** Roland M. Ridgeway Jr.

**TITLE:** Acting NASA Records Officer, NASA Headquarters, Code AO

**7. ITEM NO**

<table>
<thead>
<tr>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP)</td>
</tr>
</tbody>
</table>

SEE ATTACHED PAGES FOR SERIES DESCRIPTION AND DISPOSITION

**10. ACTION TAKEN (NARA USE ONLY):**

**PREVIOUS EDITION NOT USABLE:**

**NSN 7540-00-634-4064**

**STANDARD FORM 115 (REV. 3-91):** Prescribed by NARA
36 CFR 1228
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF RECORD SERIES</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP)</td>
</tr>
</tbody>
</table>

Documents maintained and used to facilitate communication and coordination among technical personnel and to expedite the technology development and transfer process. Records in this series consists of documentation of management review and control of research projects, proposed or currently in progress.

A. Installation - Office of Primary Responsibility

B. All Other Offices - copies of records in series
   Cutoff date is date of record

C. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records

<table>
<thead>
<tr>
<th>MINIMUM RETENTION</th>
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<tbody>
<tr>
<td>(NEW ITEM)</td>
</tr>
<tr>
<td>DESTROY 7 YEARS AFTER FINAL REPORT IS PRODUCED</td>
</tr>
<tr>
<td>DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER</td>
</tr>
<tr>
<td>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED</td>
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