

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-255-00-4	DATE RECEIVED 4-6-2000
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NASA Headquarters		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE 11-13-00	
4 NAME OF PERSON WITH WHOM TO CONFER Roland M Ridgeway Jr, Acting NASA Records Officer	5 TELEPHONE (202) 358-4485	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 <i>Roland M. Ridgeway Jr.</i>	TITLE Acting NASA Records Officer, NASA Headquarters, Code AO
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP) SEE ATTACHED PAGES FOR SERIES DESCRIPTION AND DISPOSITION <i>Agency number newwa NR</i>		

SCHEDULE 7

ITEM	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
1	RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP) 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	(NEW ITEM) DESTROY 7 YEARS AFTER FINAL REPORT IS PRODUCED DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED