

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-255-00-6

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

DATE RECEIVED
6.20.00

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
NASA Headquarters

3. MINOR SUBDIVISION

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

5. TELEPHONE
(202) 358-4485

DATE ARCHIVIST OF THE UNITED STATES
3-28-01 *[Signature]*

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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|-------------------|------------------------------------|---|
| Thu, Jun 15, 2000 | <i>Roland M. Ridgeway Jr.</i> | Acting NASA Records Officer, NASA Headquarters, Code AO |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1 | <p>CONGRESSIONAL FILES</p> <p>This submission completely replaces NASA Schedule 1, Item 15 on NARA Job Number N1-255-94-1 - "Congressional Committee Files".</p> <p>SEE ATTACHED PAGES FOR SERIES DESCRIPTION AND DISPOSITION</p> | | |

*cc: NR
NARA
Agency
3/28/01*

11/30/00

'SCHEDULE 1

| <u>ITEM</u> | <u>DESCRIPTION OF RECORD SERIES</u> | <u>RETENTION</u> |
|-------------|---|---|
| 1 | CONGRESSIONAL FILES | (Replaces Schedule 1, Item 15, 27, and 28 N1-255-94-1) |
| | A. Congressional Committee Files | |
| | 1. Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congress. | *PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. |
| | 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities. | |
| | (a) HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congress. | *PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. |
| | (b) All other offices and copies | DESTROY WHEN NO LONGER NEEDED. |
| | B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congress. | RETIRE TO FRC 5 YEARS AFTER CUTOFF. DESTROY 15 YEARS AFTER CUTOFF. |
| | C. Congressional Briefings Briefings provided to Members of Congress regarding NASA programs, projects and activities. | RETAIN FOR ONE YEAR. DESTROY WHEN NO LONGER NEEDED AT THE CONCLUSION OF THE ONE YEAR RETENTION. |
| | D. Publications requests from Congressmen for copies of NASA publications which required no formal reply. | DESTROY 1 YEAR AFTER PUBLICATION IS SENT. |
| | E. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. | |
| | 1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives. | DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. |
| | 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | DESTROY/DELETE AFTER DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. |