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
   Roland M. Ridgeway Jr., Acting NASA Records Officer

5. TELEPHONE
   (202) 358-4485

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
Mon, Apr 30, 2001

SIGNATURE OF AGENCY REPRESENTATIVE
Roland M. Ridgeway Jr.

TITLE
Acting NASA Records Officer, NASA Headquarters, Code AO

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   PROPERTY SHIPPING RECORDS

   Series description and disposition are on attached pages. This proposed schedule is a new Sub-item and will be added to NASA Records Retention Schedule 4, Item 8 after approval.

   If you have any questions, please contact me on 202-358-4485.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF RECORD SERIES</th>
<th>MINIMUM RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROPERTY FILES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. PROPERTY SHIPPING RECORDS</td>
<td>(New subitem that will be Added to current Schedule 4, Item 8, N1-255-91-4)</td>
</tr>
<tr>
<td></td>
<td>Documents reflecting the movement (shipping) of items to/from NASA installations by a commercial shipper or contractor. Records are normally maintained in the NASA Center Shipping/Receiving organization or Property Equipment organization.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Office of Primary Responsibility - (JSC only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Hardcopy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) CD-ROM file, cutoff date is date CD-ROM created (1.(a) above).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Office of Primary Responsibility - (All Centers except JSC)</td>
<td>KEEP FOR 3 YEARS DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.</td>
</tr>
<tr>
<td></td>
<td>Hardcopy. Cutoff date is end of calendar year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. All other Office's copies, cutoff date is date of document.</td>
<td>DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.</td>
</tr>
<tr>
<td></td>
<td>4. 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.</td>
<td>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.</td>
</tr>
</tbody>
</table>
Information for NARA review:

Property Shipping Records: The NASA Shipping offices must use these documents frequently for a period of up to 10-15 years to answer questions about shipping, receiving, and destinations of various kinds of cargo. At JSC the paper documents will be converted to CD-ROM for reference when 18 months old and the hardcopy will be destroyed when 3 years old. Other NASA Centers do not have the CD-ROM conversion capability at this time and may not use it when/if available; therefore, most NASA Centers will keep the hardcopy for 3 years, destroying the hardcopy when the reference value ceases or when 20 years old, whichever is sooner.

Sub-item “C.4” is being proposed to cover the use of electronic mail and word processing systems as a tool to generate the recordkeeping copy of the records.

If you have any questions about this proposed schedule, please contact Roland Ridgeway on 202-358-4485 or via e-mail at rridgeway@hq.nasa.gov