

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 71-255-01-3	DATE RECEIVED 5-14-2001
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 1-29-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>PROPERTY SHIPPING RECORDS</p> <p>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.</p> <p>If you have any questions, please contact me on 202-358-4485.</p> <p><i>cc Agency, NR, DUMD</i></p>		

SCHEDULE 4

ITEM	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
1	PROPERTY FILES	
	C. <u>PROPERTY SHIPPING RECORDS</u>	(New subitem that will be Added to current Schedule 4, Item 8, N1-255-91-4)
	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.	
	1. Office of Primary Responsibility - (JSC only)	
	(a) Hardcopy	CUT OFF AT END OF CALENDAR YEAR. CONVERT TO CD-ROM 18 MONTHS AFTER CUT OFF DATE. DESTROY HARDCOPY AFTER CD-ROM CONVERSION IS VERIFIED AND WHEN HARDCOPY IS 3 YEARS OLD.
	(b) CD-ROM file, cutoff date is date CD-ROM created (1.(a) above).	KEEP FOR 3 YEARS DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.
	2. Office of Primary Responsibility - (All Centers except JSC)	
	(a) Hardcopy. Cutoff date is end of calendar year.	KEEP FOR 3 YEARS DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.
	3. All other Office's copies, cutoff date is date of document.	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.
	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.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

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