

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-255-03-1</i>	DATE RECEIVED <i>November 7, 2002</i>
1. FROM (Agency or establishment) National Aeronautics and Space Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Public Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Patti F. Stockman, Records Officer	5. TELEPHONE (202) 358-4787	DATE <i>2-21-03</i>	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 1 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, Nov 6, 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE NASA Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached.		

cc: Agency, NWC

Damaged NASA Headquarters Still Photograph Collection

A water damaged subset of the NASA Headquarters photo reference collection comprised of derivative images submitted by the NASA Centers to HQ to comprise a centralized source for image copies of interest to the public and press. Each file contained captions and some multi-media combination of transparencies, negatives, hardcopy prints, and/or slides. The full headquarters collection is scheduled as Permanent under NASA Records Retention 5/23B1(b).

The photo materials in this collection subset were destroyed by water damage incidents in both 2001 and 2002, and represents 28 percent of the full Headquarters collection. This subset consists of 9,680 (4,395 black and white; 5,285 color) files of unrecoverable captions, outer envelopes, prints, negatives and/or transparencies. These damaged materials have been placed in 20 garbage bags.

approximately 40

Proposed Retention

Destroy immediately upon approval of this schedule.

YKW
per physical review
on 11-7-02.