

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 <i>71-255-04-2</i>	DATE RECEIVED <i>2-4-2004</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE <i>2/4/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>
4. NAME OF PERSON WITH WHOM TO CONFER Patti F. Stockman, NASA Records Officer	5. TELEPHONE (202) 358-4787		

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 <i>2/4/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
NRRS 7.5	<p>Export Control Program Records</p> <p>1. Records resulting from implementation of Export Control Program policies and procedures, including but not limited to export control training records; export clearance documentation (information sheets or forms); program audit reports; export licensing data; exceptions and exemptions; logs of export control activities.</p> <p>Records held by Installation Export Control Office and Export Control Representatives</p> <p>DISPOSITION.</p> <p>For paper records, cite to the Federal Records Center five years after the export approval date or the expiration of the license, whichever is longer. Maintain electronic records on site. Delete/destroy when 10 years old.</p> <p>2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by item 1 in this records schedules.</p> <p>Disposition: Temporary. Delete after recordkeeping copy has been produced.</p>		

SA 9/21/05 Sent copies to Agur, KR

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DATE <i>1/23/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE 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>Export Control Program Records</p> <p>Records resulting from implementation of Export Control Program policies and procedures, including but not limited to export control training records; export clearance documentation (information sheets or forms); program audit reports; export licensing data; exceptions and exemptions; logs of export control activities.</p> <p>Records held by Installation Export Control Office and Export Control Representatives</p> <p>DISPOSITION</p> <p>For paper records, retire to the Federal Records Center five years after the export approval date or the expiration of the license, whichever is longer. Maintain electronic records on site. Delete/destroy when 10 years old</p>		