

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
Patti F. Stockman, NASA Records Officer

5. TELEPHONE
(202) 358-4787

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-255-05-1

DATE RECEIVED
10-22-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
11/3/08

ARCHIVIST OF THE UNITED STATES
Allen [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 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, Oct 6, 2004	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 GRS OR SUPERSEDED JOB CITATION	10.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 1/39	See Attached.	N1-255-94-1 NRRS 1/39 (complete)	

Page 2

Item No.: NRRS 1/39

GRS or Superseded Job Citation: N1-255-94-1
NRRS 1/39 (complete)**Description of records and proposed disposition**

NASA Periodic Information Series--House Organs

Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.

- A. Record copy 1. PERMANENT. Transfer one copy of each issue to NARA annually in one-year blocks at the end of each calendar year. If in electronic format, transfer in accordance with 36 CFR § 1228.270 and current NARA guidance.
- B. Record copy 2. TEMPORARY. Transfer a second copy of each issue to local Center History Office. Destroy when no longer needed.
- C. Hard copy originals used to create imaged record copy on electronic media. TEMPORARY. Destroy/delete after verification of electronic record copy.
- ~~D. Electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of publication. Also electronic records created and maintained for the purpose of updating, revising, or disseminating.~~
- ~~1. Copies that have no further administrative value after recordkeeping copy made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.~~

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.
 - ~~2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

GOVERNED
BY GRS 20,
ITEM 14.