REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO: N1-255-90-7

DATE RECEIVED: 9/25/90

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

DATE: 1/4/91

ARCHIVIST OF THE UNITED STATES

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM *(Agency or establishment)*: National Aeronautics and Space Administration (NASA)

2 MAJOR SUBDIVISION: Kennedy Space Center (KSC)

3 MINOR SUBDIVISION: Supply, Transportation & Services Division

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT
Lex O. Pierce, Chief Supp., Trans.& Ser.Div.	FTS 823-2309
Mary D. Fouraker, KSC Records Manager	FTS 823-4540

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
9-25-90	Adria A. Lipka (703) 271-5541	NASA Records Officer NASA Headquarters, M/C NTD-1 Washington, DC 20546

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1	PLANT CLEARANCE CASE FILES - (CONTRACTOR EXCESS PROPERTY) (UFI 4360) These files document the reporting, processing, and disposition of Government Furnished Property/Equipment provided to contractors that has become excess to their needs. KSC ONLY: Plant Clearance Case Files These case files consist of documentation on the excess personal property turned in to the Center Plant Clearance Officer by cost-type onsite contractors. DISPOSITION: Destroy 3 years after year in which case is closed. When approved this item will be sequentially numbered under Uniform Files Index Number: 4360 and incorporated into the NASA Records Retention Schedules (NHB 1441.1B). Until NHB 1441.1B is issued authority for all disposition actions for these items will be: N1-255-90-7 Copies sent to NNA, NN-W, NNT, NCF 1-9-91		