

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-255-90-8	DATE RECEIVED 9/20/90
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Kennedy Space Center (KSC)		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Biomedical Operations and Research Office		DATE 1/9/91	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER Retha D. Olsen, Medical & Envir. Health Off. Mary D. Fouraker, KSC Records Manager	5 TELEPHONE EXT FTS 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 9-20-90	C SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka (703) 271-5541	D TITLE NASA Records Officer NASA Headquarters, NTD-1 Washington, DC 20546
-------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><u>EMPLOYEE ASSISTANCE PROGRAM RECORDS</u></p> <p>Personal case file consisting of handwritten notes, letters to physicians or counselors, calender of treatment, authorization releases, after care information and telephone messages. Case files are to be maintained separate from Official Medical Record, kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.</p> <p><u>DISPOSITION:</u> Management Referral: Destroy 5 years after last date in file, or upon termination of the employee.</p> <p>Voluntary: Destroy 2 years after last date in file, or upon termination of the employee.</p> <p>(This item will be listed under UFI 1800-INDIVIDUAL EMPLOYEE HEALTH CASE FILES)</p> <p>When approved this item will be sequentially numbered under Uniform Files Index Number: 1800 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:</p> <p style="text-align: center;">NI-255-90-8</p> <p><i>Copies sent to agency, NNA, NN-W, NNT, NCF. 1-9-91</i></p>		