

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-91-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-255-09-001 item 4/8B.

Date Reported: 12/29/2022

N1-255-91-004

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK JOB NO. N1-255-91-4
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TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	DATE RECEIVED 12-4-90
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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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.		
2. MAJOR SUBDIVISION Langley Research Center (LARC)			
3. MINOR SUBDIVISION Property Loan Office, Equipment Management Section			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. C. Gary Evans, Hd., Log. Mgmt. Branch Ms. Barbara Newton, LaRC Records Manager	5. TELEPHONE EXT. FTS 928-2051 FTS 928-6034	DATE 4/17/91	ARCHIVIST OF THE UNITED STATES

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 _____ 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 12/3/90	C. SIGNATURE OF AGENCY REPRESENTATIVE Adria A. Lipka (703)271-5541	D. TITLE NASA Records Officer NASA Headquarters, Code NTD-1 Washington, DC 20546
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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 GRS OR SUPERSEDED JOB CITATION	10.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	PROPERTY LOAN AGREEMENT FILES Case files, including legal agreements, correspondence and related papers pertaining to temporary property loans. Loan agreements are with outside organizations, i.e., other Government agencies, educational institutions, individuals, profit and nonprofit organization, who are borrowing NASA property or who are loaning property to NASA at no cost. DISPOSITION: Retire to Federal Records Center 2 years after the end of the fiscal year in which the property is returned. Destroy 6 years after the end of the fiscal year in which the property was returned. ** When approved this item will be sequentially numbered under Uniform Files Index Number: 4200 and incorporated into the NASA Records Retention Schedules. Until NASA's RRS (NHB 1441.1B) is published and issued, authority for all disposition actions for these items will be the NARA Job Number cited at the top of this form. (N1-255-91-) (NOTE: 2 Samples are attached)		
<i>Copies sent to agency, NNA, NN-W, NNT, NRP 4/22/91</i>			