**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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**TO:**

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

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**1. FROM (Agency or establishment):**

National Aeronautics and Space Administration (NASA)

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**2. MAJOR SUBDIVISION:**

Langley Research Center (LARC)

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**3. MINOR SUBDIVISION:**

Property Loan Office, Equipment Management Section

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**4. NAME OF PERSON WITH WHOM TO CONFER:**

- Mr. C. Gary Evans, Hld., Log. Mgmt. Branch  
  PNT 928-2051  
- Ms. Barbara Newton, LaRC Records Manager  
  PNT 928-6034

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**5. TELEPHONE EXT.:**

Adria A. Lipka  
(703) 271-5541

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**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.

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**A. GAO concurrence:**  
☐ is attached; or ☐ is unnecessary.

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**B. DATE:**

12-5-90

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**C. SIGNATURE OF AGENCY REPRESENTATIVE:**

Adria A. Lipka

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**D. TITLE:**

NASA Records Officer  
NASA Headquarters, Code NTD-1  
Washington, DC 20546

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**7. ITEM NO.**

1

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**8. DESCRIPTION OF ITEM**

Property Loan Agreement Files

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**8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods):**

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 organizations, who are borrowing NASA property or who are loaning property to NASA at no cost.

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**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.

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**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 (NRB 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)

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**NOTE: 2 Samples are attached**

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**STANDARD FORM 115 (REV. 8-83)**

Prescribed by GSA.