

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-255-91-4**

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

DATE RECEIVED
12-4-90

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Langley Research Center (LARC)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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
[Signature]

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 <i>[Signature]</i> Adria A. Lipka (703)271-5541	D. TITLE NASA Records Officer NASA Headquarters, Code MED-1 Washington, DC 20546
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>PROPERTY LOAN AGREEMENT FILES</p> <p>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.</p> <p>DISPOSITION:</p> <p>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.</p> <p>** 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-)</p> <p>(NOTE: 2 Samples are attached)</p> <p><i>Copies sent to agency, NNA, NN-W, NNT, NLP 4/22/91</i></p>		