

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-255-91-5

DATE RECEIVED

12-14-90

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

Marshall Space Flight Center (MSFC)

3. MINOR SUBDIVISION

Shuttle Programs - R&D Project Office

4. NAME OF PERSON WITH WHOM TO CONFER

G. P. Bridwell, Mgr. Shuttle Projects MSFC
Glyndon K. Loftis, MSFC Records Manager

5. TELEPHONE EXT.

FTS 824-0718
FTS 824-4531

DATE

5-6-93

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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

12-13-90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Adria A. Lipka
Adria A. Lipka 703/271-5541

D. TITLE

NASA Records Officer
NASA Headquarters, Code 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 GRS OR SUPERSEDED JOB CITATION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

R&D OPERATING PROGRAM BRIEFING FILES

This record series consists of documents accumulated from periodic presentations to directors of operating programs for forecasts, trends, and results of the execution of operating programs dealing with Shuttle operations. Included in this series are: presentation materials; memoranda of actions directed/taken; records of questions and answers; other documents related to the briefing; miscellaneous studies and task assignments; review material including drawings and analyses as required; and, general correspondence related to the program.

DISPOSITION: a. Original Documentation:
PERMANENT. Retire to Federal Records Center 2 years after presentation or completion of program. Transfer to National Archives when 10 years old.
b. Copies of documentation:
Destroy when no longer needed or when 5 years old, whichever is sooner.

** When approved this item will be sequentially numbered under Uniform Files Index Number: 8600 and incorporated into the NASA Records Retention Schedules (NFB 1441.1B). Until NASA's RRS is published and issued, authority for all disposition actions for the above documentation will be the NARA Job Number cited at the top of this form. (NI-255-91-)

WITHDRAWN