

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-255-91-10

DATE RECEIVED

5-8-91

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

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

GLYNDON K. LOFTIS

FTS 824-4531

8/12/91

Claudia Miller

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 2 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 <i>5-8-91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Adria A. Lipka</i> ADRIA A. LIPKA	D. TITLE NASA RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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>																								
	<p>HIGH ENERGY ASTRONOMY OBSERVATORIES (HEAO) PROJECT OFFICE FILES</p> <p>Records of the HEAO Project Office at Marshall Space Flight Center 1970-1979. The records of the Project Manager and subordinate offices reflect the Research and Development effort for which Marshall Space Flight Center was the lead laboratory.</p> <p>1. HEAO Project Research and Development Records created by the Office of the Project Manager at Marshall Space Flight Center. The records contained in the below listed FRC Atlanta accessions contain project definition files and final reports as well as interim meetings and reviews attended by or presented to the Project Manager. The Observatory Office correspondence file is included in this item due to the significance of its role in designing and modifying HEAO experiment hardware.</p> <table border="1"> <thead> <tr> <th>4NC Acc #</th> <th>Box #'s</th> <th>Description</th> <th>cu.ft.</th> </tr> </thead> <tbody> <tr> <td>79A0015</td> <td>4-7</td> <td>Experiment Reviews</td> <td>4</td> </tr> <tr> <td>79A0097</td> <td>37-38</td> <td>Project Definition files</td> <td>2</td> </tr> <tr> <td>80A0016</td> <td>1-31</td> <td>Observatory Office correspondence</td> <td>31</td> </tr> <tr> <td>85A0045</td> <td>1-21</td> <td>Final Project Reports</td> <td>21</td> </tr> <tr> <td>85A0048</td> <td>1-3</td> <td>HEAO meetings and reviews</td> <td>3</td> </tr> </tbody> </table>	4NC Acc #	Box #'s	Description	cu.ft.	79A0015	4-7	Experiment Reviews	4	79A0097	37-38	Project Definition files	2	80A0016	1-31	Observatory Office correspondence	31	85A0045	1-21	Final Project Reports	21	85A0048	1-3	HEAO meetings and reviews	3		
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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

11-255-91-10

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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)
4NC Acc #	Box #'s Description		cu.ft.
85A0049	1 Project Reports		1 ⁶² cubic feet
<i>Real</i>	DISPOSITION: PERMANENT Transfer immediately to National Archives <i>Intermixed duplicate copies, non-record material, and records previously approved for destruction, may be destroyed during archival processing.</i>		
	2. HEAO Project Office files consisting of planning, scheduling, and project integration documents created by the office of the Project manager at Marshall Space Flight Center. Records of project supporting functions, e.g., procurement, contract negotiations, and product assurance are included in this item. Specific boxes in accessions located at FRC Atlanta are listed below:		
4NC Acc #	Box #'s Description		cu.ft.
78A0016	62-66 Procurement files		5
79A0023	1-4 Project planning files		4
79A0097	19-28 Integration files		10
79A0097	29-36 Project scheduling case file		8
79A0098	29-34 Contract files		6
80A0015	1-11 Integration files		11
80A0016	32-34 General correspondence file		3
85a0045	22-30 Integration files		9
85A0046	1-3 Procurement files		3
85A0047	1 General correspondence files		1
85A0047	2-4 Product assurance files		3
85A0047	5-12 Project correspondence files		8 ⁷¹ cubic feet
	DISPOSITION: Destroy immediately		
(NOTE: Gaps in box numbers within accessions are caused by earlier authorized disposals or contain records from still active project offices.)			