
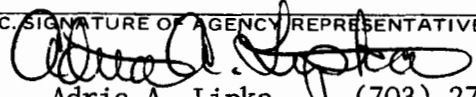


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-255-91-14	DATE RECEIVED 5-30-91
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Marshall Space Flight Center (MSFC)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Shuttle Projects Office - Systems Support			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. G. P. Bridwell, Mgr. Shuttle Projects Ms. Glyndon K. Loftis, MSFC Records Manager		5. TELEPHONE EXT. FTS 824-0718 FTS 824-4531	DATE 11/25/91
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES 	

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	C. SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka (703) 271-5541	D. TITLE NASA Records Officer NASA Headquarters, 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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>R&D CORRESPONDENCE FILES - GENERAL ADMINISTRATIVE <i>C/S 11/4/91</i></p> <p>Records in this series consists of copies of correspondence and documentation relating to the administrative management and housekeeping operations of a laboratory or a program office. Files may include: action/suspense files; general correspondence; and, routine office actions and correspondence.</p> <p><u>DISPOSITION:</u> Retire to the Federal Records Center 1 year after completion, cancellation, or termination of the related program/project. Destroy when 5 years old.</p> <p><u>Other copies:</u> Destroy when reference value ceases or when 5 years old, whichever is sooner.</p> <p>** NOTE: When approved this item will be sequentially numbered under the UFI No.: 8000 and incorporated into the NASA Records Retention Schedules (NHB 1441.1B). Until the NRRS is published and issued, authority for all disposition actions for this series of records will be the NARA Job No. cited at the top of this SF 115.</p>		

Copies sent to agency, NNA, NNAW, NNT, NCF 11/27/91