

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-255-92-7	DATE RECEIVED 1-27-92
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Director's Office for MSFC			
4. NAME OF PERSON WITH WHOM TO CONFER Ms. Mary Cooper Ms. Glyndon K. Loftis, RM MSFC	5. TELEPHONE 8-824-0987 8-824-4531	DATE 3-2-92	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE JAN 14 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Adria A. Lipka</i> Adria A. Lipka (202) 453-1200	TITLE NASA Records Officer NASA Headquarter, JTD-1 Washington, DC 20546
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>ACTION ITEM TRACKING SYSTEMS (AITS) - MSFC</u></p> <p>This is a center-wide automated correspondence control "action item" tickler system and is used as a method of controlling material as it is received either at the Administrator or Center Directors level. Records are maintained and updated in electronic format and tracks action items as assigned from the center director's office to the office or project of responsibility. The system contains historical data such as date of receipt, office assigned action, background notes, level of signature, and due date/response made. This system is used for tracking purposes only and is identified as the MSFC "AITS." Current system has been in operation since 1986; no background material is maintained in the Center Director's Office—all incoming material is sent to the office assigned the action.</p> <p><u>DISPOSITION:</u></p> <p>Retain records in electronic format at MSFC until no longer needed or when reference value/use ceases, or destroy/delete when 2 year old, whichever is sooner.</p>		<b>WITHDRAWN</b>