

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-255-92-10	DATE RECEIVED 1-30-92
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Mgmt. Operations; Personnel Mgmt (4300)			
4. NAME OF PERSON WITH WHOM TO CONFER Ms. Rose Mustain, Personnel Branch Ms. Barbara Newton, LaRC Recs Mgr	5. TELEPHONE 8-804-864-2586 8-804-864-6034	DATE 7/27/92	ARCHIVIST OF THE UNITED STATES 

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 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, 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 1/28/92	SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka 202/358-1369	TITLE NASA Records Officer NASA Headquarters, Code JTD 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 GRS OR SUPERSEDED JOB CITATION	10.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>COOPERATIVE TRAINING FILES</u></p> <p>a. General training program case files (not covered in items 1b-d) by trainee showing history of training and all related documentation.</p> <p>DISPOSITION: Destroy records 3 years after trainee completes/ceases training.</p> <p>b. Secretarial Co-op Files (2-year program)</p> <p>Files consist of documentation and materials related to students in the program and are considered training records. Case files may consist of, but are not limited to, copies of the following documentation: SF 52's; transcripts; progress reports from supervisors; and, any other documentation related to the individual in the program.</p> <p>DISPOSITION: Records may be retired to Federal Records Center 1-year after completion of the program. Destroy records 3 years after completion or termination of the program. (Program records will then be 5 years old).</p> <p><i>Copies sent to agency, NSR, NW-W, NCF, NNT 8/4/92</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>CONTINUED:</p> <p>c. Apprenticeship Program (5-year program)</p> <p>Files consist of documentation and materials related to students in the program and are considered training records. Case files consist of, but are not limited to copies of the following documentation: SF 52's; transcripts; progress reports from supervisors; and, any other documentation related to the individual in the program.</p> <p>DISPOSITION:</p> <p>Records may be retired to Federal Records Center 1-year after completion of the program. Destroy records 3 years after completion or termination of the program. (Program records will then be 8 years old.)</p> <p>d. Engineering and Administrative Co-Ops (Professional) Case Files (5-year program) (LaRC ONLY)</p> <p>Records in this series consist of SF 52's; copies of 171's; transcripts; progress reports; supervisory comments and/or recommendations; and, certificates of completion of the program.</p> <p>DISPOSITION:</p> <p>Records may be retired to Federal Records Center 1-year after completion of the program. Destroy records 5 years after completion or termination of the program. (Program records will then be 10 years old.)</p> <p>*NOTE: Records in this series are under the purview of the Virginia State Board of Education and they require that these records be maintained for a period of 5-years after completion of the program by an individual.</p> <p>Currently on-hand at LaRC is 60 cubic ft; annual accumulation is approximately 12 cubic ft./year.</p> <p>** When approved this item will be sequentially numbered under the UFI # 3410 and incorporated into the NASA Records Disposition Handbook (NHB 1441.1b). Until the NRDH is published and issued, authority for all disposition actions for this record series will be the NARA Job Number cited at the top of this SF 115.</p>		