

<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 NL-255-92-11	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED 1-30-92	
2. MAJOR SUBDIVISION Langley Research Center (LaRC)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Mgmt Operation; Personnel Mgmt (4300)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. George Allison, Trng & Educ Sect Ms. Barbara Newton, LaRC Recs Mgr	5. TELEPHONE 8-804-864-2594 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 1/23/92	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 GRS OR SUPERSEDED JOB CITATION	10.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><b>GRADUATE STUDY PROGRAM RECORDS</b></p> <p>Records in this series consist of case files on individuals who apply to graduate programs and are accepted. Files may contain copies of transcripts, 171's, letters of authorization to take courses, registration, and applications for graduate study. This is considered a working file and includes records in the Professional Co-Op Educational Training Program (CPETP); the Professional Entrance Training Program (PETP); and, the Administrative Training Program (ATP).</p> <p><b>DISPOSITION:</b></p> <p>Records may be retired to Federal Records Center 2 years after completion or termination of study program. Destroy 8 year after completion or termination of the program.</p> <p><b>NOTE:</b> Currently on hand: 24 cubic ft., with an accumulation of approximately 4 ft/year (40-50 case files).</p> <p><b>**</b> When approved this item will be sequentially numbered under the UFI #3400 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> <p><i>Consent to agency NSR NA-W, NNT, NCF 8/4/92</i></p>		