REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION
Langley Research Center (LaRC)

3. MINOR SUBDIVISION
Office of Mgmt Operations; Personnel Mgmt (4300)

4. NAME OF PERSON WITH WHOM TO CONFERN
Mr. George Allison, Trng & Educ Sect 8-804-864-2594
Ms. Barbara Newton, LaRC Recs Mgr 8-804-864-6034

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
1/23/92

SIGNATURE OF AGENCY REPRESENTATIVE
Adria A. Lipka 202/358-1369

TITLE
NASA Records Officer
NASA Headquarters, Code JTD
Washington, DC 20546

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. GRADUATE STUDY PROGRAM RECORDS

Records in this series consist of case files on individuals who apply to graduate programs and are accepted. Files may contain copies of transcripts, I-711’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).

DISPOSITION:

Records may be retired to Federal Records Center 2 years after completion or termination of study program. Destroy 8 years after completion or termination of the program.

NOTE: Currently on hand: 24 cubic ft., with an accumulation of approximately 4 ft/year (40-50 case files).

** 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.