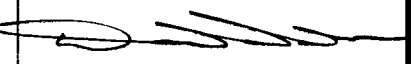



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-25592-16</i>	DATE RECEIVED <i>1-30-92</i>
1. FROM (Agency or establishment) <u>National Aeronautics and Space Administration (NASA)</u>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Langley Research Center (LaRC)</u>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <u>Personnel Management & Training (4300)</u>			
4. NAME OF PERSON WITH WHOM TO CONFER Ms. Karen Ridlon, Personnel Ms. Barbara Newton, LaRC Recs Mgr.	5. TELEPHONE 8-928-2588 8-928-6034	DATE <i>1/27/92</i>	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 ___ 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 28 1992	SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka (202) 453-1200	TITLE NASA Records Officer NASA Headquarters, 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 GRS OR SUPERSEDED JOB CITATION	10.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>COOPERATIVE PROGRAM SUMMARY FILES - (LaRC ONLY)</u></p> <p>Records in this series consist of profile sheets (cards) that contain information on individuals for files that have been destroyed. These records are summary cards of their history and information originally contained in the case files identified as "Secretarial; Apprenticeship Program; and Engineering and Administrative Co-Ops." These records are not the case file records. Records can exist in either paper or electronic format (including but not limited to printouts and data maintained on personal computers).</p> <p>DISPOSITION: Destroy records when 25 years old, regardless of medium in which maintained.</p> <p>NOTE: Current accumulation of paper cards, dating from 1960 to 1990, consists of 2½ cubic feet. In 1991 the PC based system was established. This system contains slightly more information than the manual one.</p> <p>**When approved this item will be sequentially numbered under UFI # 3410 and incorporated into the NASA Records Disposition Handbook (NHB 1441.1B). Until the NRDP 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>		

Copies sent to agency, NSR, NW, NNT, NCF 8/4/92