

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		AVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-255-96-1</i>
1. FROM (Agency or establishment) National Aeronautics & Space Administration (NASA)		DATE RECEIVED	<i>5-6-96</i>
2. MAJOR SUBDIVISION NASA Headquarters		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Public Affairs (Code PM)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Althea Washington, News & Imaging Branch (PM) Paul M. Willis, HQ Records Manager (CO)	5. TELEPHONE 202/358-1738 202/358-0621	DATE	ARCHIVIST OF THE UNITED STATES
		<i>8-20-96</i>	<i>John W. Paul</i>

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 <i>05/01/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Adria A. Lipka</i> Adria A. Lipka, NASA Records Officer	TITLE NASA HQ Code JT Washington DC 20546	202/358-1372
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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 GRS OR SUPERSEDED JOB CITATION	10.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	PHOTOGRAPHS / STILL PICTURES B. STILL PICTURES (b) NASA HEADQUARTERS SEE ATTACHED SHEETS FOR FORMAT AND INFORMATION. *When approved this item will be inserted into NASA's Records Retention Schedules (NRRS) under Schedule 2, Item 23.B.		

SCHEDULE 2

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[2630]
(N 9-7)

PHOTOGRAPHS / STILL PICTURES

B STILL PICTURES

(b) NASA HEADQUARTERS

(1) Master Transparency File (SEE NOTE₁)
These records are kept in chronological order

i. Black & White Negatives

* PERMANENT *
TRANSFER RECORDS TO NARA IN 5
YEAR BLOCKS WHEN 10 YEARS OLD,
INCLUDING RELATED FINDING AIDS
OR LOGS
<DA N1-255-96- >

ii. Color Negatives

* PERMANENT *
TRANSFER RECORDS TO NARA IN 5
YEARS BLOCKS WHEN 10 YEARS OLD,
INCLUDING RELATED FINDING AIDS
OR LOGS
<DA N1-255-96- >

(2) Viewing File (SEE NOTE₁) *(aka subject file)*
Records are both black & white and color
The records are maintained by subject categories which
include but are not limited to state and nation, mission
crew, launch, pre-launch and on-board photos

* PERMANENT *
TRANSFER FILE BY SUBJECT IN 5
YEAR BLOCKS WHEN 10 YEARS OLD,
INCLUDING ANY RELATED FINDING
AIDS OR LOGS (START WITH
BEGINNING OF THE SUBJECT
COLLECTION AND TRANSFER ALL
RECORDS UP TO AND INCLUDING
APOLLO 12 RECORDS NEXT FILE
SUBJECT BREAK STARTS WITH
APOLLO 13 [DATED 1969])
<DA N1-255-96- >

(3) Print File (SEE NOTE₁)
Records are both black & white and color photos

* PERMANENT *
TRANSFER FILE BY SUBJECT IN 5
YEAR BLOCK WHEN 10 YEARS OLD,
INCLUDING ANY RELATED FINDING
AIDS OR LOGS (START WITH
BEGINNING OF THIS COLLECTION AND
TRANSFER ALL RECORDS UP TO AND
INCLUDING APOLLO 12 RECORDS)
<DA N1-255-96- >

NOTE₁ These items (1, 2, and 3) should be transferred to the National Archives at ~~approximately~~ the same time since files are related

(4) Astronaut File
(This file is kept in alphabetical order by
astronaut)

i 1995 and Prior

* PERMANENT *
TRANSFER TO NARA IN THE YEAR
2005, INCLUDING FINDING AIDS OR
LOGS
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ii 1996 and Continuing

* PERMANENT *
TRANSFER TO NARA IN 10 YEARS
BLOCKS WHEN 5 YEARS OLD.
INCLUDING ANY FINDING AIDS OR
LOGS
(EX RECORDS CREATED IN 1996
THROUGH THE YEAR 2005 WILL BE
TRANSFERRED TO NARA IN THE YEAR
2010)
<DA: N1-255-96- >

END OF SCHEDULE ITEM