

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-255-96-2</i>	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED <i>8-12-96</i>	
2. MAJOR SUBDIVISION Jet Propulsion Laboratory (JPL)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 JPL Library, Archives and Records Section (NMO)			
4. NAME OF PERSON WITH WHOM TO CONFER Frank W. Malinowski Michael Q. Hooks, JPL Records	5. TELEPHONE 818/354-4970 818/397-7000	DATE <i>for</i> <i>12/24/96</i>	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</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 <u>1</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 07/30/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Adria A. Lipka</i> Adria A. Lipka, NASA Records Officer	TITLE NASA Headquarters, Code JT, Washington, DC 20546 202/358-1372	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>JPL BUSINESS AND FINANCE RECORDS (Sched. 5 - UFI 5142)</p> <p>A. TIME & ATTENDANCE RECORDS Records consist of Contractors time cards upon which leave data is based. These are the contract records for documentation purposes.</p> <p>1. PAPER Destroy after microfilming and imaging/digitizing to CD-ROM imaging have occurred. Microfilm to be verified per 36 CFR Section 1230.</p> <p>2. MICROFICHE (1 Silver / 1 diazo) Retire to FRC when 6-months old. Destroy 6 years and 3 months after final contract payment. Records are related to Contract NAS 7-1260 with a period of performance ending 9/30/98.</p> <p>3. CD-ROM Retain indefinitely at JPL in a temperature and humidity controlled environment compliant with 36 CFR Section 1230. These records CANNOT be retired to an FRC.</p> <p>B. SHIPPING RECORDS Records relating to freight consisting of export certificates, transit certificates, demurrage card books, shipping documents pertinent to freight classification, copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods. <i>CONTINUED ON NEXT PAGE</i></p>		

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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. SHIPPING RECORDS (continued):</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. <p>C. INSPECTION RECORDS Record series consists of documentation/materials related to exhibits, drawings, certifications, parts acceptance, tags, and inspection reports.</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. <p>D. TRAVEL REPORTS Records consist of such items as travel orders/authorizations, vouchers, original receipts, and other supporting documents relating to official travel by employees.</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. <p>E. DISBURSEMENT AUDIT RECORDS (Accountable Officers' Records) Records consist of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents uses as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records, EXCLUDING accounts and supporting documents pertaining to American Indians.</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. <p>F. GOODS AND SERVICES RECORDS Records consist of cancelled checks, bank slips, bank statements and journals used to document the purchase of goods and services. Journals are used to document the purchase order and invoice account number transactions.</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. <p>G. PAYROLL RECORDS Records consist of but are not limited to, payroll checks, payroll registers, copies of payrolls run, check lists, payroll change slips, and related certification sheets, or other general files as maintained for payroll preparation and processing.</p> <ol style="list-style-type: none"> 1. PAPER - See Item A.1. 2. MICROFICHE - See Item A.2. 3. CD-ROM - See Item A.3. 		