

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES - LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-255-96-3	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED 8-20-96	
2. MAJOR SUBDIVISION NASA Headquarters		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Financial Mgmt. and Office of Legal Council			
4. NAME OF PERSON WITH WHOM TO CONFER Carol L. Tedore (BR) Financial Mgmt Paul M. Willis, HQ Records Manager (CO)	5. TELEPHONE 202-358-0104 202-358-0621	DATE 1-19-00	ARCHIVIST OF THE UNITED STATES <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 3 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 05/02/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Adna A. Lipka</i> Adna A. Lipka, NASA Records Officer	NASA Headquarters, Code AO Washington, DC 20546-0001 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 GRS OR SUPERSEDED JOB CITATION	10.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.	RESOURCES AUTHORITY WARRANTS (506s) See Attached Sheets for format and information. When approved this item will be inserted into NASA's Records Retention Schedules (NRRS) under Schedul 7, Item 24.		
2.	LEGAL OPINION/ADVICE FILES (Old NASA NRCS 13-3) See Attached Sheet for format and information. When approved this item will be inserted into NASA's Records Retention Schedules (NRRS) under Schedule 2, Item 3.	<i>Item withdrawn by agency on June 11, 1999 via e-mail message.</i>	

ITEM

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

24
[7830]

RESOURCES AUTHORITY WARRANTS (506s)

Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506s original and sub-authorities).

A. HEADQUARTERS (OPR)

1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy)

CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER ACCOUNT CLOSES. DESTROY 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED.

2. NO YEAR ACCOUNTS (Recordkeeping Copy)

Note: Close Account if (1) the head of the agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for two consecutive fiscal years.

RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. DESTROY RECORDS 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED.

3. Electronic copies created on electronic mail and word processing systems.

DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.

B. FIELD INSTALLATIONS (OPR)

1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy)

CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER ACCOUNT CLOSES. DESTROY 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED.

2. NO YEAR ACCOUNTS (Recordkeeping Copy)

Note: Close Account if (1) the head of the agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for two consecutive fiscal years

RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. DESTROY RECORDS 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED.

3. Electronic copies created on electronic mail and wordprocessing systems.

DELETE AFTER
RECORDKEEPING COPY HAS
BEEN PRODUCED.

C. ALL OTHER OFFICES/COPIES

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE OR
WHEN 1 YEAR OLD,
WHICHEVER IS LATER. NOT
AUTHORIZED FOR TRANSFER
TO AN FRC.

ITEM

[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

~~LEGAL OPINION/ADVICE FILES~~

~~Documents reflecting legal opinions/advice, or legal research memos, incident to the interpretation of statutes (ethics), regulations, and other legal matters concerning NASA. This record series can, or may, include legal opinions or client advice.~~

~~A. PAPER DOCUMENTS~~

~~B. ELECTRONIC MEDIA - Headquarters Only, Office of General Counsel~~

~~RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WHEN 50 YEARS OLD.~~

~~<DA: N1-255-97-XX>~~

~~MAINTAIN ELECTRONIC MEDIA DATABASE UNTIL NO LONGER NEEDED FOR REFERENCE.. DESTROY PAPER COPIES OF ELECTRONIC VERSION IMMEDIATELY.~~

~~<DA: N1-255-97-XX>~~

Withdrawn by agency.