# Request for Records Disposition Authority

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
   Roland M. Ridgeway Jr., Acting NASA Records Officer

5. TELEPHONE  
   (202) 358-4485

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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**  
Fri, May 28, 1999

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Roland M. Ridgeway Jr., Acting NASA Records Officer, NASA Headquarters, Code AO

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<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INSPECTION AND PROOF REPORT(S)</td>
<td>N1-255-94-2, Schedule 5, Item 31</td>
<td></td>
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</tbody>
</table>

   - Item A description not changed from Disposition Authority N1-255-94-2. Item A1, 2, 3, 4 added; disposition based on original Item A disposition.
   - Item B and C no change; same as N1-255-94-2, Schedule 5, Item 31 B & C
   - Item D added.

SEE ATTACHED PAGE FOR SERIES DISCRIPTION/DISPOSITION
# SCHEDULE 5

## ITEM

<table>
<thead>
<tr>
<th>DESCRIPTION OF RECORD SERIES</th>
<th>MINIMUM RETENTION</th>
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<tr>
<td><strong>1</strong> INSPECTION AND PROOF REPORT(S)</td>
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</tbody>
</table>

### A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.

1. **Paper. Recordkeeping copy.**

2. **Electronic media.** (magnetic tapes, OD, CD ROM, etc.)

3. **Photographs.**

4. **Electronic copies generated on office automation applications such as E-mail and word processing applications.**

### B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings. **(Previous Authority Applies, LNB 10/25/99)**

### C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections. [SEE NOTE 1]**(Previous Authority Applies, LNB 10/25/99)**

### D. Copies of incidental documents in task files such as shop notes, inspection request, etc. relating to Inspection and Proof Reports not covered in A, B, and C above.

**NOTE 1:** The records identified in this item are not necessary for final payment or closure of the contract file.