

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER	N1-255-99-2
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED	6-14-99
2. MAJOR SUBDIVISION		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Roland M. Ridgeway Jr., Acting NASA Records Officer	(202) 358-4485	2-2-00	<i>[Signature]</i>
<b>6. AGENCY CERTIFICATION</b>			
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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
Fri, May 28, 1999	<i>Roland M. Ridgeway Jr.</i>	Acting NASA Records Officer, NASA Headquarters, Code AO	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>INSPECTION AND PROOF REPORT(S)</p> <p>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.</p> <p>Item B and C no change; same as N1-255-94-2, Schedule 5, Item 31 B &amp; C</p> <p>Item D added.</p> <p>SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION</p>	N1-255-94-2, Schedule 5, Item 31	

*cc Agency, JWM*

**SCHEDULE 5**

**ITEM**

**DESCRIPTION OF RECORD SERIES**

**MINIMUM RETENTION**

1	INSPECTION AND PROOF REPORT(S)	N1-255-94-2, Schedule 5, Item 31
	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.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT.
	2. Electronic media. (magnetic tapes, OD, CD ROM, etc.)	DESTROY/RECYCLE 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT.
	3. Photographs.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT.
	4. Electronic copies generated on office automation applications such as E-mail and word processing applications.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.
<i>Previous Authority Applies. LNB, 10/25/99.</i>	<del>B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings.</del>	<del>DISPOSE OF IN ACCORDANCE WITH SCHEDULE 5, ITEM 1 &lt;DA: N1-255-94-2&gt;</del>
<i>Previous Authority Applies. LNB, 10/25/99.</i>	<del>C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/ inspections. [SEE NOTE<sub>1</sub>]</del>	<del>DESTROY WHEN 4 YEARS OLD. &lt;DA: N1-255-94-2&gt;</del>
	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.	DESTROY OR DELETE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER.

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