

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER N9-255-00-01

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 DATE RECEIVED SEP 21 1999

1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
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	DATE <u>12-23-99</u>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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request, including amendments, is approved except for items that may be marked •disposition not approved• or •withdrawn• in column 10.

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 1 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 Thurs., August 12, 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roland M. Ridgeway Jr.</i>	TITLE Acting NASA Records Officer, NASA Headquarters, Code AO
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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 GRS OR SUPERSEDED JOB CITATION	10.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	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES (This is a new NASA Records Retention Schedule (NRRS) item) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/ DISPOSITION		

Schedule 1 -- Records accumulated by functional areas Organization and Administrative

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-90-8, N1-255-92-4, and N1-255-94-1, in the NASA Records Retention Schedule 1, with the following exceptions:

- Item 22 (Records Of Top Management Officials)
- Item 72E (Formal Directives, NASA Management Instructions (NMI), Procedural, and Operating Manuals)
- Item 77 (Finding Aids)
- Item 78C (General Office Files, Tracking and Control Records)
- Item 78E (General Office Files, Schedules or Daily Activities)
- Item 78F (General Office Files, Administrative Data Bases);
- Item 86E (Visual Aids Requisition/Register Files)
- Item 86F (Finding Aids For Visual Media/Graphic Arts)

In addition, this disposition does not apply to any item already covered by the General Records Schedules.

- a. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.

Delete after recordkeeping copy has been produced and dissemination, revision, or updating is completed.

- b. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when dissemination, revision or updating is completed.