

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER **N9-255-00-02**

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)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked •disposition not approved• or •withdrawn• in column 10.

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

5. TELEPHONE
(202) 358-4485

DATE **12-23-99** ARCHIVIST OF THE UNITED STATES
John W. Paul

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
Tuesday, August
24, 1999

SIGNATURE OF AGENCY REPRESENTATIVE
Roland M. Ridgeway Jr.

TITLE
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 GRS OR SUPERSEDED JOB CITATION	10.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>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES (This is a new NASA Records Retention Schedule (NRRS) item)</p> <p>SEE ATTACHED PAGE FOR SERIES DESCRIPTION/ DISPOSITION</p>		

JAN 10 2000 *If copy to: agency*

Schedule 2 -- Records accumulated by functional areas Legal and Technical

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 N1-255-94-1 and N1-255-94-3, in the NASA Records Retention Schedule 2, with the following exception:

- Item 13 (Automated Data Processing (ADP) Records -- General)

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.