REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT)
   National Aeronautics & Space Administration
2 MAJOR SUBDIVISION
   Headquarters Administration Office
3 MINOR SUBDIVISION
   Administrative Services Division
4 NAME OF PERSON WITH WHOM TO CONFER
   Carl F. Steinmetz
5 TEL EXT
   755-2295
6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

Jan. 24, 1974

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

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<th>ITEM NO</th>
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Permission is requested under FPMR 101-11.503, to destroy the hard copy records and to retain 35mm microfilm (aperture cards) of Class I Design and Production Engineering Drawings and associated documents such as, Engineering Change Orders, Drawing Release Lists, and Parts Lists produced by Marshall Space Flight Center during the life of the Saturn and Skylab Program, beginning approximately 1959 and going through 1973. This consists of approximately 23,000 drawings plus 150,000 of the associated documents. All of these drawings and associated documents have been microfilmed. These consist of approximately 1,000,000 aperture cards whose volume is about 150 cu ft. The cards are filed in sequential order by drawing number with all revisions and associated documents related to each drawing filed with the basic drawing number. (Positive roll microfilm of these drawings were already transferred to the Federal Records Center under the following accessions:

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>ACTION TAKEN</th>
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This master microfilm aperature card file will be retained at Marshall Space Flight Center (presently in the Documentation Division of Management Services Office) until its reference value ceases, at which time it will be retired to the Federal Records Center.

**DISPOSITION:** Retain indefinitely in accordance with NASA Records Control Schedule No. 25, Items 1a(4), 1a(9), and 1a(10), and Records Retention Plan No. NN-473-14.

Microfilming was performed in accordance with MIL-D-9868 and with NHB 1440.4A.

This certifies that the records described on this form were microfilmed in accordance with the standards set forth in FPMR 101-11.504.

**DISPOSITION:**

- **a. Master Microfilm Aperature Card File.** NOT AUTHORIZED FOR DISPOSAL AT THIS TIME in accordance with NASA Records Control Schedule No. 25, Items 1a(4), 1a(9) and 1a(10), as amended under NC-174-109.

- **b. Original Hard Copy Records.** DESTROY after microfilm copy has been certified to meet all requirements.