

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG-255

**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

LEAVE BLANK	
DATE RECEIVED JAN 28 1974	JOB NO
NC 174-137	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or with 'drawn' in column 10	
Date <u>3-13-74</u>	<u>James B. Rhoads</u> Archivist of the United States

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Jan. 24, 1974
(Date)

Nathan C. Haines
(Signature of Agency Representative)

Nathan C. Haines
Director, Administrative Services Div.
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>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:</p> <p>74A-370, 73A-1914, 73A-1238, 73A-958, 73A-440, 73A-330, 73A-268, 72A-1574, 72A-1189, 72A-536, 71A-1785, 71A-1091, 71A-1057, 71A-273, 70A-1226, 70A-1655, 70A-830, 69A-225, 70A-147, 69A-1946, 69A-1260, 69A-773, 69A-461, 68A-1646, 69A-35, 68A-1632, 68A-1491, 68A-1415, 68A-1324, 68A-735, 68A-465, 68A-386, 67A-869, 68A-98, 67A-1213, 67A-685, 67A-598, 66A-433, 66A-626</p>		

Listing

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>This master microfilm aperture 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.</p> <p>DISPOSITION: Retain indefinitely in accordance with NASA Records Control Schedule 25, Items 1a(4), 1a(9), and 1a(10), and Records Retention Plan No. NN-473-14.</p> <p>Microfilming was performed in accordance with MIL-D-9868 and with NHB 1440.4A.</p> <p>This certifies that the records described on this form were microfilmed in accordance with the standards set forth in FPMP 101-11.504.</p> <p><u>DISPOSITION:</u></p> <p>a. <u>Master Microfilm Aperture Card File.</u> NOT 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.</p> <p>b. <u>Original Hard Copy Records.</u> DESTROY after microfilm copy has been certified to meet all requirements.</p>		

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