

17 May 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-255-82-5
DATE RECEIVED May 18, 1982
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
15 AUG 1982 Date <i>Philippe May</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
National Aeronautics & Space Administration

2 MAJOR SUBDIVISION
Headquarters

3 MINOR SUBDIVISION
Scientific & Technical Information Branch

4 NAME OF PERSON WITH WHOM TO CONFER
J. B. Phillips, Jr.
Phillips

5 TEL EXT
755-3540

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

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Steinmetz</i> Carl F. Steinmetz	E TITLE Head, Administrative Standards
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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, in accordance with FPMR 101-11, 406-2, to destroy 16.52 cubic feet of hard copy records and to retain silver halide master microfiche. The microfiche masters have been determined to be adequate substitutes for the original records in accordance with FPMR 101-11, 506-3. The records are Technical Directives to the NASA Scientific and Technical Information Facility (STIF) contractor which fill in detail, directs lines of inquiry, or otherwise specifically defines work set forth in the contract Statement of Work, and STIF Contractor Management and Operations Reports which contain financial, production and management data on the STIF contract. These documents range from 1968 to 1980.</p> <p>These records, in accordance with the proposed NHB 1441.1a, Schedule 16, Item 18B, are to be destroyed when no longer required for follow-on for contract preparation or after expiration of contract. The master microfiche would therefore be destroyed 25 years after completion of succeeding contract preparation and/or expiration. See attached change to NASA Schedule 16, Item 18b., page 3.</p>		

115-107

No Mass Data Change Sheet Required

Closed out 8-19-82 cm

Copies to Agency: NOW

8. Description of Item (Cont'd)

Permission is requested to dispose of hard copy records continually when the microform has been determined to be adequate substitutes.

Please change Item 18 B. to read as follows:

b. Contract Technical Monitor's Files in office for which contract is performed, *that are not a part of the official contract file.* *JTB 9/2/82*

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|--|---|
| <p>(1) <u>Record</u> copies of formal written direction to the contractor which fills in detail, directs possible lines of inquiry, or otherwise more specifically defines work set forth in the contract statement of work.</p> | <p>Destroy upon certification of payment to the contractor or when no longer needed for follow-on contract preparation, or when microfilmed, but no earlier than 6 years and 3 months after final payment.</p> |
| <p>(2) <u>Record</u> copies of contractor's management and operations reports, containing financial and production data.</p> | <p>Destroy 6 years and 3 months after expiration of contract, <i>or when microfilmed.</i> <i>JTB 9/2/82</i></p> |
| <p><i>ADD</i> → (3) Other Offices</p> | <p>Destroy when no longer needed for administrative or reference purposes.</p> |
| <p>(4) Microfilm copies of items (1) and (2) above.</p> | <p>Destroy when 25 years old.</p> |

Destroy no earlier than 6 years and 3 months after final payment to the contractor or when no longer needed for follow-on contract preparation, or when microfilmed. *JTB 9/2/82*

NOTE: The pen and ink changes made above on 9/2/82 were done to clarify the disposition instructions. These changes were sent to the agency's records officer on the same date that the changes were made. *JTB*