

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO	
<b>NC1 255 77 3</b>	
DATE RECEIVED	
<b>§ AUG 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	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, ADMINISTRATIVE 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 1 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 <b>8/2/77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Steinmetz</i>	E. TITLE <b>NASA RECORDS MGMT. OFFICER</b>	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>1.</b>	<p><b><u>LEAVE RECORD FILES.</u></b> Regular and final leave record cards and supporting documents. Included are time and attendance reports, such as SF-1130, or its equivalent, when used as a leave record.</p> <p><b>DISPOSITION:</b> Destroy when 3 years old.</p> <p>These leave record cards are currently scheduled for a 10 year retention period in the NASA Records Control Manual, Schedule No. 4, Item 3. The proposed 3 year retention period will bring their disposition into conformity with that given in the recently revised GSA General Records Schedule No. 2, Item 9. This new retention period has received the concurrence of the Civil Service Commission and the General Accounting Office.</p>		