1. RECORDS PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.):	SHEET 1 OF 1 SHEETS
☐ Initial ☒ Revised	05/12/2003	Customer and Employee Relations Directorate, CD01	

4. CUSTODIAN:	5. PHONE NUMBER:	6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE OF APPROVING OFFICIAL:
Sandra Hall	4-0323	4200	206	Building 4200, 206, 217	Susan L. Cloud

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1900	Financial Disclosure Reports - Sheila McDonald - Room 217I	Destroy when 6 hears old, except when ongoing investigation.	NRRS 1/34 (~~b~~) 2
3100	Performance Appraisals (non-SES) - Sheila McDonald - Room 217I	Destroy 4 years after date of appraisal.	NRRS 3/5 (a) 4
1442	Administrative Records - Sandra Hall - Room 206	Destroy when 2 years old.	NRRS 1/78 I
1711	Safety - Protective and Prevention Measures Reports - Beth Young - Room 217H	Destroy when 3 years old.	NRRS 1/21 (a)
3400	Training Records - Sheila McDonald - Room 217I	Destroy on transfer or separation of employee, or when 5 years old, whichever is sooner.	NRRS 3./33 (H) 1
1410	CaER Directorate Organization Control Processes OWI-CD-01-001 - Tricia Kennedy - Room 206B	Destroy when superseded or obsolete	NRRS 1/72 (b) 2
1410	Mission Services Contract OWI-CD-001-002 - Tricia Kennedy - Room 206B	Destroy when superseded or obsolete.	NRRS 1/72 (b) 2
1410	CaER Directorate Records Management Plan OWI-CD-01-003 - Tricia Kennedy - Room 206B	Destroy when superseded or obsolete.	NRRS 1/72 (b) 2
3100	SES Performance Files - Tricia Kennedy - Room 206B	Destroy 5 years after date of appraisal.	NRRS 3/5 (b) 3
		Concurrence: Annette K. Leigh 5-23-03 MSFC Records Manager	