

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 11/14/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations Directorate, Plans & Systems Analysis Office, CD02			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Carolyn Plank			5. PHONE NUMBER: 544-6200	6. BLDG. NO.: 4200	7. RM NO.: 217G	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4200, Room as indicated	9. SIGNATURE OF APPROVING OFFICIAL: 	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS			13. DISPOSITION AUTHORITY
3100	Interagency Personnel Agreements (IPA). (Record copy of agreements between a Federal and non-Federal entity.) Filed by individual name and IPA number; located in Room 217B.				Retire to FRC 2 years after termination date of agreement. Destroy when 10 years old.			NRRS 3/4A
3292	Statistical Data/Report Files - Manpower Data. 3292.1 SF113A, SF113G (reports printed from the Consolidated Agency Personnel/Payroll System, CAPPS). Filed by fiscal year, current date first; located in Room 217G.				Destroy when 5 years old.			NRRS 3/10A
	3292.2 Weekly Center Director's Report (weekly report that tracks number of employees at MSFC for Center Director and CaER Director.) Filed by fiscal yer, date order; located in Room 217H.				Destroy when 5 years old.			NRRS 3/10A
	3292.3 Promotion Allocation Report (report that tracks promotion points within each organization at MSFC.) Filed by fiscal year; located in Room 204B.				Destroy when 5 years old.			NRRS 3/10A
5100	Purchase Card Holder Files. In accordance with MWI 5113.1. Filed by purchase order number located in Room 217B.				Destroy when 3 years old.			NRRS 5/1A.1B
	(CaER Contract) Contracting Officer's Technical Representative (COTR) file. Form located in Room 204A.				Temporary. Forward to Contracting Officer at conclusion of the contract to be made an official segment of the contract file. NASA-Form 1634			NRRS 5/1F
	(CAS Contract) Contracting Officer's Technical Representative (COTR) file. Form located in Room 204B.				Temporary. Forward to Contracting Officer at conclusion of the contract to be made an official segment of the contract file. NASA-Form 1634			NRRS 5/1F
					Concurrence: <u>Annette K. Tingle</u> 11-14-03 Annette K. Tingle MSFC Records Manager			