

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/13/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations-Protocol Office/CD03			SHEET 1 OF 1 SHEETS	
4. CUSTODIAN: Judy Green			5. PHONE NUMBER: 544-8849	6. BLDG. NO.: 4200	7. RM NO.: 828M	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, 828K, L, M, O	9. SIGNATURE OF APPROVING OFFICIAL: <i>Ola Metcalfe</i> for Sandra Turner	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS				13. DISPOSITION AUTHORITY		
1442	General Office Files-Suspense Files (Judy Green, Room 828M)	Withdraw documents when reply is received. Note if suspense copy is an extra, destroy immediately; if copy is the file copy, incorporate it into the official files.				(NPG 1441.1 <sup>D</sup> ) NRRS 1/78B.2		
1442	Information Copies (Sandra Turner, Room 828K, Judy Green 828M, Ola Metcalfe, 828L, Maria Hicks 828O)	Destroy when 1 year old or when no longer needed, whichever is sooner.				(NPG 1441.1 <sup>D</sup> ) NRRS 1/78D		
5100	Procurement Files-Credit Card Log (Ola Metcalfe, room 828L)	Destroy 3 years after final payment				(NPG 1441.1 <sup>D</sup> ) NRRS 5/1A.1B)		
9630	Noncommercial Reimbursable Travel/Passenger Files All other office (Judy Green, Room 828M, 828K)	Destroy when no longer needed or when 3 years old, whichever is sooner.				(NPG 1441.1 <sup>D</sup> ) NRRS 9/19C		
1700	Safety Files (Judy Green 828M)	Destroy when 3 years old. (per MWI 8715.16)				(NPG 1441.1 <sup>D</sup> ) NRRS 1/17-B 1/17.5 Approval pending		
9050	Fund Files (Judy Green, Room 828K, 828M)	Retire to FRC 1 year after the close of the fiscal year. To which the records pertain. Destroy 6 years after the close of the fiscal year to which records pertain.				(NPG 1441.1 <sup>D</sup> ) NRRS 9/5.B)		
1410	Office promulgating policies, procedures, instructions, etc. to be published-MPD 1380.2 (Judy Green, Room 828M)	Transfer background and related material to agency level issuance office.				(NPG 1441.1 <sup>D</sup> ) NRRS 1/72.C)		
		Concurrence: <i>Annette K. Jingle</i> 5-23-03 MSFC Records Manager						