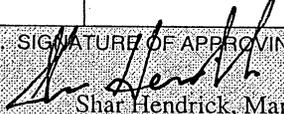


1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/19/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer and Employee Relations Directorate, Government & community Relations Department, CD50				SHEET 1 OF 2 SHEETS	
4. CUSTODIAN: CD50			5. PHONE NUMBER: 544-2030	6. BLDG. NO.: 4200	7. RM NO.: 828T	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 828T		9. SIGNATURE OF APPROVING OFFICIAL:  Shar Hendrick, Manager	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS				13. DISPOSITION AUTHORITY			
1150	Committees, Boards, Councils, Panels & Conferences. Minutes of MSFC Film Board. -- Judi Hollingsworth, 544-1837, 4200, 828W	Temporary. Destroy 2 years after termination or dissolution of board.				NRRS 1/14A.2			
1311	Congressional Correspondence Files. Correspondence with Congressmen regarding the states they represent and letters from their constituents requesting information about space or NASA activities. --Tracy Lamm, 544-0328, 4200-828U	Temporary. May retire to FRC when 2 years old. Destroy when 5 years old.				NRRS 1/27B			
1380	Community Relations Files. 1380.1 Responses to Community Requests for Center Overview Briefings. --Rosa Kilpatrick, 544-0042, 4200, 828Y	Destroy when 2 years old.				NRRS 1/37B.1			
	1380.2 Employee, Retiree and Official Visitors Admission Policy to the U.S. Space and Rocket Center --Judi Hollingsworths, 544-1837, 4200, 828W	Destroy when 2 years old.				NRRS 1/37B.2			
	1380.3 Official Public Speaking Engagements by Marshall Space Flight Center Personnel -- Marcia Cobun, 544-1715, 4200, 828O	Destroy when 2 years old.				NRRS 1/37B.3			
1382	Freedom of Information Act (FOIA) Requests Files. Correspondence and supporting documents: 1382.1 Granting access to all the requested records. 1382.2 Requests NOT appealed.	Temporary. Destroy 2 years after date of reply. Temporary. Destroy 2 years after date of reply.				NRRS 1/49A.1 NRRS 1/49A.2(a)			
	1382.3 Requests appealed.	Temporary. Destroy 6 years after final determination by agency, or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.				NRRS 1/49A.2(b)			
	1382.4 Denying access to all or part - Requests NOT appealed. 1382.5 Denying access to all or part - Requests appealed. --Judi Hollingsworth, 544-1837, 4200, 828W	Temporary. Destroy 6 years after date of reply. Temporary. Destroy 6 years after final determination by agency, or 6 years after time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.				NRRS 1/49A.3(a) NRRS 1/49A.3(b)			
	1382.6 Official file copy of requested records.	Temporary. Dispose of in accordance with proper schedule item or with the related FOIA request, whichever is later.				NRRS 1/49B			
1382	FOIA Administrative Files (including notices, memoranda, routine correspondence, and related records). --Judi Hollingsworth, 544-1837, 4200, 828W	Temporary. Destroy when 2 years old.				NRRS 1/51			

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1382	Information Request Files. A listing of all Public Inquirees mail outs --Jessica Gentle, 544-2336, 4200, 120	Temporary. Destroy when 3 months old.	NRRS 1/55
1387	Exhibits 1387.1 Handling of Exhibit Requests From Tourist Attractions --Judi Hollingsworth, 544-1837, 4200, 828W 1387.2 Loaning Artifacts to the U.S. Space & Rocket Center --Judi Hollingsworth, 544-1837 4200, 828W	Destroy when no longer needed.	NRRS 1/65A ^I
		Destroy when no longer needed.	NRRS 1/65A ²
1442	General Office Files. 1442.1 Suspense Files. --Sharon Ford, 544-5663, 4200, 828T Administrative Office Files. 1442.2 Key Accountability Files (General) --Sharon Ford, 544-5663, 4200, 828T 1442.3 Travel Files (CD50 employees) --Sharon Ford, 544-5663, 4200, 828T	Temporary. Destroy after action taken.	NRRS 1/78B.1
		Temporary. Destroy when 2 years old.	NRRS 1/78B ^I
		Temporary. Destroy when 2 years old.	NRRS 1/78B ^I
1740	Safety Standards Files (office reference copies) --Judi Hollingsworth, 544-1837, 4200, 828W	Temporary. Destroy 2 years after superseded or obsolete, whichever is sooner.	NRRS 1/125B
3630	Leave Records. Leave Requests/Applications (SF71) --Sharon Ford-544-5663, 4200, 828T	Temporary. Destroy 3 years after final payment <i>GAO audit or when</i> <i>3 years old, whichever is sooner.</i>	NRRS 5/1A.1(b) 3/49A.2
5100	Credit Card Records 5100.1 Purchase Log 5100.2 Copies of Monthly Statement Tracy Lamm, 544-0328-4200-828U	Temporary. Destroy 3 years after final payment.	NRRS 5/1A.1(b) NRRS 5/1A.2(b)
		Concurrence: <i>Annette K. Dingle 5-23-03</i> MSFC Records Manager	