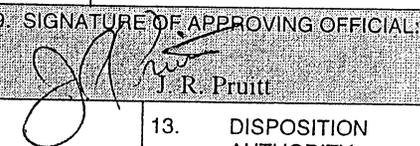
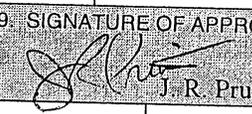


1. RECORDS PLAN (Check one): <input checked="" type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/08/2003	3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations Directorate, Education Programs Department, CD60			SHEET 1 OF 1 SHEETS
4. CUSTODIAN: Jane McBay		5. PHONE NUMBER: 544-8730	6. BLDG. NO.: 4200	7. RM NO.: 210	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4200/210E	9. SIGNATURE OF APPROVING OFFICIAL:  J. R. Pruitt
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS			13. DISPOSITION AUTHORITY	
1410	Formal Directives, Instructions, etc. - Routine Issuances 1410.1 CD60-OWI-001, Authorization & Control, CD60 Education Programs Department 1410.2 CD60/OWI-002, Coordination & Execution of Pre-College and Post-Secondary Education Outreach Programs	Temporary. Destroy when superseded or obsolete			NRRS 1/72B.2	
1442	General Office files - Information Copies	Destroy when 1 year old or when no longer needed, whichever is sooner			NRRS 1/78D	
1700	Safety Activities Records	Permanent. <i>Destroy after 3 yr. 1</i> Pending Retention Approval			Unscheduled (NRRS 1/117.5, approval pending)	
3100	Performance Appraisals - Non-SES employees	Destroy 4 years after date of appraisal.			NRRS 3/5A.4	
3600	Time and Attendance Reports	Destroy after GAO audit or when 6 years old, whichever is sooner.			NRRS 3/48A.2	
5100	Procurement Files - Credit Card Purchases	Destroy 3 years after payment			NRRS 5/1A.1(b)	
9630	Travel Requests and Authorizations - Copies	Destroy when no longer needed or when 3 years old, whichever is sooner.			NRRS 9/19C	
		Concurrence: <i>Annette K. Ding</i> 5-23-03 MSFC Records Manager				

1. RECORDS PLAN (Check one): <input checked="" type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/08/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations Directorate, Education Programs Department, CD60			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Jane McBay		5. PHONE NUMBER: 544-8730	6. BLDG. NO.: 4200	7. RM NO.: 210	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4200/210E		9. SIGNATURE OF APPROVING OFFICIAL:  J. R. Pruitt	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY		
1410	Formal Directives, Instructions, etc. - Routine Issuances 1410.1 CD60-OWI-001, Authorization & Control, CD60/Education Programs Dept. 1410.2 CD60-OWI-002, Coordination & Execution of Pre-College and Post-Secondary Education Outreach Programs			Temporary. Destroy when superseded or obsolete		NRRS 1/72B.2		
1442	General Office Files - Information Copies			Temporary. Destroy when 1 year old or when no longer needed, whichever is sooner.		NRRS 1/78D		
1700	Safety Activities Records			Temporary. Destroy when 3 years old (in accordance with MWI 8715.16 and pending approval of NRRS 1/117.5).		Unscheduled (NRRS 1/117.5, approval pending)		
3100	Performance Appraisals - Non-SES employees			Temporary. Destroy 4 years after date of appraisal.		NRRS 3/5A.4		
3600	Time and Attendance Reports			Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.		NRRS 3/48A.2		
5100	Procurement Files - Credit Card Purchases			Temporary. Destroy 3 years after payment.		NRRS 5/1A.1(b)		
9630	Travel Requests and Authorizations - Copies			Temporary. Destroy when no longer needed or when 3 years old, whichever is sooner.		NRRS 9/19C		
				Concurrence: <u>Annette K. Zingale 5-23-03</u> MSFC Records Manager				