

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/06/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element, department, group, etc.): Customer & Employee Relations Directorate, Media Relations Department, Office of Manager, CD70			SHEET <u>1</u> OF <u>2</u> SHEETS	
4. CUSTODIAN: Betty Golden			5. PHONE NUMBER: 544-0031	6. BLDG. NO.: 4200	7. RM NO.: 107	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Bldg. 4200, Room 107		9. SIGNATURE OF APPROVING OFFICIAL: Dominic Amatore
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
1216	<p>RECORDS OF TOP MANAGEMENT OFFICIALS</p> <p>A. Upper Level Management Files Copies of correspondence signed by the CaER Director and Deputy Director, such as request for speeches, articles, letters of appreciation, etc. Filed chronologically. (Betty Golden /Betty Humphery Suite107)</p> <p>C. Routine Material Copies of Weekly Reports are keep electronically in the CD70 folder under reports, weekly reports 2003 weekly, then by month and week (example 4-28-03.doc). (Betty Humphery Suite 107)</p>				<p>Permanent. Retire to FRC when 5 years old in 5-year blocks. Transfer to NARA when 10 years old.</p> <p>Temporary. Destroy or delete when no longer needed .</p>		<p>NRRS 1/22A</p> <p>NRRS 1/22C</p>	
1442	<p>GENERAL OFFICE FILES</p> <p>A. Chronological Files - Reading Files Extra copies of all outgoing correspondence. Arranged chronologically. (Betty Golden Suite 107)</p> <p>D. Information Copies Convenience files. Information copies of correspondence, reports, and other documents that are not made a part of an official subject or case files, such as: records management reports, press releases, manpower statistical data files, etc. Filed alphabetically. (Betty Golden/Betty Humphery Suite 107)</p> <p>I. Administrative Office Files Internal Administrative Files. Copies of travel requests, vouchers, and supply equipment requisitions with official file copy maintained by office rendering services. Filed Chronologically. (Betty Golden Suite 107)</p>				<p>Temporary. Transfer to Historian when 1 year old or when no longer needed for reference. Historial will destroy when no longer needed.</p> <p>Temporary. Destroy when 1 year old or when no longer needed, whichever is sooner.</p> <p>Temporary. Destroy when 2 years old or when no longer needed whichever is sooner.</p>		<p>NRRS 1/78A</p> <p>NRRS 1/78D</p> <p>NRRS 1/78I</p>	
1700	<p>B. SAFETY FILES CD70 Internal safety activities, including Supervisor Safety Visit Records, minutes of periodic safety meetings, and related materials. Filed on the Supervisor's Safety Web page. (Betty Golden Suite 107).</p>				<p>Temporary. Destroy in accordance w/MWI 8715.16 and pending approval of schedule NRRS 1/117.5</p>		<p>Unscheduled NRRS 1/117.5 approval pending</p>	

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
5100	<p>PROCUREMENT FILES</p> <p>A. Procurement or purchase organization copy and related papers necessary for GAO or internal audit purposes.</p> <p>2. Credit card log. (Betty Humphery Suite 107)</p>	Temporary. Destroy 3 years after final payment.	NRRS 5/1A.1(b)
1367	<p>EXHIBITS</p> <p>A. Small Routine Exhibits</p> <p>Files consist of case records and related coumentation/materials, pictures of set-up/design, and specification sheetS. (Toki Hammac-Owens Suite 107)</p> <p>B. Large Major Exhibits</p> <p>Files include visitor centers and major off-site exhibits including pictures of set-up/design, specification sheets and related papers. (Toki Hammac-Owens Suite 107)</p>	Temporary. Destroy when no longer needed.	NRRS 1/65A
1/78.C	<p>SCHEDULE OF DAILY ACTIVITIES:</p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, while serving in an official capacity created and maintained in hard copy or electronic form, exlcuding materials determined to be personal.</p>	<p>Destroy or delete when 2 years old.</p> <p>Concurrence:</p> <p>MSFC Records Manager</p>	NRRS 1/65B  GRS 23-5a (93)