



National  
Aeronautics and  
Space  
Administration

# Recordkeeping Arrangement

INITIAL ARRANGEMENT  
 SUPERSEDES ARRANGEMENT  
DATED \_\_\_\_\_

OPR ( <i>Organizational name</i> )	RECLOC	DATE PREPARED
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**PREPARED BY**

NAME	MAIL CODE	LOCATION ( <i>Installation, bldg., room</i> )	PHONE
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ITEM NO.	RECORDS SERIES		FILE ARRANGEMENT	DISPOSITION AUTHORITY <i>(Enter schedule and item no. from NPG 1441.1 or GRS)</i>	THEN	FILE BREAK	HOLD IN CURRENT OFFICE AREA	ACCESS RESTRICTIONS	PERMANENT
	AFS NUMBER	DESCRIPTION							

**APPROVED BY**

NAME AND TITLE ( <i>Office Head, or higher</i> )	SIGNATURE	DATE SIGNED
NAME OF INSTALLATION RECORDS MANAGER	SIGNATURE	DATE SIGNED