

Form 1010: Records Disposition Request

Record Information			
Requester:		Date Submitted: / /	
Title/Description:			
Type(s):	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Soft Copy	
Disposition Type(s):	<input type="checkbox"/> Delete/Destroy	<input type="checkbox"/> Copy	<input type="checkbox"/> Retire
Retention Period:		Cutoff Date: / /	
Rationale:		Organization Association:	
Number of Records:		<input type="checkbox"/> Records List Attached	
Location(s):			
Additional Instructions: (Copies, Shipping Addresses, etc.)			

Signatures of Authorizing Officials	
_____ Document Control Custodian	____/____/____ Date
_____ Functional Lead (Owner of Records)	____/____/____ Date
_____ Delegated Reviewer (Optional)	____/____/____ Date
_____ Strategic Communications Office Lead	____/____/____ Date

Comments of Authorizing Officials

Disposition Action	
_____ Completed By	____/____/____ Date
_____ Verified By	____/____/____ Date

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Instructions for completing the Records Disposition Request

This form may be completed electronically and then emailed to the Document Control Custodian.

Record Information

Please provide the following information:

- **Requester:**
 - Enter the requester's name.
- **Date Submitted:**
 - Provide the date the form is submitted to one of the Filing mailboxes.
- **Title:**
 - Provide any important information or comments pertaining to the record(s).
 - *Examples:*
 - "XYZ Project Records"
 - "FYnn Financial Records"
 - "IV&V Workshop Files"
- **Type(s):**
 - Select "Hard Copy" for physical records.
 - Select "Soft Copy" for electronic records.
 - Select both "Hard Copy" and "Soft Copy" for any combination of.
- **Disposition Type(s):**
 - Select "Delete/Destroy" when records are past retention.
 - Select "Copy" if a copy of a physical or electronic record is desired.
 - Select "Retire" when a record is to be packaged and shipped to a Federal Records Center.
- **Retention Period:** (Applicable for Delete/Destroy and Retire Dispositions)
 - Provide the retention period assigned to the records.
 - Retention periods can be found in Section 6, Records Tables of IMS Documents, the IV&V File Plan, or NPR 1441.1.
- **Cutoff Date:**
 - Provide the date that the records are completed or no longer required for daily operations.
 - The cutoff date is an important part of the retention period because it is the date that marks the beginning of the retention period. It is the date to calculate the disposal period.
- **Rationale:**
 - Provide a brief rationale for the dispositioning of the record(s).
 - *Examples:*
 - "Completion of IV&V of XYZ Project"
 - "End of fiscal year"
- **Organization Association:**
 - Provide the Office Name/Functional Area associated with the records.

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- **Number of Records:**
 - Provide a count of the records to be dispositioned.
 - If an exact count is impractical, other terms may be used.
 - *Examples:*
 - “18 linear feet of shelf space”
 - “38 Records boxes (3.1 CU each)”
 - “ 8 legal size file cabinet drawers”
- **Records List Attached:**
 - Check this box if you are attaching a detailed list or spreadsheet of the records.
- **Location(s):**
 - For physical copies in the NASA IV&V Filing System (Filing System), enter the Agency Filing Scheme number (**AFS#**) from the first column in the File Plan.
 - For electronic copies on ECM, enter the location from ECM.
 - *Attach a list of the records if applicable.*
 - For physical records that are not in the Filing System, please either attach the records to the Records Disposition Request form or state their location.
 - For electronic records that are not on ECM, please indicate on the Records Disposition Request form how the records can be accessed. (CDs/DVDs may be attached)
- **Additional Instructions:**
 - Indicate any copies needed and for whom they are intended.
 - Provide shipping addresses if any records are to be shipped off-site.
 - Provide any additional important instructions for the records.