

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Transportation

2. MAJOR SUBDIVISION  
Federal Aviation Administration

3. MINOR SUBDIVISION  
Office of Commercial Space Transportation

4. NAME OF PERSON WITH WHOM TO CONFER  
Carol Kelley

5. TELEPHONE  
202-366-2933

SAVE BLANK (NARA use only)

JOB NUMBER  
11-237-96-1

DATE RECEIVED  
1-16-96

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 2-12-96 ARCHIVIST OF THE UNITED STATES  
*[Signature]*

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12-5-95	<i>[Signature]</i>	FAA Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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Office of Commercial Space Transportation  
Transfer of Program from DOT OST to Federal Aviation Administration. Effective with 1996 Appropriation approval.  
(see attached)

11-398-94-4

MASS DATA CHANGE SHEET NOT REQUIRED

### **Office of Commercial Space Transportation (OST)**

This office encourages, facilitates, and promotes commercial space transportation activities by the United States private sector. Develops and manages the regulatory program and licensing process for commercial launch vehicle launches and associated services. Conducts safety research necessary to support sound and efficient safety standards and guidelines. Identifies and analyzes interagency, inter-agency, and international issues affecting commercial launch activities. Develops space transportation policies. Serves as the Department's primary contact with the space industry, public interest groups, the White House the Congress, the public and other agencies with respect to commercial space transportation.

#### **1. Directors and Associates Directors Subject Files/ General Correspondence File**

Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporation, international organizations, Congress and other Federal agencies that relate to the administration and operation of OST

PERMANENT. Transfer to FRC when 3 years old. Transfer to NARA when 10 years old. (N1-398-94-4, item 2)

#### **2. Reports/Publications Files. Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.**

**2a. Record Copy. PERMANENT. Transfer to FRC 3 years after publication of report. Transfer to National Archives 10 years after publication. (N1- 398-94-4, item 3a)**

**2b. Other copies. Temporary. DESTROY when no longer needed for public distribution. (N1-398-94-4, item 3b)**

#### **3. Commercial Space Transportation Advisory Committee (COMSTAC) files. Committee agendas, transcripts of proceedings, membership information, briefing books and minutes.**

PERMANENT. Transfer to FRC when 5 years old. Transfer to the National Archives when 15 years old. (N1-398-94-4, item 4)

#### **4. License Application File.**

Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.

Temporary. DESTROY. Transfer to FRC when 5 years old. Destroy when 25 years old. (N1-398-94-4, item 5)

#### **5. Reading Day Files. Chronological files duplicating all outgoing correspondence.**

Temporary. DESTROY when two years old. (N1-398-94-4, item 1)