



National Aeronautics and  
Space Administration  
John C. Stennis Space Center  
Stennis Space Center, MS 39529-6000

## Document Cancellation

### Authority

NASA Procedural Requirements (NPR) 1400.001H, NASA Directives and Charters Procedural Requirements, Chapter 5: Process Requirements for Requesting Directives Cancellations, Extensions, Resolutions, Waivers, and Transfers (applicable to Center-level directives)

### Instructions

#### 1. Functional area Records Liaison Officer (RLO):

- Complete and electronically sign this Document Cancellation form.
- Click the SUBMIT button to initiate the cancellation process in TechDoc.

#### 2. SSC Records Manager:

- Electronically sign this form.
- Route to appropriate Center (NSSC or SSC) Records Management Specialists to complete cancellation activities in TechDoc.

#### 3. NSSC/SSC Records Management Specialist:

- Cancel document in TechDoc.
- Email link to cancelled document to RLO and SSC RM.

### Records and Information Ownership

| Organization | Division | Branch |
|--------------|----------|--------|
| NASA         | IT00     |        |

### Document Information

| Document Number | Effective Date of Cancellation |
|-----------------|--------------------------------|
| SPD_2800.1      | 3/28/2024                      |

Revision  
E

Document Title  
Provision of Institutionally Funded IT Resources and Services

### Cancellation Information

Purpose for Cancellation

- Superseded - Replaced by a new revision because of major/minor changes  
Replaced with document # \_\_\_\_\_

- Obsolete - No longer appropriate for the purpose it was created for

### Required Routing and Electronic Signatures

|                              |                     |
|------------------------------|---------------------|
| SSC/NSSC Functional Area RLO | SSC Records Manager |
|------------------------------|---------------------|